



**HAYWARDS HEATH
TOWN COUNCIL**

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27th June 2023

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 **3rd July 2023** at the Town Hall in the Council Chamber at **7.30pm** 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 7.45pm
3. To receive the minutes of the Environment and General Purposes Committee meeting held on 3rd April 2023. (pages 3 – 5)
4. To note Substitutes.
5. To receive Declarations of Interest (Personal, or Pecuniary Interest) from Members in respect of any matter on the agenda.
6. Update on the activities of the Events and Community Officer. ((pages 6 – 8)
7. To consider the addition of support for an event run by Haywards Heath Foodbank. (page 9)
8. To approve the Terms of Reference for Haywards Heath Active. (pages 10 – 12)
9. To receive a verbal report on the judging day of Haywards Heath's entry into the South and South East in Bloom competition.

10. To receive a draft Business Plan for the Environment and General Committee 2023/2024 and onwards. (pages 13 – 16)
11. To consider a motion by Cllr Sandy Ellis regarding the support and use of the NHS social prescribing scheme. (Motion 01-23/24). (page 17)
12. To consider a contribution towards a living bus shelter for South Road. (pages 18 -19)
13. To consider any items that the Chair agrees to take as urgent business.

Committee Members: Environment & General Purposes Committee: Cllrs: N. Chapman (Chair) A. Rees, (Vice Chair), D. Pascoe, S. Inglesfield, S. Ellis, D. Nicholson, B. King, A. Platts.

*'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 held on 3rd April 2023.

Matt Jeffers (Chair) **
Sandy Ellis (Vice Chair)
Clare Cheney **
Rachel Cromie
Stephanie Inglesfield **
Jack Langley
Alastair McPherson
Howard Muddin

Apologies Absent***
Also present: Town Clerk and Events and Community Officer.

In the absence of Councillor Jeffers, Cllr Ellis assumed the role of Chair for the evening with Cllr McPherson being nominate and seconded to be Vice Chair.

46. Apologies

M. Jeffers – Holiday
S. Inglesfield – Work Commitments
C. Cheney - Holiday

47. Minutes

The minutes of the Environment & General Purposes Committee dated 27th February 2023 were taken as read, confirmed as a true record and duly signed by the Chairman.

48. Substitutes

None

49. Declarations of Interest

None

50. CCTV Cameras Haywards Heath

It was agreed that the CCTV cameras in Haywards Heath were fundamental for the security of residents in the Town and needed to be kept in situ especially the two new cameras part funded by the Town Council. In terms of the substantial rise in cost for maintenance and service Members asked that the Town Clerk review the situation in conjunction with the other two Town Councils in Mid Sussex and Mid Sussex District Council to ensure that Sussex Police move quickly to secure a new deal with the current service provider EE, or work collaboratively to find a new provider.

Members **RESOLVED** to **note and resolve the overspend for CCTV provision in the Town, payable to Mid Sussex District Council, within the current financial year 2022/2023 and that forecasted for the 2023/2024 financial year due to changes to Sussex Police's contractual arrangements with utility providers.**

51. Kings Coronation Banners

Member were supportive of the idea and agreed that it would be an appropriate way to support and celebrate the coronation alongside the event that was being planned by the Town Council. It was acknowledged that were still some logistical issues to be resolved

by the Town Clerk regarding the placement of the banners and if they were surmountable then the project should be delivered in time for the Coronation weekend. It was agreed that if it was not possible then an alternative plan would be to wrap a number of the tree planters with a similar design along South Road. This was noted by the Town Clerk as he felt a change in design would be achievable. It was noted that the banner would be a one-off usage and be quite expensive and could be deemed to not be value for money, so it was questioned if the banner could be designed to be used again. The Town Clerk stated that this issue had been taken into consideration with the jubilee logo being at either end of the banner, which meant they could be cut to the Union Jacks and could be used as individual banners in the future. Members were satisfied by this response and then;

Members **RESOLVED** to **purchase six double sided King Charles III Coronation celebratory banners to be placed on South Road at the cost of £1,200 plus cost for installation at £1,800 from Town Initiatives budget.**

52. Operation Watershed

Members were supportive of the application and were pleased to support any application for funding to West Sussex County Council. With this,

Members **RESOLVED** to **make an Operation Watershed application to West Sussex County Council for a project to be undertaken at Wealden Way. Furthermore, that the Town Clerk be given delegated authority to research and if deemed suitable make the application at the appropriate time in line with Standing Orders and Financial Regulations.**

53. Placement of GOBO Projector on Muster Green

There was continued support for the placement of the GOBO projector. The Town Clerk stated that it was aimed that the GOBO would be in place before the Coronation weekend and that he would be on site during delivery and installation of the projector.

