

# HAYWARDS HEATH TOWN COUNCIL

THE TOWN HALL, 40, BOLTRO ROAD, HAYWARDS HEATH  
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Town Mayor – Cllr Mr John Sabin

Town Clerk – Mr Steven Trice

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19<sup>th</sup> October 2011

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 24<sup>th</sup> October 2011** 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 23<sup>rd</sup> August 2011.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To receive and consider the rules and regulations for the Council's Allotment Sites.
6. To receive a background information paper relating to Mid Sussex District Council's Health and Wellbeing Network.
7. To receive a report outlining the position relating to the public toilets located at Victoria Park.
8. To receive a report on the Town Council's entry into South and South East in Bloom 2012.
9. To receive a verbal report on this year's arrangements for the Christmas Festival and lights.

**10. To receive an update on the arrangements for the delivery of a Three Town's Marathon.**

**11. To consider any items that the Chairman agrees to take as urgent business.**

**Committee Members: Environment & General Purposes Committee: Cllrs: J. Hollister, (Chairman), W. Hill (Vice Chairman), R. Clarke, N. March, C. Mclean, M. Pulfer, S. Ellis,**

## HAYWARDS HEATH TOWN COUNCIL

Minutes of a meeting of the **Environment and General Purposes Committee** held on Tuesday 23rd August 2011

**J. Hollister (Chairman)**  
**W. Hill (Vice Chairman)\***  
**R. Clarke\*\***  
**N. March**  
**C. Mclean\*\***  
**M. Pulfer**  
**S. Ellis\*\***

Apologies \*\* Absent \*

### Also present:

#### 10. Apologies

R Clarke – Conflicting Appointment  
Mrs S Ellis – Family Bereavement  
Mrs C Mclean – Family Commitment

#### 11. Minutes

The minutes of the meeting of the Environment and General Purposes Committee held on Monday 20<sup>th</sup> June 2011 were taken as read, confirmed as a true record and duly signed.

#### 12. Substitutes

J Sabin for Cllr Clarke  
J Ash-Edwards for Cllr Mrs S Ellis

#### 13. Declarations of Interest

None.

#### 14. Severe Winter Weather Planning

The Clerk introduced the Council's Winter Weather Management Plan and associated documents, as adopted last year, to ensure that they were still fit for purpose and could be implemented this winter. Members noted that last year's response collectively was a success and built upon the lessons learned from previous snow events, but there was always room for improvement. As per last year, preparation is key. In line with preparation work, the Clerk reported that he was working on a number of self help projects with residents in partnership with West Sussex County Council. West Sussex County Council had also confirmed that the Town could expect a delivery of salt of around 20 tonnes to top up the mass storage at Bridge Road depot. The Clerk was working with Mid Sussex District Council and West Sussex County Council to align strategies and ensure that each other's planning and response was complementary. With this in mind the Town Centre, including the station quarter and the major road networks, should be able to function if there is a heavy snow fall (this includes a promise from Southern Rail to lend their tow along gritter to the Town Council).

Members agreed that communication was vital; this would be in terms of liaison between the Town Council and its principal authorities. It was noted that Mid Sussex District Council in partnership with Serco were going set up a control centre during snow events. This will enable information to be

cascaded down to the relevant authority and to ensure that each authority knows what each other's remit covers. This should result in a joined up approach.

Communication between the Council and its residents was deemed to be just as important so that residents know what is happening and where to report incidents and issues to. There was also the need for self help advice before the winter set in which will be held on the Town Council website and in the next newsletter. Members felt that the plans in place were excellent, but hoped that expectations that were raised last year could be met again this year as demand will no doubt exceed the resources available.

Members **AGREED** to;

Note the report.

**15. Haywards Heath Tidy Up Initiative**

Members welcomed the report relating to the Tidy Up initiative and agreed that the project should be adopted by the Council. It was also agreed that the Tidy Up should be marketed as a Town Wide event, but to make the project easier for the Town Council that Members should focus on their own Wards. The strain on Town Hall staff resources was acknowledged and as a result it was agreed that Members should decide on the sites to be Tidied Up and to lead on the organisation of the day in terms of timings, equipment, volunteer resources and that any expenditure be taken from their Ward Budget. Once these arrangements had been agreed the Community Liaison Officer would then pull together the marketing of the initiative and ensure that the legalities and liaison with third parties such as West Sussex County Council and Serco was undertaken.

