



Hurstpierpoint & Sayers Common Parish Council
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Briefing Note

Strategy Working Group (SWG)

For Council

Introduction:

This briefing note is communicating the revised structure to the Parish Vision, Strategies and Actions which will be known as the "Parish Action Plan" (PAP). It will also outline the proposed structure to the community consultation document.

Please note that the attached files are still working documents and the content is not finalised. The purpose of revealing the documents is for you to review and agree the structures not the content.

Update:

- **Background** from the SWG Update 02.12.24.
 - Initial discussion covered the consultation process and the structure of information required.
 - The desired outcome from the overall strategy review process was agreed to be a combination of high level, long term desired outcomes with shorter term action objectives. The shorter term objectives are to be achievable, dealt with proactively, budgeted for, and executed in timescales appropriate to the undertaking involved.
 - It was resolved that a hierarchy of aims/objectives that would be adopted to support the structure of both the consultation and output process would be as follows:
 - Vision
 - Strategy
 - Process
 - To serve the longer term aims of the PC the Vision and strategy levels will not have timescales attached.
 - The Strategy level statements will detail what the PC is legally required to undertake and what are desirable or "nice to do" items.
 - Process level will have detailed objectives with target dates appropriate to the tasks and will form the overall Parish Action Plan.
 - The Process level statements will be mandated by the full PC in collaboration with the committees and will cascade into the various committee action plans.
 - It was further agreed that prior to consultation with the residents a consultation with the PC would be completed to ensure full agreement.
 - To that end, a consultation document will be sent out for Councillor's consideration in the next few weeks.

- **Update to the above:**
 - Within the attached PAP document you will see that there has been a minor change to the structure with the introduction of a secondary strategy level and the process level has been renamed objectives.
 - The second strategy level allows for a high level, open ended strategy statement to be broken down into steps or sub groups that still do not have a budget or timeline.
 - The objectives will only be entered when the task becomes achievable and the conditions under which it is to be carried out, measure of outcome and budget are all defined.
 - When complete each objective will be allocated to a committee, group or individual for actioning.
 - The numbering system allows an objective/action at committee level to be traced back to the higher level strategy origin.
 - The content of the PAP will be condensed and structured appropriately in the new format. Once this is done the content of the residents consultation document can be filled out. To gain more useful data from the survey, it is intended that the questions posed will be targeted rather than being high level which will aid the content of the PAP.
- **By adopting the structure above:**
 - The Council's desired outcome of having longer term (5 years plus) statements of intended/desired outcomes is answered by having strategies and sub-strategies under the vision statement that it intends to carry out but does not yet have a budget or timeline for.
 - The Council's desired outcome of having shorter term (1-5 years) statements of achievable outcomes is answered by having the objective level containing clearly identified tasks that can be budgeted for and completed within a defined timescale.
 - The connection between the PAP and Committee level objectives/actions will be clearer, more transparent and better defined. This in turn will allow for the questions in the residents consultation to be refined and drive better data in the responses.
- **Timescale – Assuming Council agreement:**
 - The PAP will be developed, condensing the current entries from all of the legacy documents into the new structure and creating correctly structured objective statements. This will be an open ongoing process as it is a live document.
 - By the February PC meeting the SWG will meet with the PC Chair, Clerk and CE committee Chair to agree the detail of the consultation document content and process.
 - By the March PC meeting the consultation will be ready to be actioned.

Recommendations:

1. That the proposed Parish Action Plan be adopted as the centralised live document driving all other committee action plans.
 2. That within the Parish Action Plan a new structure of Vision/Strategies/Objectives(actions) as outlined be adopted.
 3. That the revised committee action plan structure linking all actions to the Parish Action Plan be adopted.
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HPPPC Vision/Strategy/Objectives and Committee Actions

Hurstpierpoint & Sayers Common Parish Council - Objectives			
Strategy:	Objective:	Action by:	Target Date
Global Strategy 01.1	By the next PC meeting review the MSDC response to the phase 2 planning inspection and create a report for full council with recommendations of achievable actions that the Parish Council can take to support the strategy.	Planning Committee	23 Jan 25
Global Strategy 02.1	By the end of the financial year, review the existing Hurst Meadows Management Plan and provide an revised 2026 plan for full council approval, funding and implementation.	FG&E	01 Nov 25
Global Strategy 02.1	Wilding Project - By the end of the 2025 spring planting season complete the planting of wild flowers in the roadside boundaries along the London Road, Albourne Road and Cuckfield Road.	FG&E	01 May 25
Global Strategy 03.1			