Members **RESOLVED** to **note and resolve the revised associated costs of the project to place a GOBO projector on Muster Green as outlined in the report, which are in line with the £7,000 earmarked in the Town Initiatives reserve budget.**

54. Naming of Town Day 2024 Onwards

It was agreed to defer the request to consider the name change of Town Day to the new Town Council once it has sat after the election. In deciding this course of action Members reflected on the branding of Town Day and its past success. It was also noted that there could be conflict with Benson Fairs who have held the Dolphin Fair by name in the past and confusion regarding links to the Dolphin Leisure Centre, then,

Members **RESOLVED** to **defer the consideration of renaming Town Day as Dolphin Fair to Full Council in July 2023.**

55. Haywards Heath in Bloom Committee Update

The Chair of the Haywards Heath In Bloom Committee advised that plans were being finalised by the Committee for the South and South East in Bloom Judging tour of the Town and also visits to Western Road Cemetery and Muster Green on the same day. It was also stated the Muster Green would be subject to the annual Green Flag judging in the second week in May, which the Town Clerk and Headgrounds Person would show the appointed judge around. The Chair of the Committee was also pleased to report that

funding had been sourced to pay for a thank you tea party, which is also the reception for the Town Council's Best Kept Garden and Allotments Awards Ceremony.

Members **RESOLVED** to **note the update**.

56. Urgent Items
None.

Meeting closed at 8.24pm

Committee Meeting: Environment and General Purposes

Report of: Events and Community Officer
Date: 3th July 2023
Subject: Events and Community Officer Report (May-July 2023)

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 generally falls under the following work streams:
 - Event co-ordination and planning
 - Project development
 - Liaison with voluntary and community groups
 - Representing the Town Council at external meeting
 - Administration of the Town Council's small grants programme

Recommendation(s):

Members are recommended to;

- a) **Comment as appropriate.**

Background:

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

4. Event co-ordinating and planning

4.1 Coronation Celebrations-

The Coronation Celebrations took place on Sunday 7th May. The afternoon consisted of musical entertainment from local singers, bands and choirs. The event was kicked off with 'The Royal Procession' a parade from the Town Hall to Victoria Park. Spectators lined the streets as local groups, businesses, club, families and individuals followed the route, waving flags and dressed as royalty with crowns and flags. The event was tied in with the Coronation Big Lunch and food / drinks vendors in attendance donated 10% of their profits to the Mayor's charity and raised £896. Medals were given out to all taking part on the parade with additional medals given to attendees of the Coronation Celebrations. The medals were extremely popular and all had been given out within an hour of the event starting, 500 had been ordered. Due to the popularity of the medals, an additional 235 were ordered and made available for collection from the Town Hall, those collected were asked for documentation to prove they were residents of Haywards Heath. Colour-in crowns were provided on the day in the HHTC gazebo, and proved to be immensely popular with the tables busy all day.

4.2 Spring into Summer-

This year was the first year Spring into Summer has been held. The event usually runs in April, under the name of the 'Spring Festival'. Due to a large number of events being held over the April/ May period, the decision was made to move the event to help with the ECO's work load. There were over 30 charity stalls in attendance. The main focus of the event was community, this was echoed with all the performers being local groups. There was also a magic show from Marco the Magician to close the event. This year, Bintems Crazy Golf were booked for the first time, this allowed members of the public to play for no cost and was very popular. Both the weather and the South of England show affected the overall numbers in attendance. The ECO is looking to run the event at a similar time again next year.

4.3 Carers Event-

This year saw the return of the Haywards Heath Carers Event, having been unable to run since 2019. 25 carers booked to attend. Caroline, Carole and Sandra from The Vinings, Be Beautiful by Phoebe and Ana from AME Beauty Concept all kindly donated both their time and products to allow the carers to be pampered with free treatments. Plant pots were donated by UpCountry, Sylvia Harris generously donated her time to lead the gardening/ planting activity, as well as donating a raffle prize. Additional raffle prizes were also donated by local businesses and some town council employees. Carers Support West Sussex, Sussex Police, Places Leisure, Age UK West Sussex, Brighton and Hove, TuVida and the NHS Carers Health Team were all in attendance to give carers any information required. Citizens Advice were arranged to attend, but sadly did not turn up. Jess from Poponin, in Hurstpierpoint lead the craft activity which allowed the carers to decorate a tile.

