



HAYWARDS HEATH TOWN COUNCIL

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5th October 2016

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 10th October 2016** 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 8th August 2016.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. Matters Arising.
6. To receive the minutes of the Allotment Holders Meeting dated 12th September 2016.
7. To consider a request for the use of an Allotment Plot by Family Mosaic support group.
8. To consider the activities and future arrangement for the Town's entry into South and South East in Bloom.
9. To receive a report on the activities of the Community Liaison function of the Council.
10. To revise a verbal update on the master planning for the proposed Country Park to be located off Hurstwood Lane
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), R. Clarke, H. Mundin, J Hayden, J. Knight. J. Dwight

*'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.'*

HAYWARDS HEATH TOWN COUNCIL

Minutes of a meeting of the **Environment and General Purposes Committee** held on Monday 8th August 2016.

M. Jeffers (Chairman)
S. Ellis (Vice Chairman)
R. Clarke
J. Hayden
J. Knight**
H. Munding**

Apologies ** Absent *

Also present: Mr M. Crump and Mr J. King (part of meeting)

13. Apologies

J. Knight – work commitments.
H. Munding – personal matter.

14. Minutes

The minutes of the meeting of the Environment and General Purposes Committee held on 13th June 2016 were taken as read, confirmed as a true record and duly signed.

15. Substitutes

None.

16. Declarations of Interest

Item 10, Cllr Ellis declared a personal interest as Chairman of the Haywards Heath in Bloom Committee.

17. Matters Arising

None

18. Allotment Policy

The Chairman allowed Mr Crump to speak during the meeting. Mr Crump opened the matter by outlining his pleasure at the process that had been undertaken to arrive at the policy that Members had before them for approval, which he and members of the America Lane Plotolders Committee and plotolders at Oathall Avenue had been involved in with the support of the Town Clerk and Mrs Helen Hewett. He felt it was an excellent policy document, which would meet the needs of both the allotment holders and the Town Council. Members thanked Mr Crump and added that they agreed with his sentiments and felt that document was clear and easy to understand and that it should be adopted.

Members **RESOLVED** to;

- a) **To adopt the Haywards Heath Town Council Allotments Policy.**
- b) **That any amendments to the current Allotment Tenancy Agreement, to reflect the new Allotment Policy, be delegated to the Town Clerk.**

19. Community Liaison Function of the Council (CLO)

Members noted the update of the CLO with special mention being made of the upcoming Play Day, which was being run in Haywards Heath by the CLO and Mid Sussex District Council officers. There was also a reminder that Town Day, which was to include the sporting activities not held at the cancelled Queen's Birthday event, was fast approaching and Members were being asked to help during the set up and close down, in the afternoon

in the Town Council tent and for marshalling the fireworks in the evening. It was noted that the dementia work programme continued, there was a District wide alliance being formed and that the 'Day to Remember Event' held in The Orchards was an overwhelming success. The role of the proposed new Community Warden was touched upon in line with the update of local Policing and a question asked about reporting safeguarding issues. Member then thanked the CLO for her work and then,

Noted the report.

20. Winter Management Plan

The Town Clerk tabled the updated Winter Management Plan, which presented minor updates to the Plan as agreed in 2015, due to the fact that there were no snow events during the year. The Clerk was asked about the provision of bins on new housing sites and the status of the gritting of the Haywards Heath Relief Road. The Clerk stated that he was unaware of the bins on new development and was sure residents would make the Council aware when they run out of salt and that the Relief Road, even though not adopted by West Sussex County Council due to technicalities, would be gritted. With this Members agreed the 2016/2017 Winter Management Plan and noted the fact that a salt bin audit was to be undertaken, which would check on locations of bins, the additional bins on new housing estates and those placed by the Town Council recently, which would inform the published list on the Town Council website;

Members **RESOLVED** to;

Approve the updated Winter Management Plan and that it be represented to Full Council for ratification and sent to West Sussex County Council for action.

