



**HAYWARDS HEATH
TOWN COUNCIL**

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25th September 2024

To all Councillors on the Environment and General Purposes Committee and others for information.

Dear Councillor,

You are hereby requested to attend a meeting of the **Environment and General Purposes Committee** to be held on **Tuesday 1st October 2024** at the Town Hall in the Council Chamber at **7.00pm** when the following business will be transacted.

Yours sincerely
Steven Trice
Town Clerk

AGENDA

1. To receive apologies for absence.
2. Public Participation The public are invited to attend the meeting to observe in person. They may ask questions under the council's remit or make representation on a matter that is on the agenda. Speaking is guided by the Council's standing order 1 (available on website). You should indicate that you wish to speak by raising your hand. There is no right of reply. Should you wish to circulate anything to the committee this should be sent to the Town Clerk no later than 12 noon on the day of the meeting.

To commence not later than 7.15pm

3. To receive the minutes of the Environment and General Purposes Committee meeting held on 1st July 2024.
4. To note Substitutes.
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To receive an update report from the Events and Community Officer. (Pages 6 – 9)
7. To receive a report from the Projects Officer regarding interaction with local schools. Pages (10 – 11)
8. To receive a motion from Cllr Inglesfield regarding the organisation of the annual Holocaust Memorial Day 2026 onwards. (Pages 12 – 13) – report to follow.
9. To consider making an application to Networks Rail to place a mural under the bridge at Haywards Heath Railway Station. (Pages 14 – 16)
10. To consider a motion from Cllr Ellis that requests that the Town Council holds public consultation in line with the Pavement Licensing Policy. (Pages 17)

11. To consider a request from West Sussex County to place Electric Vehicle Charging points on Muster Green along Muster Green North. (Pages 18 – 19)
12. To consider the introduction of a Community Events grants programme. (Pages 20 – 22)
13. To receive a verbal update on South and South East in Bloom and the results of South and South Eats in Bloom entry 2024.
14. To consider any items that the Chairman agrees to take as urgent business.

Committee Members: Environment & General Purposes Committee: Cllrs: N Chapman (Chair), A Rees (Vice Chair), A.M Cooke, S Ellis, S Inglesfield, D Nicholson, D Pascoe, L Wilson

*'During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.'*

Town Mayor Cllr Stephanie Inglesfield

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

Minutes of the Environment and General Purposes Committee 1 July 2024.

Nick Chapman (Chair)
Alison Rees (Vice Chair)
Anne- Marie Cooke
Sandy Ellis
Stephanie Inglesfield **
Deanna Nicholson
Duncan Pascoe
Leila Wilson

Apologies Absent***

Also present: Town Clerk, ECO, Committee Clerk

1. **Apologies**

Member	Reason
Cllr Inglesfield	Family Commitment

2. **Public Participation**

There were no members of the public present.

3. **Minutes**

The minutes of the Environment & General Purposes Committee dated 22nd April 2024 were taken as read, confirmed as a true record and duly signed by the Chairman.

4. **Substitutes**

None.

5. **Declarations of Interest**

There were no declarations of pecuniary or other interests.

6. **Receive a report on the potential for a VE Day event (8th May 2025)**

The ECO referred to her report and advised members that she had received the official guidance from Bruno Peak CVO OBE OPR, Pageant Master earlier that day. This included details such as the schedule for the day's event and beacon lighting times.

The ECO asked members to consider approval for an event on Thursday the 8th of May 2025 to allow her to act in a timely manner.

The ECO hoped to book the Spinettes to perform because they had been very well received at the D Day event. Other ideas suggested by the ECO were a parade, a Fish and Chips theme and a party in the park.

The Clerk advised there had been some negative comments surrounding the D Day event last month. Members were in agreement that the VE Day event should follow a similar theme to the D Day event.

Cllr Ellis suggested that the ECO might liaise with MSDC to ensure the Town Councils event will not clash with any event planned by the District Council, also to find out if any grant funding may be available to groups wishing to hold street parties similar to those held for the Kings Coronation.

The ECO advised that the 3 Towns will be promoting the VE Day events, the Clerk will be discussing VE Day at the next 3 Towns meeting.

