

HAYWARDS HEATH TOWN COUNCIL

ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday, 14th August 2017

M Jeffers (*Chairman*)
Mrs S Ellis (*Vice Chairman*)
Mrs C Cheney
R Clarke
J Knight
A McPherson
H MUNDIN

* Absent
** Apologies

13. Apologies

There were none.

14. Minutes

The Minutes of the meeting of the Environment and General Purposes Committee held on Monday, 12th June 2017 were taken as read, confirmed as a true record and duly signed by the Chairman.

15. Substitutes

There were none.

16. Members' Declarations of Interest

Councillor Mrs Ellis declared a personal interest in agenda item 11, being Chairman of the Haywards Heath in Bloom Committee and having been involved in the Green Flag application for Muster Green.

17. Matters Arising

There were none.

18. Activities of the Community Liaison Function of the Town Council

Members had been provided with a report from the Community Liaison Officer (CLO), covering the work she had undertaken during the period June/July 2017. The CLO took Members through the report, drawing their attention to items of particular interest and inviting questions from them on anything that required further clarification or discussion. Arising from her presentation, the following points were noted:

- i. sponsorship as a work stream had been featured in this report and would be included in future updates. The CLO and Marketing Communications Officer were working together to develop links with local businesses;
- ii. Haywards Heath Play Day, organised in partnership with Mid Sussex District Council (MSDC) and held in Victoria Park on 1 August 2017, had been a huge success, due in part to the superb weather. Numbers attending the event were awaited from MSDC;

cont.

18. Activities of the Community Liaison Function of the Town Council (cont.)

- iii. preparations for Town Day (9 September 2017) were well under way, although the CLO was particularly concerned about planning the layout of Victoria Park. In the previous two years, the Assistant to the Town Clerk had helped her with this but that might not be possible this year because of the Assistant to the Town Clerk's unforeseen absence from work. Stalls for the day were still available and the CLO asked Members to advise her if they knew of any charity that might be interested in having a stall;
- iv. having received grants from both the Town Council and MSDC, Know Dementia, a small voluntary group, would be opening the Memory Moments Café at the Town Hall. Starting on 2 September 2017, the café would be 'open for business' on the first Saturday afternoon of each month;
- v. the town's recently appointed Community Warden had unfortunately fractured her ankle and was therefore off work. Interim cover was being provided by her employer, SWL Security Services. There had been a number of antisocial behaviour incidents at football sessions being run at Oathall Community College. The trouble was largely down to hangers-on and the Headteacher of the college was concerned about damage to property. The consensus amongst Members was that ongoing issues such as this would benefit from the appointment of a second Youth Worker. With regard to the new Policing Plan, scheduled to be implemented on 1 September 2017, Inspector Paul Wood would be happy to attend one of the Town Council's meetings to give a presentation on the specifics;
- vi. the new, purpose-built Age UK West Sussex, Haywards Heath Centre was now open;
- vii. new Town guides had been published and Councillor Mrs Ellis asked if a supply of these could be made available for distribution at the railway station;
- viii. the Summer Newsletter had been published and was in the process of being distributed to households. Members were asked to report back to the Marketing Communications Officer if they had not received theirs. In order to check how well the Newsletter had been distributed overall, it was agreed that social media should be used to promote its distribution and to ask for feedback from residents as to whether or not they had received it. To do this, distribution dates for the different sectors of the town would be required from the distributor.
- ix. the Town Council's small grants scheme should be promoted on social media by means of posting quotes from groups/organisations that had been successful in securing an award.

The Chairman thanked the CLO for the work she had undertaken and for her report, which Members duly **NOTED**.

19. 2018 Working Group – Planned Events and Activities

Members had before them a report from the Clerk outlining the potential programme of events for the year 2018/19. This had been brought to Committee for consideration in view of the early preparation required for four significant one-off events that would need to be organised in addition to the Town Council's existing portfolio of events.

cont.

19. 2018 Working Group – Planned Events and Activities (cont.)

These were:

- i. town twinning anniversaries – 25 years with Traunstein and 20 years with Bondues – culminating in a Mayor's Gala Dinner at Borde Hill on Saturday, 30 June 2018;
- ii. the formal laying of a stone on Muster Green on Sunday, 2 September 2018, to commemorate Sergeant Arthur George Knight, who was awarded the Victoria Cross (VC);
- iii. the centenary of the Royal Air Force (RAF) – to be incorporated with Town Day on Saturday, 8 September 2018;
- iv. the centenary of the end of the First World War – to be incorporated with 2018 Remembrance services.

Members **RESOLVED** to:

- a. **authorise the Members of the 2018 Working Group, in liaison with Town Council Officers, to seek sponsorship and obtain external funding for the events specified in i.–iv. above;**
- b. **acknowledge that the events specified in i.–iv. above would need to be built into the Town Council's events programme for 2018/19;**
- c. **bring forward the budget setting process for events to the (16th) October meeting of the Environment and General Purposes Committee.**

With regard to the Mayor's Gala Dinner, it was noted that the deadline for obtaining major sponsorship had been set as 1 October 2017. Without this in place, the event could not progress as planned. With regard to Town Day and the RAF centenary, the CLO had made some preliminary enquiries about the RAF Falcons putting on a display. However, amongst other things, the Falcons would need to assess Victoria Park on its suitability as a landing site and so further investigation would be required. Similar to the Gala Dinner, there would have to be a deadline by which the Town Council would need to know whether or not the Falcons could put on a display.

