



**HAYWARDS HEATH
TOWN COUNCIL**

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28th March 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 **Monday 3rd April 2023** at **7.30pm** in the Council Chamber, 40 Boltro Road, when the following business will be transacted.

Yours sincerely,
Steven Trice
Town Clerk

AGENDA

1. To receive apologies for absence.
2. To confirm the minutes of the Environment and General Purposes Committee meeting held on the Monday 27th February 2023.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To consider a report regarding cost implications for CCTV Cameras in Haywards Heath.
6. To receive a proposal for the placement of celebratory banners for the King's Coronation on South Road.
7. To consider a request for an Operation Watershed project in Wealden Way.
8. To consider an update report on the placement of a GOBO projector on Muster Green.
9. To receive a motion from Cllr Rachel Cromie with regards to changing the name of Town Day to Dolphin Fayre.
10. To receive a verbal update on the activities of the Haywards Heath in Bloom Committee.
11. To consider any items that the Chairman agrees to take as urgent business.

Committee Members: Environment & General Purposes Committee: Cllrs: M. Jeffers (Chairman), S. Ellis (Vice Chairman), C. Cheney, J. Langley, A. McPherson, H. Mundin, S. Inglesfield.

*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 Howard Mundin

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

Minutes of the Environment and General Purposes Committee held on 27th February 2023.

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

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

- 36. Apologies**
R. Cromie – Ill Health
- 37. Minutes**
The minutes of the Environment & General Purposes Committee dated 19th December 2022 were taken as read, confirmed as a true record and duly signed by the Chairman.
- 38. Substitutes**
None
- 39. Declarations of Interest**
None
- 40. Haywards Heath in Bloom Presentation**
Cllr Ellis, Chair of the Haywards Heath in Bloom Committee (HHiB), welcomed committee member Mr Murray Crump to the meeting who made a presentation regarding taking HHiB into a more strategic direction to demonstrate all of the good work being undertaken in the Town. This work would enable the benefits being derived from HHiB to be portrayed to the South East in Bloom (SSEiB) judging and other interested parties. It also included mapping the projects that the HHiB Committee work upon and those that the Town Council deliver upon whilst linking such to Town Council priorities, policies and the services provided in the Town. The mapping included the work of the groundstaff in keeping the Town in good order (planting, highways work on roundabouts and graffiti removal etc), Haywards Heath allotments, Western Road Cemetery and Nature reserve, litter picks and street furniture services provided. The presentation also included links to third party activities that the HHiB Committee supports. All of the aforementioned was presented in a mind map format, which could be developed as time moved on. Members welcomed the presentation and the approach that Mr Crump was taking and felt that the work could be a missing link for the South and South East in Bloom (SSEiB) entry and it was felt that the judges would enjoy being presented with such information and the manner in which Mr Crump was portraying. It was thought that the mapping would also ensure that no projects/initiatives would be left out of the 2023 entry. Member's response generally, to what they had been presented, was to commit to support Mr Crump with his work and most importantly would seek to ensure that everything within the mind map could be delivered and/or approved of being undertaken by the Town Council. This would also apply to supporting third parties. Mention was made of the Grove Garden project and it was stated that Mr Crump would be sent supporting information on its development, clear links to the Green Flag for Muster Green and include information on ground breaking liaison with SWISH Fibre, who were working in the Town, would be noted as basis for future work with utilities companies who may need to enter planted land and the environment of the Town generally. Cllr Ellis thanked Mr Crump for his

work and was thrilled by his enthusiasm and that of the Committee on which she and Mr Crump were members of, with this Mr Crump said that he would share his presentation with the Town Clerk,

Members **NOTED** the **presentation and support the development of the strategic work of the Haywards Heath in Bloom Committee.**

41. Events and Community Officer Report (ECO)

The ECO presented the update report as tabled in the agenda. Reference was made to the success of the Coat Exchange initiative, which had come to a conclusion. Members congratulated the ECO on a project that had supported around 400 people with new coats over the winter period. Concern was raised regarding the lack of interest in the Haywards Heath Dementia Forum and the potential loss of funding available, but it was agreed that the Town Council could only do so much to engage people in the Forum.