Cllr Nicholson suggested that the twinning association could be involved and wanted the focus to be on the celebration of our place in Europe and the relationships we have built in the past 80 years.

The Clerk advised that MSDC may start charging for the use of their parks for events and road closure notices may become more difficult to obtain.

With no further comment:

Members **RESOLVED to approve a VE Day event for 2025, budget to be agreed during the budget setting process.**

7. Update on Active Haywards Heath Executive Board Meeting

The ECO referred to her report.

She advised an executive board meeting had taken place on the 19th of June where Cllr Pascoe introduced himself as the new chair, he explained the previous engagement issues and introduced the idea of a community co-chair. Esther Featherstone was nominated and confirmed as co-chair. Terms of reference for the group had been discussed and agreed.

It was agreed future meetings would be themed and a new dedicated webpage would be added to the website following best practice examples such as 'Active Birmingham'.

Members asked that representatives from Glendale Services be invited to a future meeting.

Members **NOTED** the report

8. In house Environmental Policy and associated action plan.

The Clerk referred to the policy and action plan in the agenda pack. He advised that the action plan would be made into a matrix which would be a fluid document and would track the actions. The Clerk also advised the PO was in discussions with Mis Sussex Voluntary Action (MSVA) regarding sourcing environmentally friendly cleaning products.

Cllr Cooke said the council need to be prudent when choosing Eco friendly cleaning products as marketing can be misleading.

Cllr Nicholson said that powdered milk is a good alternative to fresh milk. This will be investigated by the ECO/PO.

Cllr Ellis agreed with minimising paper usage at meetings and asked if the Clerk could consider investigating issuing members with tablets.

Members **RESOLVED to adopt the in-house Environmental Policy and Associated Action Plan.**

9. Cllr Motion to consider the creation of a community board for Arts and Culture in Haywards Heath

Cllr Pascoe outlined his proposal for the creation of a new community body focused on Arts, History and Culture.

He noted that there are many passionate members of the community that want to encourage arts and exhibitions in the town but at present they are not well connected. This new body would enable connection between groups, with a Town Council member co-chairing the board. The body would follow a similar format to that of the 'Active Haywards Heath Executive Board'.

Cllr Rees felt that there was already a group doing a similar thing and maybe there should be a space on the Town Councils Website to promote this.

Cllr Ellis said there were artifacts and history around the town which should be brought together in one place.

Cllr Nicholson wanted to add that she thought it was great that the ECO was advertising so many other groups and organisations events through the Town Councils social media, it was a useful to see what was going on in the Town.

The Clerk noted that aspirations for next year was to have a town wide events schedule.

The ECO reminded members to let her know of any other upcoming events for sharing on the Town Councils social media.

With no further comment.

Members **RESOLVED to progress with the creation of a community board for Arts and Culture in Haywards Heath.**

10. To consider funding of a Finger Post at Haywards Heath Town Hall

The Clerk referred to his report. He noted that the Mayor had recently visited the Boundues 25 year and Traunstein 30 Year Twinning Anniversary celebrations. The Major had asked the Clerk to investigate erecting a finger post street sign at Haywards Heath Town Hall, indicating the distance to Boundues and Traunstein, symbolising commitment and friendship.

The Clerk had sought quotes which were shared with the committee.

Cllr Ellis asked that more information regarding Twinning was shared on the Town Councils social media and website, she also wondered if the Twinning members could attend council meetings more often to provide updates.

Without further comment:

Members **RESOLVED the expenditure up to £1500 to purchase a new Black metal finger post sign.**

11. South and South East in Bloom

Cllr Ellis spoke, she reminded members that judging will take place on the 11th of July for Haywards Heath in Bloom and on the 30th July for Britain in Bloom.

There will be 25 scarecrows 3 of which will be sighted at the Orchards Shopping Centre.

Artwork and poetry from Schools and community groups will also be displayed.

Cllr Ellis thanked all those involved for their hard work.

Members were asked to encourage more entries into the best kept garden competition.

Cllr Rees advised members that the community vegetable garden near the Orchards Shopping Centre rainbow bench will be opened formally this Saturday at 2pm.