Members **RESOLVED** to;

**Agree that a *Tidy Up* project becomes a Town Council initiative and that Councillors suggest projects to the Clerk and Community Liaison Officer to implement.**

**16. Queen's Diamond Jubilee Celebration Arrangements**

The Clerk asked whether Members wished the Council to hold any events for the Queen's Jubilee. The accompanying report outlined the options available and Members were asked to note different models of event management being produced across the District to celebrated the Jubilee. It was agreed that there seemed to be a number of organisations hinting that they would like to do something to mark the occasion. As a result it was agreed that a meeting of interested parties be held to make sure that there was no duplication and whether there would be any scope for partnership working.

Members **RESOLVED** to;

**Instruct the Clerk and Town Mayor to investigate arrangements for the Jubilee celebrations with third party organisations.**

**17. Town Day Update**

Members noted that Town Day was fast approaching and that the organisation of the day was nearing completion. The event would be, as in previous years, focused on the voluntary sector and charities, supported by fairground rides, the stage, arena events and musical entertainment in to the evening with a firework display. The Clerk was pleased to inform Members that sponsorship to the tune of £1,000 from Crest Nicholson, £500 from First Capital Insurance and £500 from Mid Sussex District Council had been secured to help pay for the event. The event's marketing campaign included the normal banners and press releases with the addition of a radio advert campaign on Bright FM. The Clerk also asked for support from Members on the day to help with setting the event up, manning the fall out area during the firework display and to help man the Town Council Marque. Members thanked the Town Hall staff for all their efforts, with special thanks to the Assistant to the Clerk and the Community Liaison Officer, and

Members **AGREED** to;

**Note the Clerks update.**

**18. Three Town Marathon – Member Representation**

It was reported that the organisation of the Marathon was ongoing with support from all three Town Councils and Mid Sussex Association of Town Councils. There was still a grey area around who would be the corporate body for the event and who would project manage the run. To help cut through this work it had been suggested, as agreed by Burgess Hill and East Grinstead Town Councils internally, that there be nominated Member representation on an embryonic working group. With this in mind, Cllr Sabin agreed to be nominated and that Cllr Bates, due to his expertise in this area be approached to support the Community Liaison Officer.

Members **RESOLVED** that;

**Cllr Sabin be a representative on the Three Town Marathon Working Group and to ask if Cllr Bates would also be willing to be a representative.**

**19. Urgent Business**

None

Meeting Closed at 8.27pm

**Committee Meeting: Environmental And General Purposes**

**Report of:** Town Clerk

**Date:** 24<sup>th</sup> October 2011

**Subject:** Rules and Regulation - Town Council Managed Allotment Sites

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**Purpose of Report:**

1. The purpose of this report is for Members to consider the Council's rules and regulations relating to Council run allotments.

**Summary:**

2. Haywards Heath Town Council owns four allotment sites, of which it directly manages two (America Lane and Oathall Avenue) and has licence agreements with two independent associations (Vale Road and Summerhill Lane). The Council, as would be expected, has rules to regulate the two directly managed sites. These rules and regulations have not been considered during the current Council term. Members are asked to consider the existing rules and regulations along with suggested additions and amendments.

**Recommendation(s):**

**Members are recommended to**

- (a) Review the Council's current rules and regulations for Council managed allotment land, as laid out under point 4 of this report.
- (b) Consider and agree the additions under point 9 of this report.
- (c) Consider the implications of allotment sizes under point 10 of this report.
- (d) Make a formal recommendation of the agreed content of the Council's revised allotment site rules and regulations to the Policy and Finance Committee.

