



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

14th October 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 **Monday 21st October 2019 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 Extra-Ordinary meeting of the Environment and General Purposes Committee meeting held on the 23rd September 2019.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To receive a report on the activities of the Events and Community function of the Town Council.
6. To consider entering into a contract for the re-cycling of milk bottle tops.
7. To receive a report on the proposals for the Victory in Europe commemorations.
8. To receive the feedback from Haywards Heath entry into South and South East in Bloom.
9. To consider any items that the Chairman agrees to take as urgent business.
10. Exempt Business, to consider the exclusion of Public and Press.

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

*'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

ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

Extra-Ordinary Minutes of the meeting held on Monday 23rd September 2019

M Jeffers (*Chairman*)
S Ellis (*Vice Chairman*)
C Cheney
R Cromie*
S Inglesfield
J Langley
A McPherson**

* Absent ** Apologies

Also, present: Cllr R. Nicholson, Cllr R. Bates and Town Clerk

23. Apologies

Cllr McPherson – Holiday.

24. Minutes

Before the Minutes of the meeting of the Environment and General Purposes Committee held on, Monday 12th August 2019 were approved Cllr Inglesfield made the following statement on minute/resolution 17 in relation to the defeated motion regarding Meat Free Mondays. Cllr Inglesfield read out two observations relating to the reasons for refusal, which were made in her absence. For the avoidance of doubt these were handed in writing to the Town Clerk.

- 1) *I object to the first reason given: "It could be detrimental to local business such as butchers" on 2 Accounts. First, I cannot see in these minutes the impact study to back this statement up. Does it rely purely on logic? Following this logic then surely a weekly meat free day would be beneficial to local business such as greengrocers. So, are we dealing here with a bias or with a flawed argument?*
- 2) *I object to the fact that my motion was qualified as "politically motivated". The link between meat Consumption and climate change is well established and has nothing to do with party politics. Furthermore, my motion was actually motivated by government published, policy informing documents from the GOV.UK website, which I have been using often over the last few years and which I invite you to visit.*

The Chairman stated that he stood by the decision made by the Committee because as a Town Council, where it has an Environment agenda to signpost and encourage, it should not affect/direct people's freedom of choice and subsequently local businesses. It was also felt that there were professional Wellbeing agencies that should be picking up on directing on these kind of lifestyle issues, as stated during the debate on the motion, which should have been stated in the minutes.

However, Members did agree that there needed to be positive changes to people's dietary habits and a reduction in dairy and meat consumption, but again it was for the Town Council to signpost to the information and option available. The planetarium diet being one of those opportunities.

The Clerk interjected at this point, as it was not in order to discuss the reasons for turning the motion down, and asked if any Members of the Committee were challenging the minutes through their comments. It was made clear by the Town Clerk that the minutes were a reflection of what was said at the meeting to demonstrate how the Committee came to decision and resolution. The Town Clerk confirmed that reference, which had been questioned, to the ability of Health and Wellbeing teams to signpost residents to such initiatives was included in the minutes and read out the line included for confirmation.

It was confirmed that no Councillor was challenging the content of the Minutes so it was respectfully asked by the Town Clerk that debate stopped to allow the Chairman to sign the minutes. **With this the Minutes of the meeting of the Environment and General Purposes Committee held on, Monday 12th August 2019 were taken as read, confirmed as a true record and duly signed by the Chairman.**

25. Substitutes

None

26. Members' Declarations of Interest

None

27. Recommendations of the Environment Working Group held on the 2nd September 2019 Town Council Environmental Priorities.

Members welcomed the priorities as presented and were happy that all were recommended to Full Council for adoption. The original priorities were then either carried into the new priorities or struck off. On specific matters it was suggested that reference was made to Carbon Footprint Ltd under the planting priorities to assist with tree planting. In addition, Members asked that the Town Clerk progress changes to the planting schedules for the Town by looking to trial beds with perennial flowers and that wildflower beds be developed in each Ward. These would act as a starting point for a move towards freeing up the time of groundstaff and the reduction of water usage. Reference was made to the need to formally recognise the Environment Framework document, which had been presented for adoption on the 29th July 2019 by the Environment Working Group and then ratified by the Environment the General Purposes Committee 12th August 2019. It was also suggested that the Framework document reference numbers, leading each of the Town Council priorities, be cross referenced for ease of administration and so to present the background to the priority. The Town Clerk felt that this was a good idea and would look to progress the cross reference with the support of Cllr Langley. It was then agreed unanimously that the Environment Framework document would be adopted, with an additional resolution under d), and that it remained a fluid background document, which would be reviewed and updated regularly enabling it to feed into the Environment Policies agreed under resolution a). With this.