Members **RESOLVED to note the update.**

12. Urgent Items

There were none.

Meeting closed at 07.44pm

Committee Meeting: Environment and General Purposes

Report of: Events and Community Officer

Date: 1st October 2024

Subject: Events and Community Officer Report (July 24- October 24)

Purpose of Report:

1. The purpose of this report is to update Councillors on the work of the Events and Community Officer (ECO).

Summary:

2. The work of the ECO is varied and has undergone a lot of changes over the past few months. The job description of the ECO has recently been updated to reflect the changing needs to the council. The post now includes the line management of the Project Officer as well as social media administration. The administration of the Town Council's Small Grants Programme has now been handed over to the Committee Clerk. The ECO will continue to promote the Small Grants Programme via social media, at relevant meetings and across her contacts.
 - Event co-ordination and planning
 - Project development
 - Representing the Town Council at meetings
 - Social Media
 - Liaison with the community

Recommendation(s):

Members are recommended to;

- a) **Comment as appropriate.**
- b) **Consider the Town Council's Social Media accounts**

Background:

3. An update on the aforementioned work streams (item 2) follows.

4. Event co-ordinating and planning

4.1 Town Day

Haywards Heath Town Day proved to be a great success again this year. The number of attendees has been at its highest for the last few years. Since the event, the ECO has received many messages from those in attendance, both as stall holders and members of the public. The comments stated how much attendees enjoyed Town Day, as well as charities telling us how they made record donations on the day. There were 78 stalls booked to attend, on the day, there were three that didn't attend. The day before the event, the Mayor's Charity, the Alzheimer's Society unfortunately pulled out.

The ECO would like it noted that again, her family had to step in and help at the event as there was a lack of Councillor involvement. Only 50% of Councillors assisted at Town Day. The ECO would like to reiterate that Councillor attendance and support is crucial to the events. Officers and Grounds Staff attend all events and accrue TOIL for their time at events, with

this time needing to be taken back throughout the year, which effects the Town Hall and Grounds Team operationally. With this in mind, the ECO will be proposing an increased events budget, as part of the budget setting process, to allow for events assistance to be brought in if required.

The ECO has received comments regarding car parking and the location of toilets. There is limited space on site, therefore it is not feasible to have cars parked on site. There would be the difficulty, that with 70+ stalls, we would have 70+ cars to park, which would not be possible. As there would not be space for every car, there would then be upset stall holders who would not be successful in securing a car parking space on site. There are also overall safety concerns with having vehicles stay on site. With such a large number of attendees, cars remaining on site would not be possible. The other comment received was regarding the location of toilets. The toilets are placed at the top of the park, so they are visible from the bottom of the park. This year, the toilets were placed near to the vehicle access of the park, this is due to the weight of the vehicle bringing and collecting the toilets. The toilet provider did not want to risk getting the vehicle stuck on the grass, or leave marks on the grass due to it still being slightly wet after the bad weather. The issue with putting the toilets on the main area of the park itself would again be access issues, with the main part of the park needing to have emergency service access and car access, meaning the toilets could not be placed on a hard standing. If the toilets were placed on the grass, this would have them closer to stall holders and limit the useable space on the park. The ECO is concerned that stall holders would potentially complain about being situated too close to the toilets.

4.2 Remembrance Sunday Service

The ECO is currently organising both the Remembrance Sunday Service and the Schools Remembrance service. These are being held on Sunday 10th November and Monday 11th November respectively. The ECO would like to remind Councillors to be at the War Memorial for 10.45am on Sunday 10th November, where they will be required to assist with giving out the Orders of Service to members of public.

4.3 2025 Events

The ECO is currently looking at the 2025 events schedule, with budget recommendations being prepared for the next E&GP meeting. The Clerk and ECO have set the 2025 event dates (APPENDIX 1), these have been set to manage officer's workloads and allow for provisional bookings to be made for next year.

5. Project Development

5.1 Active Haywards Heath

Due to the ECO's workload, there are no updates on Active Haywards Heath as this has had to be sidelined to allow the ECO to focus on Town Day and other projects. Active Haywards Heath had a stall at Haywards Heath Town Day, this was manned by the Project Officer as well as Cllr Pascoe and Marion Hemsworth (Executive Board Member). The ECO would like it highlighted that, despite having a successful executive board meeting, little support has come to fruition.

