**Henfield Parish Council Business Plan 2022-25 : Draft Action Plan**

| Strategic Plan Priority | Committee Owner | Goals | Goal Owner (if different to Committee Owner) | Next Action | By When (Date) |
| --- | --- | --- | --- | --- | --- |
| 1. Appropriate Development | Plans Advisory | Design Standard Quality (HDPF & HPDS) |  |  |  |
|  |  | 370 New Homes by 2038 right location (NHP & HLP) |  |  |  |
|  |  | Minimise outside BUAB development |  |  |  |
|  |  | Retain village look and feel including Conservation Area and Tree protection |  |  |  |
|  |  | Object or Support Appeals where appropriate and attend Hearings where stating our case in person would be helpful |  |  |  |
|  |  | Measure and understand where and why PAC and HDC view applications differently |  |  |  |
|  |  | Maintain positive working relationships with HDC and WSCC |  |  |  |
| 2. Vibrant High Street | Village Amenities | Areas within BUAB maintained and improved |  |  |  |
|  |  | Attractive Village Centre & Village Square |  | Consider bench June 22  Consider plan for overall area | August 2022 |
|  |  | Support events that increase High Street footfall |  |  |  |
|  |  | Develop a Community Transport Plan and seek WSCC endorsement |  |  |  |
|  |  | Encourage and support Community Speedwatch and actions arising from SID data |  | S106 app for purchase of radar gun June 22  Body worn camera purchased May 22 |  |
| 3. Club Wellbeing | Finance Risk & Change | Community Buildings & facilities Meeting held at least annually |  | Community Facilities meetings twice per year. | November 2022  May 2023 |
|  |  | Ensure larger scale projects on IDP moving forward/delivered |  | To be discussed three times a year |  |
|  |  | Promote understanding of the roles of our clubs and avoid duplication without stifling competition |  | To be discussed as needed. |  |
|  |  | Develop funding plans for capital works through Precept and CIL contributions |  | To be discussed annually when budget setting | December 2022 |
|  |  | Provide advice and guidance on governance, grants and fund raising |  | As needed by Parish Office and Outside Body Representative |  |
| 4. Sense of Community | Village Amenities | Successful Remembrance Committee & parade | Remembrance sub Committee | Cllr Grossmith joining team. | September 22 |
|  | Recreation & Open Spaces | Annual Community Walk | Recreation & Open Spaces to provide walk design and destination | Community Walk | Spring 2023 |
|  | Finance Risk & Change | Deliver 3 Community Events per year | In conjunction with community organisations | Complete for 2022 (Jubilee)  Consider launch event for Year of Young People | Spring 2023 |
|  |  | Actively participate in and promote community events inc HDC and WSCC led initiatives |  | Ongoing. Communication to promote HDC and WSCC via social media. |  |
| 5. Explore our Countryside & history | Recreation & open Spaces | Deliver 2 new trails per annum giving 6 in total |  |  |  |
|  |  | Ensure trails are adequately signed and inspected |  | SM and email contacts re help identifying areas that need work 06/22 | August 2022 |
|  |  | Use Social Media to promote exploration of our countryside |  | Ongoing.  Website updates and Trees for Henfield 06/22 |  |
|  | Museum | Ensure Museum reaches a wider audience |  |  |  |
|  | Joint Commons Committee | Ensure enjoyment of our Commons |  |  |  |
| 6. Help When Needed | Henfield Parish Council | Support for organisations who help the frail and vulnerable, Medical Centre, Haven and HYC | Outside Body Representatives |  |  |
|  |  | Establish a Youth Sub Committee |  | Complete June 2022 |  |
|  | Children and Young People Committee | Deliver better engagement with young people |  |  |  |
|  | Children and Young People Committee | Consider Employment of Youth Officer |  |  |  |
|  | Children and Young People Committee | Plan activities to support 2023 as Henfield Year of Young People |  |  |  |
|  | Children and Young People Committee | Develop Young Peoples plan, improvements and budget |  |  |  |
|  |  | Always consider those with challenges in all that we do | All Councillors & Staff |  |  |
| 7. Environmental Protection | Finance Risk & Change | Deliver actions in HPC Carbon Reduction Plan | In conjunction with Biodiversity Sub Committee | Review of action at Biodiversity sub group meeting. | September 2022 |
|  | Henfield Parish Council | Consider environmental impact in all that we do | All Councillors and Staff |  |  |
|  | Finance Risk & Change | Ensure that our Work is Sustainable & carbon neutral |  | Ongoing. |  |
|  |  | Map and understand our Nature Corridors | In conjunction with Biodiversity Sub Committee | Habitat survey now complete |  |
|  |  | Use our Social Media to gain community support for sustainability and biodiversity activities |  | Ongoing |  |
|  |  | Develop plans for Safe Roads for off road cycling, horse riding and walking | Safe Routes sub-committee |  |  |
|  |  | Deliver a Habitat Survey to inform decision making | In conjunction with Biodiversity Sub Committee | Complete |  |
|  |  | Plan activities to support 2024 as Henfield’s Year of Biodiversity |  |  |  |
| 8. HPC Organisation | Finance Risk & Change | Ensure all HPC roles are advertised |  | Ongoing as vacancies arise |  |
|  |  | Publicise what it is like to be a Councillor |  | Campaign in advance of potential election May 2023 | Winter 2022  March 2023  May 2023 |
|  |  | Ensure Diversity is a consideration in Councillor Co-option  Ensure that Councillors are visible and accessible |  | Ongoing. Part of HR procedures. |  |
|  |  | Develop strength and depth to support good leadership in the future |  | Covered under skills matrix and succession planning. |  |
|  |  | Ensure Succession Plans for key staff and councillor roles are in place |  | Ongoing. Consideration will need to be given to a new PC Chairman | January 2023 |
| 9. Communication | Henfield Parish Council | Consider streaming Council Meetings including Committees when subject matter is of wide community interest |  |  |  |
|  |  | Encourage meeting attendance by members of public |  |  |  |
|  |  | Publicise our work including social media, BN5, Parish Magazine and County/District publications |  |  |  |
|  |  | Develop and publish an HPC Communications Strategy |  |  |  |
|  |  |  |  |  |  |