**Background:**

3. As Members are aware demand for allotments in recent years has exceeded supply. Back in 2009 the last Council looked at ways that the current allotment policy could be updated and improved to try and reduce the allotment waiting list. An allotment holders' working party was held on 3<sup>rd</sup> February 2009 and the following notes were produced.
  - Following the first meeting of the Working Party, site visits took place so that Members could get some idea of the size and use of the allotment plots.
  - Members had before them a report on how other Town and Parish Councils run their allotment sites, their rules and regulations and fees changed.
  - The vast majority only allowed their own residents to rent a plot. Should an "outsider" be allowed a plot they had to pay double fees. Majority did not give any discounts. Some did for Senior Citizens, but not for those on benefits. Many split plots into 2.5 rods.
  - All sites throughout the District had waiting lists.

- Members discussed the two Allotment Associations and agreed that new lease agreements should be drawn up.
  - Members discussed current fees and agreed that these needed to be looked at before the next budget, but for 2009/10 they would be increased.
4. Following discussion on all the above issues, Members agreed to put the following recommendations to the Policy & Finance Committee for decision.
- a) **DISCOUNTS FOR SENIOR CITIZENS /FOR THOSE ON BENEFIT**  
If allotment holder has more than one plot, the discount will be applied to one plot only.
  - b) **MULTIPLE PLOTS** – On 1<sup>st</sup> April 2009 tenants renting a 20 rod plot will be served a further 5 rods to be served on 1<sup>st</sup> April 2010. By April 2011 no existing allotment tenant will hold more than 10 rods. This period of notice is required to comply with the Allotment Regulations and gives tenants time to clear their plots. **“any notices to surrender issues after 1<sup>st</sup> April 2010 must be approved by Full Council.”** – added by the Environment and General Purposes Committee on 6<sup>th</sup> April 2009.
  - c) **PLOT SIZE** – Any new plots becoming vacant to be divided into 2.5 rods.
  - d) **FUTURE ALLOCATION** - A maximum of 5 rods to any one household. Any request for an exception to be considered to come to Council for decision.
  - e) **TRIAL PERIOD** – To introduce a three month trial period to make sure the plot holder is committed to putting plot to full use.
  - f) **NON RESIDENTS** – Non residents of Haywards Heath to receive no discounts and to be charged double fees.
  - g) **NON COMPLIANCE** – Non-compliance with any of the agreed new rules and regulations to result in 1 years notice to quit.
  - h) **PRODUCE** – Produce from plots must be for family use and must not be sold. Plots must not be used for business or financial gain.
  - i) **INSPECTIONS** – The grounds staff to inspect sites on a monthly basis.
  - j) **COMPOST & RUBBISH** – Tighter rules on composting and depositing of rubbish to be enforced. Each plot holder to have their own compost heap and will be required to remove any other material not usable.
5. The recommendations were agreed by Environmental & General Purposes Committee on Monday 6<sup>th</sup> April 2009 and ratified by Full Council on 11<sup>th</sup> May 2009.
6. Since this date there has been a reduction in the waiting list for allotments, mainly due to the fact that it was agreed to reduce the size of the allotment plots allocated. i.e. 2.5 rods. Previously, the usual size of allotment plot allocated was 5 rods and for some tenants this was ideal, but for some it was too big. The initial allocation was reduced to 2.5 rods with the proviso that a further 2.5 rods could be allocated, if the tenant went

back on the waiting list and a plot became available. This has happened on several occasions and the tenants are happy with the maximum 5 rod plot. It was decided that it would be unfair to reduce the allotment holding of some long standing existing allotment holders and it was agreed that for existing tenants the maximum holding would be 10 rods. At this point there were two allotment tenants that held 20 rod plots, so it was agreed that they would be served 2 x 12 months notice to give up a 5 rod plot at a time until they held 10 rods. Under the Allotment Regulations you have to give notice on or before 6<sup>th</sup> April or on or after 29<sup>th</sup> September in any one year. One tenant reluctantly accepted this and has been served the appropriate notices to quit over the last 24 months to reduce his holding to the maximum 10 rods. The second tenant, has been more forthcoming with his thoughts about the new policies, despite the fact that he voluntarily gave up his extra plots and has never been served a formal notice to give up any allotment plot and he has sent letters to Councillors. In light of this continued communication with the Town Council, it has been decided to review the current allotment policy in relation to plot sizes at the same as the Council is considering its rules and regulations.