21. Silver Sunday – Town Fund

Cllr Ellis updated the Committee on the plans to hold a District Wide Silver Sunday celebration event at Clair Hall, which Mid Sussex District Council were organising with the support of the local Member of Parliament the Rt Honourable Nicholas Soames. It was noted that the event would cater for older people with activities and dance throughout the afternoon. As a result, as per the report tabled, Members were asked to consider making a contribution to show support for the event from the Council's Town Fund. Members welcomed the event and without question,

Members **unanimously RESOLVED** to;

Allocate up to a maximum £250 from the Council's Town Fund to support a Silver Sunday Event to be held at Clair Hall on the 16th October 2016.

22. South and South East in Bloom Committee

Members noted an update on the activities of the South and South in Bloom Committee as presented with the report. Furthermore, the Chairman of the Committee, Cllr Ellis, informed Members that the deadline for entries into the Town Council's Best Kept Gardens and Allotments Competition was the following Friday and that an awards ceremony would be held in October with the Chairman of the Committee being invited to hand out the awards. With this,

Members RESOLVED to;

- a) Note the update of the activities of the Haywards Heath in Bloom Committee.**

23. Urgent Items

Victoria Park Skatepark – the Chairman announced that there had been a considerable amount of negative social media around the condition and maintenance of Victoria Park Skateboard Park. Members noted the matter and felt that the Town Council should acknowledge the situation and keep up to date with Mid Sussex’s progress in rectifying the problems.

Sports Forum – the Clerk informed the committee that the meeting of the Forum held on the 27th July 2016 had been an overwhelming success. The Forum was now set up with a strategy to work to, a terms of reference and executive board to lead the work of the Forum. It was noted that the Forum would be under the remit of the Town Council as was the South East in Bloom Committee.

Meeting Closed at 8.58pm

Committee Meeting: Environmental and General Purposes

Report of: Town Clerk
Date: 10th September 2016
Subject: Allotment Holders Meeting

Purpose of Report:

1. The purpose of this report is for Members to note the outcome of a third party meeting.

Summary:

2. The Town Council owns four allotment sites in the Town. Two of which are managed by the Council namely, America Land and Oathall Avenue and two by independent associations Vale Road and Summerhill Lane. All allotment holders were invited to attend an annual meeting of Allotment Holders on the 12th September 2016. This forum gave allotment holders the opportunity to air any concerns and issues with the Council.

Recommendation(s):

- a) **Members formally note and make comment upon the minutes and actions from the Allotment Holders Meeting held on the 12th September 2016.**

Background:

3. Members will find attached for comment the notes of the Annual Allotment Holders meeting 2015 dated 12th September 2016.
4. The meeting was chaired by the Chairman of Environment and General Purposes Committee Cllr Matthew Jeffers supported by the Town Clerk and the Assistant to the Town Clerk who prepared the minutes as attached.

Financial Implications

5. None directly from the meeting and works will be reported to Members if the cost of works is outside existing budgets or outside of the authorisation powers of the Clerk.

Town Clerk

Notes of Allotment Holders meeting Monday 12th September 2016

Present:-

Cllr Matthew Jeffers, Chairman of Environment and General Purposes Committee
Steven Trice, Town Clerk
Helen Hewett, Assistant to the Town Clerk

Representatives from America Lane, Oathall Avenue and Vale Road allotment sites.
There were no representatives from Summerhill Lane.

