



HAYWARDS HEATH TOWN COUNCIL

Town Hall, 40 Boltro Road, Haywards Heath, West Sussex, RH16 1BA

Tel 01444 455694 Fax 01444 455075

Web www.haywardsheath.gov.uk E-mail town.clerk@haywardsheath.gov.uk

3rd February 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 8th February 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 14th December 2015.
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 consider the expenditure of Town Funds on improvements to Jubilee Gardens in recognition of the Queen's 90th Birthday.
7. To receive a report on the activities of the Community Liaison function of the Council.
8. To receive a verbal report on the activities of the South and South East in Bloom Committee.
9. To consider a report relating to planning for community facilities off Hurstwood Lane.
10. To consider a verbal report relating to the request for the use of Muster Green for an armed forces day event.
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, J Hayden, J. Hollister, H. Munding, J. Knight.

HAYWARDS HEATH TOWN COUNCIL

Minutes of a meeting of the **Environment and General Purposes Committee** held on Monday 14th December 2015.

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

Apologies ** Absent *

Also present: None

- 36. Apologies**
Cllr Hollister – Works Commitments
- 37. Minutes**
The minutes of the meeting of the Environment and General Purposes Committee held on Monday 12th October 2015 were taken as read, confirmed as a true record and duly signed.
- 38. Substitutes**
None.
- 39. Declarations of Interest**
Item 9, Cllr Ellis declared a personal interest as Chairman of the Haywards Heath in Bloom Committee.
- 40. Matters Arising**
None
- 41. Community Events 2016**
Members were presented with a report that outlined the Council's proposed core events programme for the 2016/2017 financial year along with the opportunity to review a list of additional events that the Council may wish to hold. Members were agreeable to the first part of the report and resolved that the Council continues to organise and expend monies on the following events: - Spring Festival, Town Day, Christmas Festival, Haywards Heath Marathon Leg (Mid Sussex Marathon) and Remembrance Sunday, noting the need for extra expenditure being needed to organise the road closure in the absence of the police. It was also agreed that the Council be involved in the Greater Haywards Heath Bike Ride but there would be no financial burden to the Council only staff time. Members then considered the optional events and decided to budget for another Carers event, a Beech Hurst Sports Event/Queen 90th Birthday, Dementia Haywards Heath activities and to assist with the Haywards Heath Play Day in conjunction with MSDC. In doing so, Members were reminded, that if they wished to undertake any further events it would result in the reserve budget for the events being spent during 2016/2017 and therefore an increased budget would need to be set for the 2017/2018 financial year and that staff resources were limited. Members were content with the recommendations and commented upon how well the Council has done in securing funding, sponsorship and hoped that such an approach would continue next year.

Members **RESOLVED** to;

Approve the Council's 2016/2017 events programme as presented (Spring Festival, Marathon, Town Day, Christmas Festival and Remembrance Sunday) with amounts available for the Carers Event, Dementia Haywards Heath, Beech Hurst Sports Event and Play Day.

42. Budget 2016/2017

Members were presented with the proposed Environment and General Purposes Budget for 2016/2017. The Responsible Finance Officer (RFO) took Members through each budget heading. Members noted that the net budget for the Committee was 6.4% less than that agreed for the 2015/2016 financial year. Income was budgeted to rise by 29% whilst expenditure was to rise by 7% below that in 2014/2015 and agreed without any change being made to the proposed budget levels.

Members **RESOLVED** to;

Agree the Environment and General Purposes Committee Budget for 2016/2017 and to resolve that it be included in the Town Council's budget, which will be presented to the Policy and Finance Committee on the 11th January 2016.

43. Community Liaison Officer Report.

The Community Liaison Officer (CLO) presented her report and took Members through the report welcoming questions from Councillors. The CLO updated on her work as outlined in the accompanying report with special focus on the Dementia Friendly Work programme that she had been working closely on with the Haywards Heath Dementia Action Group (HHDAG). It was noted that HHDAG was going along with the view to being part of a Mid Sussex Alliance. As far as the CLO is aware the Haywards Heath group was the most active in the District.

Members noted the report of the Community Liaison Officer.

44. South and South East in Bloom

Cllr Ellis as Chairman of the Haywards Heath in Bloom Committee updated the Committee on the activities of the Committee.

Members noted the update.