Members **NOTED** the report.

42. Haywards Heath Active

Members were enthused by the re-launching of Active Haywards Heath and shared officer's feeling that now it was up and running that the clubs and organisation should lead on future initiatives and subjects that Haywards Heath Active would concentrate on. These views supported by the suggested creation of an executive board. Members asked if disability sport/activities were being included. This was confirmed, as a number of umbrella organisation were involved such as the Dolphin Leisure Centre, Active Mid Sussex/Sussex and a representative of the schools from Mid Sussex who all provided for people with disabilities. It was noted that there was no longer an active disability forum in the South of the District but there was one in East Grinstead. This organisation had been approached before about other issues and there was a good link to the East Grinstead Sports Forum who sent representatives to the last meeting. It was also asked if the Pétanque Club at Beech Hurst had been involved to date. The answer to this was no at the present time. With Members noting that the Haywards Heath Sports Strategy needed updating later in the year and indeed rescoping,

Members **RESOLVED** to:

- a) Notes the minutes of the Active Haywards Heath held on the 6th December 2022.**
- b) Agree to the formation of an Executive Committee to lead upon the work of Active Haywards Heath and recommend to Full Council that it formally appoints Cllrs Evans and Jeffers to sit on the Committee for the rest of the Council term.**
- c) Formally approve that the Executive Committee reports to the Environment and General Purposes Committee.**
- d) That the Town Clerk engages a consultant to refresh the Haywards Heath (2016) Sports Strategy.**

43. Fairfield Way Planting Licence

In line with previous requests to plant up areas of land in the Town Members were supportive of the move to adopt and plant up the land at the entrance to Fairfield Way. A local resident, who usually wished to remain nameless, was thanked for his support for the project and general help in the road, then,

Members **RESOLVED** that **the Town Clerk be given delegated authority to execute a planting licence agreement with West Sussex County for Fairfield Way, Haywards Heath.**

44. Management Plan for Muster Green.

The management plan was noted with mention of the progress of the placement of a GOBO projector on Muster Green. The Town Clerk outlined the unforeseen complications associated to the project. Members hoped that these would be overcome before the Coronation weekend as it was thought that its launch would be suitable with a projection of the Coronation logo. Without further comment noting the 2023 action plan outcomes and the action plan for 2023;

Members **RESOLVED to adopt the Muster Green Management Plan for 2023.**

45. Urgent Items

None.

Meeting closed at 8.22pm

Committee Meeting: Environment and General Purposes

Report of: Town Clerk

Date: 3rd April 2023

Subject: CCTV costs for Haywards Heath Town Council

Purpose of Report:

1. The following report updates on a contractual arrangement with a third party.

Summary:

2. The Town Council contributes to the transmission and maintenance costs for the five CCTV cameras, linked to Sussex Police Control Centre located in Lewes, located in the Town. These cameras are placed on South Road, Clair Park and in Victoria Park. The following report updates on the charges that have been presented to the Town Council for the end of the current financial year and moving forward into the 2023/2024 financial years onwards.

Recommendation(s):

- a) **Members are recommended to resolve the overspend for CCTV provision in the 2022/2023 financial year.**
- b) **Note the potential overspend for CCTV provision in the 2023/2024 financial year.**

Background:

3. Under minute 55 of the Environment and General Purposes Committee dated 24th June 2020 regarding Haywards Heath Town Centre CCTV cameras the following minute and resolution was made for financial support after a full review of the service undertaken with Sussex Police, Mid Sussex District Council along the District's three Town Councils.

Members were fully supportive of the need to provide financial support towards the Town's CCTV Cameras and were conscious of the fact that the Town Council had not been asked to pay for such, when the other two Towns in Mid Sussex had been paying towards the maintenance costs for many years. It was questioned that the maintenance charge was very high, but the Town Clerk advised that the cost could not be revisited because the cameras were part of the County wide CCTV coverage procured by Sussex Police. On the basis that the charge was consistent across the District and indeed the County the concern was noted, but not acted upon so then,

*Members **RESOLVED** to;*

Allocate £3,745.31 from the Town Initiatives Budget to pay for CCTV ongoing revenue costs for Haywards Heath.