7. The only recommendation from the working party that has not been carried out is the three month trial period, but with more regular checks and a system of warning letters - an initial warning letter followed by a notice to quit if there is no improvement, it was felt that this would suffice. However, there still remain a number of allotment holders that take on an allotment plot and then realise how much work goes into keeping an allotment and they lose enthusiasm and then let the plot become overgrown.

### **Way forward**

8. Members are asked to review the existing rules and regulations under point 4, and are then asked to agree to the following being added. Members are also welcome to make additional suggestions.
  - Potential allotment tenants are met at the allotment site, showed the vacant plot and the commitment needed in having an allotment is discussed with them.
  - If they decide to take on the allotment plot they will pay the first year's rent and be issued with a temporary tenancy agreement valid for three months.
  - They undertake a three month trial and if they do not meet the required level of commitment, they will be served notice with no refund of rent.
  - If, after the three month trial we are satisfied with the level of work on the allotment, a full tenancy agreement will be issued.
9. Review the suggestion by an allotment holder to provide up to a 10 rod plot against the current of 2.5 rod per plot.

### **Financial Implications**

10. None

### **Policy Context**

11. None

**Town Clerk**

**Committee Meeting: Environment and General Purposes**

**Report of:** Community Liaison Officer  
**Date:** 24<sup>th</sup> October 2011  
**Subject:** Mid Sussex Health and Wellbeing Network

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**Purpose of Report:**

1. The purpose of this report is to inform Members about the newly established Health and Wellbeing Network.

**Summary:**

2. On Wednesday 5<sup>th</sup> October the Community Liaison Officer attended a Health and Wellbeing Network Meeting. At the meeting Mid Sussex District Council's Health and Wellbeing Hub was introduced, opportunities for partnership working were discussed and the potential of commissioning future projects/ services was tabled.

**Recommendation(s):**

**Members are recommended to;**

- (a) Note the report
- (b) Agree that the Town Council retains representation on this network.

**Background:**

3. At the end of September 2011, Mid Sussex District Council launched their Health and Wellbeing Hub. The service has been commissioned by West Sussex County Council to each of the districts and boroughs across West Sussex. The Mid Sussex Team is run by Elizabeth Carter, the Wellbeing Manager. The service is a 'one stop shop' for information and signposting to health and wellbeing services in West Sussex.
4. The team has a trained Wellbeing Advisor who can provide advice and guidance about healthy lifestyles and staying well. In addition, the team has a Wellbeing Officer who is responsible for developing the services database and keeping service provider details up to date. The Wellbeing Service can be accessed by telephone: 01444 477191, email: [healthy@midsussex.gov.uk](mailto:healthy@midsussex.gov.uk) or via the website: [www.healthymidsussex.org.uk](http://www.healthymidsussex.org.uk). The team aim to reply to all enquiries within 2 working days.
5. At the meeting, discussion took place on potential opportunities to work in partnership with the Wellbeing Team. The main area the Town Council can be involved is in the promotion of the service through our website, social media, newsletter and also signposting members of the public to the service where appropriate. The Health and Wellbeing Team agreed to keep up to date information on partner's services and refer clients to the appropriate services in the local area.
6. A further opportunity for the Town Council is to contribute to the Health and Wellbeing Network E-bulletin for partner agencies. This could prove to be an invaluable opportunity for the Town Council when we are looking to reach service providers in the area. We

may use this communication tool to reach a wider audience for any future consultation for example. The first edition of this e-bulletin will be released in late November.

7. The new directory of services 'Community Connection' which aims to provide information for older people has also recently been published. The Community Liaison Officer will ensure that the Town Hall reception has plenty of copies available, as it is a well situated information point, with quite a high footfall of older people.
8. The Wellbeing Team explained that they will be commissioning wellbeing services to meet agreed local needs. Elizabeth Carter invited the network to propose potential wellbeing projects which the Wellbeing Service could consider. All suggestions must demonstrate how they would contribute to the high level outcomes of the wellbeing service, which are in relation to the following:
  - ageing population
  - healthy weight
  - fuel poverty
  - support for carers
  - mental wellbeing
  - alcohol
  - workplace health
9. During the meeting, attendees were invited to discuss the commissioning opportunity. Key feedback from the small working group that the Community Liaison Officer was involved in, was that it was important to note that there are already organisations offering services in these fields. It would be a great shame if such services were overlooked, whilst "new" services are commissioned in their place. Suggestions can be made to the District Council, Health and Wellbeing Team between the 5<sup>th</sup> and 14<sup>th</sup> October.
10. Quarterly Health and Wellbeing Network meetings have been arranged for 2012. The Community Liaison Officer felt that it is imperative that the Town Council have representation on the network. Gaps in service provision could be identified, this is important in order to work towards ensuring that where-ever possible Haywards Heath residents have access to services that best reflect their needs.

