



HAYWARDS HEATH TOWN COUNCIL

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27th November 2018

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 3rd December 2018 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 Monday 22nd October 2018.
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 Council's commitment to community events in 2019/2020.
7. To consider the draft Environment and General Purposes budget for 2019/2020.
8. To consider officer appointment to the Mid Sussex Health Task and Finish Group.
9. To consider the Muster Green Management Plan for 2019.
10. To receive a verbal report on the activities of the Haywards Heath in Bloom Committee and a report relating re-entry into South and South East in Bloom.
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. Clarke, E. Clayton, A. McPherson, H. Mundin, J. Knight.

HAYWARDS HEATH TOWN COUNCIL
ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on 22nd October 2018

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

* Absent ** Apologies

Also Present: Cllr S. Wickremaratchi.

29. Apologies

E. Clayton – work commitments.

30. Minutes

The Minutes of the meeting of the Environment and General Purposes Committee held on, Monday 20th August 2018 were taken as read, confirmed as a true record and duly signed by the Chairman.

31. Substitutes

M. Pulfer for E. Clayton

32. 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.

33. Matters Arising

It was noted that Cllr Jeffers, Cllr Knight, Cllr McPherson and the Town Clerk had met with representatives promoting a living Museum suggested to be placed in Haywards Heath Town Hall. The meeting was positive with the idea of a virtual museum being developed as alternative, which would fit better into the Town Hall and its daily operations.

34. Roundabout Maintenance

Members considered the options presented by the Town Clerk for the future of roundabout maintenance in Haywards Heath and decided that they wished to continue with the maintenance of all roundabouts located within the Town Boundary. This was on the grounds that the roundabouts were important to the Town and the larger roundabouts acted as a gateway to the Town. It was agreed to continue on a morale basis knowing that sponsorship collection was to be taken away from all Parish/Town Councils and that the service would be, subject to further negotiations by the Town Clerk, most likely be undertaken at a loss. It was also felt that the many years of investment and hard work into the roundabouts should not be lost.

Members **RESOLVED** to,

Continue with roundabout maintenance for all roundabouts located in Haywards Heath after the 31st March 2019.

35. Release of Cemetery Reserves

The request of the Town Clerk to release earmarked reserves for expenditure on a new Cemetery and ancillary facilities was supported by the Committee who were eager for the Town Council to move forward and realise the delivery of much needed Cemetery provision in Haywards Heath along with its aspirations of opening a Country Park. During debate the Town Clerk outlined the exploratory work that would be undertaken by Cemetery Development Services, which would ascertain if the land was suitable for the placement of the Cemetery and act as a guide for the deliberations with the Environment Agency who are the main agency that could halt the planned development of such. It was also questioned that as the land for all of the proposed community facilities at Hurstwood Lane was being sold to the Town Council as seen, with no indication of what may be below the surfaces, that more due diligence work needed to be undertaken.

Members **RESOLVED** to,

Authorise the use of earmarked reserves, for the development of a new Cemetery for Haywards Heath, on professional studies and reports to gain the support of the Environment Agency through the Reserved Matters of the approved Outline Planning Permission.

Delegate authority to the Town Clerk to spend the monies, in liaison with the Chairman of the Committee, within Standing Orders and Financial regulations.

36. Allotment Holders Meeting

The Chairman updated the Committee on another successful Allotment Holders meeting, where those present seemed generally happy with Town Council services. Members had no comment to make on the minutes nor the generic management plan, and then,

Members **RESOLVED** to;

Note the minutes and actions from the Annual Allotment Holders Meeting and approve the Allotment Site Management Plan as presented.

37. Haywards Heath In Bloom Update

The Chairman of the In-Bloom Committee informed Members that the Tea Party to celebrate the World War 1 canvas project had been a well-attended and was an enjoyable event. It was stated that it was great to see children from the Kangaroo's mixing with the residents from local nursing homes at the event. It was noted that the canvasses would be displayed in the library and then move on to St Wilfred's Church for the remembrance weekend. Special thanks were given by Cllr Eilis to Cllr Jeffers and the Brenda Gulliver who had supported her on the day. It was also noted that the litter picks were becoming more popular with the next one planned for the 8th of December, which was being promoted by a young lady who was undertaking her Duke of Edinburgh Award.