4. The Town Clerk attended a meeting with Mid Sussex District Council officers and his fellow two Town Clerks on the 21st March 2023 where the following update on costings was presented.

Following a meeting with Sussex Police on 9th March we report the following;

- o Current contract with BT has ended along with previous discounts to Sussex Police, who passed those discounts on to us.
- o Contract temporarily extended while negotiations take place between BT and Sussex Police.
- o Previous discussions around a new 3-year contract and a 7% increase in costs are now null and void.
- o Sussex Police have stated to BT that a significant increase in transmission costs and loss of discounts is unacceptable.

- Maintenance costs are unaffected.
- Transmission charges will increase from this 2022 Q4 billing period as per the provided figures below.
- Sussex Police will exhaust all options with BT before considering alternative transmission options i.e., 5G via a third-party mobile provider.
- Collectively “we” **may** need to consider the number of cameras that we currently have “live” via discussion with Sussex Police as to current crime related Hot Spots and the camera locations.
- Decommissioning some cameras may be inevitable option.
- Moving forward both Transmission and Maintenance will move to annual invoicing.
- Quarterly invoicing from MSDC for TC’s will remain in place for the time being.
- MSDC will not take any further requests for new CCTV installations.
- CCTV user group meetings will be reinstated by Sussex Police in due course.
- Further updates will be provided on receipt of information from Sussex Police.

Financial Implications:

5. To this end, Table A shows the new costs for transmission charges whilst negotiations are ongoing and Table B shows the previous costs. This substantial increase is unavoidable and will affect quarter four of the current financial year and the 2023/2024 financial year.
6. Members will note that the transmission charges have almost doubled. The transmission charges and indeed maintenance charges are met from the Town Initiatives Budget, which means there will be a overspend in the current financial year and the 2023/2024 budget will see an unforeseen, through the budget setting process, strain on the budget.

Table A - New costs

Area	Owned	Transmission Recharge	Quarterly	Maintenance Recharge	Quarterly
MSDC	17	£14,234.25	£3,558.56	£3,528.97	£882.24
Burgess Hill	2	£1,674.62	£418.65	£415.17	£103.79
East Grinstead	5	£4,186.54	£1,046.64	£1,037.93	£259.48
Haywards Heath	5	£4,186.54	£1,046.64	£1,037.93	£259.48
	29	£24,281.95	£6,070.49	£6,020.00	£1,505.00

Table B – Previous Costs

Area	Owned	Transmission Recharge	Quarterly	Maintenance Recharge	Quarterly
MSDC	17	£7,474.48	£1,868.62	£3,702.86	£925.72
Burgess Hill	2	£879.37	£219.84	£435.66	£108.92
East Grinstead	5	£2,198.37	£549.60	£1,089.10	£272.27
Haywards Heath	5	£2,198.38	£549.60	£1,089.10	£272.27
	29	£12,750.60	£3,187.65	£6,316.72	£1,579.18

Legal Implications:

7. 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 13th May 2019 under minute 17.

Town Clerk

Committee Meeting: Environment and General Purposes

Report of: Haywards Heath in Bloom Committee

Date: 3rd April 2023

Subject: Coronation Banners South Road

Purpose of Report:

1. The following report suggests an innovative way to celebrate the pending Coronation.

Summary:

2. King Charles III Coronation is fast approaching and officers are looking at innovative way of marking the event around the Town to support the Coronation event that the Events and Communications Officer is organising.

