



HAYWARDS HEATH TOWN COUNCIL

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18th June 2019

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

Dear Councillor,

You are hereby requested to attend a meeting of the **Environment and General Purposes Committee** to be held on **Tuesday 25th June 2019 at 7.30pm** in the Mid Sussex District Council Committee Room, Oaklands Campus, Oaklands Road, when the following business will be transacted.

Please note change of venue.

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 Monday 8th April 2019.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To receive the actions of the Allotment Holders meeting held on the 20th May 2019.
6. To receive a report on the activities of the Events and Community function of the Town Council.
7. To consider a report relating to placement of Christmas Trees in the Town.
8. To receive the actions of the Environment Working Group held on the 18th June 2019.
9. To receive a verbal report by on the activities of the Haywards Heath in Bloom Committee and the 2019 South and South East in Bloom competition.
10. To receive an update on the Haywards Heath Blue Plaque scheme.
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, R. Cromie, A. McPherson, S. Inglesfield, J. Langley, C. Pitt

HAYWARDS HEATH TOWN COUNCIL
ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on 8th April 2019

M Jeffers (*Chairman*)**
S Ellis (*Vice Chairman*)
C Cheney
R Clarke
E. Clayton**
J Knight
A McPherson**
H Mundin

* Absent ** Apologies

Also Present: Becky Stevens (Events and Community Officer)

Before the meeting commenced in the absence of the Chairman Cllr Sandy Ellis took the Chair and Cllr Clive Laband was nominated and seconded to be Vice Chairman for the evening.

65. Apologies

M. Jeffers – Holiday.
A. McPherson – Holiday.
E. Clayton – Work Commitments.

66. Minutes

The Minutes of the meeting of the Environment and General Purposes Committee held on, Monday 4th February 2019 were taken as read, confirmed as a true record and duly signed by the Chairman.

67. Substitutes

M. Pulfer for M. Jeffers.
C. Laband for A. McPherson

68. Members' Declarations of Interest

Cllr Ellis declared a personal interest in Item 1 in her role as the Chairman of Haywards Heath in Bloom Committee.

69. Matters Arising

None.

70. Events and Community Officer Report

The activities, as per the report, were considered point by point by introduction of the Events and Community Officer, then

Members **NOTED** the report,

71. Upgrade of Town Council Owned Street Lights in Clair Park.

Member were supportive of the proposal tabled by the Assistant to the Town Clerk via the Town Clerk and resolved unanimously to opt for the 3000k warm lighting option. This was on the grounds that this would be more environmentally friendly than the other option considered whilst offering the lighting required for safer passage through the Park. This was based on a community safety aspect as the lighting was needed to

complement the new CCTV camera, funded by the Town Council, being placed in the Park. With this,

Members **RESOLVED** to

Authorise the expenditure of £2,615 to upgrade 7 Town Council owned Footpath lights in Clair Park to 3000k warm white LED lights.

72. Vale Road Allotments Landlord's Consent

The efforts of the Vale Road Allotment Society (Society) in progressing the project, to place a toilet on the allotment site, were praised by the Committee. Members requested that the colour of the toilet be green to be in keeping with Allotment site and questioned who would be liable for the utility bills. The Town Clerk confirmed he would convey the request of the colour and confirmed that the Society as per their licence agreement pay for water etc. It was also noted that the toilet would not go into the mains system and the Society would be responsible for the emptying of the containers. In agreeing to give landlord's consent Members felt that the precedent of the Society in undertaking the background work and sourcing the funding was an excellent example of what can be achieved. As a result, they agreed the support of the Town Council was worthy. With this in mind the Town Clerk confirmed that once the design of the toilet and funding was in place, he would help the Society complete the project by assisting them, if required, with the submitting the planning application.

Members **RESOLVED** to,

(a) Give Landlord's consent to Vale Road Allotment Society to enable the placement of a toilet on Vale Road Allotment site.