Members **RESOLVED** to recommend to Full Council,

- a) **the Town Council's Environment priorities, as presented in Appendix 1, with the addition under Town Environment (Planting) of reference to Carbon Footprint Limited.**
- b) **to note the status of the pre-existing priorities as presented in Appendix 2 of the report.**
- c) **To resolve that all of the priorities agreed be delivered through delegated authority given to the Town Clerk with the Environment Working Group overseeing the delivery of the priorities and**

reporting progress of each to the Environment and General Purposes Committee.

- d) To acknowledge and adopt the Environment Framework as a supporting document to the priorities recommended under a).**

28. Items Agreed as Urgent by the Chairman
None

The meeting closed at 8:16pm

Committee Meeting: Environment and General Purposes

Report of: Event and Community Officer

Date: 21st October 2019

Subject: Events and Community Officer Report (Sept/Oct 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

Recommendation(s):

Members are recommended to;

- a) **Comment as appropriate.**

Background:

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

4. Event co-ordinating and planning

4.1 Town Day – The event overall when smoothly and seemed a success. The ECO has had really positive feedback from many people, companies and organisations. The ECO was very pleased with the day and has already looking into ideas for 2020. The day raised £475.30 for SERV Blood Bikes Charity. The charity was very grateful and offered to bring one of the blood bikes to the Town Hall to have a photo taken for our publicity purposes. This was arranged with the mayor to attend. From the stalls that attended on the day £245 was brought in.

£3,845 was left of the budget which the ECO hopes will be taken into account to put forward over into the budget for 2020 as next years Town Day is expected to potentially be even bigger and longer resulting to even better. I believe this would help dramatically to provide that. Although it can be seen that savings in the budget were made, it was a smaller event this year to what is being potentially proposed and discussed for next year. This extra money could be put to good use to ensure the ECO can make the event a success again with the extra demands included. The ECO sees that the money was already designated to Town Day anyway and extra funds would need to come from somewhere in order to reach the new goal for the day. The ECO hopes this will be taken into account. Over all with donations, sponsorship and stall fees £2,445 was brought in.

Please note as part of my inward investment role, £1000 Barrett and Wilson Homes sponsorship money was secured for Town Day, along with £900 for the Orchards Shopping centre and £300 from P and S Gallagher for Punch and Judy.

Remembrance Sunday – The application for road closures has been done and the PA from Pitch Black has been organised. All invitations have gone out and been responded to. The wreaths have been ordered. The road closure signs have been looked at and discussed in relation to their condition. It has been decided that they will be suitable enough for this year once they have been cleaned up, however new ones may be needed next year. The amount of staff and volunteers are slowly increasing but as always the Eco wants to encourage more helpers on the day. The Fire and Rescue Service have been notified with regards to having a Fire Engine present. A parade commander has been found and order of service booklets will be printed once all attendees have been confirmed. The school service has been arranged and the schools who want to attend have responded.

4.2 Christmas Fireworks – Volunteers have been sourced to close the entrance to Victoria Park behind the firework area, to line the fall out area and stand to prevent the public from going too close to the firework area. The ground staff will split the shift so that all jobs are covered.

5. Project Development

5.1 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. The HHDA were very pleased with their pitch/site they were given for Town Day and has expressed their gratitude for being able to be part of the day.