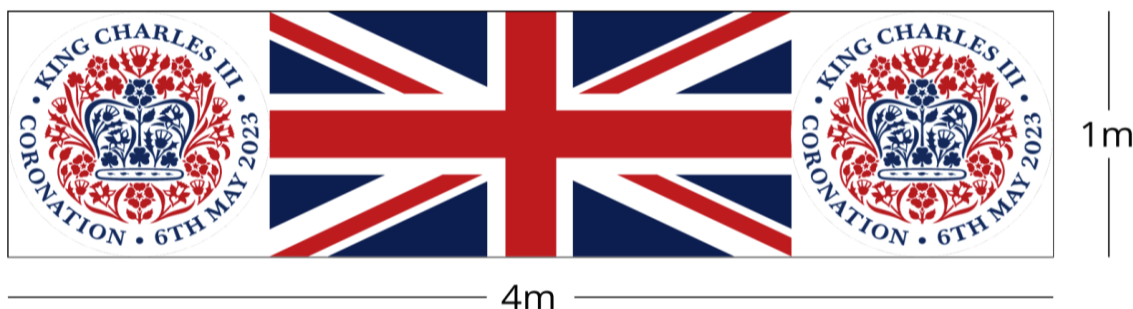
Recommendations:

Members REOLVE to agree to the purchase of 6 double sided King Charles III celebratory banners to be placed on South Road at the cost of £1,200

Background:

3. The Town Council has already purchased signage to put on the Sussex Roundabout to celebrate the Coronation, but there has also been thought regarding the opportunity to use the Christmas Lighting catenary wires on South Road to place some banners.
4. As a result, the Town Clerk has managed to get a company, who will be doing the annual safety testing on the wires, to provisionally agree to put banners up whilst on site. This is work planned for the 13th April 2023.
5. Furthermore, a design of the banners, which will be double sided, along with costing have been developed as follows.

Double Sided Mesh Banner



Financial Implications:

6. The cost of the banners will cost £1,200, which if Members are agreeable could be met from the Town Initiatives.

Legal Implications:

7. None

Town Clerk

Committee Meeting: Environmental and General Purposes

Report of: Town Clerk
Date: 3rd April 2023
Subject: Operation Watershed

Purpose of Report:

1. The purpose of this report is for Members to consider making a funding application to West Sussex County Council.

Summary:

2. West Sussex County Council (WSSCC) provide funding under the Operation Watershed programme to deliver projects that alleviate flooding from private or unadopted land. The Town Council has been approached with requests to make a further application within the Town. The following report outlines a project in Wealden Way suggested for support. If the Town Council is agreeable to making the application the report, then details the process that will need to be undertaken to make the application(s).

Recommendation(s):

- a) **Members are recommended to resolve that the Town Council makes an Operation Watershed application to West Sussex County Council for a project to be undertaken at Wealden Way.**
- b) **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**

Background:

Operation Watershed.

3. Community and volunteer groups and town and parish councils within West Sussex can apply for funding for projects they can deliver for themselves.
4. The criteria WSSCC use to assess applications to the fund are:
 - how they address recognised flood issues,
 - if they have strong community support,
 - that they demonstrate value for money,
 - how they will realise benefits to the community.
5. The required demonstrable criteria for applications to be successful include:
 - tackling a recognised surface or ground water flood risk,
 - meeting at least one of the following elements in its technical scope,
 - provide new infrastructure installations or build,
 - make material change improvements to existing infrastructure,
 - increase the drainage capacity of existing infrastructure the provision of assets for community groups' usage to protect their local area,
 - evidence strong community commitment to delivering the project and carrying out future maintenance.

6. Finally, all applications need the support from the locally elected County Councillor and will be signed off, if successful, by the responsible Cabinet Member. Applications will need to achieve a score of 65 or higher to be considered and should be submitted with any supporting documents to the Operation Watershed team.

Project to be considered.

7. The project, has yet to have support from Town Councillor Ward Members, but the County Councillor Ward Member is engaged and supportive in principle.
8. **Wealden Way**; to alleviate flooding at the bottom of Wealden Way as a result of an inappropriate trash screen and a private lake which overflows into public drainage. There has been damage to cars as a result of the flooding over the years and the inability for those who live in the Bolnore Village to access the town via foot when flooded. This request has been made by a resident on behalf of many residents here in Wealden Way who would like a resolution to this issue.

Process to make applications.