### **Financial Implications**

11. None.

### **Policy Context**

12. The Mid Sussex Health and Wellbeing Network sits under priorities:
  1. Through democratic representation, promote the views of residents and voluntary organisations/groups on key issues relating to Haywards Heath.And,
  2. Promote the wellbeing of the community by assisting, enabling and encouraging local residents and organisations/groups to provide services, whilst pursuing opportunities to provide new services on behalf of our principal authorities.

### **Community Liaison Officer**

**Committee Meeting: Environment and General Purposes**

**Report of:** Town Clerk  
**Date:** 24<sup>th</sup> October 2011  
**Subject:** Victoria Park Public Toilets

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**Purpose of Report:**

1. The purpose of this report is for Members to consider the future of the public toilets located in Victoria Park.

**Summary:**

2. Mid Sussex District Council through its Better Mid Sussex Advisory is considering a number of major projects to enhance the Town Centre based on the adopted Town Centre Master Plan. These projects include the development of a Cafe/Restaurant to replace the dilapidated public toilets located at Victoria Park. A first stage procurement process has not identified any private operators willing to tender for the site. As a result officers at the District Council have been instructed by their Members to go away and identify options to further the project. Hayward Heath Town Council has been a first consultee throughout the process and will be asked for its views at the next meeting of the Advisory Group in December.

**Recommendation(s):**

**Member's views are sought on the future arrangements for the operation and management of the public toilets located in Victoria Park.**

**Background:**

3. Members of Mid Sussex District Council's Better Mid Sussex Advisory Group considered the outcome of stage one of the procurement process for the re-development of the public toilets at Victoria Park at a meeting of the group dated the 22<sup>nd</sup> October 2011.
4. The group were informed that the period for expressions of interest had passed and that although a number of businesses had expressed interest, none had formally submitted an application to tender for development of a cafe/restaurant.
5. It was reported that this was due to the timing of the scheme in relation to the current economic climate as the main factor in not submitting a formal application. It was added that a lack of footfall through the town and absence of a nearby car park had also been cited as reasons.
6. As a result of the above Mid Sussex District Council are looking at alternatives ways to deliver a replacement of the existing toilets and what implications would be tied to

an attempt to deliver a scheme because of European Union procurement requirements. Mid Sussex District Council legal officers are looking into this and will update along with the identified options for the redevelopment of the toilets which will be presented in December.

7. Throughout the development of the specification and tender documents, which have been unsuccessful in attracting bids Haywards Heath Town Council, has been a first consultee and the Clerk sits on an officers working party tasked with leading the project. It is felt by offices and both Members of the Town Council and Mid Sussex District Council that this is an important scheme to be progressed and the public toilets need to be improved as matter of urgency.
8. To progress the matter District Council Officers were '*asked to review an alternative procurement process and report back to this group at the 15<sup>th</sup> December 2011 meeting*' of the Better Mid Sussex Advisory Group.

### **Way Forward**

9. The Clerk has attended a meeting of the officers working group and a number informal suggestions have been discussed and the Clerk on behalf of Haywards Heath Town Council has been asked to make representation on the matter to the advisory group in December.
10. There are obvious solutions to the problem such as trying a procurement process again and doing nothing. There was also the suggestion of Haywards Heath Town Council delivering the project.
11. This report asks for Members views on the contents of this report and any blue sky thinking of alternative solutions for the toilets taking into account the whole site and its existing facilities.