1. Cllr Jeffers welcomed everyone to the meeting and gave a brief explanation of the purpose of the Allotment Holders meeting.
2. Cllr Jeffers welcomed comments relating to the Notes of the Allotment Holders meeting held on 18th April 2016 and they were accepted as a true account of the meeting.
3. **Update on Allotment Forum and other forms of Communication.** The update on the allotment forum and other allotment communication was given by Murray Crump, a plot holder at the America Lane site.
 - There was a brief explanation to the purpose of the forum, which was to provide a vehicle to enable allotment holders to share advice, share news, discuss issues on site, and a way of getting to know other allotment holders.
 - There are 39 members on the forum, most in Haywards Heath, but there are a few from other parts of the country.
 - Since setting up the forum there have been over 500 posts and 45,000 page views, which for such a small forum was quite an achievement.
 - The forum has been quieter in the summer with more people being out and about on their allotment, on holiday etc, so not as keen to post comments.
 - The forum should be recommended to new tenants as a way of communicating with other allotment holders, and if complete novices, they can ask for help.
 - There is a facebook page and a physical noticeboard for notices so as not exclude allotment holders not using IT communication.
 - There has been a successful BBQ at America Lane and it is hoped that it will become a regular event with other allotment sites being invited.
 - A small committee of allotment holders has been formed at America Lane with the purpose of being the first port of call for other allotment holders with issues at the site. These can then be referred to the Town Council if necessary. There are currently 4 members of this committee, but the constitution allows 6, so two more members welcome.
 - Cllr Jeffers thanked Murray for his hard work in setting up the forum.
 - Mr Tarling asked if other towns had allotment forums. Murray Crump said that the Vale Road site has a website and that he is member of a national forum, so yes, there were other forums to join.
4. **Review of the Council's Allotment Policy.** Following on from the consultation reported on at the last meeting in April, the Town Council in conjunction with representatives from America Lane and Oathall Avenue have worked hard to produce a robust allotment policy, which was agreed at the last Environment and General Purposes committee and will go to the next Full Council meeting on 26th September to be ratified, and then implemented if agreed. All involved with the formation of the new policy were thanked and it was hoped that the new more streamlined policy could be reviewed on a more regular basis, as the last review was back in 2009.
5. **General Administration of Council managed allotment sites.**

- It was asked if there was written criteria to which the judges worked to when doing the allotment inspections, and how any bias towards any plot holder was avoided. It was explained that the new inspection committee was made up of two representatives from each site, plus Helen Hewett from the Council, so this should avoid unfairness. Mr Cox suggested that specific reasons for sending a warning letter should be introduced to give guidance on what was being done wrong. Murray Crump said that he had plans to introduce a welcome pack for new tenants and there could be a best practice section to explain what is expected of the allotment holders and what the inspection team would be looking for at each inspection.
- It was also suggested that a 'buddy system' should be introduced, but this has been trialled at Vale Road and was unsuccessful, and when previously suggested at a previous meeting, only one person volunteered to be a buddy. It was suggested that a post on the forum asking for a buddy could be the way forward if and when a new allotment holder needed help.
- Mrs Dore asked how vigilant the inspections would be and if the unused allotments could be strimmed? It was explained that the new system was to carry out inspections every 2 months, and as this was a new scheme, but became more established the inspections would be more vigilant and should hopefully cut down the number of plots not being used.
Action:- The Council's grounds team will be asked to strim unused plots.
- It was asked if there could be a figure given to the turnover of plots this year.
Action:- Helen Hewett will report back on this.
- Waiting lists 7 in total – 2 wanting America Lane, 3 wanting Oathall and 2 had no preference
- Pest Control - Steve Trice explained that there was currently a problem with foxes at America Lane allotments and that a humane method of dealing with their removal was in hand. Mr Cox said there was a problem with badgers at Oathall Avenue allotments, but other plot holders at this site had not seen, or experienced any damage by badgers at the site. Mrs Atkinson from Vale Road said that they had experienced problems with badgers, but as they are a protected species there is little that can be done. No one from Oathall Avenue had reported to the Council an issue with badgers, but if there was a problem the Badger Trust could be approached for advice.

6. Site issues

Oathall:-

- The padlock is being left open when no one is at the site.
Action:- Helen Hewett to put a notice up to tell the last one out to lock the gate.
- There is a tap top missing and a water leak. BSW are undertaking works and this could be addressed as part of this work, or the Council will instruct a plumber to repair.
- Why are there covers on the water tanks? It encourages slugs. Steven Trice explained that in order to get a Water Safe certificate, covers were a legal requirement, but he will find out the exact reason why, and report back. It was asked if netting covers could be put on, or a copper strip on the tank to stop slugs?
Action:- Find out the exact reason for the covers and ask if they can be mesh instead of solid wood to prevent slugs living in the tanks.

