



Hurstpierpoint & Sayers Common Parish Council
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Village Centre
Trinity Road
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West Sussex BN6 9UY

Minutes of the Parish Strategy Working Group

Tuesday 20 August 2024 at 11.00am in the Village Centre Conference Room

Present:

Cllr Barry Forster(Chair)
Cllr Duncan Ranger
Cllr Annette Street

Mark Froud
Sarah Groom, Clerk to the Council

1. **Apologies for Absence:** No apologies were received.
2. **Previous Minutes:** The Working Group agreed the minutes of the previous meeting of 10 June 2024.
3. **Review of Information Base:** The Information Base was nearing completion and the key facts would be taken forward to provide a base for developing the strategic objectives.
4. **Review of Asset Review:** The Asset Review was also nearing completion and the Clerk had a few final comments to add particularly around Hurst Meadows and then it could be signed off as a final draft.
5. **SWOT:** The SWOT Analysis needed to be finalised which would again provide vital background information to the Strategy.
6. **Time Line:** The timetable would be developed once the process of consultation was agreed.
7. **Style and Format:** Cllr Forster had created a flow chart to show the structure of the production of the Strategy. The background documents consisted of the Neighbourhood Plan, the 2016 Community Life Plan and Action Plans, the Asset Review, Information Base and SWOT Analysis. These would provide overarching strategic objectives for the Parish but each geographical area would also have key local matters to be addressed through tactical action plans. The action plans would then be disseminated by Council to the relevant Committee. Full Council would agree what each Committee should be delivering each year. Some actions may be longer or shorter than 12 months and may require their own time frame. All documents would be reviewed annually and updated as required by the Working Group who would meet approx. twice a year. Once the process is well established all should feel more confident. It will aid with continuity and mitigate against the loss of knowledge if anyone leaves. A vision and set of strategic objectives will be developed for agreement at Council.
8. **Consultation Plan:** The Hassocks example will be circulated which could be a good basis for the Working Group to develop, in consultation with the Community Engagement Committee. The Working Group will consider the Hassocks information and email views to each other. The consultation could include a review of the 2016 findings and residents could be asked if that information is still relevant (by way of a brief introduction to the new survey e.g. one sheet of A4, 12 questions maximum).
9. **Report to Council 26 September 2024:** The briefing note for Community Engagement Committee/Council will include a statement that the three new background documents are concluded (for now). A time line to focus on consultation and that a questionnaire will be agreed by Community Engagement Committee/Council before it is distributed.
10. **Date of the Next Meeting:** The date of the next meeting is to be confirmed.