5.2 Community Garden Project – The ECO suggested some activities to create for people who live with Dementia. These people have mentioned that they would like to do more, be useful and more active. Memory Café's are wonderful for them and they are growing in numbers. However, there is a desire for new and fresh ideas. The Eco had a gardening activity in mind, possibly connecting them to Beechurst. The ECO contacted Councillor Sandy Ellis to see if she was aware of any contacts that could be useful. This Community Garden Project cropped up which is exactly what the ECO is looking for. The ECO went to speak to Rowan Hillier at the Age UK Centre in Haywards Heath about the project. The Eco believes this will be perfect and a very promising project. Rowan mentioned that they are seeking funding to get it set up and launched by summer 2020. The ECO suggested she applied for a grant from the Town Council as well as all the other options she is looking into. A substantial amount of money is needed. The ECO has sent the application pack. The ECO has forwarded all information to HHDA which will be discussed in the near future.

5.3 A Volunteering leaflet is being created for Haywards Heath Town Council. The Mayor has asked the ECO to find sponsorship to cover printing costs. The ECO is currently working on this.

5.4 The ECO has already started to gather ideas for Spring Festival 2020. The ECO has looked at how to involve schools more and bring something more interesting again to the event. The ECO likes the idea of having a theme for example – 'Spring around the World'. Activities and competitions could be designed to involve traditions from around the world and the different ways other countries celebrate the coming of spring. This is also an educational day as well as a fun packed one. Judging by some countries and their

traditions already researched the Spring Festival would also be a very colourful one. The ECO wonders if a traditional parade around the Green by school children could be an idea and an opportunity for many positive reasons using the 'Spring around the World' theme. The ECO has many other ideas and looks forward to moving forward with them in due course.

5.5 The ECO has already started to research ideas for Town Day 2020 within the theme of past and Future and what the 2020 Town Team are planning that weekend. Lose ideas that have been researched are

- Titan the Robot – a walkabout show with an interactive 8ft robot
- LED performances – Various
- Segway activity
- LED Transformerbot
- Solar Car – Ardingly College
- Lazer show or activity
- Hoverboard Dancers
- Nitrogen Ice Cream Parlour
- Outdoor Holographic makers
- Sci-fi movie themed band
- Holographic Singing show
- Family friendly event robots
- Acrobatic technology show
- Print yourself in 3D

6. Liaison with Voluntary and community groups

6.1 The ECO has a meeting planned with Julia Beckett from MSVA on Monday 21st October

6.2 The ECO will be attending the HHDAA Open Forum which is being held at the Town Hall on Thursday 17th October. The ECO will be leading this and providing everything needed on the day. The ECO has arranged for parking spaces to be allocated in the MSDC Permit holder car park to help towards the demand for parking. The ECO will also print out some DAA Newsletters for the day.

6.3 The ECO will be attending the Better Young Lives meeting on Thursday 24th October.

6.4 The ECO will be attending a meeting at the Town Hall on Wednesday 6th November with regards to an event being organised and held at Clair Hall on the 10th December. This will be focusing on helping to find support for children with special learning needs.

6.5 2020 working group meetings have been going ahead which the ECO has been attending. The ECO has been working with the 2020 Town Team and continues to support them. Much is to done but the weekend sounds like it will be very promising. The ECO will need to work together with certain things as Town Day will also be running.

6.6 The ECO will be attending a meeting with the Town Clerk and Councillor Ruth De Mierre with regards to having a Bluebell Railway carriage on Muster Green for the 2020 celebrations next September.

7. Representation of Town Council at external meetings

7.1 Rowan at Age UK venue- looked around while there and suggested they applied for a grant for funding towards community Garden project. Sent an application.

8. Administration of the Town Council's Small Grants

8.1 Four grant applications have come in for the next round

8.2 Five grants were awarded last round

9. Financial Implications:
None.

10. Policy Context:
None - Officer update.
Community and Events Officer

Committee Meeting: Environment and General Purposes

Report of: Town Clerk
Date: 21st October 2019
Subject: Milk Bottle Top Re-cycling

Purpose of Report:

1. The purpose of this report is for Members to consider entering into a contract with a third party.

Summary:

2. At the meeting of the Environment Working Group, ratified by the Committee, it was agreed that the Town Council would promote and collect for re-cycling milk bottle tops at the Town Hall as part of its commitment to recycling and the ambitions of the Town Council's environment policies. This being an action that the Town Council could control directly. The following report requests that the Town Council enters into an agreement for their collection and re-cycling.

