

HASSOCKS PARISH COUNCIL

Minutes of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE** meeting held on **Tuesday 22 May 2018 at 7.30pm**

Attendees: Parish Councillors: Kate Bailey, Frances Gaudencio, Peter Gibbons and Ian Weir.

Deputy Clerk: Tracy Bates

PRC18/01 APOLOGIES: Cllrs Georgia Cheshire, Judith Foot and Sue Hatton.

PRC18/02 DISCLOSURE OF INTERESTS: None declared.

PRC18/03 ELECTION OF CHAIR AND VICE CHAIR. Cllr Frances Gaudencio indicated an interest in standing as Chair and invited expressions of interest from any other Committee members. There were no other Members who wished to stand. Cllr Ian Weir therefore proposed that Cllr Gaudencio continued as Chair of the Policy, Resources and Communications Committee for 2018/19 and this was seconded by Cllr Kate Bailey. All Members voted in favour.

It was RESOLVED that Cllr Frances Gaudencio was elected as Chair of the Policy, Resources and Communication Committee for 2018/19.

Cllr Judith Foot had previously indicated that she would be prepared to continue as Vice Chair. There were no other expressions of interest from the Committee to fulfil this role. Therefore Cllr Frances Gaudencio proposed that Cllr Foot continued as Vice Chair of the Policy, Resources and Communication Committee and this was seconded by Cllr Ian Weir. All Members voted in favour.

It was RESOLVED that Cllr Judith Foot was elected as Vice Chair of the Policy, Resources and Communication Committee for 2018/19.

PRC18/03 MINUTES

The Minutes of the Meeting held on 18 April 2018 as previously circulated were accepted.

PRC18/04 PUBLIC PARTICIPATION.

There were no members of the public present.

PRC18/05 CLERK'S REPORT

18/5.1 DATA PROTECTION. The Deputy Clerk informed Members that an amendment to the changes in the new Data Protection Regulations is progressing through Parliament. This will result in Town and Parish Councils no longer being required to appoint an external Data Protection Officer. The amendment is as a consequence of lobbying by NALC regarding the unfair burden this requirement placed on Parishes.

The Deputy Clerk was also able to confirm to Members that confirmation has been received that HPC is now registered with the Information Commissioner's Office.

PRC18/06 BUSINESS PLAN.

Cllr Frances Gaudencio provided some background to the situation with the Business Plan, the most current version has been recently circulated to Members. The intention had been that the next stage would be to carry out a public consultation in order to mould the final version. However it was decided to suspend this as it would coincide with the implementation of the Adastra Park Consultation.

Therefore it was agreed to continue with finalising the Business Plan in its current form with the intention of publishing it on the website as soon as possible.

To assist the office in planning future workloads to deliver the Business Plan, Cllr Gaudencio invited Members to identify two/three key priority areas, from the Plan that they would like to see delivered in the first two years. Members were also asked to identify those which could potentially be funded from future s106 funding streams.

Members reviewed the document and after a great deal of consideration over the section 'Connecting Our Village', it was agreed to add the following additional objective:

'To create a list of supporting infrastructure and services that should be part of any further growth to the village and to submit bids for s106 or other funding to finance these requisites.'

And to extend Objective 7:

'Explore the creation of a safe cycle way to the east of the railway between Hassocks and Burgess Hill, extending south to various parts of Hassocks including to Downlands School.'

Following further detailed discussion, the Committee identified four key objectives from the Business Plan which were considered to be the priorities for the Parish Council over the following two years. The key areas were AGREED as follows:

A GREAT PLACE TO WORK AND LIVE

Objective 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.

CONNECTING OUR VILLAGE

Objective 7. **Explore the creation of a safe cycle way to the east of a railway between Hassocks and Burgess Hill, extending south to various parts of Hassocks including to Downlands School.**

Objective 10. **To create a list of supporting infrastructure and services that should be part of any further growth to the village and to submit bids for S106 and/or other funding to finance these requisites.**

ENGAGING WITH THE COMMUNITY

Objective 4. **Review our branding and website and maximise its use as a communications tool.**

It was AGREED that these four priorities would be included on the forthcoming Planning and Grounds and Environment Committee meeting agendas for noting. Each Committee would also be invited to discuss whether it wished to identify any further priority areas from the Business Plan, in addition to those agreed by the PR&C Committee.

Once each Committee had reviewed the Business Plan and agreed the priorities, the final list would be presented at Full Council for approval.

PRC18/07 TRAINING REVIEW

The agenda report for this item provided an overview of the formal and informal training provided to Councillors over the last year. Members had also been provided with a copy of the Surrey & Sussex Associations of Local Councils (SSALC) Training Programme for 2018, along with an invitation for Members to join a Councillor Training event being run by Sussex Association of Local Councils (SALC) and hosted by Cuckfield Parish Council. Members were invited to review the training programme and identify specific training sessions that may benefit members in the forthcoming year taking into consideration the current allocated budget. (£600).

After some discussion it was AGREED that:

- Cllr Peter Gibbons could attend the Allotment and Cemeteries Legal Compliance Training on 6 September 2018.
- Cllr Ian Weir could attend the West Sussex Association of Local Councils (WSALC) AGM and Conference on 4 October 2018 and the Chairs Networking Day on 12 July 2018.
- Cllr Frances Gaudencio could attend the Legal and Finance Day on 27 September 2018.
- Cllrs Emma Wood and Mark Higgins would be invited to attend the Councillor Training event hosted by Cuckfield Parish Council on 10 July 2018.

It was noted that individual Councillors were invited to express an interest to the Clerk on any training courses listed in the programme.

PRC18/08 COMMUNITY ENGAGEMENT REVIEW. Cllr Gaudencio informed Members that this was an opportunity to reflect on the recent Adastra Park public engagement at the May Day event, and to note both positive elements, and areas which could be improved upon.

It was agreed that the event had been a good public relations exercise for the Council and that it demonstrated the value of face to face engagement. The display was effective and the use of a double marquee worked well. There had been a high level of public interest in the proposals and whilst not everybody filled in questionnaires, many people looked and asked questions about the plan.

The following points were noted as areas for future consideration:

- Name badges would have been beneficial for Members and the Parish Clerk to inform the Public who they were.
- It was agreed that the use of an online survey would encourage more responses, rather than requiring a paper copy to be filled in. It was noted that this had not been possible on this occasion due to time restraints.
- Not everybody wanted to fill in a questionnaire, however were very keen to discuss the proposals face to face. Therefore it might have been useful to have written down the verbal responses on behalf of those people.
- The young people who responded clearly benefitted from encouragement and support from parents and adults around them. It was a two way process.

The Deputy Clerk informed the Committee that in excess of 150 questionnaires had been received to date and the majority of these were submitted on the open event in the Park. The Committee were pleased with this, however hoped that more responses would be received over the final weeks of the Consultation.

PRC18/09 IMPROVING THE STANDARD OF THE TRANSMISSION OF SOUND WITHIN THE COUNCIL CHAMBER (verbal report – Cllr Judith Foot). In the absence of Cllr Foot this agenda item was postponed until the next meeting.

PRC18/10 Urgent Matters at the discretion of the Chair for noting and/or inclusion on a future agenda. There were none.

PRC18/11 DATE OF NEXT MEETING Tuesday 19 June 2018

The Meeting closed at 8.50 pm

Chair.....

Date.....