5.2 Leave No One Behind at Christmas

The ECO has been successful in securing £3442 of funding from the National Lottery to be spent on the project (on items detailed in the grant application). The ECO will also be encouraging donations again this year and is hoping to use the Christmas Festival as another drop off point, as well as using the Town Hall. The ECO will also contact The Dolphin Leisure

Centre and other premises in due course to seek permission for the locations to become drop off points too.

This year, there has been a request for items to be gift wrapped. The ECO believes this should be possible and has ordered a large quantity of wrapping paper. With this in mind, the ECO will be asking for assistance with the wrapping and filling of boxes, with a date TBC.

6. Representation of Town Council at meetings

Since E&GP in July, the ECO has attended the following meetings-

- Meetings with Town Day sponsors and various other Town Day planning meetings
- Regular meetings with the website developer
- Meeting with Katie Rabone from MSVA to discuss their Service Level Agreement
- Meetings to discuss the Youth Enterprise project
- Mid Sussex Heath Subgroup LCN Meeting
- Mid Sussex Community Safety Partnership.
- Meeting with MSDC officers- licensing department, Sally Blackmore and Caroline Duffy.

7. Project Officer

The ECO oversees the management and workload of the Project Officer. The Project Officer has a full and varied workload, which is currently very busy. The projects assigned to the Project Officer are prioritised based on the current workload. At present, the Project Officer is working on the engagement with schools, Youth Enterprise and the Christmas Festival. The plans for the Christmas Festival are well underway, with performance slots for the stage having been filled. Applications for stall holders are currently open and will close for bookings on Friday 4th October. No bookings will be accepted after this date, this is due to the requirements for the street trading license.

Any potential projects for the Project Officer to undertake will be take through committee, with a premeeting arrange with the Councillor making the motion so a clear understanding of the proposal can be sought.

8. Social Media

The ECO oversees the Town Council's social media accounts for all aspects other than mayoral engagements. The ECO would like to remind Councillors to please share her email with local groups and organisations who would like their work, events or good news stories promoted across the town.

The ECO has revealed the new Christmas Event on Social Media and highlighted that the Christmas Fireworks will not be running this year. Overall, there has been a great deal of support for the cancellation of the fireworks, with those opposed to the fireworks greatly outweighed those disgruntled by the cancellation of the fireworks.

The ECO has been looking into the types of Social Media accounts the Town Council uses. At present, the Town Council has accounts on Facebook, X (Twitter) and Instagram. Since Twitter became X, the content on the site has become unregulated. In recent months, X has changed direction and had become a site that seems fuelled by hate speech. The site also holds a lot of inappropriate and elicit content, with no controls to censor the site. Many schools have stopped using X due to the nature X is now taking. It is a labour-intensive platform, with very little engagement. The ECO has been in touch with other Councils, who are also looking to step away from the X platform. With this in mind, the ECO is looking to disable the Council's X account and investigate alternative options.

Appendix 1

March

Sunday 16th- Community Awards. By having this in March, it will mean it should never fall over the pre-election period, making it easier to run and raise the awareness.

April

Sunday 27th- Haywards Heath Bike Ride

May

Sunday 4th- Mid Sussex Marathon/ Haywards Heath Gets Active

Thursday 8th- VE Day

Friday 30th- Youth Enterprise Market

June

Sunday 8th- Spring into Summer

Thursday 19th- Carers Event

September

Saturday 13th- Town Day

November

Sunday 9th- Remembrance Sunday

Tuesday 11th- Schools Service

Saturday 22nd- Christmas Festival

Ends

Events and Community Officer

Committee: Environment and General Purposes Committee
Report of: Project Officer
Date: 1st October 2024
Subject: Newsletter to Local Schools And Pre-Schools

Purpose of Report

- 1) The purpose of this report is for Members to consider a new policy with regards to creating a new regular Newsletter for schools to assist with starting to build a positive working relationship with them.