45. Summerhill Lane Allotment – Access Issue

Members noted the matter, but felt they nor the Council as a collective were best placed to consider the matter so legal advice needed to be sought. With this;

Members **RESOLVED** to;

Authorise the Clerk to seek legal advice in relation to a rights of access issue at Summerhill Lane Allotments.

46. Urgent Items
None.

Meeting Closed at 9.11pm

Committee Meeting: Environment and General Purposes

Report of: Town Clerk

Date: 8th February 2016

Subject: Improvements to Jubilee Gardens – off Caxton Way

Purpose of Report

- 1) The purpose of this report is for Members to consider a request for the expenditure of Town Fund monies.

Summary:

- 2) Through discussion at the Haywards Heath in Bloom Committee an idea has emerged that will improve a piece of Town Council owned land and mark the Queen's 90th Birthday. The following report asks for Member's approval to allocate monies to pump prime the project by accessing sponsorship from local businesses and grants from third party organisations.

Recommendation(s):

- (a) To allocate a maximum of £1500 from the Town Fund towards the cost of upgrading Jubilee Gardens located off Caxton Way.**

Background:

- 3) As Members are aware the Town Fund is an allocation of monies held by the Environment and General Purpose Committee to support projects brought forward by Councillors and officers for projects that are deemed to support the Town generally. Specific projects are promoted to be paid for through allocation of Ward Budgets.
- 4) The project is to upgrade the Town Council owned Jubilee Gardens which is located off Caxton Way behind the Priory facing onto Sussex roundabout.

Project Outline

- 5) As it stands the project will allow for the placement of a new tree and the introduction of a rockery with formal planting around the tree in the top left hand rose garden as you enter the garden.
- 6) Investigations have led to the following, which identifies a project cost of £1,500.
 - New Tree £500
 - General works £200
 - Rockery and Planting £800

Project Funding

- 7) The projection of costs above still has to be finalised as there is the opportunity to access funding from local businesses and the District Council. The project cost reflects the total price of the project but any income will reduce the expenditure of Town Fund monies.

Financial Implications

- 8) If Members agree to the allocation of £1,500 from the Town Fund towards the project it would still leave £5,021 available in the Town Fund for the 2015/2016 financial year. This monies will be carried forward into the 2016/2017 budget as per the RFO's report to the Committee during budget setting on the 14th December 2015.

Town Clerk

Committee Meeting: Environment and General Purposes

Report of: Community Liaison Officer

Date: 8th February 2016

Subject: Community Liaison Officer Report (December/January 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. The CLO has prepared an events calendar for the year, (attached as Appendix One), which is being distributed and is on the Town Council website. Preparations for events in 2016 have begun and these are as follows

- 4.2. Spring Festival, Sunday 24th April – Invitations have now been sent out to local charitable groups. Haywards Heath Brass Band has been contacted and there will also be a demonstration of hoola hooping and Spanish dancing where audience participation will be encouraged!

- 4.3. Carers Event, 8th June – the CLO has contacted The Vinings Natural Health Centre and the Koorana Wellbeing Centre in Ardingly. Both businesses will offer free sessions providing complementary therapies to carers at the event.

The CLO will investigate the possibility of Warden Park Academy hosting and working in partnership with the Town Council to deliver next year's event. The CLO will report back to this Committee at a later date.

4.4. Play Day, 3rd August – the CLO attended an initial meeting organised by Mid Sussex District Council to plan arrangements for the Play Days. The meeting was attended by the three Town Councils and it was agreed that the theme will be the Olympics as this year there will be the Rio Olympics.

5. *Project development – Dementia Work Programme - see Appendix Two attached*

5.1 Both the CLO and the Town Clerk have provided project development and fundraising support to the proposed 'Bulls Sculpture' project planned for Commercial Square roundabout. A number of meetings to prepare an application for the Grants for the Arts funding scheme have taken place. Support in preparing budgets and a business plan have been provided. Due to the nature of the online application process, the artist will have to apply to Grants for the Arts direct. Support and advice continue to be provided to the artist.

6. *Community Safety*

6.1 A request was made by PCSO Emma Wyborn (Ashenground, Heath and Franklands Ward to the South of Lewes Road and including South Downs Park) to ask if Ward Panel meetings could be held at the Town Council. The Town Clerk felt this was a good opportunity to build on our good relations with the local Police and the arrangement was agreed. Meetings take place every 10 weeks for an hour on a Thursday evening.