- Can Oathall Avenue allotments have a toilet? It was explained that the cost had been investigated and considered too expensive to install. A compost toilet was suggested, but this has been investigated at Vale Road and again too expensive and has to be regularly emptied.

America Lane:-

- John King asked why the council are considering new allotments when we have vacant plots at existing sites. Cllr Jeffers explained that in the HHNP over 2000 needed to be provided and the identification of new allotment land was catering for a possible need for these new residents.
- Murray Crump sought clarification that the new allotments were additional, and not to replace existing sites. Steve Trice explained that the Council were future proofing the town in case there is a need for additional allotments. He reassured everyone that there is no intention to replace any of the existing sites. Bolnore Village was an example of a development built without allotment provision, as at the time Bolnore Village was planned, there was no demand for allotments, however, when it was built the demand for allotments increased and could not be provided. The Council is making sure this does not happen again and is allocating land for allotments, which may not necessarily be used immediately if there is no demand, but if there is a demand, the land supply is there to use.
- Murray Crump queried that the allotment land, country park and cemetery was in Lewes District. Steve Trice explained that MSDC owned the land, but neighbouring parishes had been consulted and they were happy that the land was allocated in the HHNP and that the development of the land would be paid for through developer section 106 money and not the taxpayer. He also explained that no land anywhere near existing allotment sites was included for housing in the HHNP, and even if it was, the Secretary of State would have to approve the change of use and this was very unlikely.
- Cllr Matt Jeffers reinforced the point that the Council was not replacing allotments, it was expanding them. In the HHNP we have to accept a number of houses, this number coming from Central Government. Following local consultation the HHNP when adopted will recommend where the houses we are being asked to provide are built, thus protecting allotments.

Vale Road:-

Ann Atkinson asked if anyone had been approached by a lady asking for vegetables in return for giving money to charity. Helen Hewett said that this lady had called the Town Hall, but she had explained that allotment holders, under the rules of their tenancy agreement should not be selling their produce so this lady had not pursued the issue any further.

Date of next meeting 24 or 25 April 2017.
Meeting closed at 8.10pm

Committee Meeting: Environment and General Purposes

Report of: Town Clerk

Date: 10th October 2016

Subject: Communal Allotment Plot - Sussex Mosaic

Purpose of Report

- 1) The purpose of this report is for Members to consider a request from a third party.

Summary:

- 2) The Town Council, as per the correspondence attached, have been approached by Sussex Mosaic to see if it would be amenable to letting a Council owned allotment plot to the Housing Association for use as a communal plot for its residents.

Recommendations;

Members are recommended to;

- a) **Consider the request for the letting of a communal plot to residents of Sussex Mosaic.**

Background

- 3) Members will find attached the request from Family Mosaic, which is outside of the normal policy for allotment letting, on the basis that the plots are normally allocated to individuals.
- 4) Members may wish to give thought to the following;
 - Would the Town Council be setting a precedent for other organisations/groups to make the same request and the potential for the two Council run allotment sites to be overwhelmed by such initiatives and requests?
 - Would the current plot holders at America Lane and/or Oathall Avenue be comfortable with such a scheme?
 - How can the Council control who works the plot and where they come from?
 - Is the project viable as it will depend on residents to want to work the plot and could involve a high turnover of users?
 - A suitable level of rent should be considered.
 - Site security could be compromised with numerous key holders and potential for change of key holders on a regular basis.
 - The securing of a main point of contact may be onerous.

Financial Implications

- 5) None.

Town Clerk

28th September 2016

Haywards Heath

04 OCT 2016

Town Council



Flat 1, Office
Maunsell Court
Western Road
Haywards Heath
West Sussex
RH16 2LJ

Dear Mr Trice ,

Allotment Space Application

Please find enclosed our proposal for the use of allotment space as discussed on the phone with staff. There is a lot of positivity about the potential for the use of allotment space and are happy to be considered for it. If you could let me know when this proposal will be heard and potential timescales that would be greatly appreciated.