Summary

- 2) As part of the Town Council's commitment to work with the residents of our town, this is a new initiative to be developed by the Project Officer to create and promote a better working relationship with the local schools and pre-schools. It is not aimed to ask the schools to increase their workloads at a time of considerable stress in the education system, but rather try to support them and advise of local initiatives, events etc that they and their families may wish to become involved with. We are hoping to support the schools and pre-schools by way of promoting their events, offering the services of the Mayor, such as for opening Fairs/speaking to the students etc.

Recommendation(s)

Members are recommended to adopt the Newsletter Policy as attached in the appendices of this report.

Background

- 3) The purpose of this policy is to create a regular channel of communication with the local schools and pre-schools. There is currently an apathy from these establishments towards the Town Council and a lack of awareness as to both the workings and activities of the Council. I believe that by creating a regular half-termly newsletter to advise of the forthcoming events, activities and projects we are undertaking in the local community will help to bridge the gap and foster better relations.
- 4) There have been some small positive gains, particularly with St Wilfrid's School, following a meeting I had with the Deputy Head (Sarah Ford), at the beginning of the Summer Term. She was unaware of the activities and events the Council could offer and is keen to build a positive relationship with us. From this meeting, the school participated in making a scarecrow for Britain In Bloom and taking a slot on the performance stage with their school choir at the forthcoming Christmas Festival (23rd November 2024).

Financial Implications

- 5) The funding of each action will primarily be met from staff working time, as the Newsletters will be emailed to the schools and pre-schools on a half-termly basis.

Legal Implications

- 6) Further to section 137 legislation, the Town Council can undertake this project using the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Projects Officer

ITEM 8

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Committee: Environment and General Purposes

Report of: Town Clerk

Date: 1st October 2024

Subject: Motion Cllr P. Lucraft – Creation of a town mural at Haywards Heath Railway Station Bridge

Purpose of Report:

- 1) The purpose of this proposal is for Members to consider a motion put forward by a Councillor.

Summary

- 2) The following report outlines a motion that has been made by Cllr P. Lucraft in relation to the creation of a landmark mural under the railway bridge at Haywards Heath Railway Station.

Recommendation:

- 3) Members are recommended to consider the Motion as tabled by Cllr Lucraft.**

Background:

- 4) The Railway Station bridge site is a landmark site in the town but currently the bridge is an eyesore and not perceived as an asset for the town. This proposal suggests that the Town Council commission a community project to paint a town mural on the wall(s) of the bridge. This can be enabled by the bridge owners Network South East. A licence from Network South East, the rail company that owns the bridge, can be granted by them to enable this project and will likely be granted. There are many precedents for similar projects across the country.
- 5) The objectives for the mural should be for it to reflect the diverse community interests that we have in the town, involve a range of groups from the town including our local schools / college and voluntary groups in a collaborative venture to design and create an imaginative and vibrant mural to describe Haywards Heath.

Input

- 6) It is recommended that the Council E and GP committee sets up a working group to steer the proposal and reach out to the community
- 7) Set up an executive committee and working group to be co-chaired by a councillor representative from the town council. The project may require also the presence of town council officers.
- 8) Members are asked to consider the following motion, which has been made under Section 10 of the Council's Standing Orders by Cllr P. Lucraft

Financial implications:

- 9) Costing for the project needs to be determined. The project will require materials and equipment to paint the bridge, which will be presented to the Committee and/or the Policy and Finance Committee at the appropriate time. The project may be an opportunity for sponsorship.

Legal implications:

- 10) The Town Council can undertake this project using the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.
- 11) Permission for murals needs to be applied for from Network South East but it is understood that this would be likely to be forthcoming as NSE are keen to support and encourage community projects like this.
- 12) This project may require temporary / partial road closure, erection of scaffolding etc for practical and health and safety reasons during the painting of the mural.