7. *Liaison with voluntary and community groups*

7.1 The CLO attended the Bentswood Community Partnership meeting on events to provide support for Barn Cottage Fun Day.

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:

Youth Offer Group – members at this meeting look at youth provision in the town, particularly during the holidays. There is representation from Affinity Sutton, MSDC, Sussex Clubs for Young people and the Albermarle Centre. The CLO uses the opportunity to network and promote Town Council events as well as gather information on local youth issues/activity.

8.2 Health and Wellbeing Network – the Heat for Health initiative was launched at the meeting. Winter conditions are worse for those over 65 years of age and those under 5 years. Mid Sussex has a higher than average proportion of retired people and 6.7% of households are in fuel poverty. Mid Sussex Older Person's Council with support from Mid Sussex District Council (MSDC), were successful in receiving funding for a year from the British Gas Energy Trust to raise awareness of what can be done to stay warm and to provide help and support.

8.3 Better Young Lives – this forum facilitated by MSDC discussed local initiatives for young people. Aligning the Think Family work with the Family Network was discussed. Youth Awards will once again be taking place this year and information will be circulated in the near future.
An E Safety training course has been organised for those who work with young people.

8.4 Marathon Board meeting to plan this year's marathon weekend.

9. *Production of Town Council Newsletters*

A large number of articles have been submitted for the spring newsletter. The CLO has organised an Editorial Board meeting to agree those to be selected.

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

10.1 The CLO met with representatives from Curo Nuovo, a choir of singers, to provide advice and support on funding.

10.2 One application for funding support was received by Headway West Sussex and the recommendation to award them a grant was approved.

Financial Implications:

11. None.

Policy Context:

12. None - Officer update.

Community Liaison Officer

Dementia Work Programme December 2015 and January 2016

1. Set up of Haywards Heath Dementia Action Alliance

Further to a number of meetings organised by the CLO, with the Haywards Heath Dementia Action Group (HHDAG) members, the Alzheimer Society and the County's Voluntary Sector Relationship Officer, Haywards Heath registered as an Alliance on the Dementia Action Alliance website. The group is now called the Haywards Heath Dementia Action Alliance (HHDAA).

Other organisations, groups and businesses will be able to join the HHDAA, after completing a simple Action Plan.

The Chairman of HHDAA and the CLO are being trained by the National Alliance on managing their presence on the webpage.

There are plans to invite a national alliance representative to the next Haywards Heath annual Open Forum meeting to provide a workshop for local groups to develop their Action Plans in order to join the Haywards Heath Alliance.

2. Information and promotion

The CLO has worked with service providers to develop a leaflet on local resources and initial comments are that the leaflet is very helpful. The leaflet is being distributed to local agencies, businesses, Princess Royal Hospital (PRH), care homes and surgeries. It may also be found on the Mid Sussex Dementia Friendly webpage and the Town Council webpage.

With sponsorship from Mid Sussex District Council, the acclaimed film *Alive Inside* was screened at Clair Hall on 27th January. There were 38 attendees some of whom were staff from local care homes, the local NHS Partnership Trust and West Sussex Fire and Rescue Service. The film was extremely well received with requests for it to be shown to staff in local care homes and other towns in the District.

3. Dementia Friends Sessions

With members of the HHDAA, the CLO has organised regular monthly Dementia Friends sessions at the Town Hall. The sessions are currently being promoted locally and on the national Dementia Friends website. Four people have already booked online for the first session on 26th February and two are booked on the March session.

A Dementia Friends session was delivered to 5 members of staff from the Style Lounge and one member of staff from St James Lettings in Bolnore Village on 26th January by the CLO and a volunteer champion. Both the hairdressers and the letting agency said that they had customers or relatives with dementia and they found the session very useful.

4. Events

In order to endorse the work of the Alzheimer's Society and support local carers of those with dementia, the Town Council is hosting the Carers Information and Support Programme course free of hire charges at the Town Hall.

The CLO is liaising with The Orchards, to support an event for those with dementia and their carers called 'A Day to Remember', which takes place on Saturday 2nd July in the Orchards Shopping Centre. Various activities are planned

including, dance, singing, a magic show, arts and crafts and a mini farm. The HHDAA will have a stall at the event.

Links with the PRH have been made and there are plans for members of the HHDAA to work with Dr Khalid Ali on a Conference on dementia which will take place on 1st June 2016. HHDAA will have a stall at the Conference to provide information on local resources and support.

