V5: Parish Action Plan: Community Engagement Committee

Reviewed on: 4th November 2022

- Liaison with community topics and local groups
- Allocation of grants
- Maintain and monitor emergency plan
- Supervise Council's communications – website, noticeboards, newsletter, social media
- Develop and deliver agreed outputs from Parish Action Plan
- Manage in year committee budget within programme and delegation
- Identify and justify committee budget for future year

Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
1.Continue to improve communications with residents and organisations in the parish.	Improve Annual Parish Meeting with the aim of increasing participation.	On-going	May 2020 cancelled due to Covid-19. APM was held virtually in May 21 and attended by 66 members of the public. APM in 2022 was a great community event with over 90 people attending at CB hub. Networking meeting planned for January 2023	August 2020 November 2021 August 2022 November 2022	5600 £3,800	Revenue	 An EWG meeting will be scheduled for October 22 to start planning for May 23.
	A communication strategy meeting will be held once a year to review progress and actions needed.	On-going	A meeting was held in February and October 2021. A meeting was held in October 2022	March 2022 November 2022			Next meeting to be held in October 2022. Min Ref: CE22/23.025.1

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3.Young People, promote increased opportunities and support for local young people.	Chair/Vice Chair to continue to attend Mid-Sussex Health and Wellbeing Network to develop relationships with agencies/charities.	2020 – On-going	On hold due to Covid-19 Chair attending virtual events. Chair attending events	August 2020 November 2021 August 2022			
	Continue to encourage/enable sexual health and mental health teams to use Court Bushes Community Hub.	On-going	On hold due to Covid-19 The Assistant Clerk tried to reconnect with the contacts made before covid but unfortunately a lot of staff members had left, or the groups no longer existed. The Chair will continue to build up new contacts.	August 2020 November 2022			
	Promote/develop youth activities at Court Bushes.	On-going	On hold due to Covid-19 Youth offer meetings are being organised by the PC to ensure the future of the youth club and other activities. The Chair is involved in groups looking at developing Hurstpierpoint including a pump track, football pitches etc… Sussex Clubs for Young People received a £500 grant in August 2021 to help with the continued running of the youth provision. Hurst Festival Music Club, which is specifically for local teenagers, received a £420.60 grant towards hire costs at Court Bushes The Plan for promoting youth facilities at Court Bushes is dependent on MSDC agreeing a master plan layout for the site. The Head Teacher of St Lawrence School attended the APM in May 2022. Youth Offer meeting held with various agencies in October 2022.	August 2020 November 2021 March 2022 March 2022 August 2022 August 2022 November 2022			Proposed meeting for the 25th January 2021 to discuss the youth offer. Next schedule meeting will be June 2022. Min Ref: CE22/23.024.8

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3. Young People, promote increased opportunities and support for local young people.	Encourage involvement of young people in developing and enacting council 'environmental policy'.	On-going	On hold due to Covid-19 The Chair is working on a draft environmental policy following the APM held in May 2021. The Chair of CE and Dr Georgina Judd attended a walk with St Lawrence students in Hurst Meadows. The Chair has invited the head teacher/student at St Lawrence school to be involved in the APM in May 2022. One of the Hurst Meadows volunteers is a student at Sussex University and is completing her thesis on the impact on dog waste on the Countryside. Work experience is now offered by the Parish Council and two students from Downlands School participated in July 2022.	August 2020 November 2021 March 2022 March 2022 August 2022 August 2022			The Chair will include ideas from St Lawrence School & Downlands School regarding environmental issues affecting our parish which were discussed in the APM in 2021.
4.Inform residents of, and support opportunities for older people.	Develop and regularly review Dementia Awareness Project.	2016 Onwards	On hold due to Covid-19 Know Dementia were awarded a grant of £500 to help support running costs of the Memory Moment Café. Memory Moments Café is open at Court Bushes Community Hub. 'Safe Place' project launched in October 2021. AgeUK were awarded a grant of £500 to support 30 local people. New links have been established between PC and AgeUk. Age UK will be attending and speaking at the APM in May 2022. Knit and Natter were awarded a grant of £224.40 to help pay for hire frees. The Chair attended an Older Peoples Forum run by MSVA and made links with the Food Partnership and Community Transport. Meeting with Hurstpierpoint Fire Brigade to help connect them with the older community.	August 2020 August 2021 November 2021 November 2021 October 2021 March 2022 March 2022 August 2022 November 2022			Training was held on 20th October which 50 people attended. Organisations involved include the Library, Health Centre, Sayers Common Shop, Parish Office, Sussex Osteopath and Charlotte Grace Casuals. The committee would like to develop stronger links with Lloyd's pharmacy and investigate whether our buildings are dementia friendly.