Recommendation(s):

To give the Town Clerk delegated authority to enter into a legal agreement with G.H.S Recycling Limited to collect and re-cycle milk bottle tops.

Background:

3. The initiative, to collect milk bottle tops, was advertised in the Town Council's newsletter and collection has commenced. As a result of the initiative being promoted, it came to light that there was already in the Town a body that collected milk tops. Subsequently, the Town Clerk on behalf of the Town Council was approached by a Volunteer Waste Prevention Advisor from West Sussex County Council who advised that the Town Council's intervention was timely as the existing arrangement for collections were to cease soon because the body organising such needed to stop doing so.
4. When the Town Council agreed to collect the bottle tops it did not give thought to the means of storage, sorting arrangements and where they could be taken locally given that the nearest business accepting bottle tops is in Hampshire. To this end, the arrangements in place with the existing body were looked into with the Volunteer Waste Prevention Advisor acting as a go between based on the current arrangements. *These being,*

The situation at the present is that an individual holds the contract and raises the money for Hurstwood Park Neurological Unit. They have been asked if they want to take it over and continue to benefit from the revenue, understanding that if they do not want to take it over then the funds will go to another charity belonging to the new organiser. We are waiting for a decision on this from the individual in charge.

5. The Town Clerk and Waste Prevention Advisor have met with the individual and they are happy to give up the collection as they no longer have the capacity to collect and store. As part of this meeting it transpires that the individual holds a contract with a company called G.H.S Recycling Limited to sell the bottle tops to the company and they re-cycle the tops

into many different things. Please see information sheet attached. The money received from the company is then donated to a local charity. It is therefore suggested with the blessing of the holder of the contract that the Town Council takes over the contract and donates the monies to the Mayor's Charity. It works out at £55 per ton collected, which is a lot of tops but better than nothing and the situation we were in when we decided to start the collecting. This money is paid directly by the company so there is no admin for the Town Council.

6. The Town Council will then be the Town's official collection point taking it away from the Princess Royal Hospital. There are also four satellite collection points that would then deliver tops to the Town Hall.
7. As stated above, the implications have been acknowledged since the Town Council agreed to collect the tops. This namely being storage, sorting and collection. Two of these can now be addressed with entry into a contract with G.H.S Recycling Limited.
 - Storage – the Town Council can hold tops at the Town Hall in bins, but has the ability to move them on.
 - Collection – G.H.S Recycling Limited will collect, on a regular basis, and hold a running total of the weight collected so the amount at the Town Hall is manageable and it does not have to wait for a ton to be collected at time, which would have been impossible.
 - Sorting – this is still a problem and there has been training on such and examples of the best way to do so. There are many different tops of the same shape and size not collected and people put contaminated (dirty) and other tops in the bags. The Town Council need to find volunteers to sort the tops.
8. To deliver this project, which has already been agreed under delegation to the Town Clerk, the Town Council needs to agree to enter into a contract with G.H.S Recycling Limited hence the report.
9. As the Town Council has agreed to collect tops and advertised the Town Hall as a collection points it seems prudent to enter into the contract as it saves the hassle of getting rid of those collected and there is, an albeit small, financial return whilst increasing our recycling output. As a result, the recommendation is to authorise the Town Clerk to enter into an agreement with G.H.S Recycling Limited and formally collect the milk bottle tops and continue with the collection of tops at the Town Hall.

Financial Implications

10. None

Policy Context

11. Adopted Town Council Environment Priority by Full Council date 30th September 2019.

Town Clerk

Milk Bottle Tops

We are in Portsmouth collects and recycles milk bottle tops for the charity of your choice. This started firstly with Naomi House doing the collecting and us the recycling. When Naomi moved to collecting old mobile phones we were overwhelmed with calls from collectors to carry on the recycling. We now collect through most of the South of England and get calls from all over the country.

Since we started our scheme we are proud to have:

- ✓ Raised more than £15,000 for multiple charities
- ✓ Recycled more than 70 tonnes

There is a minimum payment amount of 500 kgs but we are happy to collect (if you live in an area we collect from) or for you to deliver smaller amounts and we will keep this on file and let you know on request how your total is increasing.

