

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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30th November 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 5th December 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 24th October 2011.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To consider the draft Environment and General Purposes budget for 2012/2013.
6. To receive and consider a request for the release of monies from the Town Fund for improvements to Jubilee Gardens.
7. To receive the minutes and an update on the South and South East in Bloom Committee.
8. To receive a verbal report on the Haywards Heath Greening Project.
9. 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, R. Clarke, N. March (Vice Chairman), C. Mclean, M. Pulfer, S. Ellis,

HAYWARDS HEATH TOWN COUNCIL

Minutes of a meeting of the **Environment and General Purposes Committee** held on Monday 24th October 2011

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

Apologies ** Absent *

Also present:

20. Apologies

R Clarke – Conflicting appointment
W Hill – Work commitments

21. Minutes

The minutes of the meeting of the Environment and General Purposes Committee held on 23rd August 2011 were taken as read, confirmed as a true record and duly signed.

22. Substitutes

Cllr Mrs M Davies for Cllr R Clarke

23. Declarations of Interest

None.

24. Allotments – Rules and Regulations

The Clerk firstly apologised for the error in the numbering of recommendations (b) and (c) of the report and asked Members to note that (b) should relate to point 8 of the report and (c) 9. Members then challenged each of the rules associated to the two allotments site directly managed by the Town Council. Members noted and agreed the rules and regulations with the following comments and amendments.

(a) It was asked that there be closer monitoring of the discount for senior citizens and those on benefits to make sure those benefitting from the discount are entitled.

(b) That the clause relating to Multiple plots be removed due to the last plot holder with more than agreed allotment land gave up their extra plots in September.

(c) Consideration of serving notice on Allotment holders who move out of the Town by serving them a year's notice.

(d) Non compliance, it was noted that this was dealt within additions outlined under point 9 of the report.

Members then agreed to the additions suggested by officers as introduced by the Clerk, which related to the implementation of more thorough trial period for new allotment holders. It was agreed that all new holders pay a year's fee up front, but they lose the whole fee if they fail the trial period. Finally Members considered a long going issue, which related the size of plot any new tenant can hold. The current policy of 2.5 had been challenged. It was felt that the Council should retain its position on giving 2.5 rods out initially on the grounds that there is a waiting list and that holders can go back on the waiting list for extra land.

Members **RESOLVED** to;

Agree the Allotment rules and regulations as presented, including additions and amendments, be adopted and that the policy on the amount of plots any one allotment holder may have remains in place.

25. Mid Sussex District Council – Health and Wellbeing Network

Members noted the report and thanked the Community Liaison Officer (CLO) for updating them on the position of the Network. Members agreed that this was an important area of work, which the Town Council should be involved in and that the CLO should continue to attend meetings and report back to the Council when appropriate. With this,

Members **AGREED** to;

Note the report.

26. Victoria Park Public Toilets

The Clerk introduced the accompanying report, which outlined the current situation relating to the public toilets located in Victoria Park. Members noted that Mid Sussex District Council's efforts to tender a project that would have seen the toilet block replaced with a cafe/restaurant had failed to receive a firm offer from the public/private sector. The reasons for the failure were noted as per the report with discussions then turning to the future of the toilets. There were concerns at how the

toilets had fallen into the state of disrepair, which they are currently in. The toilets are not clean, user friendly and the building would need a substantial financial input to bring it back up to the minimum standards required. Internal decorations and the existing internal facilities would need upgrading including a mother and babies changing area. This was echoed by the state of the toilets during Town Day and an incident where a young girl slipped and hit her head in the ladies toilets. Members agreed that this should be of immediate concern to Mid Sussex District Council and that the Town Council should put pressure on the District Council for an upgrade of the toilets to happen. It was agreed that this should happen immediately as the toilets support a major recreational facility in the Town. It was noted that a report was being prepared for the next meeting of the Better Mid Sussex Advisory Group in December, which would be considering an options paper on the future of the toilets. The Clerk stated that he expected that he would be asked to speak on the matter and that there may be a suggestion from the Better Mid Sussex Advisory Group that the Town Council take the toilets over and manage them, as this had already been muted during previous discussions on the matter. The Clerk asked for Member's views on the matter. Members agreed that it was not appropriate at the current time to take over the management of the toilets on the grounds that it was felt that it was not for the Town Council to meet the cost of under-investment in the public toilets. In addition, a similar situation had been resolved in the north of the District where Mid Sussex District Council had paid for the toilets to be upgraded before the consideration of any transfer.

