

HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE** meeting held on **Tuesday 19 March 2019 at 7.30 pm**

Attendees: Parish Councillors: Frances Gaudencio (Chair), Sue Hatton, Peter Gibbons and Ian Weir

Clerk: Ian Cumberworth

PRC18/50 APOLOGIES: Cllr Judith Foot, Georgia Cheshire

Absent without apologies: Kate Bailey.

PRC18/51 DISCLOSURE OF INTERESTS: None declared.

PRC18/52 MINUTES

The Minutes of the Meeting held on 19th February 2019 as previously circulated were accepted.

PRC18/53 PUBLIC PARTICIPATION.

There were no members of the public present.

PRC18/54 CLERKS REPORT

54.1 Annual Parish Meeting. The Clerk advised members that he had secured a stall for the May day event being held on the 6th May and a potential gazebo similar to the one used last year.

Cllr Gaudencio introduced this item and updated Members on the progress of the group to date and sought further volunteers to support this initiative due to lack of availability of members currently on the group. Members discussed various options/proposals for the Mayday event. Members **AGREED** that a meeting between Cllr Gaudencio, Cllr Weir and the Clerk would be convened to provide further consideration to the format of the stall and to finalise the proposals to facilitate the co-ordination of participants.

54.2 Communications /Promotions. No items to report.

54.3 Training – This report updated members on the training programme being offered by SSALC in the forthcoming year. It was acknowledged that it was important that relevant training opportunities were provided for both Members and staff. In particular Members felt training should be undertaken by any Members wishing to fulfil the role as Chair or vice chair of any committees. The view was also expressed of the importance of any member sitting on planning committee to receive appropriate training.

Members expressed the view that they were keen to ensure any new Members were provided with adequate training and support to assist them in taking up their role as a Councillor. The Clerk confirmed that he had created an induction pack to support new members to complement the current mentoring arrangement for new members which could be supplemented by formal training opportunities.

Members felt that it was an opportune time to review the current induction arrangements and were keen to develop a Training policy/Protocol.

The Clerk agreed to provide some examples for Members to consider and adapt to the needs of the Council. Members **AGREED** that Cllr Gaudencio and Cllr Hatton would be charged with reviewing the induction material and training and drafting a policy to be brought back to this Committee for further consideration.

- 54.4 Business Plan** – covers a 5-year programme setting out the Council's priorities for the period 2018 to 2023. As part of the Business process Members are required to review the document periodically. Cllr Gaudencio requested that Members give some consideration to the progress made to date and provide an indication as to whether they felt the Council had made progress in achieving/progressing these objectives. The Clerk indicated that this high-level document did not set out any prioritisation of the objectives but simply detailed the overall objectives of the Council. Cllr Gaudencio then took Members through each objective to obtain a consensus from members as to the status of each objective.

		ASSESSMENT/MEMBERS VIEW
	NEIGHBOURHOOD PLAN	
1	Continue to engage with the residents to keep the plan relevant.	Members felt progress has been made this year and a number of engagement initiatives occurred
2	Preserve and enhance the rural character and biodiversity of the Parish and its historic buildings, maintaining gaps to neighbouring towns and villages and having regard to the proximity of the Parish to the South Downs National Park and its biodiversity.	Progress has been made and the development of the current NP is striving to achieve this.
3	Ensure all sections of the community have access to key local services including education, health, community services, sporting, cultural, religious, performing and social clubs, groups and shops.	The consensus from Members that progress continues to be made in this area
4	Stress with developers the need for appropriately sized, affordable and sustainable housing, developed in sympathy with the village and its surroundings, built to very high standards of design, construction and energy and water efficiency.	Progress has been made and the development of the current NP is striving to achieve this
5	Seek opportunities to develop the centre of the village to form a distinctive social hub.	Limited progress has been made in this area to date
6	Strive to maintain the visual gaps between Hassocks, Burgess Hill, Ditchling and Hurstpierpoint and improve recreational and wild spaces within the village.	Progress has been made and the development of the current NP is striving to achieve this
7	Continue to oppose any development from encroaching within the South	Council continues to make representations where