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5.Support important Parish Events.	Improve PC presence at Key Parish Events.	On-going	The Super Sunday weekend during the Hurst Festival was supported with a £2,500 grant. Santa Fun Sunday on the 5th December 2021 is being supported through a Mid Sussex grant scheme organised by the PC. St Law Fair will be attended in July 2022 with an information stand. The PC has had ongoing meetings with the Traders including discussions on an event to mark the Platinum Jubilee. The PC was represented at the July 2022 Fair with an attractive and informative stall and positive engagement was made. The festival has been awarded a further £2,500 for the September 2022 Super Sunday event. The Remembrance Sunday event will be supported by the PC on 13 November 2022.	November 2021 November 2021 March 2022 August 2022	5630 £2,500	Revenue	 High Street Reps working closely with the traders to ensure they produce a 'shopping list' to gain the MSDC grant. The Parish Council banners put up in the Village Garden on Super Sunday Sept 2022.
6.To improve the health and wellbeing of residents (including temporary residents such as refugees) especially those who are vulnerable.	Improve access for residents to support/health services and groups through: Publicising and signposting to local services. Encouraging/facilitating groups/services to use our facilities. Approaching services where we have gaps.	2020 On-going On-going On-going On-going	 3 leaflets of useful information delivered to all households during Covid-19 lockdown. The Chair is working on a 'help' page for the website that will signpost people to local services. Food Bank Meeting in October 2022 The Melting Pot is now being used by other agencies such as Age Uk. Chair speaking to groups at the Health & wellbeing network events.	 August 2020 August 2022 November 2022 November 2022 November 2021 November 2021	5640 & 5650 £2,000		 Information regularly being shared in Hurst Life articles and the PC Facebook and website page. Min Ref: CE22/23.024.10

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6. To improve the health and wellbeing of residents (including temporary residents such as refugees) especially those who are vulnerable.	Building links with existing services e.g., Mid Sussex Health Care (health centre)/library/Church. Supporting/initiating events that support wellbeing e.g., Hurst Meadows walks.	On-going On-going	Grants given to Refuge, Citizen Advice and Young Minds of £500 per organisation to support young people. A grant was awarded to the YMCA (Downlands School) to increase counselling to their students. The Chair has contacted the Mid Sussex Health Care Patient Participation Group and will be attending meetings where possible. Links have been made through the 'Safe Place' project held in October 2021 with the Health Centre and Library. A programme of Hurst Meadows walks/activities is in the planning stages for 2022. Hurst Meadows walks were organised by Dr Georgina Judd in July 2022 and there was a good turn out especially as people were still unsure about Covid. The Chair is temporarily managing the HM Volunteers. Grants Awarded to Befriended, Hurstpierpoint Gymnasic Club and Age UK.	April 2022 August 2022 November 2021 November 2021 August 2022 November 2022 November 2022			Min Ref: CE22/23.023.1
7.Support action to make people aware and receive information about fraud.	Host regular anti-fraud event organised by Sussex Police.	2016 Onwards	Event held in March 2020 Two PCSO will be attending the APM in May 2022 and will talk about crime in our community. The Local PCSO was unable to attend the APM in May 2022, so a new fraud awareness session is being organised. Fraud Prevention Talk to be held on 23.11.22	August 2020 March 2022 August 2022 November 2022			40 residents attended the event. Cllr Lank raised the absence at a Police and Crime Commissioner meeting. Hurstpierpoint Fire Brigade to be invited.