Members **NOTED** the update.

38. Items Agreed as Urgent by the Chairman

The Chairman allowed two items of urgent business, both presented by the Town Clerk. Firstly, it was noted that a grant of £250 had been awarded to the Town Council to light the Town Beacon in Victoria Park on the 11th November 2018, which would be passed to the Haywards Heath Community CIC who were lighting the Beacon as part of the Battle's Over event.

Secondly, it was noted that unfortunately due to land registry issues Muster Green could not be registered for Centenary Fields in Trust status.

The meeting closed at 8.28pm

Committee Meeting: Environment and General Purposes

Report of: Town Clerk
Date: 3rd December 2018
Subject: Town Council Events

Purpose of Report:

1. The purpose of this report is to update Councillors on the events that the Council has been responsible for organising and supporting during 2018/19, in order to inform the decision-making process for 2019/20 events calendar and budget setting process.

Summary:

2. The Town Council organises a number of community events each year. In addition, the Town Council also supports and provides resources for further town wide events, which are run in partnership with third party organisations. Mainly, the aforementioned events are planned but there are instances of 'one offs' that may require Town Council involvement and resources (normally by third parties). Continued delivery of such a full programme of events continues to be extremely challenging and there is real opportunity to look at what the Town Council delivers directly (and how) and what it delivers in partnership for the forthcoming year. This report also includes details on all events that took place during 2018/19 financial year, so to assist Councillors in their deliberation how to approach the events programme in the next Council year.

Recommendation(s):**Members are recommended to;**

- a) **Agree the basis of the events budget for 2019/2020 as per Appendix 1 of this report.**
- b) **Delegate to the Community and Events Officer, in liaison with the 2019 Working Group, a review of Town Council's Events Programme 2019/2020 and its details with the Spring Festival and Town Day proposed to be central to the programme.**
- c) **Delegate to the Community and Events Officer in liaison with the 2019 Working Group Town Council's involvement in events in partnership as laid under point 6 of this report.**

Background:

3. Included in appendices of this report is the position, with breakdown of cost, of the Council events budget for current financial year 2018/19. In addition, there is the projected budget for 2019/20 coupled with an earmarked reserve that has been supported by grant funding being received with the current financial year for consideration. Please note that some transactions are still be being processed but will make only a small difference to the budget position.

4. In the past the Town Council has been very strict when agreeing its events programme during the budget setting process, which gave little/no room for manoeuvre within the financial year nor the ability to pump prime events with third parties, or indeed put on Town Council led events at short notice.
5. It is felt by the Town Clerk that with the introduction of the office/Members 2018 Working Group (soon to be 2019) and the employment of a new Community and Events Officer there is an opportunity in properly review the Town Council events programme in 2019/2020. In line with this there is the opportunity for recommendations and proposal being look at by the committee in February and maybe April. This will mean a budget will be as proposed, which is in line with recent budgets and the detail can be worked up through the 2019 Working Group.
6. The events that were held in 2018/19 organised by the Town Council are as follows;
 - a. Spring Festival
 - b. Town Day
 - c. Remembrance (including schools service) *This event is not up for debate.*
 - d. Christmas Festival Fireworks
7. The events that were held in 2018/19 organised in partnership are as follows;
 - a. Haywards Heath Bike Ride
 - b. Mid Sussex Marathon Weekend
 - c. Play Day
 - d. Barn Cottage Fun Day
 - e. Haywards Heath Dementia Open Forum
 - f. Carers Day
8. All of the events above were overwhelming successes this year so are worthy of continuing alongside any new innovative thinking, but Member and Officers should not be afraid to challenge their long-term worth and viability. The scope, detail and themes of the events, especially the directly run by the Town Council are open for discussion.