	Downs National Park other than in connection with agriculture or tourism in line with SDNP policies	development impacts adversely on the SDNP
8	Obtain funding from Community Infrastructure Levies and press for appropriate Section 106 agreements with developers	CIL has not been adopted by MSDC therefore this has not been possible to progress. Representations are made to secure s106 agreements where feasible and to influence their content.
9	Explore opportunities for acquisition of community assets and land for recreational spaces or allotments if demand exists for the latter.	Some initial preliminary work has been undertaken
ENGAGING WITH THE COMMUNITY		
1	Become more active and supportive of local initiatives and projects.	A number of initiatives have been encouraged and supported
2	Ensure Hassocks, Keymer and Clayton residents and businesses are kept informed and updated on a regular basis about initiatives being undertaken by the Parish Council and its partners.	Efforts have been made to achieve this.
3	Explore appropriate and frequent methods of communicating with all sections of the community.	Consensus was that Communication has improved but remains work in progress
4	Review our branding and website and maximise its use as a communications tool. (Additional objective)	Improvements have been made in the last year to website content
5	Research the needs of the community and encourage feedback and participation.	A number of consultation initiatives have occurred in the last year which have fed into the decision making process
6	Improve accessibility of Parish Councillors through engagement with the community.	The Councillors have participated in a number of consultation initiatives directly engaging with members of the community.
7	Seek grant funding to provide seed money for new projects to assist wellbeing organisations to provide services directly to Hassocks residents.	In progress
A GREAT PLACE TO WORK & LIVE		
1	Research, develop and fund a master plan for Adastra Park and ensure that current and future needs of all residents are met. This will include undertaking a strategic review of public hire space and develop a plan for the next 5-10 years.	Progressing with the delivery of the skate park expected in the summer 2019.

2	Ensure the efficient maintenance of the Adastra Park and Adastra Pavilion and maximise their appropriate use.	Improved arrangements have been established
3	Continue to work with outside organisations, for example HKD Transition, to develop greener solutions for the assets that the council manages and to collaborate with organisations that promote environmental initiatives within the community	Some examples of Partnership working undertaken in the current year are with HKD and The Woodland, Flora & Fauna Group. This has included the installation of the rain garden in the park.
4	We will continue to invest in our tree planting scheme, floral and plant displays throughout the village	Financial support is ongoing
5	Work with Mid Sussex District Council to support the growth of the wider economy	Ongoing where possible however the Parish is limited in its influence
CONNECTING OUR VILLAGE		
1	Support improvements to transport links between villages	Representations continue to be made through the rail group to secure improvements with the rail service
2	Engage with bus companies and all appropriate partners for improved services to Brighton, Haywards Heath and the hospitals.	Efforts have been made however this remains challenging due to the stance that bus companies will only operate profitable routes.
3	Work with partners to lobby for improvements to Hassocks Station and for the provision of appropriate train services.	Worked with the Rail Group
4	Lobby WSCC and the police for appropriate traffic calming measures, and to consider contributing to the costs of improvements.	Parking initiatives are being progressed with WSCC and highways improvements being sought through developer's contributions.
5	Promote an increase in walking and cycling, through improvements in the environments for these modes of transport, in partnership with Police and WSCC.	Representations continue to be made as part of developer contributions
6	Work with partners to create safe cycling routes between Hassocks, Clayton and Hurstpierpoint.	Ongoing
7	Explore the creation of a safe cycle way to the east of the railway between Hassocks and Burgess Hill.	Ongoing – to be delivered via the Strategic site.
8	Promote a 'Nature Trail' by collaborating with community partnerships.	Opportunities have not been available in the last year
9	Seek to develop an interchange Hub at Hassocks Station with partners through the provision of off street parking and	Limited progress made

	an improved east west bus service linking nearby villages.	
	OUR STAFF AND OURSELVES	
1	Budget to provide the financial resources to enable us to implement the Business Plan.	Sufficient funds have been provided to support the Business Plan
2	Where appropriate, deliver larger projects through external support to enable staff to maintain existing operations.	Additional resources have been commissioned to support project management
3	Endeavour to ensure decisions made by the Council take into account the work load of staff.	Members are made aware of resource capacity
4	Invest in continuous professional development for the Clerk and the staff.	Actioned
5	Encourage development for Councillors and committees in line with the "Good Councillor's Guide".	Actioned – To review and develop a training policy/protocol

Cllr Gaudencio thanked Members for this initial assessment and proposed that the Business Plan would be revisited in the new municipal year to reconsider whether some of the current objectives were in need of refreshing and to provide further clarification on the prioritisation. Members stressed that it was important to keep this document under review to ensure that it remains current and progress is assessed.

PRC18/55 Urgent Matters None

PRC18/56 DATE OF NEXT MEETING. 16 April 2019

EXCLUSION OF PUBLIC AND PRESS In view of the confidential nature of the business about to be transacted Councillors will be referred to the confidential agenda. If any members of the public or press are present they will be requested to withdraw from the meeting.

PRC18/57 MINUTES

The confidential Minutes of the Meeting held on 19th February 2019 as previously circulated were accepted.

PRC18/58 Staffing Matters – Members considered the confidential report detailing the proposed pay scales for 2019/2020 and **RESOLVED** to **APPROVE** the incremental progression and inflationary increases to staffs salaries proposed for 2019/20.