### **Financial Implications**

12. None

### **Policy Context**

13. None

### **Town Clerk**

**Committee Meeting:** Environment and General Purposes

**Report of:** Town Clerk

**Date:** 24<sup>th</sup> October 2011

**Subject:** South and South East in Bloom Entry 2012

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**Purpose of Report:**

1. The purpose of this report is for Members to consider the Town Council's involvement in the 2012 South and South East In Bloom competition.

**Summary:**

2. To build upon the success of this year's entry into the South and South East In Bloom competition, Members are asked to consider the following report, which is requesting that the Town Council re-enters into the competition in 2012. The report also seeks Members agreement to continue the Council's support for the initiative and financial commitment.

**Recommendation(s):**

**Members are recommended to;**

- a) **Agree that the Town Council on behalf of Haywards Heath enters the South and South East in Bloom competition in 2012.**
- b) **Agree that the current sub-committee arrangement continues with a Member of the Town Council chairing the committee.**
- c) **Agree that a budget of £1,000 is built into the Council's budget for financial year 2012/13.**
- d) **Make comment and note the attached 2011 judging sheets.**

**Background:**

3. Haywards Heath entered the South and South East in Bloom competition this year and competed in the Large Town category. As Members are aware the entry was very successful and the Town was awarded a High Silver Gilt. In addition to the overall category, four other categories were entered as listed below.
  - The Orchards won Silver for the **Town Centre category.**
  - Muster Green won Silver Gilt in the **Small Parks category.**
  - Bolnore Village won High Silver Gilt and **Best in Category.**
  - Haywards Heath Community Orchard won the **It's Your Neighbourhood Award Level 3 – Developing.**

Haywards Heath was also awarded discretionary awards for the following:

- The Biodiversity Award – Blunts Wood and Paiges Meadow
- The Front Garden Award – 9 Sergison Road
- The Pub and Restaurant Award – The Burrell Arms
- The Floral Display Award – Muster Green

- The Allotment Award – Oathall Avenue Allotment Site
  - Community Involvement Award – Bolnore Village
4. This year's entry was again led by the Town Council through a sub committee made up of Councillors and interested members from the community, chaired by a Town Councillor.
  5. However, as the current Chairman, Mr Goddard, is no longer a Town Councillor. Mr Goddard wishes to step down as he feels that it is no appropriate for him to continue now he is no longer a Town Councillor. There is also the view that there should be Councillor control over the entry as there will be potentially a financial input from the Town Council. To this end Cllr Hill as the nominated representative on the working group will be asked to take the chair. If this is not possible a replacement will have to be agreed at Full Council in November if Members are minded to enter in 2012.
  6. The sub-committee has met for a wash up meeting, which resulted in agreement that it would like build on this year's success and enter into the competition again next year on behalf of the Town and would like to ask for Council agreement, financial support, Member Representation and use of the Information Assistant (Alice Hobbs) to help administer the 2012 entry.
  7. As part of the background to support the entry into next year's competition, Members will find attached a copy of this year's marking sheet for comment and noting.

#### **Financial Implications**

8. If it is agreed that current arrangements for the organisation and management of the application is led by the Town Council through the established sub-committee, the following financial implications need to be considered.
9. For budgetary purposes Members are requested to approve the allocation of £1,000 from the 2012/13 budget to support the entry. The allocation of £1,000 is the same as allocated this year and will be used for application administration and the fee for entry along with hosting the judging day and attendance at the awards ceremony.

Town Clerk

## South & South East in Bloom Marking Sheet 2011



<b>Name of entry: Haywards Heath in Bloom</b>		<b>High Silver Gilt</b>	
<b>SECTION A – Horticultural Achievement</b>			
Assessing year-round horticultural achievement			
		<b>MAX</b>	<b>ACT.</b>
<b>A1.</b>	Overall impact of plants on the local environment including trees, shrubs, grass, perennial and seasonal flowers (both ornamental and native)	20	*****
<b>A2.</b>	Horticultural practice – design, presentation, cultivation and maintenance, quality of plants, sustainability, new plantings	25	*****
<b>A3.</b>	Residential and Community Gardening – residential front gardens and communal areas, neighbourhood areas, allotments, and schools	25	*****
<b>A4.</b>	Public Spaces includes verges, parks and open public spaces, car parks, churchyards, commercial establishments, high streets, business parks etc.	20	*****
<b>TOTAL POINTS AWARDED FOR SECTION A</b> <i>45% of maximum points</i>		<b>90</b>	