- ✓ Tops must be washed clean
- ✓ Free of any paper, rubber or foil inserts

Our granulated tops go to make hard plastic toys for children, such as slides and other garden toys. They also go to make more bottle tops!

We are looking for a national company who we could persuade to receive bags of bottle tops at their stores and bring them to somewhere in our area where we can collect in bulk.

G.H.S RECYCLING LTD

32 Ackworth Road,
Shawcross Ind Park,
Hilsea, Portsmouth,
Hampshire, PO3 5JP

Phone: 023 92670 399

Email: info@ghsrecycling.co.uk

CONTACT US

Your Name (required)

Your Email (required)

Subject

Phone number (required)

Your Message

Committee Meeting: Environment and General Purposes**Report of:** Town Clerk**Date:** 21st October 2019**Subject:** VE Day 75 Year Anniversary (May 2020)**Purpose of Report:**

1. The purpose of this report is to consider a Town Council event in 2020.

Summary:

2. VE Day (Victory in Europe) represents the end of World War 2 in Europe with next year being the 75th Anniversary. The following report outlines Government's and National Association of Local Council's (NALC) advice on a commemoration programme of activities for Town and Parish Council's, so that Members can consider whether they wish the Town Council to organise events/activities during the weekend 8th - 10th May 2020.

Recommendation(s):

Members are recommended to;

It is recommended that the Town Council undertakes the activities/events, as laid out in the main body of this report, and that it acts as a signposting body for the Community to enable a Town Wide Commemoration of the VE Day 75 Year Anniversary over the weekend 8th - 10th May 2020.

Background:

3. In relation to the VE Day 75 Year Anniversary 8th - 10th May 2020, the Committee is asked to determine what they would like the Town Council to arrange for events to mark the occasion and whether other organisations should be approached to assist/be party to the Town Councils activities.
4. To give Members some background information please note the directional information provided by The National Association of Local Councils (NALC), which needs to be taken into consideration.

NALC is recommending that all Town and Parish Councils hold an event(s). The recommended Programme by NALC Friday 8th May 2020 2.55pm onwards includes.

- **3pm – Battle's O'er & VE 75 Years.** 3pm is the time Winston Churchill officially announced the end of WW2 in Europe from the Cabinet Office at 10 Downing Street, London. Pipers from around the world will open VE Day 75 by playing Battle's O'er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle's O'er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band. Individual pipers will also play this at the top of the four highest peaks in the UK – Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donnard, Northern Ireland. At the same time, thousands of other pipers will perform it at locations throughout the United Kingdom, Channel Islands, the Isle of Man and in countries such as Australia, Canada, the USA, Germany, South Africa, Belgium, Holland, France, Spain and Denmark. **It is suggested that the Town Council tries to source a local piper to play at a location of our choice, probably Muster Green or the Town Hall at 3pm.**

- **3.00pm – The Nation’s Toast to the Heroes of World War 2.** To coincide with the playing of Battle’s O’er, and in association with the British Beer and Pub Association and its members, thousands of pubs throughout the United Kingdom, Channel Islands and the Isle of Man will be asking their customers to raise a glass at 3pm and take part in The Nation’s Toast to the Heroes of World War 2. It will be a chance for the customers of more than 20,000 UK pubs to remember the sacrifice of those who died or were wounded. **This could be arranged at a pub in the town or at a Mayoral reception at the Town Hall, to raise a glass at 3pm and take part in The Nation’s Toast to the Heroes of WW2.**

- **6.55pm – A Cry for Peace Around the World.** Town criers and other people around the world will be undertaking a special international Cry for Peace Around the World in all manner of locations, starting off in New Zealand. A copy of the text can be downloaded so that anyone can perform the cry at their workplace, school, community group, church, for example. The many thousands of pubs throughout the United Kingdom will be encouraged to ring their pub bells and invite a member of their local community to undertake the Cry for Peace Around the World at this time too. **No action to be taken as the Town Centre will be empty by 5pm, The Broadway quiet and Haywards Heath does not have a Town Crier.**

