

HAYWARDS HEATH TOWN COUNCIL

ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 11th December 2017

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

* Absent ** Apologies

Also Present, Mr Murray Crump and Mr John King.

Due to Mr Crump and Mr King both wishing to speak on item 8, Allotment Matters and Mr Crump also wishing to speak of on item 9, Environment Policy for the Town Council the Chairman brought both items to the top of the agenda.

With regards to Allotment Matters Mr Crump stated that the Management Plan was welcomed by the America Lane Plotolders and fully supported the document. Mr King added that he felt that inspection should be bi-monthly all through the year not February through to October and felt an inspection should be undertaken in January 2018 to get the process started.

With regards to the Environment Policy Mr Crump welcomed such a document, but felt that the wording relating to Allotments was not clear and slightly bizarre. Mr Crump suggested on alternative and more comprehensive wording, which Members welcomed as resolved under minute 43.

35. Apologies

There were none.

36. Minutes

The Minutes of the meeting of the Environment and General Purposes Committee held on Monday, 16th October 2017 were taken as read, confirmed as a true record and duly signed by the Chairman.

37. Substitutes

There were none.

38. Members' Declarations of Interest

Councillor Mrs Ellis declared a personal interest in agenda item 11, being Chairman of the Haywards Heath in Bloom Committee.

39. Matters Arising

There were none.

40. Committee Budget 2018/2019

The Town Clerk presented the Environmental and General Purposes Committee budget for 2018/2019. It was noted that the budget presented was a standstill budget in terms of the overall costs compared to the previous financial year. In terms of income it was noted that Cemetery income had been forecasted to fall against projection, but there was an uplift in roundabout sponsorship income due to the Town Council taking on the relief road roundabouts from the Haywards Heath Town CIC in

April 2018. With regards to expenditure, as agreed at the meeting dated 16th October 2017, the events budget had been increased to help meet the aspirations of the 2018 Working Group. It was noted that the street lighting budget had been reduced because a healthy reserve was in still in place due to 2017 lighting schemes being paid for via Section 106 monies. It was also noted that there has been an increase to the Haywards Heath in Bloom budget. Members questioned the amount paid for Town Christmas Lights each year. The Town Clerk responded by saying the contract for the lighting was procured every three years and the costs from the companies that quoted was very much like for like so the added value to the scheme year on year was crucial. It was noted that the last procurement process allowed the introduction of lights on The Broadway and this year an extra three lights were placed on South Road. It was suggested that sponsorship could be sourced for the lights. The Town Clerk responded by saying that he, the Leader and the Mayor were looking at an inward investment mechanism for the Town Council with a third-party company. Thoughts also turned to other initiatives such as the use of Muster Green and the re-introduction of Christmas Trees in the Town. With this Members agreed the budget and then;

Members **RESOLVED** to;

Agree the Environment and General Purposes Committee Budget for 2018/2019 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 15th January 2018.

41. Placement of Trees along South Road

The Town Clerk informed Members that the report presented sought formal resolution, even though the background to the project had been reported to Full Council verbally, from the Committee to progress the project. Cllr McPherson updated that the project cost had been reviewed and reduced considerably, that he was talking to the West Sussex County Council arborculturalist, and companies such as Hilliers and Barcham Trees about species of the trees to be placed. In addition, Beacon Fencing has designed a one metre square planter, which would hold trees that would be four meters high when planted and grow to a maximum of eight meters in height. It was noted that a full consultation would be required along with the placement being future proofed by the planters being movable if any further works are undertaken to develop a shared space scheme on South Road. Again, sponsorship was suggested, which would if it was agreed, be looked into. Members of the committee thanked Cllr McPherson for all of his hard work to bring the project to its current position and unanimously,

Members **RESOLVED** to;

Adopt a project to place up to 36 trees along South Road and;

- 1. Instruct the Town Clerk to make an application to Mid Sussex District Council's Economic Development fund for £10,000 towards the project.**
- 2. Authorise the Town Clerk to undertake a consultation with businesses/shops on South Road.**
- 3. Authorise the Town Clerk to execute a legal agreement with West Sussex County Council to place, maintain and be liable for the 36 trees.**
- 4. Note that any procurement process will be undertake with financial regulations and standing orders and that match funding to the tune of £10,000 will be recommended in the**

2018/2019 budget when it is considered by Policy and Finance in January.

- 42. Allotment Matters – Management Plan and Notes of Allotments Holders Meeting.**
The Chairman thanked Mr Crump and Mr King for their representations. With advice from the Town Clerk an inspection in January was agreed but only as an informative to enable bi-monthly inspections from February onwards. The January inspection could only be such because warning letters issued at the last inspection gave those issued with notices until February to undertake works to rectify their plots. With no other matters raised;

Members **RESOLVED** to;

Adopt the Allotment Management Plan and note of the Allotment Holders Meeting dated 2nd October 2017.

- 43. Environment Policy for the Town Council**
Members considered a proposed Environment Policy for the Town Council, which had been recommended for adoption by the Council's Green Flag judge. Mention was made of a representation mad by Cllr Laband on the Policy, which the Clerk had taken into account, but the idea of reducing the number of newsletters, as suggested, was some way off. It was also noted that the Town Clerk, on presentation of the Policy to Full Council, would add Neighbourhood Plan policy references and the 'Art of the Possible' policy references where appropriate so to make the document more robust and relevant to the priorities of the Town Council. Members also endorsed the additional wording suggested by Mr Crump and then;

Members **RESOLVED** to;

Adopt the Environment Policy for the Town Council with the following additional wording.

'HHTC recognises that the provision of allotments for residents is an important contributor to the well-being of the community. A comprehensive and transparent Allotments Policy will ensure HHTC is able to deliver on local and economic agendas for the community which include community cohesion, education, sustainability, health and the environment.'

- 44. Community Liaison Officer Report**
In the absence of the Community Liaison Officer the Town Clerk introduced the report and took Members through each section of the report. Members noted the report and had a brief discussion on the number of homeless people in the Town and what support they received. The Town Clerk stated that the Community Warden had a good relationship with the known homeless residents of the Town, but in experience some did have places to go and others sometimes refused help. It was noted that local churches kept an eye on the individuals and statutory agencies were involved. With no other substantive matters arising.

Members **NOTED** the report.

- 45. Updates regarding Haywards Heath in Bloom (HHiB)**
In her capacity as Chairman of the Haywards Heath in Bloom (HHiB) Committee, Cllr Ellis updated Members on the plans of the celebration of the VC award to Sergeant Knight, which included the planting of a Maple Tree on Muster Green and a ceremony in September. Thanks, were also conveyed to all those who attended the Haywards

Heath Town Council litter pick in the Bentswood Ward the weekend before the meeting. Special thanks were made to the Haywards Heath Youth CIC who had representatives attend on the day.

46. Items Agreed as Urgent by the Chairman
There were none.

The meeting closed at 8:51pm.