

## HAYWARDS HEATH TOWN COUNCIL

### ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

#### Minutes of the meeting held on Monday 20<sup>th</sup> August 2018

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

\* Absent \*\* Apologies

Before the meeting commenced with the Vice Chairman taking the Chair in the absence of Cllr Jeffers a Vice Chairman for the evening was sought. Cllr Clarke was then nominated and duly seconded to take the Vice Chairman's role for the evening.

**16. Apologies**

M. Jeffers – Holiday.  
A. McPherson – Holiday

**17. Minutes**

The Minutes of the meeting of the Environment and General Purposes Committee held on, Monday 11<sup>th</sup> June 2018 were taken as read, confirmed as a true record and duly signed by the Chairman.

**18. Substitutes**

C. Laband for M. Jeffers  
R. de Mierre for A McPherson

**19. Members' Declarations of Interest**

Cllr Ellis declared a personal interest in Item 11 in her role as the Chairman of Haywards Heath in Bloom Committee.

**20. Matters Arising**

None

**21. Community Liaison Officer Report (CLO)**

The CLO took Members through the report welcoming comments and questions with the following matter being discussed.

- With regards to Town Day it was noted that all was in order and the Wings parachute team had been secured pending a site visit with the desk top study being deemed to be ok. Members thanked officers for their hard work in replacing the RAF Falcons with the Wings after their last minute drop out. The matter of Members help on the day was discussed along with confirmation that there would be numerical and alphabetical site plans.
- There was discussion about volunteers and the need to make contact with such to help at events along with a commitment to contact event management graduates from Brighton College being made by Cllr Clayton.

- With regards to the time restrictions on disabled bay as laid out under point 5.1 of the report, the legality of the scheme being proposed by the Haywards Dementia Alliance was questioned. The CLO stated she would look into the matter.

Members then **Noted the** report.

**22. Street Lighting Electric Cooperative**

Members were comfortable and supportive of the proposal and felt that it would be stupid not to look into the matter with a view to the details being brought back to the Committee for discussion and resolution, with this,

Members **RESOLVED** to;

**Instruct the Town Clerk to investigate joining a Street Lighting Energy Cooperative**

**23. Living Museum at Haywards Heath Town Hall**

The Town Clerk presented the matter by stating that his report did not wish to counter the idea of a Living Museum but was an open and frank opinion on the implications resulting from the placement of a Living Museum in Room 3 at the Town Hall. Cllr de Mierre then introduced the concept of the Living Museum, which was hoped would be placed at the Town Hall and be run by volunteers from the Haywards Heath Town Team. It was suggested that the Town Hall should be the place where people come to see the proud history of their Town, which became apparent through the 175 Railway Station event. Members generally felt that the idea of a Museum was a good idea but there were a few concerns on how it would work in the Town Hall on an operational basis. It was noted that there would be no valuable items but more along the lines of maps and plans on the wall. At this point it was asked if the Council Chamber would be a better place but this was not felt to be appropriate as the walls were already heavily decorated. It was agreed that the Museum as it grew could not stay in the Town Hall in the long term. The Town Clerk asked that any discussion and resulting plan for the placement and operation of Museum be supported by a report that outlined the resources and financial implications of any plan for the Living Museum if it were to be placed in Room 3. Where it was acknowledged that the Museum would be run by volunteers the Town Clerk stressed that there would be an impact on caretaking and room hire however the Museum was operated, if agreed by the Council. It was still contended that it would be feasible to host the Living Museum in the room so to avoid going into detail at the meeting and on the basis that Members felt that the Museum was a worthy idea in principle, it was agreed that finding the right place, along with the ability to resolve all the associated implications with those proposing to run the Museum needed to be investigated,

Members **RESOLVED** that;

**Cllr Jeffers, Cllr Knight, Cllr McPherson and the Town Clerk meet with representatives promoting the Museum from the Haywards Heath Town Team to explore the matter further.**

**24. Winter Weather Maintenance Plan**

The Town Clerk presented the annual review of the Winter Weather Maintenance Plan. As there had been no significant snow fall in the last year it was agreed that the plan remained fit for purpose. Members were also pleased to be informed that a top up of all salt bins that needed to be had been done, on a request by West Sussex County Council (WSCC), so all bins would be full by the beginning of November. Discussion

then turned to the provision of existing and potential for new salt bins. The Clerk informed Members that WSCC senior officer had indicated that there would be a reluctance to place more bins due to capacity issues so any new bins would have to be referred to the local highways officer to ascertain his views on the matter. A number of local issues were raised by Members, most notably in the Bentswood Ward, which would be looked into. Generally, it was noted that individuals and businesses were using the salt for their own benefit. The Town Clerk said it would be difficult to padlock each of the 98 bins. As a result, it was suggested that the bins have stickers placed on them to inform people that the salt was only for public use on the Highways and at the same time a review of the numbering would be looked into. The matter of communicating Winter Weather policy was raised and the Town Clerk confirmed that information was on the website and would be updated daily in the event of a severe fall of snow and the Winter Newsletter would contain information on such along with advice on self-help. On the grounds that the actual plan was still fit for purpose with no fundamental changes to be made;

Members **RESOLVED** to

**Adopt the Winter Weather Plan for Haywards Heath Town Council and send it to West Sussex County Council by the end of August 2018.**

**25. Environment Working Group Terms of Reference**

Members noted and agreed to the Terms of Reference as presented. As an aside the Chairman of the Working Group was asked if the Working Group has adhered to the National Planning Policy Framework restrictions on tree protection. This question could not be answered on the evening so it was suggested that the question be put in writing to the Town Clerk to review and respond.

Members **RESOLVED** to;

**Adopt the Environment Working Group Terms of Reference.**

**26. Haywards Heath In Bloom Update**

The Chairman of the In Bloom Committee informed Members that everything was on course in relation to the Best Kept Business, Allotments and Gardens competition and the tea party on the 23<sup>rd</sup> September 2018 and Canvass Competition on 21<sup>st</sup> October 2018 with thanks being recorded to Brenda Gulliver (Administration Assistant) who was organising both events. Thanks, was also given to the Haywards Heath in Bloom Committee who were wonderful and special mention of Mrs Figg who was baking a cake for the VC Winner's event on the 2<sup>nd</sup> September 2018. Finally, the contribution of the Groundstaff on keeping the Town looking wonderful was noted.

Members **NOTED** the update.

**27. Haywards Heath Christmas Lighting Scheme 2018**

Members noted the report of the Town Clerk and had no objection, due to the unforeseen extenuating circumstances, that the contract be moved to Blachere Illuminations for one year.

Members **RESOLVED** to give delegated authority to the Town Clerk to;

- **End contractual arrangements with Festive Decorations on the basis they cannot fulfil the basic technical requirements to place Christmas Lights on Lamp Posts.**

- **Appoint Blachere Illuminations on a one-year contract, without procurement but within set budget, on the grounds of the extenuating circumstances of the former company's non-compliance with regulations.**

**28. Items Agreed as Urgent by the Chairman**  
None

The meeting closed at 8.58pm