<b>SECTION B – Environmental Responsibility</b>			
Assessing year-round activities and improving habitats.			
		<b>MAX</b>	<b>ACT.</b>
<b>B1.</b>	Maintenance of the natural environment -includes copses, woodlands, meadows, heaths, river banks, seashore etc.	10	***
<b>B2.</b>	Wildlife value of the natural environment and its management to achieve objectives	10	***
<b>B3</b>	Water, peat and energy minimisation in horticulture and reducing organic matter to landfill	10	***
<b>B4</b>	Use of recycled materials in the landscape - includes wood e.g. pallets, grey water, compost, and manufactured street furniture. The sustainable sourcing of new materials e.g. timber	10	***
<b>TOTAL POINTS AWARDED FOR SECTION B</b> <i>20% of maximum points</i>		<b>40</b>	

<b>SECTION C –Pride of Place</b>			
Assessing year-round management and maintenance			
		<b>MAX</b>	<b>ACT.</b>
<b>C1.</b>	Local environmental quality – management of litter, graffiti, fly-posting, dog fouling vacant premises and plots etc.	10	***
<b>C2.</b>	Pride of place – management and maintenance of street furniture, signage, art in the landscape and hard landscaping	10	***
<b>TOTAL POINTS AWARDED FOR SECTION C</b> <i>10% of maximum points</i>		<b>20</b>	

<b>SECTION D – Community Involvement</b>			
Assessing year-round community participation			
		<b>MAX</b>	<b>ACT.</b>
<b>D1.</b>	Community engagement and participation – community awareness and understanding, press coverage, and publicity materials, engagement with schools and the wider community is representative of the diversity of the community,	20	*****
<b>D2.</b>	Year-round involvement – schedules of events and supporting evidence of year-round activity (primary evidence to be presented in portfolio and/or 15 minute presentation )	10	***
<b>D3.</b>	Sustainability and Development of the local bloom initiative and evidence of on-going projects. Includes funding sources e.g. volunteer hours, business team building days, donations and grants	20	*****
<b>TOTAL POINTS AWARDED FOR SECTION C</b> <i>25% of maximum points</i>		<b>50</b>	
<b>GRAND TOTAL POINTS AWARDED</b>		<b>200</b> <i>(max.)</i>	
<b>AWARD ACHIEVED</b>		<b>High Silver Gilt</b>	

### **Justification & Report:**

We were made very welcome by Richard Goddard and members of the In Bloom Group as we arrived on a very wet morning. Here we met several key members of the volunteer groups who help to drive Bloom in Haywards Heath and were pleased to learn that Haywards Heath exceeds the recommended 1 Ha of Green Space per 1,000 of population.

The town is surrounded by areas of woodland and copse all close to residential areas and with walkways into the town. These areas are well maintained by volunteers and well used with good interpretation boards. A new residential area, that is still being developed, is Bolnore Village and this is adjacent to one of the woodland areas - here we learnt that the English Bluebell thrives and were impressed by the Dormouse walkways across the approach road to the village. There was good evidence of the recycling of materials at the proposed site for a village hall currently being developed by volunteers to make a useable space for villagers with tables and benches. The brand new primary school is top of the class for sustainability with green roofs and solar panels.

Blunts Wood, an Ancient Wood, and the adjacent meadows are a haven for butterflies and other wild life, which is well monitored and recorded, and it was good to see volunteers from the local secondary school working in the area.

Within the town the Orchards Shopping Centre was clean and attractive with hanging baskets provided by the management company. Jubilee Gardens was also an attractive well planted area to sit and relax in.

At St Josephs School Fiona, an enthusiastic teacher extolled the virtues of their gardens and woodland as aids to the curriculum before we were introduced to the small community gardens at Saltworkz.

At an older pre-war estate, Franklands Village we met members of a new volunteer group that have worked hard to improve the area for all to enjoy and have plans for much more.

Muster Green was our final stop to admire excellent bedding and the new irrigation system that has greatly reduced water usage.