Financial Implications:

9. The suggested revenue budget (appendix 1) for 2019/20 represents a 42.9% decrease in the budget set for the current financial year. This is because the budget was inflated last year to accommodate the Parachuters at Town Day and the Victoria Cross Event. However, the Town Council was very successful at securing grants for such, which meant the budget was not spent and the monies will prop up the events reserve budget resulting in the ability to decrease this in the financial budget for 2019/2020, which is proposed to be £5,135 with £6,605 held already giving an overall budget of £11,740 (see appendix 1)

Town Clerk

Item 6 – Environment & General Purposes Committee, 3-Dec-18

Breakdown of Town Council Events

A budget of £5,135 has been suggested for 2019/20.

Reserve '17/18		£3,050.09	
Budget '18/19		<u>£9,000.00</u>	
⇒ Funds available @ 1/4/18			£12,050.09
<i>less Actual to date:</i>			
Spring Festival, 22-Apr-18:	Haywards Heath Concert Brass	(£300.00)	
	PA & music	(£100.00)	
	Performances by 'No Strings Attached'	(£100.00)	
	Spanish dancing performances	(£200.00)	
	<i>add</i> Fees from (commercial) attendees	<u>£50.00</u>	(£650.00)
Dementia Forum, 30-Apr-18:	Provisions	(£7.35)	
	200 Dementia Friend leaflets	<u>(£70.92)</u>	(£78.27)
Carers' event, 13-Jun-18:	Buffet (<i>invoice outstanding – t.b.a.</i>)	(£0.00)	
	Other provisions	(£14.05)	
	Sundries	(£0.00)	
	<i>add</i> Donation from HH Lions	<u>£200.00</u>	£185.95
'Play Day', 1-Aug-18	Contribution	<u>(£200.00)</u>	(£200.00)
VC event, 2-Sep-18:	Bagpiper	(£150.00)	
	Plaque	(£74.00)	
	250 Orders of Service	(£286.00)	
	Road closure	(£170.00)	
	9 wreaths	(£122.50)	
	Sandwich platters & provisions	(£198.85)	
	Photography	(£35.00)	
	'Poppy' cake	<u>(£30.00)</u>	(£1,066.35)
Town Day, 8-Sep-18:	To staff skate park	(£60.00)	
	Circus workshops & performers	(£350.00)	
	Hire of stage	(£699.99)	
	3x PAs, stage management & 2x generators	(£600.00)	
	Hire of 2 gazebos	(£40.00)	
	The Victory Vs	(£100.00)	
	Magic performances	(£200.00)	
	First aid cover	(£454.00)	
	500 programmes	(£171.00)	
	Hire of portaloos	(£500.00)	
	Cancellation fee for DJ workshop	(£108.50)	
	Transport for Wings Parachute Team	(£120.00)	
	Wings parachute display	<u>(£2,200.00)</u>	
	Refreshments for parachutists	(£16.67)	

cont.

Town Day (cont.) 8-Sep-18:	Sundries <i>add</i> Fees from (commercial) attendees <i>add</i> Sponsorship	(£22.22) £550.00 <u>£0.00</u>	(£5,092.38)
Remembrance Sunday, 11-Nov-18:	Road closure & traffic management First aid cover	(£170.00) <u>(£90.01)</u>	(£260.01)
Christmas Festival, 24-Nov-18:	Fireworks display	<u>(£2,000.00)</u>	(£2,000.00)
	Sundries	<u>(£71.25)</u>	(£71.25)
⇒ Funds currently available			£2,817.78
<u>Forecast '18/19:</u>			
	Funds currently available		£2,817.78
<i>less</i>	Buffet for Carers' event 13/6/18, say		(£115.00)
<i>less</i>	Sundries, say		(£200.00)
<i>add</i>	MSDC sponsorship of stage for Town Day 8/9/18		£699.99
<i>add</i>	Proportion of MSDC Community & Economic Development Grant (£4,900 awarded)		<u>£3,403.02</u>
	⇒ Reserve c.f. @ 31/3/19		£6,605.79
<i>add</i>	Budget '19/20		<u>£5,135.00</u>
	⇒ Funds available @ 1/4/19		£11,740.79

Members need to decide on a programme of events for '19/20. The RFO is not aware of any *guaranteed* commitments from outside organisations to financially support the aforementioned events and the budget has been prepared on that basis.