Members **RESOLVED** to;

Instruct the Clerk to advise Mid Sussex District Council that the Town Council does not wish to take on Victoria Park toilets at the present time but implore the District Council to find a satisfactory solution to improve the provision of public toilets in Victoria Park.

27. South and South East in Bloom Entry 2012

Members noted the success of this year's entry into the South and South East in Bloom competition and the benefits derived from the project in terms of marketing Haywards Heath and how it has drawn sections of the community together. It was noted that entry relied heavily on the goodwill of volunteers who produce a portfolio of evidence, drive forward initiatives and become the face of Haywards Heath when the Judges arrive. Members asked the Clerk to pass on their thanks to the In Bloom committee for all their efforts and commented on how wonderful the Town always looks. With the

aforementioned in mind Members agreed to continue to support an entry into the competition, support it financially to the level suggested in the report and agreed to the continuation of administrative support from Town Council staff.

Members RESOLVED to;

- a) **Haywards Heath Town Council on behalf of Haywards Heath enters into the South and South East in Bloom competition in 2012.**
- b) **The current existing sub-committee arrangements including admin officer time, and the South and South East in Bloom representative of the Town Council chairing the committee.**
- c) **A budget of £1,000 is built into the Council's budget for financial year 2012/13.**

28. Christmas Festival Arrangements and Christmas Lights

The Clerk updated Members on arrangements for the Christmas Festival to be held over the weekend of 26th and 27th November and his ongoing dialogue with West Sussex County Council and Tay Valley Lighting in reference to the Town's Christmas lights. Firstly, it was reported that the Christmas Festival was predominantly being organised by The Orchards Shopping Centre, but the officers had been working closely with the Centre manager to arrange road closures and a traffic management scheme. In addition the Town Council, as previously reported, were putting on the fireworks postponed from Town Day to support the light switch on, and the Santa and his sleigh on the evening of the 26th. Arrangements for Sunday included an Italian market and entertainment on South Road, south of Haywards Road to the Sussex roundabout. Additionally, it had been agreed that there be a Mayor's tent, which would house his chosen charities. In respect of the lights, with assistance from Tay Valley, it seemed that the lights would be allowed to hang from street lighting columns. This would be subject to more stress testing on the designated columns. It was noted that the Council felt it was unacceptable to be asked to do the testing but conceded that for the good of the Town that the testing went ahead and save the battle on this issue for next year.

Members AGREED to;

Note the Clerks update.

29. Urgent Business

The Chairman raised concerns in respect of banners being located on railings around the Town. The Clerk informed Members that where the Town Council had control, delegated from West Sussex County, over the erection of banners in the Town and had a policy in place to administer their placement, it was constantly open to challenge. The Clerk assured Members that officers make sure that insurances are

covered, the banners are erected by the Council's ground staff and any unauthorised banners are taken down. It was also confirmed that the Council only authorised banners that advertised charitable events to be held in the Town and promote local community organisations. The Clerk also drew to Members attention that if the Town Centre Greening project comes to fruition that there would be a potential reduction in railings across the Town.

Meeting Closed at 8.19pm

Committee Meeting: Environment and General Purposes Committee

Report of: Town Clerk

Date: 5th December 2011

Subject: Environment and General Purposes Committee Budget 2012/2013

Purpose of Report:

1. The purpose of this report is for Members to consider the Committee's budget for the 2012/2013 financial year.

Summary:

2. The Town Council is in the process of setting its budget for the 2012/2013 financial year. The following report of the Clerk and Appendix 1 produced by the Responsible Financial Officer presents the first stage of the process, which recommends the Environment and General Purposes Committee budget headings for the aforementioned financial year.

Recommendation(s):

Members are recommended to agree the Environment and General Purposes Committee Budget for 2012/2013, as attached in Appendix 1 and to resolve that it be included in the Town Council budget, which will be presented to the Policy and Finance Committee on the 16th January 2012 .