HPPPC Vision/Strategy/Objectives and Committee Actions

*****Example Committee/Group/Individual Action Plan*****

Hurstpierpoint & Sayers Common Parish Council – Planning Committee Action Plan				
Strategy No.	Action Objective	Target Date	Budget Code	Status
Global 01.1	By the next PC meeting review the MSDC response to the phase 2 planning inspection and create a report for full council with recommendations of achievable actions that the Parish Council can take to support the strategy.	23 Jan 25	01234	Ongoing

Hurstpierpoint & Sayers Common Parish Council

Questionnaire/Priorities Statement

In 2016 Hurstpierpoint and Sayers Common Parish Council produced a Neighbourhood Plan, Community Life Plan and subsequently a number of Parish Committee Action Plans to guide the council's activities within the parish. These plans were based upon consultation carried out with the residents of the community in 2015. A great deal has changed since then.

For instance:

- We have had a pandemic which significantly affected all our lives, and in some cases permanently changed the way we live and work
- We are all aware of the climate change and biodiversity crisis and some of the actions we can take to effect and adapt to that
- We now have a new government which will change the cost-of-living and lifestyle choices for many of us
- We have left the European Union the implications of that decision are now impacting upon local government
- The parish has grown markedly with many new developments and is continuing to grow, with new residents joining our community
- We have to face the reality that some of our countryside around us will be used to further grow the community

In the light of all these changes, the Parish Council feels that it is imperative that it updates its understanding of the priorities that the residents may have for the parish so that it can allocate resources and serve them appropriately.

The Government appointed Planning Inspector is currently reviewing the Mid Sussex District Plan, and in particular the proposed development to the west of Sayers Common. A change the Neighbourhood Plan itself would not be appropriate currently, until the outcome of the review is known. However, the Parish Council aims to be proactive and have the priorities of the community included the Parish Council Action Plan and Committee Action Plans so that we may react to the changes being imposed globally upon our parish.

The following questionnaire will result in a Priorities Statement. This will set out what our community thinks are the most important issues for the parish and how they should be addressed. In turn this will be fed into the Parish Council's action plan and define how it allocates its resources. It will also help to guide how it responds to consultations by other organisations and will help those organisations understand what the parish residents and businesses would like taken into account when providing services and facilities.

The Parish Council would be grateful for you spending a few minutes of your time to complete the following questionnaire: The questions will ask:

1. What do we want Hurstpierpoint, Sayers Common and Goddards Green to look like in 5-10 years' time? (The Vision) and
2. What are the most important issues for our area and how should they be addressed to achieve this vision? (The Priorities)

A link to the questionnaire can be found at

All the information you provide will remain confidential. It will not be passed to any other organisation. We will only use it for research and consultation.

Demographics (to help us analyse the survey responses)

Where do you live?	Hurstpierpoint/Sayers Common/Goddards Green
How many people live in your household?	

The proposed vision for the parish council is: **To be a proactive parish that utilises 21st century technology, whilst cherishing it's rural environment and history; where residents can live in a supportive, inclusive, sustainable and vibrant community.**

How far do you agree or disagree with this vision?

Agree strongly	Agree	Neither agree or disagree	Disagree	Disagree strongly

The parish council delivers the following services. Should we continue to deliver these and spend more or less money or stop delivering them?

Service	Do more (£)	Do the same	Do less (-£)	Stop
Community hubs/spaces (Court Bushes and the Village Centre) £xxk				
Management of Hurst Meadows and 191 trees £xxk				
Recreation grounds and play areas (South Avenue and Reeds Lane) £xxk				
Public conveniences Trinity Road and Pitt Lane) £xxk				
Christmas lights in Hurstpierpoint and Sayers Common £xxk				
Allotments on Albourne Road £xxk				
South Avenue Cemetery £xxk				
Management of street waste and dog waste bins £xxk				
Advocacy on behalf of the community £xxk				
Advice to Mid Sussex District Council on planning applications £xxk				
Community grants £xxk				

Bus shelters, benches, noticeboards, some street lights (137) and signposts £xxk				
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How much do you support or not, each of the following draft priorities?