- **7.00pm – Ringing out for Peace.** In association with the Central Council of Church Bell Ringers, bells in cathedrals, churches and other locations will ring out at 7pm in a collective celebration of peace. The sound of bells is deeply rooted in British culture, providing the soundtrack to historic moments – calling us to pray, to work, to arms, to celebrate and, in times of crisis, to come together. Church bells will be rung throughout our nation and around the world in celebration of the peace and friendships we share today. **The Town Council can encourage the churches in the town to register to do so and ring their bells.**

- **Sunday 10th May 2020 10.30am – Church Services of Celebration and Commemoration Services** will take place in cathedrals and churches throughout the United Kingdom, Channel Islands and the Isle of Man in celebration of the peace we share today. It will be a remembrance to those who lost their lives or returned home wounded and pay tribute to those who put their lives on hold at home to kept the nation fed and the factories, mines and hospitals working, many of them not knowing if their loved ones would return home safely. **It is suggested that the Town Council holds a service at St Wilfrid’s Church hosted by the Town Mayor. Tentative enquiries have been made with Reverend Ray Smith.**

- If Members wish for any further activities to be undertaken, they are welcome to suggest such, but thought would have to be given to funding, staff resources and Councillor support and attendance remembering it is a bank holiday weekend. This would need to be considered by the 2020 Working Group with the Committee re-considering at Decembers meeting.

- Other opportunities to raise awareness could include;
 - Encouraging businesses to decorate the shops / offices in 1940’s theme.
 - Encouraging other community groups to hold events in order to achieve a full weekend programme.
 - Encouraging schools to take part and use school information email to promote the weekend
 - Make a call out to the Town so to produce a programme of events that will take place throughout the weekend in the Town. The Town Clerk is already aware of a couple of street parties being organised by residents.

Further Implications:

5. The Town Council has also been approached by two organisations that wish to work in partnership/be supported by the Town Council during the weekend of Commemoration, namely The Dame Vera Lynn Charity and the Royal Sussex Regimental Association Mid Sussex Branch.
6. The latter, Royal Sussex Regimental Association Mid Sussex Branch, are wishing to hold a street party on The Broadway. Members need to consider what position the Town Council takes with regards to its involvement in street parties. Maybe recommendation to the policy and finance committee that a special round of grants to help organisations to help resident association and groups provide street parties etc, be offered in March next year ringfenced from the existing monies available in the grants budget.
7. The Dame Vera Lynn Charity have been in touch to see what the Town Council is doing over the weekend and are keen to link up with the Town Council through its activities. A meeting is pencilled in for November to see what can be achieved in partnership linking to what has been recommended to be undertaken by the Town Council. There also needs to be liaison with the Royal British Legion. The local branch has little resource and the Chairman has been notified, but has nothing planned. However, the meeting with Dame Vera Lynne Charity will involve regional officers from the British Legion.

Other Information

8. The May Day Bank Holiday will be moved from Monday 4th May to Friday 8th May to mark the 75th Anniversary
9. Those planning services are encouraged to ask the Dean, Lord Mayor, Mayor, Lord Lieutenant, High Steward, Sheriff or other dignitary from their local community to read out the Tribute to the millions, which can be downloaded.
10. It is also worth considering inviting a bugler or trumpeter from the local Air Training Corps, Army Cadets, Sea Cadets, Combined Cadet Force, Boys' Brigade, Scouts, Salvation Army or brass band to play the Last Post and Reveille during their service.

Town Clerk Recommendations:

11. It is normal practice for the Town Council to consider its events programme during the budget setting process in December each year. However, it is felt due to the nature of this event and it being a one-off event, that early consideration is needed. This coupled with its importance it should be supported and work should commence immediately through the 2020 working group.

Financial Implications:

12. It is asked, as starting point for December's event programming decision to recommend that £500 is allocated to the weekend in the first instance based on what is proposed in this report. It is thought that funding streams will become available nearer the time and business sponsorship sought.

Town Clerk

Committee Meeting: Environment and General Purposes

Report of: Town Clerk

Date: 21st October 2019

Subject: South and South East in Bloom Results 2019

Purpose of Report:

1. The purpose of this report is for Members to consider the feedback from an entry into third party competition.

Summary:

2. After a break Haywards Heath Town Council re-entered the South and South East in Bloom competition this year. The judging took place on 9th July 2019 for the town in the Large Town category and individually Haywards Heath Cemetery in Western Road, which is owned and managed by the Town Council. This report presents the feedback from the judges.