Background:

Process

3. Members will find attached a draft budget for the Environment and General Purposes Committee for the 2012/2013 financial year. The budget only relates to budget headings under the jurisdiction of the Committee.
4. When these budget headings are agreed they will form part of the Council overarching budget for the 2012/2013 financial year, which will be considered by the Policy and Finance Committee on the 16th January 2012. The intention is then, with amendments if necessary, that the budget moves on for ratification the following week, 16th January 2012, at Full Council. It is normal practice for a Council to have ratified its budget by the end of January each year.
5. The Clerk and the Responsible Financial Officer have had two meetings with the Chairmen's Working Group, which has led to the production of the proposed budget as attached. There will be a further meeting on the matter in early January so Members still have the opportunity to feed in their thoughts on the overarching budget to the Committee Chairmen and the Leader.
6. Members may also wish to note that this budget presented has been based on forecasted expenditure for the 2011/2012 financial year with inflationary rises where applicable set against expected income.

Financial Implications

7. Members will note that the Committee's Budget shows a net 12.8% reduction in budget for the next financial year. This shortfall will assist with the development of the Council's full budget to finance the Council's main areas of work next year, which will be centred on Neighbourhood Planning and Community Development work.

Policy Context

8. Corporate Priority 3 – To continue well managed finances and suitable levels of staffing to provide value for money services for the residents of Haywards Heath.

Town Clerk

HAYWARDS HEATH TOWN COUNCIL — ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

DRAFT BUDGET 2012/2013

	Actual to date (£)	Budget '11/12 (£)	Forecast to 31/03/2012 (£)	Draft Budget '12/13 (£)	% change from '11/12 to '12/13
INCOME					
2. Allotment Rents	2,044.98	2,255	2,045	2,248	-0.3%
3. Cemetery	10,708.62	14,500	15,109	15,000	3.4%
1. Roundabout/Flower Bed Sponsorship	4,125.00	2,500	7,000	7,000	180.0%
	16,878.60	19,255	24,154	24,248	25.9%
EXPENDITURE					
2. Allotments	1,310.39	2,000	2,010	2,000	0.0%
3. Cemetery	2,452.37	3,525	3,532	3,795	7.7%
4. External Contract for Cemetery	17,867.00	32,212	31,557	33,362	3.6%
5. Hanging Baskets, Goblet Baskets & Barrier Troughs	3,290.99	4,680	3,691	4,045	-13.6%
6. Muster Green, Roundabouts & Other Flower Beds	7,058.30	14,500	15,022	14,500	0.0%
7. Public Clock (St. Wilfrid's)	0.00	200	200	200	0.0%
8. Street Lighting — Power & Maintenance	5,834.99	15,000	15,286	14,000	-6.7%
9. Street Lighting — Improvement/New Schemes	0.00	0	0	850	n/a
10. Severe Weather Contingency	521.67	2,000	425	425	-78.8%
11. General Maintenance/Repairs	145.14	3,750	3,750	2,500	-33.3%
12. Town Fund/Projects	4,759.00	14,000	14,000	9,750	-30.4%
13. Best Kept Garden/Allotment Competitions	320.97	600	321	500	-16.7%
14. Christmas Lights	14,420.00	14,420	14,420	14,420	0.0%
15. Christmas Lights — Maintenance Reserve	0.00	750	750	500	-33.3%
16. Environmental Projects	0.00	0	0	0	n/a
17. Haywards Heath/South & South East in Bloom	706.67	1,000	707	800	-20.0%
18. Town Council Events	4,500.00	4,500	4,500	4,500	0.0%
	63,187.49	113,137	110,171	106,147	-6.2%
EXPENDITURE over INCOME	46,308.89	93,882	86,017	81,899	-12.8%

HAYWARDS HEATH TOWN COUNCIL

ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

NOTES ON DRAFT BUDGET 2012/13

1. Income from Sponsorship of Roundabouts/Flower Beds

For the current financial year and for 2012/13, expected income from the sponsorship of roundabouts and flower beds is as follows:

Location	Sponsor	Annual Amount Due (£)	
		2011/12	2012/13
Commercial Square roundabout	Matmos Computer Systems	1,000	1,000
Sussex roundabout	South East Business Systems	1,000	1,000
Oathall roundabout	Parkers Car and Truck Rentals	1,500	1,500
'St. Francis Park' roundabout	Crest Nicholson	3,000	3,000
Princess Royal Hospital roundabout	St. Francis Social Club	250	250
Flower bed on Dolphin Way gyratory	Cullen Scholefield	250	250
Totals		7,000	7,000

2. Allotments

Actual to date:

<i>America Lane site:</i>	To unblock WC	£55.00	
	To attend to blocked drain	£55.00	
	Water rates	£336.15	
	To attend to leaking pipe	£85.00	£531.15

<i>Oathall Avenue site:</i>	Skip hire to clear plots	£142.00	
	Duplicate keys	£5.00	
	Water rates	£207.51	£354.51

<i>Summerhill Lane site</i>	Water rates	£424.73	£424.73
			£1,310.39

Forecast '11/12:

Actual	£1,310.39
Water rates, say	£600.00
Sundries, say	£100.00
	£2,010.39

cont.