Cllr P. Lucraft

Appendix 1

Network Rail Requirements and Eligibility – Murals & Artwork Installations

- 1) **Community Engagement**- NR require the promoter to do a relatively simple 'research' within the community to test the appetite for the mural with locals, and to understand sentiment on the design. It's important to NR that these projects have real community buy-in.
- 2) **Local Authority Engagement**- Promoter must liaise with the local council regarding pavement/ road closures when undertaking the artworks
- 3) **Designs**- Promoter required to share designs 3 weeks before planned start date. Must be apolitical/ non-offensive and **approved by NR**
- 4) **Artwork installation** - Advocate that anti-graffiti paint be used for the majority of the prepped area. Jet washing will only clean off surface debris (not oils and greases) but beware that if high pressure jet washing is used indiscriminately it will remove mortar between bricks and the user will be responsible for all repairs and repointing.
- 5) **Maintenance & Liability**: - Network Rail will not maintain or clean the mural during its lifecycle or keep it clear of graffiti, and would ask the promoter to look after the mural as much as is practical. As the wall forms part of an operational railway, NR may be required to carry out maintenance work at short notice. In the unlikely event that repairs to the wall affect the aesthetics of the mural, Network Rail will not be liable for making it good.

Attachments of murals & paintings to Network Rail owned structures

Murals or paintings which are to be attached to a Network Rail owned and maintained structure should be rejected as it hinders the examination process Network Rail undertakes as part of its asset management process.

Any agreed to attachment, must go through the standard attachment license process with the Network Rail Property team. This is a signed agreement with the proposer which outlines that the proposer is to be the proprietor of the attachment, and therefore responsible for any maintenance or removal of said attachment if it is so required due to Network Rail carrying out their duties as the asset owner.

The proposer/owner of the attachment must be an **appropriate body** in which Network Rail can request removal of said attachment or claim back any costs associated with the attachment in future. For example, if a limited company is proposing to be the owner of an attachment, it **must be ensured** that the signed agreement is with the **parent company** (if applicable), otherwise the limited company can be dissolved in future and Network Rail would become the proprietor of the attachment. This is sometimes the case with property developments adjacent to the railway but should be considered in all scenarios.

If an agreement is signed, Network Rail will make efforts to brief the owner/community relations whenever there are upcoming works which may affect the attachment.

Attachments without an appropriate body

If an owner cannot be found, or an appropriate body cannot be identified, then the attachment should be rejected.

The preference of Network Rail is for the art to be painted directly onto the asset rather than attached to, as this creates less hindrance to the inspection and maintenance of assets – **Please refer the painting section below**

Paintings

Consideration should be given to the **location** in which paintings are proposed on Network Rail structures and **should not cause a distraction** to road users as this increases the risk of Road Vehicle Incursions (RVI) and Bridge Strikes. These locations are:

- Network Rail Underbridges which have **vehicle height limit** signs. Paintings which cause distractions to road users will increase the risk of bridge strikes at Network Rail owned Underbridges with low headroom. These are locations where the headroom is below 5.03m or 16'-6".
- Overbridge parapets. Distracting paintings on parapets at overbridges increases the risk of RVI's.
- Network Rail structures in conservation areas. Conservation areas aim to preserve special architectural or historical interest. Paintings in these locations would be subject to planning permission due to the Planning (Listed Buildings and Conservation Areas) Act 1990, hence the proposer should seek approval of the Local Authority before approaching Network Rail.

If the painting is proposed in areas other than those outlined above, then Network Rail raises no objection but will not be the owner of said painting, hence will not be liable for any maintenance which may arise due to Network Rail carrying out its duties as the asset owner.

Ends

Committee: Environment and General Purposed Committee
Report of: Town Clerk
Date: 22nd April 2024
Subject: 'Public Consultation - Pavement Licensing Policy'. Motion Cllr S. Ellis

Purpose of Report

- 1) The purpose of this report is for Members to consider a Councillor motion.

Summary:

- 2) The following report outlines a Councillor motion that has been made to the Committee by Cllr S. Ellis in relation to the suggestion that the Town Council undertakes, in line with a 'Public Consultation - Pavement Licensing Policy', an audit of the locations of the Town's litter bin. Members are asked to consider the following motion, which has been made under Section 10 of the Council's Standing Orders.

Recommendation(s)

Members are to consider the motion as presented by Cllr Ellis.