9. Any application must be made by the Town Council with the following process needing to be completed.
 - a. The Town Council makes the application.
 - b. WSCC highways officers provide the solution and provide the specification and plans for the work that the application will be based upon.
 - c. The Town Council procures and awards the contract to a WSCC approved contractor
 - d. WSCC pass the money to the Town Council to pay for the works

Financial Implications

10. None directly as the funding of any successful project will be a simple in payment from West Sussex County Council and then straight payment to the contractor. No Town Council funding will be required.

Legal Implications

11. The Town Council can make a grant application 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 13th May 2019 under minute 17.

Town Clerk

Committee Meeting: Environment and General Purposes

Report of: Haywards Heath in Bloom Committee

Date: 3rd April 2023

Subject: GOBO Projector for Muster Green

Purpose of Report:

1. The following report updates on a previously approved project.

Summary:

2. Members will be aware that at the meeting of the Committee dated 25th October 2021 it was resolved to purchase a GOBO projector (GOBO) for Muster Green. The following report outlines the position of the project and some associated unforeseen costs.

Recommendations:

That Members note and resolve the associated costs of the project to place a GOBO projector on Muster Green as outlined in the report.

Background:

3. As Members will note the project has taken long time to complete. This is on the grounds that the associated tasks and costs to place the GOBO have become rather problematic. This is because of the underground utilities in place under Muster Green (including a BT fibre optic cable) which have caused an issue with ability to lay the required electric cable to serve the projector from the electric box nearest to the proposed tree where the GOBO will be placed. To this end a survey of the site needs to be undertaken, then a hand dig will be needed to get to the depths required for the cable safely, the cable can be laid then run up into the tree to enable the powering of the GOBO. Then a back fill and path reinstatement will be required.
4. The plan to place the GOBO will commence on the 6th April 2023 and be completed by the 28th April 2023 with the following timetable;
 - Scanning for utilities 6th April and a report back by 14th. (GEOTEC Surveys Ltd)
 - Hand dig of route of the electric cable 24th – 26th April 2023. (Hayway Construction)
 - Laying of cable (Interlec Electricians), and placing of GOBO (Blachere Illuminations) back fill and make good (Hayway Construction) Muster Green 28th April with a reserve day 2nd May 2023.

Financial Implications:

5. Costs, budget wise, are to be split with the cost of £950 for the scanning being met from professional fees budget, the dig and back fill circa £3,000 and the electric cable at £450 coming from the Muster Green reserve and the GOBO coming from the Town Initiatives as resolved at £4,102.

Legal Implications:

6. The Town Council can make a grant application 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 13th May 2019 under minute 17.

Town Clerk

Committee: Full Council

Report of: Environment and General Purposes

Date: 3rd April 2023

Subject: Councillor Motion – Town Day Renaming

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 request that has been made to the Committee by Cllr R. Cromie to consider the change the name of Town Day to Dolphin Fair.

Recommendation(s): Members are asked to;
(a) Consider and decide upon the motion.

Background

Motion – to be presented by Cllr R. Cromie

3. Members are asked to consider the following motion, which has been made under Section 10 of the Council's Standing Orders by Cllr R. Cromie.
4. *Motion I would like to formally put forward a motion to Environment and General Purposes to consider reverting Town Day back to the name of the Dolphin Fair.*
5. In general terms the Town Clerk and Events and Community Officer are not in favour of any change to the name on the grounds that the event has been named for over 25 years and the branding will suffer with a name change and could cause confusion with residents and groups and organisation that attend the event. It might also mean that the event is associated to the Dolphin Leisure Centre. There is also the complication then Bensons Fayre has been called Dolphin Fair in more recent times and that detract from both events and again cause confusion.
6. Notwithstanding this it is a decision of Members and there is no other reason why the name cannot be changed. This event was called Dolphin Fair before is became Town Week then a changed to Town Day. Members may wish to defer the matter to Full Council so all Councillors can consider the matter.

Financial Implications

7. None.

Legal Implications

8. The Town Council can make such a resolution 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 13th May 2019 under minute 17.

Town Clerk