If you have any further questions or wish to visit our service or speak to us further do not hesitate to contact me.

Yours sincerely

A large, stylized handwritten signature in black ink, appearing to read 'Helen Mills', written over a large, light blue scribble.

Helen Mills

Support Worker

Tel: 07507761062

Email: Helen.Mills@familymosaic.co.uk

Family Mosaic

Registered Office: Albion House, 20 Queen Elizabeth Street, London SE1 2RJ

Registered as a Community Benefit Society No 30093R | Registered by Homes and Communities Agency L4470

Registered office address

Proposal for Allotment in Haywards Heath

About Family Mosaic

We provide good quality, affordable homes to rent and buy, as well as care and support services to thousands of people who need extra support. We provide a range of opportunities for our customers such as training, employment and access to learning so they can improve their prospects, find new opportunities and move on.

The Mid Sussex Resettlement Team and Project Proposal

The Mid Sussex Resettlement Team currently provide support in supported housing and through extra support in Mid Sussex to vulnerable people. We currently provide accommodation across Burgess Hill, Haywards Heath and East Grinstead to a total of 35 clients, and also support clients in their own homes and in access to the community. Across these projects we currently have cooking, gardening and wellbeing activities as part of health and wellbeing initiatives and wish to provide a more holistic and independent approach to the projects. Clients have expressed that they would like to incorporate these activities together and start growing some of their own food to cook and to share at the projects. As a result of this feedback clients and staff members are currently searching for an appropriate allotment to grow vegetables and fruits. In Haywards Heath we have 7 supported housing places and three floating support and ex-clients who are interested in being part of the project, with two clients who have a background in gardening willing to offer on-going support to other clients as well as utilise the space independently. We envisage the allotment having daily use between the projects tenant and ex tenant use and if the initial project is successful we would look at incorporating it with engagement for clients of services with whom we have professional involvement to promote engagement across a community of clients and to ensure its on-going and most productive use.

As part of the project we already have limited funding for materials for planters, seeds and plants and are due to have a variety of gardening tools donated to us and hope to use these resources in to develop the space in conjunction with the other projects. We envisage that in the long term the allotment will be managed and run be clients with support from the team and the space increasing the independence and engagement of the clients involved and creating a positive community around it.

Committee Meeting: Environmental and General Purposes

Report of: Town Clerk
Date: 8th August 2016
Subject: South and South East in Bloom Entry 2017

Purpose of Report:

1. The purpose of this report is for Members to consider the future of a Council working group.

Summary:

2. Haywards Heath Town Council agreed to support the Town's entry into South and South East in Bloom, on an annual basis, both financially and with its administration, at the meeting of the committee dated 24th October 2011. In line with this support it has been agreed that the Council is updated on the activity of the In Bloom Committee at each meeting of the Environment and General Purposes Committee. The following report moves away from the normal reporting of the committee's activities and asks Members to consider the Town Council's future involvement with the initiative.

Recommendation(s):

- a) **To resolve that the Town Clerk informs the South and South East in Bloom organisers that Haywards Heath will not be entering the South and South East in Bloom competition in 2017 and for the foreseeable future.**

Background:

3. As Members are aware Haywards Heath in Bloom (HHiB) Committee has entered South and South East in Bloom (SSEiB) since it re-entered in 2011. Again, this year the HHiB entered the competition with the same passion and commitment as in previous years and were sorely disappointed by the judge's scoring as was the case last year (2015). In 2015 the points were deducted for the arrangements for transport and the comments for Muster Green contradicted the scoring of the judges and philosophy of the Green Flag. This year scoring has been questioned in terms of the thresholds for award levels with the judges being very picky in making a final decision.
4. HHiB have obtained both gold (Muster Green) and silver gilt (for the Town) over the years but after following the guidelines and sending our committee members and groundstaff to their training programs we seem unable to reach our previous status in this competition. HHiB feel as a committee that they have risen to the challenge every year and have worked hard to involve members of the community, from care homes to resident's groups and other organisations. HHiB have enhanced and improved green spaces and involved schools in projects to encourage the younger generations. HHiB have achieved all of this through grants and business support and are very proud of their achievements.
5. HHiB no longer feel that SSEiB is helping our groundstaff as its not motivating for the Town and it does not reflect the community pride that the people of the Town feel for