(b) Give delegated authority to the Town Clerk to assist with the submission of and pay for a planning application to Mid Sussex District Council in conjunction with Vale Road Allotment Society.

c) These recommendations are made with the following conditions, which will need to be met by Vale Road Allotment Society;

1) That planning permission is granted.

2) Full project funding is demonstrated before construction,

3) A method statement for construction is presented to the Town Clerk before construction.

4) That Vale Road Allotment Society within a re-issued licence to manage the land are totally responsible for the maintenance and emptying of the toilet and that they are responsible for its removal.

73. Haywards Heath in Bloom Committee

Cllr Ellis thanked the In-Bloom Committee for their hard work and informed the Committee that Muster Green would be subject to its annual judging the following week. It was also noted the latest litter pick at Clair Park had been a success, a project to plant Haywards Heath Fire Station was being planned and the South and South East in Bloom judging preparations were well underway for July the 9th.

Members **NOTED** the update.

74. Items Agreed as Urgent by the Chairman
None.

The meeting closed at 8.26pm

Committee Meeting: Environmental and General Purposes

Report of: Town Clerk
Date: 25th June 2019
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 Lane and Oathall Avenue and two by independent associations Vale Road and Summerhill Lane. All allotment holders were invited to attend two meetings of Allotment Holders per annum with the last meeting being held on the 20th May 2019. This forum gives allotment holders the opportunity to air any concerns and issues with the Council.

Recommendation(s):

- a) **Members formally note and make comment upon the actions from the Allotment Holders Meeting held on the 20th May 2019.**

Background:

3. Members will find below the actions of the Annual Allotment Holders meeting dated 20th May 2018.
 - (Town Clerk) to again review a request for the placement of the allotment site work schedule on the Allotment Forum.
 - (Town Clerk) to furnish Mr Crump with a statement from the Groundstaff regarding the process for dealing with Japanese Knot Weed.
 - HHTC Marketing officer to liaise with Mr Crump in relation to cross publicity with HHTC and allotment holders via social media.
 - That consideration of the resurfacing of the road and path network at America Lane be given by the (Town Clerk).
 - New signs are required for Summerhill Lane on the gates facing both ways. *Please shut the gate.*
 - A new notice board and suggestions box is required at Oathall Avenue – Ms Harris to confirm location near to water tank.
 - (Town Clerk) to raise the idea of a plant pot/plastic recycle scheme for HHTC.
 - (Town Clerk) to ask Groudstaff to formalise the placement of numbering posts to each allotment.
 - Further investigation be undertaken with regards to Castle Waters billing of Vale Road Allotment Site.
4. The meeting was chaired by the Chairman of Environment and General Purposes Committee Cllr Matthew Jeffers supported the Town Clerk who prepared the actions 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

Committee Meeting: Environment and General Purposes

Report of: Event and Community Officer
Date: 25th June 2019
Subject: Events and Community Officer Report (May/June 2019)

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

Members are recommended to;

- 1) **Please see 5.2 - Members are recommended to award £200 towards the Mini Play Day in Haywards Heath.**
- 2) **Comment as appropriate.**

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

3. *Event co-ordination and planning*

- 3.1 Spring Festival – The ECO can confirm that Muster Green Spring Festival was extremely well attended this year and a huge success. The ECO had fantastic feedback from the performers, a number of organisations involved as well as staff, councillors and the general public. The event went very smoothly and it was a really lovely day for all involved. We also had a fantastic press release in the Mid Sussex Times.

The ECO helped with the organisation of the Chariot Festival on Barn Cottage Recreation Ground. The Town Council hired out the Marquee, Gazebo, 30 chairs and 30 High Vis jackets.

Carers Day arranged by the Koorana Centre held at the Town Hall was a well - received event as always. The ECO helped with the arrangement of the venue and parking, liaised with the Lions who donated £200 towards the lunch on the day, provided refreshments and snacks and helped with the set up on the day. 14 Carers and 7 therapists attended. The Koorana centre were very happy with the event.

The ECO attended the Mid Sussex Marathon and assisted the Mayor to give out Medals and take photos of the day.