The day was incredibly successful, with all of the carers thrilled with the activities available, the treatments, the information and the catering. Kathleen, one of the carers in attendance has said 'Thanks to everyone for all their hard work making it such a lovely day for me today.'

4.4 Town Day-

The planning for Town Day is well underway. Both the main act for the evening performance and for the main arena during the day have been booked. A classic car show has also been booked to take place on the upper level of Victoria Park. This year will also see a new circus provider in attendance. The booking form went live on 12th June as has already seen applications from over 40 stalls. The deadline for booking forms to be received is Friday 21st July. Successful/ unsuccessful stalls will then be confirmed by Friday 11th August. Currently £3,150 has been secured through sponsorship, which will allow additional supplementary activities.

5. Project Development

5.1 Haywards Heath Dementia Friendly Community

The ECO had the first meeting with the intention of restarting the Haywards Heath Dementia Friendly Community on 9th February. Whilst the overall meeting was positive, with many people supporting the idea and objectives, nothing has come to fruition since the meeting. In the past couple of months, the Alzheimers Society has taken the decision to end the Dementia Friendly Communities Recognition Scheme. However, the West Sussex Alzheimer's Society have taken the decision to create a dementia friendly community news website. This exciting piece of work will allow the 'Dementia Friendly' work across West Sussex to be recognised in a different way at a local level. This is currently being worked on, with more information to follow.

5.2 Active Haywards Heath

The second meeting of Active Haywards Heath saw 29 representatives in attendance. The next meeting is to be held at 10.30am on Wednesday 26th July.

6. Liaison with Voluntary and Community groups

The ECO attends regular meetings with MSVA as well as their forums, with a view to find out what the needs of the community are.

Meetings have been held with local groups and organisations, to discuss the support they have received from the Council in the past and the support we can provide going forwards.

7. Representation of Town Council at external meetings

The ECO has attended meetings with MSDC and Burgess Hill/ East Grinstead Town Council amongst others. The ECO is keen to set up meeting with the local schools during the next school year, with a view of developing a better relationship.

8. Administration of the Town Council's Small Grants

8.1 The ECO has been working to increase awareness of the small grants programme. A lot of the community groups were unaware of the programme, or that they would be eligible to apply for funding. The ECO has also promoted this heavily on social media.

8.2 Three grant applications have come in for the next round. These will be discussed at P&F on 27th June.

8.3 Three grant applications came in for the last round. All the grants were awarded.

Events and Community Officer

Committee Meeting: Environment and General Purposes

Report of: Events and Community Officer

Date: 3rd July 2023

Subject: Teddy Bears Picnic - proposed in partnership event

Purpose of Report:

1. The purpose of this report is to consider whether it is feasible for the Town Council to support an 'in partnership' event with the Haywards Heath Foodbank during the school summer holidays.

Summary:

2. The following report asks for members to consider assisting with the funding of a Teddy Bears Picnic event in partnership with the Haywards Heath Foodbank.

Recommendation(s):

Members are recommended to;

- a) Consider a financial contribution of £1000 towards the event. This funding can be taken from the event reserves as discussed in Policy and Finance on 16th January under minute 42.

Project Outline:

3. The ECO has been approached by Heather from the Haywards Heath Foodbank about a Teddy Bears Picnic event. The Foodbank had received a large donation of Beanie Babies which they used for a tombola at Spring into Summer. After the event, they still have a considerable number left. Heather would like to run a 'Teddy Bear's Picnic' to give a toy to every child. She would also like to provide children with lunch, so has approached Co-op for support with this and is awaiting to hear the outcome.
4. Heather has noted that the school holidays are an incredibly challenging time for people struggling with financial hardship. The additional meals require, that the children would usually receive from school, puts families under an additional pressure.
5. The ECO would like to support Heather's idea and assist with the event where possible. The ECO proposes funding entertainment for the event, as well as supporting additional food and treats for those attending.

Financial Implications:

6. The events budget for 2023/2024 is £29,000. With four events completed there is a £3,000 underspend on those events directly (within year budget) due to successful sponsorship. Therefore, this funding of this extra event can be met from this underspend.

Legal Implications:

7. The Town Council can expend monies through the Ward Budget Criteria 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.