them and their work ethics. As a committee HHiB would like to concentrate on it's in house competitions which are well received by the residents of the Town and this could be seen by the fantastic turn out at the Allotment and Front Garden Competition with a good mix of generations taking part in this competition representing the community pride in our town.

6. Social Media reflects the affection that the people share for both the HHiB but more importantly our talented ground staff. As the chairman, Councillor Ellis would rather work on the Town's agenda and have more time to work with different sections of the community and encourage and strengthen the HHiB committee.
7. HHiB have created a strong bond with the town's care homes through art projects and they would like to work with fellow ward Councillors in promoting environmental projects to benefit the town as a whole. HHiB are very keen to continue applying for grants and have actively gained more volunteers for the committee whose expert knowledge of horticulture will be of benefit to the Town. They would also like to continue their working relationship with Haywards Heath Horticultural Society and to promote the town through its environmental and floral tributes.
8. The SSEIB competition takes many hours of work and HHiB would now like to channel this into projects such as the WW1 anniversary and the enhancement of Muster Green War Memorial.

Financial Considerations:

9. That during consideration of budget setting for the 2016/2017 that the SSEiB budget be referred to as the HHiB budget and the amount on monies to be allocated be considered.

Town Clerk

Committee Meeting: Environment and General Purposes

Report of: Community Liaison Officer

Date: 10th October 2016

Subject: Community Liaison Officer Report (August/September 2016)

Purpose of Report:

1. The purpose of this report is to update Councillors on the work of the Community Liaison Officer (CLO).

Summary:

2. The work of the CLO is varied and generally falls under the following work streams:

- Event co-ordination and planning
- Project development
- Community Safety
- Liaison with voluntary and community groups
- Representing the Town Council at external meeting
- Production of Newsletters
- Administration of the Town Council's small grants programme

Recommendation(s):

Members are recommended to;

- a) Note this report.
- b) Comment as appropriate.

Background:

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

4. *Event co-ordination and planning*

- 4.1. Play Day – the Town Council supports the Haywards Heath Play Day by providing staffing for the whole day as well as equipment and set-up support. A total of 901 people registered to attend, of these there were 407 children under 8 and 117 8 – 16 year olds. Mid Sussex District Council (MSDC) and the Town Council were very pleased with the attendance.

- 4.2. Town Day – despite the weather, the event was a success and was well attended. As the day was part of a weekend of events, a number of planning meetings were held with the organisers of the 175th Anniversary Celebrations. The film screening attracted a large audience all of whom stayed for the firework display. Along with the £2,000 budget from the Town Council, a further £1,420 was raised in sponsorship and pitch fees. After expenditure a balance of £294 remains.

Some of the sports clubs are keen to attend future events. UltraCore Fitness who provided the obstacle course for 5 – 13 year olds donated all their takings for the day, £630.32, to the Mayor's charity, Sussex Autism Support.

A number of the stallholders commented on the proficiency with which the event had been organised and one attendee said 'We really appreciate what you and your colleagues do to make your events successful.'

4.3. Remembrance Sunday on 13th November and the Christmas Fireworks on 26th November are the two final events for this year.

5. *Project development – Dementia Work Programme*

The Chairman and two of the Committee members of the Haywards Heath Dementia Action Alliance (HHDAA) have had dementia related bereavements in their families. However, the Core Group has been continuing with the work with support from the CLO.

The regular Dementia Friends sessions at the Town Hall continue to attract attendees, with 8 people attending the August session.