For the future we would like to see improvements in the management of the allotments and a more sustainable approach introduced. Also with the pressure on Local Authority funding increasing an attempt to get more support financially or in kind from local business. It will also be good to see the new sustainable houses at Wilmington way completed so that they become part of the town again with residents able to contribute to the work of the bloom team again.

# South & South East in Bloom

## Marking Conversion

### Points Awards out of 10

### Flowers Awarded

1-2



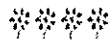
3-5



6-8



9-10



### Points Awarded out of 15

### Flowers Awarded

1-3



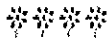
4-6



7-11



12-15



### Points Awarded out of 20

### Flowers Awarded

1-5



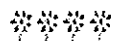
6-10



11-15



16-20



**Committee Meeting: Environment and General Purposes**

**Report of:** Community Liaison Officer

**Date:** 24<sup>th</sup> October 2011

**Subject:** Mid Sussex Marathon Update

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**Purpose of Report:**

1. The purpose of this report is to update Members on the progress regarding the planning of the Mid Sussex Marathon since the previous report that was provided to Full Council on the 18<sup>th</sup> July 2011.

**Summary:**

2. Since July Councillor Davies has been actively working to progress the marathon project with member and officer representation from each of the three Towns and the District Council.

**Recommendation(s):**

**Members are recommended to;**

- (a) Note this report.

**Background:**

3. The progress on the Go Mid Sussex Marathon project to date is as follows.

**Corporate body –**

One key area which has needed considerable work has been agreeing the corporate body for the project. Within the last week, Mid Sussex District Council has agreed that they will lead and have assigned their Sports, Arts and Tourism Officer to manage the project. A working party will shortly be formalised by the District Council to include one Member and one Officer from each of the three towns (Cllr Davies and Community Liaison Officer).

The Unique selling point of the event is tourism and bringing funds into the district by using the races as an attractive offer to encourage people to visit. Town Centre regeneration is built into this. A full Project Brief is attached to this report (Appendix A).

**Events Company –**

Collectively the Towns and Mid Sussex District Council felt it would be advantageous to appoint an events company to support the project. Such a company must have the appropriate expertise to run the races on behalf to the District Council legally and safely. This and undertake all registration work, health and safety and cover insurance issues. The company once appointed will be responsible for directing the race, acting as Chief Marshal and ensuring the end of the race is directed appropriately. In addition the company will be responsible for finalising each of the three race routes (each will be 1/3 marathon in length). The events company will also risk assess all of the routes including planning road closures and allocating marshals.

## Haywards Heath Route –

Councillor Davies has been developing the route for Haywards Heath. Any routes would be subject to a Risk Assessment and agreement from the Police. Volunteers will be required to marshal the run, it is estimated at 25 – 35 will be required. The Golf Club who have agreed to act as a drinks station are very much on board, as are the Harvester.

## Budget / Sponsorship –

Mid Sussex District Council has developed a draft budget for the project. As a result there will be no financial outlay or risk to Haywards Heath Town Council for the event. It is envisaged that any outlay of funding will be recouped through race entry and pay for the event. Through conversations with events companies it has been established that the overall budget will break down into thirds,

- 1/3 = Events Company Costs
- 1/3 = Variable costs including medals, t-shirts etc.
- 1/3 = Any surplus which would be used to fund an event in 2013 (legacy angle) and be used to make donations towards nominated local Charities split equally between the three Towns.

It is anticipated that the marathon will be very attractive to a number of sponsors. Mid Sussex District Council are putting together a sponsorship package that can be shared with any interested parties.

## Ancillary Events –

Mid Sussex District Council has requested that each of the three towns take the lead in coordinating the ancillary events for their stage of the event. The Town Clerk and Community Liaison Officer feel that ancillary events in Haywards Heath can be secured at little or no cost to the Town Council and will be organised in liaison with Councillors. Cllr Davies is happy to take the lead on organising these events.

## Financial Implications

4. There are currently no financial implications for the Town Council. Any expenditure on the ancillary events will be reported back to the Council.

## Policy Context

5. The initiative fits in with Corporate Priority 4; Action Point E - Ensure the Town Council's events programme meets the needs of residents and organisation who participate in events.

## Community Liaison Officer