Background

- 3) Motion by Cllr Ellis
I believe that a town wide audit should be conducted in regards to litter bins their locations. Item 5, In this Pavement Licensing Policy 'consultation, states - *Refuse and litter deposited on the highway in the vicinity of the chairs and tables and other objects shall be removed each day by the proprietor or his servants or agents and at their expense (if applicable).*

We have many restaurants, bars and food outlets In the town, many of which do not supply rubbish bins, we see the town blighted with discarded litter, we see vermin in our parks & open spaces. This dents our civic pride and the efforts of Haywards Heath in bloom and many volunteers who work tirelessly to keep communities clean & tidy. We have heard from the new contractors Glendale that future bins will have sensors, this is now an idea time to use this technology to its best to ensure we have the right amount of bins in the correct area that businesses support, supply bins for waste to protect the environment and celebrates the environmental policies we proudly endorse.

Financial Implications

- 4) None at the present time.

Legal Implications

- 5) Town Council can adopt the motion under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Cllr Sandy Ellis

Committee: Environment and General Purposes

Report of: Town Clerk

Date: 1st October 2024

Subject: Electric Vehicle Charge Points (EVCPs) Placement Muster Green

Purpose of Report:

- 1) To consider a request by a third party for placement of infrastructure on Town Council owned Land.

Summary

- 2) As Members are aware West Sussex County Council (WSCC) are rolling out a programme of on street Electric Vehicle Charge Points (EVCPs) across the County. The Town Clerk has been approached by WSCC with regards to their wish to place such at Muster Green to serve the parking on Muster Green North. The following report seek Members views on whether to give permission for such as the Town Council is the land owner.

Recommendation:

Members are asked to consider whether they wish to grant West Sussex County Council permission to place Electric Vehicle Charge Points on Muster Green.

Background

- 3) Mid Sussex District Council is part of a partnership of the West Sussex District and Borough Councils led by West Sussex County Council working to install a network of Electric Vehicle Charge Points (EVCPs) at various on-street and car park locations across the County.
- 4) The installs are carried out in partnership with the Chargepoint Operators Connected Kerb, at no cost to the Councils. To date, there are 3 on-street EVCP locations in Mid Sussex, and there are EVCPs in 13 of MSDC's car parks.
- 5) Connected Kerb are currently looking into the option of installing a row of on-street EVCPs (normally 3 dual chargers, so 6 sockets) on Muster Green North. The install would be on the south side of the road, so they would have to install the pillars on the edge of the park land.
- 6) The pillars are small and are designed to have minimal visual impact. The specific model of chargepoint used would look like this - [Connected Kerb | Gecko EV charger](#). It is the same model installed in car parks and at on-street locations County-wide.
- 7) Since this is Town Council land the owner and would need to give permission, WSCC officers have reached out to discuss the opportunity with the Town Council so Members views are sought before the Town Clerk enters any discussions.

Considerations (Town Clerk)

- 8) There is no dispute that the programme to place EVCPs is a worthy project and should be supported by the Town Council in appropriate locations within the Town.

- 9) However, the Town Clerk does have some concerns as follows;
- a. The land is in a conservation area so planning consent would be needed.
 - b. At the present time the locations of EVCPs can not be supported or restricted by parking restrictions.
 - c. Muster Green North currently is an unrestricted area for parking favoured by commuters using the railway station and in normally full by 7am each morning means the EVCPs could not be accessed.
 - d. Would the place of the EVCPs be detrimental to the aestheticness of Muster Green and also may be detrimental to our green flag and South and South East in Bloom entries. Transversely is may seen to be an environmentally friendly addition. Advice is being sought before the meeting.
 - e. Are there more appropriate areas across that serve essential services such as the PRH hospital, the station quarter, in out-of-Town areas and Town Centre.
 - f. Damage to Muster Green during the installation is a consideration. Close attention would be needed to make sure the land in returned to a satisfactory condition after installation with consideration of any effects on the tree planted on Muster Green adjacent to Muster Green North that include commemorative trees.

Financial Considerations

- 10) None as there would be no cost to the Town Council.

Legal Consideration

- 11) The Town Council is the land owner and by resolution if agreeable give land lords consent.