The ECO has helped with creating a day to celebrate and unveil the Ardingly College Solar Car before it sets off on its journey to Australia. Victoria Park has been booked for this and the Town Mayor will kindly do a speech and unveil then car. Many organisations who are supporting the project will be attending. Due to our help and support the organisers have kindly offered to put the Haywards Heath Town Logo on then Car.

The Dementia Alliance Association 'Ask the Expert' and 'Information Fair' held at the Town Hall were both very successful. The Chairman of the Alliance was very happy and has already asked to liaise with the ECO to run the Information fair again. The ECO has invited them to Town Day and the Dementia Alliance are extremely keen to attend.

Plans and organisation for Town Day are fully underway and the Event is looking very exciting. Please see the attached document of updated Plans and Actions.

- 3.2 Members to note there is a separate document with this report to inform members of the ongoing work the ECO is doing towards Town Day.

4. Project development

- 4.1.1 Dementia Work Programme - The ECO continues to provide support to the HHDA, The ECO continues to attend steering group meetings as well as more regular meetings between the ECO and DAA Chairman. Work continues towards officially becoming a Dementia Friendly Town. The ECO continues to provide content for the monthly newsletter and then sends out to all contact lists. HHTC has been confirmed as a place to come for any Dementia Awareness Events if space allows.

Dementia friendly sessions have been held here and have been very successful. The mayor has asked all councillors to attend one of these sessions if they have not already.

- 4.2 The ECO and HHDA members will continue to provide ongoing Dementia Friends sessions to local organisations. A plan to work with local schools is currently being formed. This will help to deliver information to children directly in order to increase their knowledge of Dementia. Research by the ECO and Chairman towards creating a HUB is now underway. Looking at options of how to make a base and providing a place for people to go.

- 4.3 Ideas and plans for the Playdays, Mini playdays and BCP Funday are currently being put in place. The ECO is helping and working with all organisers MSDC have asked the Town Council to contribute £200 towards the costs of running the

Mini Play Day in Haywards Heath.

5. Liaison with voluntary and community groups

- 5.1 The ECO has attended a Volunteering session delivered by MSVA.

5.2 The ECO has had two meetings so far with Haywards Heath Town Football Club (HHTFC) They would like to get more involved with the community. The eco is working with the Commercial Director on a few project ideas that are in early stages at the moment and supporting the club by sign posting.

5.3 The ECO has attended two meetings with the 2020 Haywards Heath Town Working Group. The ECO has had approval and confirmation from the Town Clerk that an exhibition can be held for week in the Council Chamber at the Town Hall before the 2020 Town Day. Storage space in the loft has been approved for all that will be displayed.

5.4 The ECO has had a brief meeting with St Wilfrid's Church. This was to discuss how we can help promote each other on the Town Day as they are also running an event on the same day. More ideas will be discussed moving forward and closer to the event.

5.5 The ECO has been invited to the Yews annual summer Lunch. The ECO will take this opportunity to take photos to use to promote to Yews and the event on Social media.

6. Representation of Town Council at external meetings

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

- 6.1 Health and Wellbeing Task and Finish group – The ECO brought up the topic of mental

health for very young children and how there is not enough support for them or their families. The younger years seem to get ignored despite the evidence that young children also suffer with anxieties and other worries. The group recognised this was a real and valid point and have decided to create a sub group for this issue.

The update on this recently – The ECO attended the most recent meeting. Mental Health for younger children was once again a huge topic for discussion. It was established that this is an extremely important subject that needs a huge amount of work and research in many ways. The ECO once again highlighted the crucial work that needs to be done towards helping parents and carers to find the services, access the services for the children as well as find continued and reliable support for the families involved. The work force and communication does not appear to be there for many organisations and therefore impacts and delays early help and intervention for our young children. Help seems to be more accessible for 11 years and above, but serious recognition of the fact that Mental Health problems can start much earlier for a number of reasons needs to still happen and be taken more seriously. The ECO continues to push the subject in these group meetings. A few organisations were mentioned in the discussion. As a result, these particular organisations mentioned will be invited to the next meeting to give a talk and to help pass on knowledge and information to the group. The ECO also learnt that a new position has recently been created within the West Sussex County Council. Interviews are being held to appoint someone to work on such issues within our area and to build upon creating a way to better our services, make them more recognised and accessible to everyone.