	A lot	A little	Not at all
To protect and enhance the character of our built environment and retaining the separation between built up areas			
To manage our countryside by improving its biodiversity.			
To strengthen the economy of the parish by ensuring the continued viability of Hurstpierpoint High Street, Sayers Common Village and small and home-based businesses.			
To reduce inequalities and provide opportunities for our residents to enjoy a wide variety of social, health, leisure, educational and economic activities.			
Working with others to provide a 21 st century infrastructure.			
Being an effective, representative, and well-run parish council; enabling community life to thrive; by listening and responding to residents' needs and requests.			

Area Specific Questions (Please answer all questions to all three areas)

Hurstpierpoint:

Mid Sussex District Council is planning to introduce car park charges in the Trinity Road and Brown Twins Road car parks in 2025. Please rank the following options so that the Parish Council can get the best deal for you? (1 is the best option and x the worst).	
Free parking for an hour	

Sayers Common:

Goddards Green:

Have your say:

What do you like most about the parish?

What one thing would you like to see changed or improved in the parish?

Do you have any other thoughts and/or ideas you would like us to consider?

If you have any questions, please contact us at:
office@hurstpierpoint-pc.gov.uk or on 01273 833264

You can complete this questionnaire online at: www.hurstpierpoint-pc.gov.uk
Or fill it in by hand and drop it into the collection boxes at either:

- Hurstpierpoint Village Centre
- Sayers Common Village Shop

The survey will close for responses on xxxxxxxx
Hurstpierpoint and Sayers Common Parish Survey

The experience of recent years – proposed significant new housing at Sayers Common and north of Hurstpierpoint – has taught us that we cannot let others decide our future.

We need to decide what you, our communities, want and then work with others to make it happen. To do that we need a vision for our parish that lasts for the next generation. The Parish Council has done a lot of research (available www.hurstpierpoint-pc.gov.uk and developed some priorities.

We want to know if you think we are on the right track or need to make significant or minor changes.

Strengths	Weakness
Community and quality of life Strong sense of Community Affluent population with a very high-quality living environment	Inequalities The Parish is largely affluent, with small pockets of relative deprivation. Unequal access to services (public services and broadband/mobile).
	Housing Lack of appropriate housing to meet the needs of village families and their children.
Biodiversity and the environment Rural Character of the villages and proximity to the countryside (South Downs and Hurst Meadows)	Biodiversity and the environment Longstanding watercourses not maintained.
Transport Rail links to London and Brighton.	Transport Traffic and parking congestion Lack of buses.
Community, sports and social facilities Good range of sports, social and arts clubs/facilities and community events	Community, sports and social facilities Limited facilities to retain young families and young people
Retail quality Well used and vibrant retail and service business community	
Educational assets Good schools	
Parish Council Proactive Parish Council with strong outward communication	Parish Council Limited two-way engagement with the community.
Opportunities	Threats
Planned housing developments Sustainable planned community expansion with a village centre Housing that meets needs of the local community Maintaining clear open space between Hurstpierpoint and Burgess Hill	Significant housing development outside the current villages' boundaries Large scale development which undermines village character and increases the chances of coalescence. New housing that does not meet local need. Inadequate services provided.
Economic activity Enhanced broadband and mobile connectivity and speeds.	Economic activity High dependence on public sector employment. Continued poor broadband and mobile access for households and home workers
Improvements to biodiversity and the environment To protect and enhance the countryside within the Parish by increasing biodiversity	Loss of biodiversity and changes to rural character Loss of hedgerows/shaws and range of agricultural field sizes
Enhance the health of the residents in the Parish Fully resourced health/family services accessible throughout the Parish	
Reduce levels of inequality within the Parish Educational support for disadvantaged families to assist with integration	
Enhancing facilities for children and young people To provide more youth facilities	
Improve and enhance all aspect of transport infrastructure and modal shift Complete the cycle and footpath network Managed car parking solution	Increased car traffic Congestion Overspill car parking in residential roads
Other opportunities Grow sustainable tourism in the Parish	Other threats Cost pressures on MSDC and WSCC