The CLO attended a Christmas Carol Concert at Cuckfield Holy Trinity Church organised and presented by the Mid Sussex Dementia Friendly Group composed of those living well with dementia in the community.

Support with promotion

The Dementia Work Programme is progressing extremely well. Councillors may wish to consider taking the role of 'ambassadors' for this work, promoting activities, events and developments at every opportunity in external meetings and when out and about in the town. It is essential that 'ownership' is taken of the work being delivered.



HAYWARDS HEATH
TOWN COUNCIL

Events 2016

The Town Council will be organising the following events this year:

Event	Day of the week	Time	Venue
Town Council Mayor's Dinner & Dance – in aid of 4SIGHT <i>(Please note this is a ticketed event. Contact 01444 455694 for tickets)</i>	FRIDAY 12 th February	7.30pm	Clair Hall
Spring Festival	SUNDAY 24 th April	1.30pm to 4.30pm	Muster Green
Carers Event –Time for You day	WEDNESDAY 8 th June	To be confirmed	Town Hall
Town Day	SATURDAY 17 th September	To be confirmed	Victoria Park
Remembrance Sunday	SUNDAY 13 th November	Am onwards	Muster Green War Memorial
Christmas Festival Fireworks	SATURDAY 26 th November	5.30pm	Victoria Park

The Town Council works in partnership with other groups and agencies to provide the following events:

Event	Day of the week	Time	Venue
The Greater Haywards Heath Bike Ride	SUNDAY 10 th April	Am onwards	Town Centre Various routes
Mid Sussex Marathon Haywards Heath	SUNDAY 1 st May	Am onwards	Victoria Park
A Day to Remember (Dementia awareness)	SATURDAY 2 nd July	To be confirmed	The Orchards Shopping Centre
Ashenground Community Centre Open Day	MONDAY 25 th July	1pm onwards	Ashenground Community Centre
Play Day	WEDNESDAY 3 rd August	Am onwards	Victoria Park
Barn Cottage Fun Day	THURSDAY 11 th August	Am onwards	Barn Cottage Green
175th Anniversary Celebrations	SUNDAY 18 th September	To be confirmed	Victoria Park

For further information on any of the above events, please contact 01444 455694 or visit the Town Council website at www.haywardsheath.gov.uk

Committee Meeting: Environmental and General Purposes

Report of: Town Clerk
Date: 8th February 2016
Subject: South and South East in Bloom 2016

Purpose of Report:

1. The purpose of this report is for Members to consider the minutes 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 2013 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 Committee. Appendix 1 presents the minutes of the last meeting dated 25th January 2016.

Recommendation(s):

- a) **Make comment upon and note the minutes of the South and South East In Bloom Committee meeting dated 25th January 2016.**

Background:

3. The minutes of the meetings dated 25th January 2016 are attached for Members consideration and comment.

Town Clerk

HAYWARDS HEATH IN BLOOM COMMITTEE

Minutes of the meeting held 25th January 2016

Committee Members: Cllr Sandy Ellis (Chairman) (SE)

Dave Parker (Vice Chairman) (DP)

Richard Goddard (RG)

Steve Trice (ST)

Alice Hobbs (AH)

Barbara Lank (BL)

Barbara Woods (BW)

Alan Colgate(AC)

Michael Figg (MF)

Roy Hayward (RH)

Gordon Mitchell (Franklands)(GM)

Norman Green (Franklands)(NG)

Jocelyn Kean (JK)