7. Administration of the Town Council's Small Grants

- 7.1 Six Awards were made as follows, after the Policy and Finance Committee meeting on 17th June 2019. These are as follows:

Actors of Dionysus (AOD) - Workshops for schools and colleges – Defer until further information is recorded.

Burgess Hill Musical Theatre Society (BHMTS) – Screen Backdrop £125

Cuckfield Stroke Communication Group – Ongoing costs £125

The Friends of Woodlands Mead – Funds to provide provision and care £330

Haywards Heath Youth CIC – Funds to help deliver an Information Fair £250

Mid Sussex Community Support Association – Costs for staff and hall hire £250

No applications have been received yet for the next funding round.

Financial Implications:

8. None.

Policy Context:

9. None - Officer update.

Community and Events Officer

Haywards Heath Town Day Actions taken, researched ideas and confirmations

Next meeting 19th March 11am 2019

Item	Research, development and confirmations	Action completed
<p>1. Motorcycle, rock theme.</p> <p>Jobs to still do</p>	<p>IMPS contract received and signed</p> <p>Layout to be confirmed once date has been arranged – look at site map</p> <p>Bike Smart – make arrangements</p> <p>Blood bike on the day - Contacted</p> <p>Booking of Victoria Park received, signed and sent back (Follow up with confirmed details and site plan before the event)</p> <p>Sarah at BM Ambulance booked 9am-8pm</p> <p>Booking of toilets – Quote Received, pay after 1st April – Quote received</p> <p>Film the event for marketing and promotion in the future for FB and website. Create short snip it films – Investigate.</p> <p>Booking of x3 SIA security – Fiona and Shaun with one more</p> <p>Host for the day – Jacob? Alastair, Matt and Becky</p> <p>Script for the day</p> <p>Script for St Wilfrid's church event</p>	<p>Confirmed</p> <p>In process</p> <p>Confirmed</p> <p>In Progress</p> <p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p> <p>To Contact</p>
<p>2. IMPS Motorcycle Display team</p>	<p>IMPS contract received, signed and sent back</p> <p>No site visit required</p>	<p>Confirmed</p>

	Barriers Book – Quote Received, pay after 1 st Apr	Confirmed															
3. Fundraising at Town Day	The Bug Bar x2 -50p donation to Blood Bikes £35 a stall for businesses £35 a stall for Food/ Drink vendors	Confirmed															
4. Arena	<p>IMPS x2 sets</p> <table border="1" data-bbox="534 918 997 1758"> <tr> <td data-bbox="534 918 630 1030">12.40am</td> <td data-bbox="534 1030 630 1142">1.00pm</td> <td data-bbox="534 1142 630 1355">Bike Smart and Blood Bike Demo</td> </tr> <tr> <td data-bbox="630 918 734 1030">1.00pm</td> <td data-bbox="630 1030 734 1142">1.30pm</td> <td data-bbox="630 1142 734 1355">IMPS Motorcycle Display team</td> </tr> <tr> <td data-bbox="734 918 805 1030">2.00 pm</td> <td data-bbox="734 1030 805 1142">2.30pm</td> <td data-bbox="734 1142 805 1355">First performance Ultimate Warrior Training Demo</td> </tr> <tr> <td data-bbox="805 918 917 1030">3.00 pm</td> <td data-bbox="805 1030 917 1142">3.30 pm</td> <td data-bbox="805 1142 917 1355">IMPS Motorcycle Display Team</td> </tr> <tr> <td data-bbox="917 918 997 1030">7.00pm</td> <td data-bbox="917 1030 997 1142"></td> <td data-bbox="917 1142 997 1355">Second Performance Town Day Finishes</td> </tr> </table> <p>Barriers Booked. Pay deposit after 1st April (Bloc and Mesh) Blood bike representative – ride while info and history being given over PA Blood bikes ride around</p>	12.40am	1.00pm	Bike Smart and Blood Bike Demo	1.00pm	1.30pm	IMPS Motorcycle Display team	2.00 pm	2.30pm	First performance Ultimate Warrior Training Demo	3.00 pm	3.30 pm	IMPS Motorcycle Display Team	7.00pm		Second Performance Town Day Finishes	
12.40am	1.00pm	Bike Smart and Blood Bike Demo															
1.00pm	1.30pm	IMPS Motorcycle Display team															
2.00 pm	2.30pm	First performance Ultimate Warrior Training Demo															
3.00 pm	3.30 pm	IMPS Motorcycle Display Team															
7.00pm		Second Performance Town Day Finishes															