Community and Events Officer

Committee Meeting: Environment and General Purposes

Report of: Events and Community Officer

Date: 3rd July 2023

Subject: Active Haywards Heath

Purpose of Report:

1. The purpose of this report is to update councillors on Active Haywards Heath and sign off on the Terms of Reference.

Summary:

2. The following report asks for members to agree to the Terms of Reference.

Recommendation(s):

Members are recommended to;

- a) Note this report.
- b) Comment as appropriate.
- c) Agree the Terms of Reference

Project Outline:

3. The last Active Haywards Heath meeting took place on Thursday 9th February. One of the action points from this meeting was to sign off on the Terms of Reference for the group. The Terms of Reference have now been updated to reflect the current needs of the group.
4. The ECO will be forming an executive board as agreed at the Environment and General Purposes meeting on 9th February under minute 42, under delegated authority.

Financial Implications:

5. None.

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.

Community and Events Officer

**Active Haywards Heath
Terms of Reference and Membership**

Haywards Heath (and Surrounds) refers to the Town of Haywards Heath directly and any local areas resident of Haywards Heath may travel to for sports and activity participation.

1. The purpose of Active Haywards Heath will be:

- a) to represent the wide range of sports clubs, individuals, venues and organisations within Haywards Heath and its surrounds.
- b) to monitor quarterly and produce an update annually, via the Executive Committee; see 4, on the progress of the action plan in the Haywards Heath Sports Strategy.
- c) to promote the Town's sporting, exercise and fitness needs and interests, both regionally and nationally.
- d) to advise the Town Council's Environment and General Purposes Committee on the actions of Active Haywards Heath and update on matters within Sport, leisure and active recreation.
- e) to promote the aims and objective of the Haywards Heath Sports Strategy with Mid Sussex District Council.
- f) to advise the Town Council's Environment and General Purposes Committee on sports related matters from time to time.

2. Objectives of Active Haywards Heath would be:

- a) to take an overview of delivery of the adopted Sports Strategy for Haywards Heath in conjunction with the plans of Mid Sussex District Council, that of local and regional sports bodies and National Governing Bodies for sport.
- b) to provide support for partnership working across all providers of sport and active participation.
- c) to ensure that examples of good practice are shared and the benefits extended to other sports, exercise, fitness and leisure providers. This may include constitutional arrangements, accreditation schemes and other matters to support their needs.
- d) to ensure that the availability of third party funding for sports and active participation is shared with the membership.
- e) to identify and establish where appropriate short-term 'project groups' to focus on Government and Sport England initiatives that would benefit sport in Haywards Heath, in consultation with the Town Council.
- f) to be proactive in promoting the best use of the facilities to resident of the Town and surrounding areas.

3. Membership Invitations to the Sports Forum will be extended to;

- a) Sports clubs, organisations, groups, individuals and venues from Haywards Heath and surrounding areas
- b) Councillors from Haywards Heath Town Council.
- c) Mid Sussex District Council
- d) Places Leisure (current Leisure Centre provider)
- e) Active Sussex

- f) Mid Sussex Active
- g) Interested individuals
- h) County and regional sports organisations
- i) Education, skills training, and PCT and

4. Support to the Active Haywards Heath Forum

Active Haywards Heath will be supported by officers from Haywards Heath Town Council and the formation of an executive board that will be made up of seven people, which will be chaired by one of the Haywards Heath Town Councillors.

The seven people will include two Town Council representatives and five volunteers from the Active Haywards Heath Membership and report to Haywards Heath Town Council.

The Executive Board will be made up by the following-

- A representative from the local leisure provider (The Dolphin/ Places Leisure)
- A representative on behalf of local schools
- A representative who works within the disability sector
- A representative with knowledge on the Northern Arc Development
- A representative on behalf of the community

It is hoped there will be a small budget to administer. The executive board will manage the actions of Active Haywards Heath and administer any monies received by the Sports Forum, which will be held by HHTC. HHTC will hold an Active Haywards Heath Webpage, which will hold sources of information such as minutes and agendas, databases, presentations, links, articles. Forum would advise on content and HHTC officers would administer.

The Executive Board will co-opt as it sees fit.

Committee Meeting: Environment and General Purposes Committee

Report of: Town Clerk

Date: 3rd July 2023

Subject: Environment and General Purposes Committee Business Plan

Purpose of Report:

- 1) The purpose of this report is to consider policy matters.

Summary:

- 2) It is the intention of the Town Council to work to an overarching business plan to regulate and monitor the Town Council's aims and objectives both inwardly facing and working with the community. The first stage of this process is for each Committee to own its business plan. To this end, the following report presents the Environment and General Purposes Committee's business plan for consideration and comment.