Town Clerk

Committee Meeting: Environment and General Purposes

Report of: Events and Community Officer

Date: 1st October 2024

Subject: Community Event Funding

Purpose of Report:

1. The purpose of this report is to consider whether the Town Council should launch a Community Event Fund.

Summary:

2. The following report asks for members to consider a Community Event Fund.

Recommendation(s):

Members are recommended to;

- a) Decide if they would like to support the initiative
- b) Administer a budget, to be recommended at the budget setting process

Project Outline:

3. The ECO would like to introduce Community Event Funding. The purpose of the Community Event Funding is to allow the Council to increase events within the town, without an additional strain on officer's workloads. The proposition will allow the Council to be involved with more in partnership events, to increase its presence with residents.
4. The ECO has written a proposed Community Event Funding criteria, with guidelines (APPENDIX 1). Should the proposal be agreed, the ECO will then create an application form, which would be presented to Council at December's meeting. The ECO proposes delegated authority is given to the Town Clerk and the Events and Community Officer to agree and award the event funding and provide regular reports to Council on the Community Event Funding.

Financial Implications

5. None at present time be addressed during budget setting.

Legal Implications:

6. The Town Council can undertake this project using the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Events and Community Officer

Community Event Funding Scheme Criteria

Purpose

The Community Event Funding Scheme aims to support local events that foster community spirit, inclusivity, and engagement within Haywards Heath. The scheme provides financial assistance to organizations and groups planning events that benefit the local community.

Eligibility

To be eligible for funding, applicants must meet the following criteria:

1. **Location:** Events must take place within the boundaries of the electoral town of Haywards Heath.
2. **Applicant Type:** Applications are open to non-profit organisations, community groups, and local charities. Individuals and for-profit entities are not eligible.
3. **Community Benefit:** Events must demonstrate a clear benefit to the local community, such as promoting social cohesion, cultural enrichment, or community well-being.
4. **Inclusivity:** Events should be inclusive and accessible to all members of the community, regardless of age, gender, ethnicity, or ability, unless a specific target for the event has been identified.
5. **Environmental Impact:** Events should aim to minimise their environmental impact and promote sustainability.

Funding Limits

- **Maximum Grant:** Up to £750 per event.
- **Match Funding:** Preference will be given to events that can demonstrate additional sources of funding or in-kind support.

Application Process

1. **Application Form:** Complete the Community Event Funding Scheme application form, available on the Haywards Heath Town Council website.
2. **Supporting Documents:** Provide a detailed event plan, budget, and evidence of community support or need for the event. Applicants should state how other/ general event overheads are being covered.
3. **Submission Deadline:** Applications must be submitted at least 8 weeks before the event date.

Assessment Criteria

Applications will be assessed based on the following:

1. **Community Impact:** The extent to which the event benefits the local community.
2. **Feasibility:** The practicality and viability of the event plan.
3. **Value for Money:** The cost-effectiveness of the proposed budget.
4. **Inclusivity and Accessibility:** The event's efforts to be inclusive and accessible.
5. **Environmental Considerations:** Measures taken to reduce environmental impact.

Further details

- One funding application per organisation/ event will be considered per Council year (April- March).
- Retrospective applications will not be considered. No funds covered in the application should have been spent prior to the application being successful. All funding applications should be received no later than 1 month prior to the event date.
- All funds should be spent and used for the specific activity and at the event detailed in the application for which it was granted.
- The Town Council reserves the right to verify any details submitted in application. If this is necessary, it may result in a delay in the decision-making process. If false information is given, the Town Council reserves the right to refuse your application outright.
- Haywards Heath Town Council reserves the right to monitor the application and use of funds awarded and may recover funds if the purpose for which the Community Event Funding payment varies to the extent that the application would not have been eligible for consideration at the time of the application.
- Where an organisation receives funding, the event, or activity should be free of charge for the community to attend or take part in.
- All successful applicants must complete and return a Community Event Funding Feedback form within two months of the event.

Reporting Requirements

Successful applicants must:

1. **Event Report:** Submit a post-event report detailing the outcomes, attendance, and financial expenditure.
2. **Receipts:** Provide receipts for all expenses covered by the grant.
3. **Acknowledgment:** Acknowledge Haywards Heath Town Council's support in all promotional materials and at the event.