5. Stage

Booking of Stage and PA – received new quote. Now need one with third PA on there for the dogs
Arrange lighting and smoke machine

Sponsorship of £900 for the stage from Nicola Bird

11.50	12.10	Singers??? Alastair contact..
12.10pm	12.20pm	Haywards Heath Town Council Mayor's welcome
12.20 pm	12.40 pm	Dance with Emily
1.30pm	2.00pm	Fitsteps / Popsteps – Dance2tone
2.30 pm	3.00pm	Marco the Magician
3.30 pm	4.00 pm	Act Too Performers
4.00pm	5.00pm	100 Monkeys Band
5.00pm	5.30pm	<i>Music break</i>
5.30pm	7.00pm	Status Quo Tribute Act
7.00pm		Town Day Finishes

4.45 -5.45pm - 100 Monkeys local band – Leon Kaye and Jane Divall contacted – (£200 agreed and vouchers)

Status Quo act have confirmed. Suggested time slot (6.00) can 90 mins-2 hrs (£200 for 90 mins)

In Progress
In Progress
Confirmed

6. Other attractions	<p>Booking of emergency services for display – Matt Lovelock Helping Gary.miller@westsussex.gov.uk</p> <p>Mews – Dog show – ASK Pitch Black or Neel for PA</p> <p>Circus seen/ Bezercaz circus/ bubble man?</p> <p>Wellbeing Marquee – Koorana Centre (Hannah Jerimiah contacted) – x8 tables Hand massage, aroma therapies, treatments etc...</p> <p>Hall Use of Marquee from Town Confirmed by Steve Trice</p> <p>Total Wipeout – info@colossal-events.co.uk</p> <p>Punch and Judy - Jonathan Cann – contact sponsor!!!! Sponsorship again this year by P&D Gallagher</p> <p>Bike Smart – Peter Ramios – stall and display school bikes and custom bikes. Blood Bike riders are signed off by them anyway!</p> <p>Research other attraction ideas. Grafitti art Archery Climbing wall – info @colossal-events.co.uk Mini Railway Donkeys (Same as spring festival)</p> <p>Happy Hour 12-1pm on Town Day - Half price tickets for the fairground. And 100 free ride tickets already distributed</p> <p>Volunteering corner – Alastair (MSVA involved - Julia) invite community groups – email list to Alastair</p>	<p>In Progress</p> <p>Confirmed To Contact</p> <p>Confirmed Contacted Confirmed</p> <p>In Progress To Contact</p> <p>Confirmed Confirmed</p> <p>Confirmed</p>
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	<p>Ask Stephen Hillier for Bentswood Tent</p> <p>Section out the park – name ideas Business Boulevard Volunteer Village (Including Charities) Fun Fair Food Fayre (including drinks) Wellbeing tent- Need a name (Therapy tent) Entertainment section – need a name</p>	<p>In Progress To Contact</p>
<p>7. Refreshments and Food stalls</p>	<p>Beer Tent - Fred and John approached at St Francis Social Club to provide – Arrange details</p> <p>Alastair – Bolnore tents for beer tent</p> <p>All in favour to have a seating outside beer tent and HHTC to provide tables chairs.</p> <p>Street food stalls - Two booked already Gourmet handmade beef burgers and jacket potatoes Vegan/vegetarian burgers – Hollie Lynes – Vintage race horse box converted.</p> <p>Indian Pakoras and Salads plus sweet treats and drinks, with vegan and gluten free options Cindy Chin Sang</p> <p>Fish Kebabs Farmers Market Turkish restaurant</p> <p>The Bug Bar x2 - £35.00 pitch and 50p donation from IMPS cocktail – Non alcoholic version available form kids</p>	<p>Confirmed and Confirmed Confirmed In Process Confirmed Confirmed To contact To Contact To contact</p>