- Committee agreed to enter the main town and Western Road cemetery for 2016 South & South East In Bloom.
- Muster Green will be entered into green flag awards.
- 2016 Judges tour will include Bolnore Village and Franklands Village as part of the route. Bolnore School will be contacted to ask if we can visit their garden club and forestry school with the judges.
- The type of Trees to be planted for the queens birthday celebrations to be advised by Alan John and HHTC Groundstaff in regards to variety and locations.
- Other areas in the town were suggested for future consideration. Alan Colegate has highlighted an area near the Sergison Arms and any future funding schemes if available could be looked into in sponsoring these sites with the land owners permission.
- It was agreed to make contact with Solam to enquire about the future greening of the station area as there are small patches of land that would benefit from low maintenance planting in and around the station quarter to brighten the area, add colour to and to support HHTC pollinator planting for the town.
- An idea was suggested of mapping future tree planting as this initiative is also being investigated by the HH Society.
- Bolnore Village has some sites where trees could be planted and would like to look at Orchard Varieties for the community. These suggestion will be put forward to the BVRA to see if any free community trees can be applied for through the tree council which is celebrating its 40th anniversary.
- HHIB is supportive of the Beech Hurst Family Picnic in honour of the Queens 90th Birthday and to celebrate Love Park week initiative which is celebrating its 10th anniversary and will be taking part in Clean for the Queen with Muster Green's dates to be advised.
- The committee were delighted to hear of Town Councillors Ward Tidy up's.
- Green Flag Awards- Committee has agreed that Dave Parker, Alan John and Michael Figg will work with the town clerk on this year's entry.
- Carry Bag Tax - The Chairman of HHIB is finding out how HHIB can apply for some of this funding to help with environmental issues and is looking at letter templates.

Committee Meeting: Environment and General Purposes

Report of: Town Clerk
Date: 8th February 2016
Subject: Development of Land off Hurstwood Lane, Haywards Heath

Purpose of Report

- 1) The purpose of this report is for Members to consider the development of Community facilities in the Town.

Summary:

- 2) As part of the development of Hurst Farm located off Hurstwood Lane, which is included in the Town Council's Neighbourhood Plan as a housing allocation, there will be the transfer of associated land across the Lane to the Town Council for community use. The following report outlines a suggested way to develop a Masterplan for the site.

Recommendations;

Members are recommended to;

- a) **Instruct the Town Clerk in liaison with the Chairman of the Committee to seek and appoint a consultant to assist with the development of a Masterplan for the allocated community land off Hurstwood Lane, Haywards Heath.**
- b) **Form a working party of four Members from the Committee to develop a Masterplan, with the Clerk, who will report back to the Committee.**
- c) **Formulate and agree a specification for all potential consultants to adhere to during the tender process to appoint the consultants to assist with the Masterplan.**

Background

- 3) Mid Sussex District Council (MSDC) and a consortium of land owners located on Hurst Farm are progressing a planning application for the development of housing on Hurst Farm. This allocation of housing is supported in the Town Council's emerging Neighbourhood Plan on the basis of the community benefit being derived from the development of the community facilities on the land on the opposite side of Hurstwood Lane.
- 4) Some of this land is located within the Town/District/County boundary but the majority is located over the boundary in the Parish of Wivelsfield in East Sussex. Wivelsfield Parish Council are supportive of the Town Council's plans and have included an allocation of the land in their Parish in the their emerging Neighbourhood Plan after discussions were held with their Chairman, the Leader of the Town Council and the Town Clerk last year,

- 5) The provision of the community facilities, in the first instance, will be included in an outline planning permission. The facilities will include;
- Protection of the associated ancient woodland.
 - Land for use as a Country Park.
 - The provision of a Cemetery.
 - The option to use the land for Allotments.
 - A school, which will be provided by West Sussex County Council.
- 6) It is envisaged the community parcels of land, apart from the school, will be transferred to the Town Council for management. As a result, there is a need to formulate plans for the development of the site in what would be, due to cost implications, a phased approach over a number of years. This matter was discussed by the Council's Planning Working Group at its meeting held on the 11th January 2016, who recommended that planning for the site sits with the Environment Purpose Committee who is naturally responsible for all outdoor services.
- 7) Due to the fact that the planning application will be outline it will only allocate areas for use and provide no detail. This is where the Town Council will need to be involved to take the planning for the site forward and add the required detail.
- 8) The most pressing matter will be the Cemetery, due to the fact that the existing Town Council owned Western Road Cemetery is nearing capacity. To this end, the Clerk has sourced a detailed plan and costing for the Cemetery that can be fed into the plan. To build upon this work it is suggested that the Council employs a consultant to help bring a finalised plan to fruition.
- 9) Members will find attached a site plan for the community land and the Clerk will present on the locations of each area of community land at the meeting.
- 10) Members will also note that the Clerk has shared information with MSDC planning consultants (Habitat and Geo-Technical information) and will be attending a meeting with MSDC officers and the consultant on the 15th February 2016.

Financial Implications

- 11) The Council's Advisors fees budget stands currently stands at £12,673.

Town Clerk

Site Boundary

Town + Country

Southdowns

Haywards Heath CP