2. Allotments (cont.)

Forecast income is £2,045 against a budget of £2,255; all plots at the Oathall Avenue site are currently rented out whilst there are 2 x 2½ rod plots awaiting allocation at the America Lane site. For these 2 sites, the standard charge is £5.30 per rod per annum but there are special arrangements for senior citizens and those on benefits (50% discount) and non-residents (double fees). Plots range in size from 2½-10 rods.

The Summerhill Lane and Vale Road sites are run by separate Allotment Associations and the Town Council charges them an annual rent of £84.90 and £136.90 respectively.

For '11/12:

- ① the charge per rod will be increased to £5.60 (↑ 5.7%);
- ② the annual rents for the Allotment Associations will be increased to £89.15 and £143.75 (↑ 5%).

Also, suggest:

- ③ income budget is set at £2,248, based on *current* tenancies;
- ④ expenditure budget remains at £2,000.

3. Cemetery

Reserve '10/11	£16,940.29
<i>add</i> Annual income from maintenance of nuns' burial area	£1,539.00
<i>less</i> Tarmac works to paths & steps	(£5,190.00)
Notice board displaying cemetery opening times	(£265.00)
⇒ Funds available	£13,024.29

The reserve is used to meet expenditure that would not normally be classed as 'general running costs' or 'ongoing maintenance'. As a rule, the reserve is added to if there is any surplus income from fees.

Budgeted Revenue Expenditure '11/12	£3,525.00
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Actual expenditure to date:

Non-domestic rates	£1,883.55
Summer bedding plants for Garden of Remembrance	£476.00
Water rates	<u>£92.82</u>
	£2,452.37

Forecast expenditure '11/12:

Actual	£2,452.37
Winter/Spring bedding plants & bulbs for Garden of Remembrance	£720.00
Water rates, say	£110.00
Sundries, say	<u>£250.00</u>
	£3,532.37

cont.

3. Cemetery (cont.)

Budgeted Income '11/12	£14,500.00
<u>Forecast income '11/12:</u>	
Actual to date	£10,708.62
Estimated to 31/3/12 (4 months @ £1,100)	<u>£4,400.00</u>
	£15,108.62

It is always difficult to predict income from fees as one year can bear little relation to another. However, it is estimated that income will exceed budget by 4.2% but will be 7.5% less than last year's actual.

Suggest budget for income '12/13 is increased to £15,000 with an inflationary (5%) increase in fees, and budget for expenditure '12/13 is increased to £3,795, comprising bedding plants £1,250, non-domestic rates £2,080, water rates £215 and sundries £250.

4. External Contract for Cemetery

<u>Actual to date:</u>	
Maintenance (7 months @ £2,122)	£14,854
Burials April to October	<u>£3,013</u>
	£17,867
<u>Forecast '11/12:</u>	
Actual	£17,867
Maintenance (5 months @ £2,122)	£10,610
Burials November '11 to March '12 (5 months @, say £616)	<u>£3,080</u>
	£31,557

Allowing for a 5% increase in the cost of the contract, suggest budget for '12/13 is set at £33,362, comprising maintenance £26,737 and burials £6,625.

The contract for grounds maintenance and burials at the cemetery is due to expire on 31/3/12. It has been suggested that the Council may wish to consider bringing the maintenance side of things back in-house whilst continuing to outsource burials. Should this become the case, cost implications would have to be looked into.

5. Hanging Baskets, Goblet Baskets and Barrier Troughs

<u>Forecast '11/12:</u>	
Sundries, say	£550.00
Summer planting:	
Barrier troughs (32 @ £30.61)	£979.52
Goblet baskets (40 @ £18.68)	£747.20
Hanging baskets (92 @ £7.84)	£721.28
Winter/Spring planting	
Barrier troughs (32 @ £21.66)	<u>£693.12</u>
	£3,691.12

cont.