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7. Explore ways to help extend Neighbourhood Watch schemes to cover the whole of the Parish.	Invite PCSO to regularly visit the Parish Office and attend the Community Engagement meetings. Link with the neighbourhood co-ordinator.	On-going On-going	The PCSO's have regularly been coming to the Parish Office to discuss any problems. Followed up by Cllr Lank and Clerk and invited new PCSO to the office. Cllr Lank to update the committee when a new co-ordinator is appointed in Hurstpierpoint.	November 2021 November 2022 November 2021			
8.Work closely with local businesses to make Hurstpierpoint a more attractive place to visit and shop.	High Street reps to work with traders to help to boost the High Street.	On-going	High Street reps are in discussion with the traders. The High Street reps are working on producing 500 Hurst 'sustainable' free tote bags, heart of Hurst maps and a jubilee 'big picnic' event. The traders will be invited to share information and discounts for anyone attending the APM in May 2022. The sustainable bags and maps were produced and issued at the APM and St Lawrence Fair.	November 2021 March 2022 March 2022 August 2022	5610 £6,000		
9.Explore ways in which the Parish Council can enable more employment opportunities in the Parish.	The committee will work with the Welcome Back Fund consultant appointed by MSDC to identify local employment opportunities for the parish.	2022 - 2023	The High Street reps will be working closely with MSDC appointed consultant, High St traders etc... The Retail Study commissioned by MSDC with EU Regional Development Fund money has been submitted for the PC's consideration at its August and November 2022 meetings.	January 2022 August 2022			Meeting was held in March 2022 to discuss the Parish Councils and traders views.
11. Options will be explored to provide adequate public transport facilities in the parts of the Parish currently under-served.	Continue to press for better public transport links when opportunities present themselves. Publicise where transport does exist e.g., to Pauline Shaw Centre, Hassocks.	2016 Onwards On-going	Request for the 100-bus route to change submitted to West Sussex and will be reviewed in the wider bus review. The 'SUSBUS' bus service portal welcomed feedback and there was some useful content on there following its promotion by the PC. Public transport being advertised in the PC Hurst Life pages, website, and Facebook pages. Transport links will be included on the Heart of Hurst Maps. Invited the Comm Transport Officer to the next CE Meeting.	November 2021 August 2022 November 2021 March 2022 November 2022			The Chair would like to explore more about the Community Transport Services.

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Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
13.Emergency Plan.	Review Annually.	2019 Onwards	Actioned Review to take place in 2021 The Emergency Plan was reviewed and adopted by the PC on 26 May 2022 as part of the Risk Management suite of documents.	August 2020 November 2021 August 2022			
14.Reeds Lane Play Area. Provision of replacement equipment.	Monitor project to ensure completion.	On-going	Chairman is liaising with MSDC re S106 funding of £17,500 due to delay in receiving S106 monies from Kingsland Laines development. Drainage investigations and plans overseen by the Estates & Facilities committee. Phase one of the play equipment being installed in January 2022. Stage One has been completed in February 2022. Stage two which will include facilities for older children and improvements to drainage are at the planning stage.	August 2020 see briefing note E&F 07/20 November 2021 March 2022 March 2022	£22,500 (including MSDC £17,500)	S106 Funds	The PC asked for Sayers Common children to help design/suggest ideas for the playground. 12 ideas were sent into the PC office and displayed on the PC Facebook page.
	When Phase one is completed review Reeds Lane Rec.	On-going	Hurst Life, Facebook and website announcement when Phase one was completed. A Topographical Survey has been undertaken at Reeds Lane Rec ground to help design a drainage management plan. After that, consideration of further play equipment will be revisited. Site Visit on 27.9.22	November 2021 March 2022 August 2022 November 2022			

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REMOVED ITEMS BY COMMUNITY ENGAGEMENT COMMITTEE

Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
2.Improve reception in the Parish for the benefit of residents and businesses.	Liaison with mobile phone network providers.	2020-21	The Committee agreed to remove this item as the Parish Council could not make an impact on the situation.	November 2021			REMOVED