	<p>Frizz and Frolics Vintage Prosecco van draft and bottle (soft drinks) Nick and Ally – 079211120940 events@fizzandfrolics.co.uk</p>	<p>Confirmed</p> <p>Confirmed</p>
<p>7. Other Jobs</p>	<p>Look at Sponsorship</p> <p>Who is helping on the day? Job plan and site maps Volunteers – Cadets and Micheal Emms team to marshal. Town Council staff and Councillors – Work out who Groundsman – Work out who</p> <p>Prosecco van – IMPS cocktail designed 50p donation to imps? with Bug Bar – Non-alcoholic version form kids.</p> <p>More Food vendors</p> <p>Check hours of premises and alcohol – Premises license – Ask Stuart Brown</p> <p>Liaise with St Wilfrid's Church – ECO event on the same day</p> <p>Status QUO – yes to advertising £200 = food and Bar vouchers. Put in budget</p> <p>Look into filming of the day to produce short videos for promotion</p> <p>Invitations and replies for stalls and pitches Research a company.....get what is needed Insurances/ Certificates / licences and risk assessments – Ask when I book</p>	<p>In Progress Confirmed</p> <p>n Progress Confirmed Confirmed Confirmed</p> <p>In Progress</p> <p>In process</p> <p>Confirmed</p> <p>To Contact</p> <p>In Process</p>

	<p>Budget – In Process Draft lay out/ Floor plan – In Process Information for the day - Programme.</p> <p>Charities – 5.00 Businesses – 5.00 Someone on main gate, improve entrance, people to Marshall to the right area of the park – Volunteer Company - Mike Ask to use Mid Sussex car park – to drop barrier</p>	
<p>8. Date of next Planning meeting</p>		<p>To be confirmed</p>

Committee Meeting: Environment and General Purposes Committee

Report of: Town Clerk
Date: 25th June 2019
Subject: Christmas Tree for Victoria Park

Purpose of Report

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

Summary:

- 2) Cllr Pitt has requested, with the blessing of the Chairman, that the Committee considers the placement of a Christmas Tree in Victoria Park.

Members are asked to consider,

- a) **Allocating up to £600 from the Town Council's Town Fund budget, if third party funding cannot be secured, for the purchase of a Christmas Tree that will be placed in Victoria Park subject to land owners consent.**
- b) **If agreeable to (a) that the Town Clerk seeks the permission of Mid Sussex District Council to place the tree in Victoria Park.**

Background

- 3) Cllr Pitt has made the following request,

'I wish to propose an item for our first agenda: a Christmas Tree.

It will be advantageous for the Town to have a Christmas Tree in Victoria Park during that time of year. Not only for the happiness of our Town, but also tourism. And the benefits tourism brings with it.

I shall be more than willing to attend to the matter. Gathering research, looking for supporters to invest and overseeing the operation. However, in the pursuit of maintaining our freedom, I wish the Committee to make its decision on what I feel an expedient action to take'.

- 4) A Christmas Tree has been placed in Victoria Park previously with the costs of the tree being in the region of £300. This tree was not as substantial as the Groundstaff would have wished for, was not aesthetically secured and was illuminated with old lights held by the Town Council.
- 5) It is envisaged that if members were to agree to the suggestion that the cost would be in the region of £600 (maximum) to enable the purchase of a new tree, the correct station and safety fixings and the correct lights and decorations.