Plans for a Virtual Dementia Tour, sponsored by P & S Gallagher's, at Clair Hall are being organised for Dementia Awareness Week 2017. The Open Forum has been deferred to February 2017 where there will be speakers from the Memory Assessment Team, West Sussex Library Service and the Alzheimer's Society.

The CLO attended a meeting for representatives of the three towns, organised by MSDC in order to work towards setting up a Mid Sussex Alliance. This has now been agreed and a 'light touch' approach to co-ordinate and promote the work in the three towns will be undertaken by the Community Development Officer at MSDC, Regina Choudhury.

The CLO attended the Know Dementia Group at the Harvesters to introduce herself to the carers.

Ashton House has become a member of the HHDAA and Nuffield Hospital are hoping to join. The CLO responded to negative press coverage about dementia in the Mid Sussex Times and a subsequent, more positive article followed.

With support from the Alzheimer's Society's local alliance Co-coordinator, the CLO has made contact with the HR Manager at Sainsbury's to offer Dementia Friends sessions to staff as part of their induction programme and to trial a 'Slow Shopping' hour during one of the quiet periods at the store. Slow Shopping hour is an initiative which began in Newcastle. It provides extra assistance to shoppers with dementia and other special needs. Staff greet, support and interact with shoppers and chairs are provided at the end of each aisle.

6. *Community Safety*

6.1 The CLO attended the Neighbourhood Joint Action Group meeting. Attendance at the meeting was low and the subsequent meeting in September was cancelled. The Chair of the group Emma Wyborn, Anti-Social Behaviour Co-ordinator at MSDC, is looking at ways to revive attendance at the group.

Our new Sargent, Kieran McDonald, is currently on study leave.

The CLO has arranged an introductory meeting with the new Community Warden, Damon Cooper who commenced his duties on 19th September. The CLO will provide contacts for local agencies such as the Drug and Alcohol Wellbeing Network and other relevant support agencies.

7. *Liaison with voluntary and community groups*

7.1 The Bentswood Community Partnership's (BCP) held a very successful Fun Day and the CLO attended planning meetings and the event itself, to provide assistance to the group. At a recent Events Sub Group meeting, the CLO contributed to event planning for 2017.

Ashenground Community Centre are continuing with their Film Night evenings and fundraising for the Café Project. Unfortunately, they will not be able to apply for capital costs for the café to the Think Family Neighbourhood funding stream. Funding applications have been submitted to the County Local Committee scheme and the West Sussex County Council Big Society Fund.

The CLO was invited to attend a meeting for volunteers at the Citizens Advice Bureau to provide information on her role. Volunteers appreciated the information provided particularly on the three tiers of local government and what each organisation provides.

8. *Representation of Town Council at external meetings*

8.1 During the period covered by this Report, the CLO attended the following meetings to provide information, advice and support and to work better in partnership with local agencies:

Think Family Neighbourhood meeting – WSCC are considering next steps in the light of financial constraints and the need to find savings of £5 million. A decision will be made this December. Projects will not be commissioned until April 2017. Strengthening existing partnerships and services is key to the success of current and future initiatives. A review of the TFN funding process has taken place, making it more stringent and more specifically results orientated.

9. *Administration of the Town Council's Small Grants*

9.1 In the last round of applications three awards were made as follows:

* The Nursery Playgroup Renew furniture in the nursery	£500
Revitalise Respite Holidays Contribution towards running costs to support a one-week respite break for a disabled guest and their carer from Haywards Heath.	£250
Haywards Heath Rugby Football Club To purchase equipment for the mini and junior section of The Club	£500

* Unfortunately, the Nursery Playgroup will close from 21st October due to low take up of children and resignations from 2 members of staff. Funding is being returned to the Town Council.

10. The CLO is currently preparing the Autumn/Winter Newsletter and a Newsletter Editorial Board meeting has been arranged to consult with Councillors on the contents.

Financial Implications:

11. None.

Policy Context:

12. None - Officer update.

Community Liaison Officer