Responsible Financial Officer (RFO)
November 2018

**Environment and General Purposes
3rd December 2018**

Item 7 – Budget 2018/2019

HAYWARDS HEATH TOWN COUNCIL — ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

DRAFT BUDGET 2019/2020

	Actual to 31/10/2018 (£)	Budget '18/19 (£)	Forecast to 31/03/2019 (£)	Draft Budget '19/20 (£)	% change from '18/19 to '19/20
INCOME					
2. Allotment Rents	2,963.45	3,291	3,093	3,184	-3.3%
3. Cemeterly	19,911.52	24,500	29,829	28,250	15.3%
1. Roundabout Income (WSCC)/Flower Bed Sponsorship	5,775.00	15,150	11,700	4,250	-71.9%
	28,649.97	42,941	44,622	35,684	-16.9%
REVENUE EXPENDITURE					
2. Allotments	1,686.65	3,100	3,030	3,100	0.0%
3. Cemeterly	2,180.41	4,400	4,794	4,905	11.5%
4. External Contract for Cemetery	6,725.00	9,500	10,975	10,000	5.3%
5. Hanging Baskets, Goblet Baskets & Tiered Planters	2,312.00	2,750	2,987	3,075	11.8%
6. Muster Green, Roundabouts & Other Flower Beds	15,859.99	14,950	15,163	15,250	2.0%
7. Public Clock (St. Wilfrid's)	0.00	200	200	200	0.0%
8. Street Lighting — Power & Maintenance	8,493.46	16,100	17,145	18,450	14.6%
9. Street Lighting — Improvement/New Schemes	0.00	1,000	1,000	1,550	55.0%
10. Severe Weather Contingency	0.00	500	500	300	-40.0%
11. General Maintenance/Repairs	1,236.08	2,900	2,900	3,000	3.4%
12. Town Initiatives	2,000.00	2,000	2,000	1,500	-25.0%
13. Best Kept Garden/Allotment Competitions	807.48	750	750	750	0.0%
14. Christmas Lights	12,034.45	15,000	15,000	15,000	0.0%
15. Christmas Lights — Maintenance Reserve	0.00	500	500	500	0.0%
17. Haywards Heath/South & South East in Bloom	396.98	1,200	750	1,200	0.0%
18. Town Council Events	9,000.00	9,000	9,000	5,135	-42.9%
19. South Road Tree Project	10,000.00	10,000	10,000	2,000	-80.0%
20. Business Improvement District (consultant reseach fees)				4,000	n/a
	72,732.50	93,850	96,694	89,915	-4.2%
EXPENDITURE over INCOME	44,082.53	50,909	52,072	54,231	6.5%

Committee Meeting: Environment and General Purposes Committee

Report of: Town Clerk

Date: 3rd December 2018

Subject: Mid Sussex Health Task and Finish Group

Purpose of Report

- 1) The purpose of this report is for Members to consider a new Town Council work stream.

Summary:

- 2) The Town Council has been invited to be a Member of a task and finish working group led by Mid Sussex District Council relating to Health in Mid Sussex.

Members are recommended to,

Agree that Town Council officers (Community and Events Officer primarily or Town Clerk) formally sit on the Mid Sussex Health Task and Finish Group.

Background

- 3) The Town Clerk has attended an initial meeting of the Mid Sussex Health Task and Finish Group when the Terms of Reference and project remit was drawn up, which will be reported back in due course. However, the purpose of the task a finish group is;

The overall purpose of the Mid Sussex Health Tasking and Finishing group (HTF) will be to consider health and wellbeing issues across the district where partnership work can add value and implement partnership action to tackle these issues. This group will achieve this by:

- *Sharing information about planned health and wellbeing service developments.*
 - *Identifying key health and wellbeing issues and gaps across Mid Sussex using the Joint Strategic Needs Assessment and local knowledge.*
 - *Sharing best practice and experience.*
 - *Resolving operational issues through a multi-agency approach*
 - *Escalating key issues to, and responding to issues raised by, the Mid Sussex Partnership*
 - *Considering themes and actions identified in strategic health plans. (for example the 5 Communities Plan)*
 - *Allocating funding to appropriate projects as issues emerge and need is identified; in a task and finish approach.*
 - *Monitoring and reviewing the delivery of any projects funded through the group to ensure projects meet their desired outcomes and outputs.*
- 4) The Health Task and Finish Group will be set up in the same manner as the Community Safety Task and Finish Group that the Town Council, via the Town Clerk in this instance, has sat on for many years (formally the Joint Action Group) which is on led by Sussex Police. Both of the task/finish groups will report into the Mid Sussex Partnership which is the strategical lead within Mid Sussex.

- 5) In the Town Clerk's opinion is that this kind of approach to joint working is crucial and it is moves away from networking and information events, as there will be measurable outcomes.
- 6) Where networking and information events are very useful, they can be somewhat time consuming and may not always be of interest or value to the Town Council. Town Council officers continually review their attendance at such meetings. So, it is recommended that primarily through the Community and Events Office that the Town Council attends the Health Task and Finish Group with feedback and outcomes be reported to the Committee and any subsequent networking and information events are considered by their worth to work being undertaken and the Town Council generally.
- 7) Meetings will be quarterly and Burgess Hill and East Grinstead Town Councils are both involved. Where staff work stream are managed by the Town Clerk this initiative is new to the Town Council as Health has never been a remit of the Council before so Member sign off is welcomed.

Financial Implications

- 8) None just human resource.

Town Clerk

Committee Meeting: Environment and General Purposes Committee

Report of: Town Clerk

Date: 3rd December 2018

Subject: Muster Green Management Plan

Purpose of Report

- 1) The purpose of this report is for Members to consider a policy document.

Summary:

- 2) The following report asks for Members to formally adopt a revised Management Plan for Muster Green.

Members are recommended to;

- (a) **Consider and approve the Management Plan for Muster Green as presented as Appendix 1.**

Background:

- 3) At the meeting on the Environment and General Purposes Committee dated the 20th October 2014, under Minute 31, Members **RESOLVED to, to enter Muster Green into the Green Flag Award scheme.**
- 4) As part of the application for Green Flag Status and for good working practises the Town Clerk has developed a management plan for Muster Green, which is entering its fifth year. This report, with the 2019 application for Green Flag Status being open until 31st January 2019, asks that Members consider and make comment upon the management plan with amendments, if necessary, and adopt the document and the policies included.

Town Clerk

Committee Meeting: Environment and General Purposes Committee

Report of: Town Clerk
Date: 3rd December 2018
Subject: South and South East in Bloom

Purpose of Report

- 1) The purpose of this report is for Members to consider entry into a regional competition.

Summary:

- 2) As Members are aware the Town Council directly supports the activities of the Haywards Heath in Bloom Committee (HHiB). Until the year before last this included entry into the South and South East in Bloom Competition (SSEiB). The following report reviews future participation is SSEiB though HHiB.

Members are asked to consider,

- a) **The wishes of the Haywards Heath in Bloom Committee that the Town be re-entered into the South and South East in Bloom Competition in 2019.**

Background

- 3) The decision to take a couple of years out of SSEiB was based on concerns of the judges scoring and the fact that HHiB wished to concentrate directly on projects in the Town.
- 4) To this end, the Town Clerk has been informed by the Chair of the Committee that the wish, after a two year break, of HHiB is to re-enter the competition for the Town category and the Cemetery with Muster Green being part of the Town judging tour.

Financial Implications

- 5) Entry fees for SSEiB are not currently available with the Council's Administrative Assistant waiting on advice from SSEiB officers. The Environment and General Purposes Budget has always carried provision for entry fees for SSEiB within its budget and the budget has not been reduced during the years of non-entry and in fact has been increased. It is assumed at the time of writing this report, that the budget has been agreed for 2019/2020 as presented so the HHiB committee will have to allocate funding to appropriately to enter.

Town Clerk