Financial Implications

- 6) In the first instance sponsorship will be sought from local businesses. If this is not successful, so the matter does not have to be returned to the Committee, that £500 be allocated from the Town Initiative, which has a budget of £7,200.

Town Clerk

Committee: Environment and General Purposes Committee
Report of: Town Clerk
Date: 25th June 2019
Subject: Environment Working Group held on the 18th June 2018

Purpose of Report

- 1) The purpose of this report is for Members note the actions of a Working Group.

Summary:

- 2) The following report presents the recommendations of the meeting of the Environment Working Group held on the 25th June 2018

Members are recommended to make comment and note the actions of the Environment Working Group held on the 25th June 2018.

Background

- 3) As background and previously circulated the Terms of reference of the working group are as follows;

- 1) Transport and Travel - electric cars, electric bikes, buses, taxi usage.
- 2) Green Environment - South Road trees, trees planting, planters, grass verges
- 3) Rubbish - cigarette butt, chewing gum, litter, dog poo, plastic packaging.
- 4) Utilities - brown water, air quality,
- 5) TC services and Town Hall - Town Council services and land holding, solar panels. Setting the standard.

Acknowledging that the Town Council cannot deliver, or has a remit for much of the above, delivery would be through, Education, Sign Posting, affecting Town Council Services and Lobbying. Linking to Town Council Policies in Art of the Possible and HHNP.

- 4) Members will find attached for discussion the ongoing action of the Working Ground and the new actions of the most recent meeting.

Financial Implications

- 5) None

Town Clerk

Actions agreed at the meeting of the Environment Working Group dated 18/06/19. Update on live and new priorities. (All completed priorities have been removed and signed off.)

Present

Cllrs C. Cheney (Chair), R. Cromie, R. Nicholson, A. McPherson and J. Knight

Also present; Cllrs S. Inglesfield, R. Bates and J. Langley and Cllr J. Belsey (Cabinet for Environment and Service Delivery) (part of meeting) and Town Clerk

Notes and actions of the meeting held 28/02/19 were agreed as a true record and the updates of the Town Clerk on the actions as presented in the agenda were noted.

Visit by Cabinet Member for Environment and Service Delivery

Cllr Belsey was welcomed and stated that he was willing to work collaboratively with HHTC on matters relating to his portfolio of responsibility as the Working Group progresses its work. Cllr Belsey also promoted grants that had been awarded to groups in the Town for litter picking events and the opportunity for further grant funding to support projects from the Working Group.

***** NEW Work Area - Global Climate Emergency**

*** New Action 18/06/19 (under item 5). (All) It was agreed that HHTC could not ignore the issue, would acknowledge such and look to consider a declaration at an appropriate time after further thought. However, before Full Council considers making such a statement the Working Group would formulate a plan, which would act as a starting point and that would be subject to review on an annual, or bi-annual basis. This acts as a statement on what HHTC can realistically achieve through projects/initiatives, what remit it has to lead/signpost/educate its community and understand its lobbying powers both locally and nationally. Simultaneously, the Town Mayor would look into the implications of signing up to the worldwide Mayor's Charter.

General Actions Under Working Group Terms of Reference

Transport and Travel

- 1) **Investigate the possibility of an electric charging point for the Town Hall car park.**
No update since the last meeting. (ST) will chase, but it is for Bluebird Community Transport to pursue.
- 2) **Meeting to be called of the Transport Partnership.**
(ST) still to be called. Will be actioned before the next meeting.
- 3) **Taxi Emissions.**
No update (JK) to keep a watching brief.
- 4) **Walking to school - liaison with local schools on data.**
Data has been collated and (ST) has liaised with WSCC team.
*** New Action 18/06/10 (under agenda Item 8) a plan will be developed for the 2019/2020 academic year to promote environmental issues in local schools.

Green Environment

- 1) **Grass verge management with West Sussex County Council.**
(ST) Informed that WSCC were still not in a position to update the Town Council on the matter.