COMPLETED ITEMS BY COMMUNITY ENGAGEMENT COMMITTEE

Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
1.Continue to improve communications with residents and organisations in the parish.	Implement new newsletter schedule at reduced cost on recycled paper.	2020-21	Implemented 3 leaflets of useful information delivered to all households during C-19 lockdown	August 2020			COMPLETED
1.Continue to improve communications with residents and organisations in the parish.	Implement new monthly Hurst Life schedule.	2020-2021	Implemented	August 2020			COMPLETED
1.Continue to improve communications with residents and	Increase Hurst Life pages to two per article to increase information for residents.	2021	Implemented	January 2020			COMPLETED

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organisations in the parish.							
1.Continue to improve communications with residents and organisations in the parish.	Participate in joint surgeries with WSCC/MSDC Councillors.	On-going	The PC will attend any surgeries organised by WSCC & MSDC.	November 2021			As surgeries are not currently being held this item has been closed
3.Young People, promote increased opportunities and support for local young people.	Positive Placements	On-going	On hold due to Covid –19 The Assistant Clerk contacted YMCA and it was confirmed that the Positive Placement Scheme is no longer running.	August 2020 September 2022			As the scheme no longer runs this item has been closed
4.Inform residents of, and support opportunities for older people.	Publicise and support Memory Moments Café in order to increase to bi-monthly.		On hold due to Covid-19 Advertised regularly in Hurst Life, Facebook page, and the PC Website. A volunteering request was added in our Hurst Life article, the Facebook and Website page for the café. The Memory Moments Café is increasing to bi-monthly from Feb 2022.	August 2020 November 2021 December 2021			Know Dementia confirmed they had received enquiries about volunteering through our publicity All bi monthly bookings have been confirmed for 2022. COMPLETED
5.Develop a more robust system for awarding grants.	Review Process. Monitor the process is being followed and outcomes of grants awarded.		Actioned	August 2020			COMPLETED
8.Work closely with local businesses to make Hurstpierpoint a more attractive place to visit and shop.	Village Garden.	2016 Onwards	Enhance Christmas lights in High Street and Village Gardens.	August 2020			COMPLETED

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8.Work closely with local businesses to make Hurstpierpoint a more attractive place to visit and shop.	Summer planters for the Village Garden.		Actioned	August 2020			COMPLETED
8.Work closely with local businesses to make Hurstpierpoint a more attractive place to visit and shop.	Christmas Lights including tree.		Actioned. Nine Christmas column lights added to Sayers Common.	August 2020 November 2021			Christmas column motifs purchased to be attached to nine light columns in Sayers Common along the B2118. COMPLETED
8. Schemes shall be introduced to improve the pedestrian environment, to encourage the retailing sector.			(Neighbourhood Plan – February 2015, High Street Improvement Scheme (2015) have contributed to the actions).				COMPLETED
9.Explore ways in which the Parish Council can enable more employment opportunities in the Parish.	Formalise PC preference for using local businesses to provide services.	20202	PC has a preference for local contractors and will seek out local companies where possible.	November 2021			COMPLETED

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10.West Sussex County Council and the Rural Broadband Partnership will be encouraged to promote superfast broadband coverage with the aim of ensuring that the entire parish if designated as either black or grey area status.	From Neighbourhood Plan – February 2015.	2016 Onwards	WSCC now progressing with this issue from 31.8.2017 Broadband partnership and funding are now available through West Sussex to Hurstpierpoint and Sayers Common residents. This would be organised by a representative of the road/community.	November 2019 November 2021			No more action can be taken as a PC as West Sussex has set up a partnership and funding scheme. COMPLETED
12.Ongoing provision of replacement and new seats around the Parish.	Programme Continuing.	2016 Onwards	The December 2021 Hurst Life article includes a request for information on benches.	December 2019 November 2021			COMPLETED
15.Heritage Trail Provision of Trail around Hurstpierpoint.	Scheme to be developed and promoted by Parish Council. Council 26 May 2016 – Minute 16/011.4.	2017-2019	Sketch design placed on hold. Further planning to be undertaken. Hurst Society now leading on this. Joint working group has been formed. Heritage Trail live August 2021 advertised regularly in Hurst Life, Facebook page and website. Positive feedback from residents.	November 2019 August 2020 November 2021	£6,000	Revenue	COMPLETED