Recommendation(s):

To consider and note the draft Environment and General Purposes Business Plan.

Background

- 3) As articulated at the Councillor training session held on the 23rd May 2023 each Committee of the Town Council will be working to a business plan, which will be supported by an overarching green paper planned to be presented to Full Council on the 24th July 2023. The business plan as attached as appendix one will sit in the background so Councillors can monitor the work of officers in delivering the wishes of the Town Council and its statutory functions.
- 4) The business plan will be fluid and open to review and additions, as the Town Council moves forward during the rest of this Town Council year, and there will be forward planning and budgeted work ongoing.
- 5) The business plan will also act as a guide/training for the committee's business for all Councillors, new and returning. At the present time costs and timescales are not apportioned, but the aim is to do this by the time the overarching plan is presented to Full Council.

Financial Implications:

- 6) To be confirmed as the business plan develops and the provisions made in the 2023/2024 budget as adopted.

Legal Implications:

- 7) None policy document. Each facet of the business plan will be presented with legal implications as the work comes forward.

Issue / Service	Narrative	Policy Suggestion
Western Road Cemetery and Nature Reserve	The Town Council is the burial authority for Haywards Heath. (Space is running out at Western Road so the provision of a new Cemetery off Hurstwood Lane is critical. (see planning)	To provide burial services for Haywards Heath and actively pursue the purchase of land for a new Cemetery.
Allotments	Four sites owned by the Town Council - Vale Road, America Lane, Summerhill Lane and Oathall Avenue, along with the need for new provision on a new site off Hurstwood Lane. (see planning)	To provide allotments for residents of Haywards Heath and actively pursue the purchase of land for a new Allotment site.
Events Programme	Spring Festival (Spring to Summer this year), Mid Sussex Marathon, Greater HH Bike Ride, Town Day, Christmas Fireworks, Christmas Carols, Carers Event, infrastructure support for Holocaust Remembrance, Schools Remembrance Service and Remembrance Sunday Service.	The Town Council will facilitate, sponsor, support and provide a timetable of free to enter community events to promote wellbeing in the Town and bring people into the Town Centre.
Management of Muster Green	Muster Green is owned by the Town Council and is home to Haywards Heath War Memorial.	To continue the management of Muster Green and the associated Haywards Heath War Memorial.
South and South East in Bloom, Green Flag Muster Green. (HHTC Best Kept Garden and Allotment competition).	All entries are led upon by the Haywards Heath in Bloom Committee.	Promotion of the Town's Environment through entry into both competitions and Town wide competitions.
Groundstaff Service	Town wide planting, Upkeep of Council property, Street Furniture, Roundabout Maintenance, Wildflower Verges, Winter Weather Works,	To maintain and improve the appearance of the Town's environment and street furniture including winter weather maintenance.

Protect and Enhance the Town's Environment.	There is also a raft of environments policies, which need to be reviewed by the Committee separately.	Environmental Commitment The council is committed to pursuing excellent environmental practice both in its own operations and as an exemplar for the town and its residents
West Sussex County Council Highways - Devolved Services.	HHTC is working with the other two Mid Sussex Town Councils to try and revive highways working partnership for low level maintenance works and potholes. This is being driven via the Mid Sussex Association of Town Councils	Through our County Councillors, to continue to engage with the officers of the County Council in order to work through the long list of outstanding highways issues. To consider how the Town Council might take on further minor works related to highways, with the proviso that this does not result in significant additional costs to the council. To encourage utility companies and the County Council to engage with the Town Council to try to mitigate the inconvenience of road works related to their activities.
Mid Sussex Parks/Environment Graffiti Contract - Devolved Services	The Town Council for over 20 years has been paid a nominal amount per annum to keep the environment of MSDC owned parks clear of graffiti and fly posting along with other works such as bench painting and ad hoc tasks.	Through our District Councillors, to continue to engage with the officers of the District Council to allow the Town Council to continue to take ownership of the environment within the Town's parks, Including graffiti removal and minor maintenance works.
America Lane Allotments Stream Bank Works	Resolved project to undertake works along the stream adjacent to The Hollow.	Service delivery.
Way finding to Town Centre	Instruction of a consultant to find and map safe/accessible passage of travel for all users of footway from the station, PRH and outer lying areas of the Town.	N/A