- 2) *** New Action 18/06/19 (Cllrs) to look at areas for wildflower planting around the Town.
- 3) To further the South Road Tree Project
*** New Action 18/06/19 (ST and AM) (under agenda item 6) That the Broadway be the next area to be considered for the placement of trees in conjunction with local business.

Initiatives (relating to Rubbish)

- 1) *** New Action 18/06/19 Promotion of the Environment Working Groups and the following initiatives would be placed in the forthcoming Town Council Newsletter along with a plea from the Town Mayor in his message.
 - 1) Pick up three pieces of plastic/litter when in a green space/park/recreation ground.
 - 2) Bottle top recycling.
 - 3) Litter picking.
 - 4) Report a Grot Spot
 - 5) Plastic pot recycling subject to proposer giving background information to the E and GP committee

Utilities

- 1) Through the planning process regulating utility companies. Using HHNP and DP policies.
Planning Chairman and (ST) have met with MSDC officers to look at the process of a HHNP review. (ST) is rewriting the HHNP for factual changes. HHNP uses policies where appropriate on an ongoing basis.
- 2) Looking to apply pressure and monitor companies when undertaking works to in the Town. To be undertaken on a case by case basis.

Town Council services.

- 1) Planning recommendations / change to HHNP. Will be looked at when HHNP is reviewed. HHNP Environment policies being used by Planning Committee in planning application comments.
Ongoing no update.
- 2) HHTC Services – Best in class and setting the standard. (solar panels, water butts, watering and pesticide use. Muster Green Management Plan goes some way to address these issues.
Ongoing no update.

Other Matters Raised – Not to be action at the present time.

- Seeking to increase the number of licences for taxi firms, which have electric cars.
- Looking at promoting a car free day for the Town.
- Bee hives on roofs of buildings and offices.
- Inward investment for tree planting as a social responsibility of companies along with sponsorship of existing trees.

Committee Meeting: Environment and General Purposes Committee

Report of: Town Clerk
Date: 25th June 2019
Subject: Blue Plaque Scheme

Purpose of Report

- 1) The purpose of this report is for Members to receive an update on a Town Council Initiative.

Summary:

- 2) Cllr Ellis will give an update on the blue plaque initiative on the grounds that requests for these types of plaques are made to the Town Council. It will also be in order to have discussion on the potential for a mapping system for such and that consideration be given on how such can be funded in the future.

Members are asked to note the update.

Background

- 3) The Town Council offers the opportunity to facilitate the placement of blue plaques through a policy agreed back in 2014 and has subsequently been involved in the placement of numerous plaques across the Town since.
- 4) A blue plaque is a permanent sign installed in a public place to commemorate a link between that location and a famous person or event, serving as a historical marker.
- 5) In order to be eligible for an English Heritage blue plaque (however, independent plaques have been placed in the Town) it is suggested in line with the criteria set down by English Heritage that,
 - A figure must have been dead for twenty years or have passed the centenary of their birth. Fictional characters are not eligible;
 - Be considered eminent by a majority of members of their own profession; have made an outstanding contribution to human welfare or happiness;
 - Have lived or worked in that building in Haywards Heath for a significant period, in time or importance, within their life and work; be recognisable to the well-informed passer-by, or deserve national recognition.
 - In cases of foreigners and overseas visitors, candidates should be of international reputation or significant standing in their own country.
- 6) With regards to the location of a plaque:
 - Plaques can only be erected on the actual building inhabited by a figure, not the site where the building once stood (but in exceptional circumstances they may be put onto reconstructed buildings which have exactly the same façade on the identical site);
 - Plaques are not placed onto boundary walls, gate piers, educational or ecclesiastic buildings, or Inns of Court;
 - Buildings marked with plaques should be visible from the public highway;
 - A single person may not be commemorated with more than one plaque.

- 7) The world's first blue plaques were erected in London in the 19th century to mark the homes and workplaces of famous people. This original scheme across the United Kingdom was administered by English Heritage from 1986.

Financial Implications

- 8) None

Town Clerk