20. Winter Weather Management Plan 2017/18

Members had been provided with details of the Town Council's existing Winter Weather Management Plan – which had been in existence since late 2010 – and had been asked to review the arrangements contained therein.

Councillor Mrs Cheney asked why West Sussex County Council (WSSCC) would not refill salt bins beyond the annual pre-winter restocking exercise. It was explained that this was down to cost, logistics and lack of resources, i.e. manpower.

Councillor Mrs Ellis stated that the Town Council had always responded well following a period of snowfall. She urged her fellow Members to check the status of the salt bins in their wards and to assess whether they needed any additional bins in new locations.

Following discussion, Members **RESOLVED** to **adopt the existing Haywards Heath Winter Weather Management Plan for the 2017/2018 winter months.**

21. **Acquisition of Electric Bike (e-Bike)**

The Clerk had prepared a report recommending the allocation of £1,400 from the Town Fund Reserve to purchase an electric bike (e-bike). The idea behind this was that it could be used primarily by the Community Warden to enable her to visit locations outside of the town centre – e.g. Bentswood Ward or Bolnore Village – more quickly and at short notice. Her current modus operandi for reaching outlying areas was by foot. When not being used by the Community Warden, the e-bike could be used by staff members and Councillors for making site visits, etc.

Whilst Members were very enthusiastic and supportive of the proposal and the opportunity it provided to promote the Town Council's environmentally-friendly credentials, they concluded that rather than purchasing an e-bike straight away, it would be worthwhile exploring the possibility of obtaining it on some form of sponsorship or lease basis. Further discussions then moved things on to the feasibility of acquiring an electric or 'eco' car on a similar basis. Members acknowledged, however, that any electric car would be dependent on the availability of a charging point.

It was **AGREED**, therefore, to defer the purchase of an e-bike until further investigations had been made as to who might be prepared to offer sponsorship or a lease scheme. For example, this could be an e-bike manufacturer or retailer – not necessarily local – a branded car dealership or even an enterprise looking to be associated with a 'green' project.

22. **Changes to 'Welcome to Haywards Heath' Signage**

Members had before them a report from the Clerk, recommending the allocation of £2,000 from the Town Fund Reserve towards a project to replace the existing 'Welcome to Haywards Heath' signage and to install new signs at other key entry points to the town. The £2,000 would be used to pump prime the project, with application being made to MSDC for the remaining £2,000 needed in order to complete the funding in total. In all, seven new signs would be required for installation at the following locations:

- i. Butlers Green Road;
- ii. Fox Hill;
- iii. Lewes Road;
- iv. Oathall Road;
- v. Balcombe Road;
- vi. Rocky Lane (in the vicinity of the 'Wivelsfield Station' roundabout);
- vii. Gander Hill.

Members were in full support of this initiative. They had no doubts that the existing signs were past their best and felt that updated and additional signs would support the Town Council's objectives under 'The Art of the Possible'. Councillor Clarke queried whether the new design would incorporate the names of the twin towns Traunstein and Bondues.

Accordingly, Members **RESOLVED**:

- a. the placement of new 'Welcome to Haywards Heath' signage at the seven locations specified in i.–vii. above;
- b. to allocate £2,000 from the Town Fund Reserve to pump prime the project;

cont.

22. Changes to 'Welcome to Haywards Heath' Signage (cont.)

c. to instruct the Clerk, under delegated authority, to:

- i. negotiate the exact placement of the signage and enter into legal licences for the placement of the signage with WSCC;**
- ii. apply to MSDC for funding towards the signage.**

23. Updates Regarding Haywards Heath in Bloom (HHiB) and the Green Flag Award (GFA) for Muster Green

In her capacity as Chairman of the Haywards Heath in Bloom (HHiB) Committee, Councillor Mrs Ellis updated Members on what had been happening recently. She also went over the Green Flag Award (GFA) feedback that had been received in respect of Muster Green.

Haywards Heath in Bloom (HHiB)

The Committee had continued with its work despite an unforeseen staff shortage at the Town Hall making things a little more difficult than usual. Both the Assistant to the Clerk and the Marketing Communications Officer were thanked for their support in stepping in when necessary. HHiB members had been out judging nominations for the Best Kept Garden and Best Kept Allotment Competitions, and Councillors were thanked for their efforts in putting forward any addresses in their wards that merited being entered into the competition.

An 'afternoon tea' reception for winners was being held at the Town Hall on Sunday, 1 October 2017 at 3:00pm, and if Councillors were able to come along to lend a hand and chat with residents, it would be much appreciated.

Having taken a year out this year, the HHiB Committee would be looking to re-enter South and South East in Bloom in 2018.

Green Flag Award (GFA) 2017

Councillor Mrs Ellis had attended Muster Green with the official GFA judge and the Town Council's Head Groundsman, and the site had received good reviews. To have retained Green Flag status was a credit to the staff, particularly all the groundsman. It was very rewarding to see members of the public enjoying and making the most of this well maintained area of green space.

The Chairman thanked Councillor Mrs Ellis for her run-through and asked that a note of thanks be recorded in recognition of her passion for and commitment to these projects.

24. Items Agreed as Urgent by the Chairman

There were none.

The meeting closed at 8:45pm.