Community engagement and principal authorities.	The Events and Community Officer engages with local organisations when required. This work is a signposting and support role and meetings are assessed on worthiness of attending.	To work with local community groups/organisations to enable them to reach their aims and objectives and where appropriate assist the Town Council with achieve its aims and objectives.
Community engagement and principal authorities.	The Events and Community Officer works with officers from principle authorities when required. These meetings are assessed on worthiness of attending.	To engage with Mid Sussex District Council and West Sussex County on projects and intuitive that are beneficial to the Town and the Town Council.
The Town Council also provides, CCTV in the Town, Christmas Lights, over 100 salt bins, circa 175 footway lights and all of the street furniture including bus shelters		

Town Clerk

Committee: Environment and General Purposes Committee

Report of: Town Clerk

Date: 3rd July 2023

Subject: Social Prescribing

Purpose of Report:

1. The purpose of this report 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 S. Ellis in relation to Social Prescribing.

Recommendation(s):

Consider and decide whether to accept and agree to the motion.

Background:

3. What is Social Prescribing?
Social prescribing is a way GPs, nurses, link workers and other health and care professionals can refer people to a range of local services to meet their non-clinical needs. The aim is to take a more holistic approach to a person's health and wellbeing by focusing on what matters to them. Social prescribing is a key component of Universal Personalised Care and its rollout is actively supported by the Long Term Plan NHS England.

Motion – to be presented by Cllr S. Ellis:

4. Members are asked to consider the following motion, which has been made under Section 10 of the Council's Standing Orders by Cllr S. Ellis.
5. *That the Town Council opens itself to offering social prescribing opportunities including projects that could actively allow for the community to be directly involved in Town Council greening projects.*

Financial Implications:

6. None at the present time.

Legal Implications:

7. 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.

Cllr Sandy Ellis

Committee: Environment and General Purposes Committee

Report of: Town Clerk

Date: 3rd July 2023

Subject: Living Roof Bus Shelter

Purpose of Report:

1. The purpose of this report is for Members to consider an environmental initiative.

Summary:

2. The following report outlines the potential for an innovative environmental project to be undertaken on the bus shelter outside Waterstones Book Shop on South Road, Haywards Heath.

Recommendation(s):

To consider funding the introduction of a living roof bus shelter in Haywards Heath at the cost of £1,890.34 to be met from the Environmental Projects budget.

Background

3. Clear Channel UK provide Town Centre bus shelters in Haywards Heath located in Perrymount Road, The Broadway and South Road. These shelters are placed in agreement with Haywards Heath Town Council through a legal agreement and West Sussex County Council (highways permission). In return for the purchase, placement and maintenance of the bus shelters Clear Channel UK retain the income from the digital advertising boards that are located in each bus shelter.
4. For information, it must be noted that the Town Council did research trying to take over the advertising revenue from the bus shelters, but the costs of working with multi national companies for just one Town were deemed to be too resourceful and expensive in terms of any return.
5. The Town Clerk in a recent meeting was advised that Clear Channel UK are looking to replace all of their bus shelters in the next twelve months and upgrade the digital advertising boards. The cost of each shelter is circa £15,000 so it represents a good deal for the Town Council in terms of a capital outlay.
6. As part of this offer the Town Council will be able to use the digital advertising boards on agreement with Clear Channel UK. Another initiative that Clear Channel UK has been working on, with examples in Brighton, are living bus shelters, which have green roofs and are *'affectionally nicknamed 'Bee Bus Stops', have been specially designed in partnership with expert ecologists to support native biodiversity, help create healthier local communities, and bring greenery back into urban areas.* They also have the following benefits.

- **Supporting bees and pollinators** - Living Roofs are planted with a mix of 13 native wildflower and 5 sedum species; selected by experts to aid and support bees and other pollinators, whose numbers have sadly been in decline in recent years.
- **Improving local environments** - The thoughtfully-designed shelters contribute towards climate resistance, absorb rainwater falling on the roof, help to reduce the 'Urban Heat Island Effect', capture particulates from the air, and help make the town a greener and happier place.
- **Green Roof Code** - The Living Roof has been designed with industry leading experts in accordance with The Green Roof Organisation's 2021 GRO Green Roof Code – the UK's industry code of best practice.

7. So, to progress the project the Town Council has been asked to make a contribution to the overarching project of £1,890.34 broken down into two elements 1) £721.31 for the living garden materials and 2) £1,169.03 to build and install.

Financial Implications:

8. The Environmental Projects budget for 2023/2024 is currently £6,000 and the cost of £1,890.34 could be met from this budget leaving £4,109.66 available.

Legal Implications:

9. 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.

Town Clerk