Recommendation(s):

To note and make comment on the result feedback as appended to this report.

Background:

3. The judges met the Town Mayor, Town Clerk and members of the Haywards Heath In Bloom Committee which is made up of interested members from the community under the leadership of the Town Council and assisted by the Town Council's Groundstaff.
4. The Town Mayor and Town Clerk made a presentation to the judges, which included the Head of the South and South East In Bloom organisation Peter Holman along with Ian Hyde, where the work of the Council and the In Bloom Committee was outlined along with acknowledgement events/activities that the committee had been involved in during the past year. The Town Mayor and Town Clerk also gave a high-level introduction to what the judges were going to see, explained what had happened during the year and outlined the exciting plans for the Town in the future.
5. Attached as appendix 1 is the feedback from judges that sat along the award of Silver Gilt for the Town as a whole and Western Road Cemetery.


Financial Implications

6. None

Policy Context

7. None

Town Clerk

 Standard Marking Sheet	Name of Entry: Haywards Heath Town Council									
	Judges: Peter Holman and Ian Hyde									
	Date of Assessment: 09/07/2019									
Category: Category: Village / Large Village / Small Town / Town / Large Town / Small City / City / Small Coastal / Large Coastal (Indicate appropriate)										
MAXIMUM OF 10 POINTS PER SUB SECTION								Total Marks in Sections A, B & C	Medal Level in Sections A, B & C	
A Horticulture 40%	A1	8	A2	9	A3	8	A4	8		
B Environment 30%	B1	8	B2	7	B3	8				
C Community 30%	C1	8	C2	8	C3	8				
Total Score out of 100:		80	Overall Medal Awarded:		Silver-Gilt					
Medal Guide: Gold, Excellent 85-100 Points; Silver Gilt, Very Good 75-84 Points; Silver, Good 60-74 Points; Bronze, Satisfactory 50-59 Points. 49 Points and below – no medal awarded.										

Introduction and Overall Impression:

Overall Haywards Heath provided a well thought out and fairly comprehensive visit for the SSEiB Judges. A very positive welcome and it was good to see friends still being involved after a number of years. The Town Clerk Stevyn Trice gave an up beat and positive explanation of the Town plans going forward and these plans and a vision for the future was fully endorsed by the Town Mayor. The tour around the Town covered much of the criteria and the judges were pleased to meet members of the community along the way. It is good to see Haywards Heath back after a year or two's absence, it is the view of the judges that going forward the Town & HHIB have much to offer and have the interest and energy to see their town becoming a destination for the region.

Judges Feedback Section A – Horticulture:

Horticulture and gardening were well covered, with a number of very good residential gardens, good examples of recent tree planting, wildflower area and exceptionally well maintained residential estates. The planting at the fire station was a good effort to improve the site but more attention to watering was needed. America Lane Allotments was a delight to visit and to see the plots converted to a communal and social area. The visit to Muster Green was the jewel in the crown with floral schemes and open space were very good. The War memorial plantings were colourful and effective. It should be noted that careful thought should be applied to bedding design and plants such as Lobelia are not suitable for mass planting as they have a tendency to have a short season. They are better used as edging plants or a plant to delineate one area from another.. The Jubilee Garden lacked impact and appeared to have been planted late and again here watering was a problem. The Peace Garden was quite heavily weeded and could have been attended to before the visit or avoided. The Roundabout at the bottom of the Town was well managed and looked well. The walk through Victoria Park revealed recent tree planting and sustainable beds etc.

Judges Feedback Section B – Environment:

Overall Haywards Heath was litter free with no noticeable areas of dog fouling fly posting etc. However, street weeds were a major problem and one which needs a solutions as this will always effect the award outcome.

Judges Feedback Section C – Community:

A good group of committee members and volunteers were evident at the arrival and closing events, however, in a town of 35,000 + the amount of voluntary hours seems low and the judges would suggest efforts be made to involve a wider community in projects etc. Perhaps a way forward would be to encourage smaller groups, such as residential areas, a block of flats, a community garden's a friends groups or project volunteers to participate in the RHS It's Your Neighbourhood Scheme. Its free to enter, only requires a couple of volunteers per entry and they all receive an RHS Certificate irrespective of their achievements. These entries would be proof positive that community gardening is thriving in Haywards Heath. This could also be a good way to recruit new members and find more volunteers to support the current projects and those projects highlighted as being for the future..



South & South East in Bloom Small Cemetery / Cemetery/Crematoria/ Large Cemetery/ Crematoria of the Year 2019

Haywards Heath Town Council - Western Road Cemetery

SECTION A – General Site Assessment	Max Points	Actual Points
Design, layout and accessibility	10	10
Signage and visitor information	10	10
Infrastructure - condition of building, roads, paths, provision for parking, availability of facilities.	10	8

SECTION B– Horticulture	Max Points	Actual Points
Overall appearance of the site - including general maintenance, cleanliness, trees, shrubs, grass, perennial and seasonal flowers (both ornamental and native)	25	20
Horticultural practice – design & layout, presentation, cultivation and maintenance, quality of plants	25	20
Horticultural management – evidence of a sustainable development including new plantings	25	19

SECTION C – The Environment & Conservation	Max Points	Actual Points
Nature Conservation Areas - including meadows, woodlands, hedges, areas to encourage and support wildlife	15	12
Management of natural & scarce resources (water & peat), actions to reduce pesticide	15	12
Recycling – provision of facilities to encourage recycling, including green wastes	15	12

SECTION D –Pride of Place	Max Points	Actual Points
Local environmental quality – management of litter, graffiti, fly-tipping etc	15	15
Pride of place – management and maintenance of street furniture, signage, art in the landscape and hard landscaping	15	13

SECTION E– Public Relations & Customer Care	Max Points	Actual Points
Marketing, brochures, leaflets and public information	20	10

Maximum Points Available	200
Total Points Awarded	161
Award Nomination	Silver-Gilt

Assessors General Comments & Award Justification

Section A Design layout largely unchanged since 1917 with specific areas for cremation ashes, quiet reflection and children. A nature conservation area has been developed to one side with access from the cemetery. Clear and clean signage with two well constructed information boards in the nature reserve. Access road in good condition with no signs of surface breakup or weeds. There is limited car parking space available on a grass area which could be hazardous in wet conditions. A new car park is in the planning stage, but no date as yet for construction. Section B Overall impression is that this a peaceful, tranquil well maintained cemetery with evidence of careful grass mowing, care and attention given to the tending of flower beds and individual graves. No evidence of litter or graffiti. The area is mainly grassland with a small number of flower beds in the cremation ashes and reflection areas. The plants were bright and colourful and were well looked after, but were showing signs of water deprivation - the flower beds were weed free with manicured edges. There is little scope for future development as the site is grassland surrounded by mature trees. The nature reserve has minimal management, other than keeping paths clear, so that a natural habitat is maintained for the benefit of numerous mammals, birds and insects. Section C A small designated area has been created as a nature conservation space with thoughtful planting such as thistles and grasses although predominantly the area is left alone.. A small stream runs through the reserve with rustic bridges and in the main, the banks are left alone to grow naturally. Himalayan Balsam is starting to take over certain areas and this will be removed shortly as part of the routine maintenance plan. Water butts are provided at a number of places in the cemetery and water containers are made available for use by the public. No herbicides or pesticides are used. An area has been set aside for some years for the soil spoils, grass cuttings and other green waste which has now created a further space that can be used for burials. Section D There was no sign of litter or graffiti anywhere on the site. Signage was appropriate, clear and in good condition as were the seating areas. Section E No literature or brochures were available at the cemetery and all information is obtained from Haywards Heath Council. A well managed and maintained Cemetery with a quiet and peaceful atmosphere and an unexpected adjoining nature conservation area within a suburban part of Haywards Heath.

Results		
Level	Description	Points
	Certificate	0 - 77
	Bronze	78 - 108
	Silver	109 - 138
	Silver-Gilt	139 - 169
	Gold	170 - 200