5. Hanging Baskets, Goblet Baskets and Barrier Troughs (cont.)

Suggest budget for '12/13 is reduced to £4,070. This would comprise:

Sundries, say	£747.28
<u>Summer planting (say 5% increase on '11/12)</u>	
Barrier troughs (32 @ £32.14)	£1,028.48
Goblet baskets (40 @ £19.61)	£784.40
Hanging baskets (92 @ £8.23)	£757.16
<u>Winter/Spring planting (5% increase on '11/12)</u>	
Barrier troughs (32 @ £22.74)	£727.68
	£4,045.00

Members are asked to confirm that for the time being, they are happy for *only* the barrier troughs to be planted up for the winter/spring season. The goblet baskets *have* been planted in the past but they do not give the same visual impact as they do in the summer season when trailing plants are available.

6. Muster Green, Roundabouts and Other Flower Beds

Actual to date:

Fertilizer	£689.60
Application of herbicide to Muster Green	£348.00
<i>Irrigation system:</i> To repair broken pipe	£94.50
To adjust watering times & sprinkler heads	£63.00
Winter decommissioning	£75.00
Herbicide	£58.07
New post (+ cement) for Peace Garden	£10.10
Bark mulch	£52.50
Sharp sand	£2.00
Summer bedding	£5,463.72
Water rates	£198.80
Red & white barrier tape	£3.01
	£7,058.30

Forecast '11/12:

Actual	£7,058.30
Winter/Spring bedding plants & bulbs, say	£6,744.00
Water rates, say	£325.00
Annual maintenance of dog bin, say	£145.00
Sundries, say	£750.00
	£15,022.30

The new roundabout at the Wivelsfield Road/Rocky Lane/Fox Hill junction (the 'St. Francis Park' roundabout) has been sponsored by Crest Nicholson. The Council's groundsmen have constructed and planted five raised beds to maintain the thread of formal planting through town from west to east. Obviously, there have been set-up costs for materials and compost/topsoil, but these are more than offset by sponsorship income.

Suggest budget for '12/13 remains at £14,500, comprising bedding plants £11,425, fertilizer etc. £1,400, maintenance/running of irrigation system £500, water rates £525, maintenance of dog bin £152 and sundries £498.

7. **Public Clock (St Wilfrid's)**

Suggest budget for '12/13 remains at £200.

8. **Street Lighting – Power & Maintenance**

Actual to date:

Energy charge x 6 months	£3,276.42
Sundry maintenance/repairs	<u>£2,558.57</u>
	£5,834.99

Forecast '11/12:

Actual	£5,834.99
Energy charge x 6 months	£3,276.42
Maintenance charge x 12 months	£4,875.00
Sundry maintenance/repairs, say	<u>£1,300.00</u>
	£15,286.41

The Town Council has a 'portfolio' of some 164 street lights for which it pays energy and maintenance costs. By and large, these lights are located in the town's unadopted roads and on footpaths and twittens. In more recent years especially, rising electricity prices have increased the financial burden on the Council and this has been coupled with difficulty in finding a contractor to provide a reliable maintenance/repair service.

The Responsible Financial Officer (RFO) will be looking to compare energy prices between suppliers, possibly opting for a fixed price contract. Effective from 1/4/11, the Council entered into a two year maintenance contract, with a year 1 charge of £4,875 and a year 2 charge of £3,104.

Suggest budget for '12/13 is reduced to £14,000, comprising energy charges £6,880 (↑ 5% on forecasted actual), maintenance charges £3,104 and sundry maintenance/repairs £4,016.

9. **Street Lighting – Improvement/New Schemes**

Reserve '10/11	£16,686.67
<u>Less</u> Structural integrity inspection of 51 street lighting columns	<u>(£850.00)</u>
⇒ Funds currently available	£15,836.67

The primary purpose of this reserve is to pay for upgrades to street lights that may have reached the end of their economic life, and to fund the installation of new or additional lights, along footpaths for example. Although there are no major schemes in the offing, it is recommended that for now the reserve be 'topped up' with a budget for '12/13 of £850.

10. Severe Weather Contingency

Reserve '10/11	£1,096.32
Budget '11/12	<u>£2,000.00</u>
⇒ Funds available @ 1/4/11	£3,096.32
<u>Less</u> 3 no. 370-litre grit bins	<u>(£521.67)</u>
⇒ Funds currently available	£2,574.65

Members need to consider whether the current level of provision of grit bins throughout the town is sufficient. (22 additional bins were purchased in the previous financial year at a cost of £3,841.71.) On the basis of there being no further expenditure in *this* financial year – although this is by no means a given – a budget for '12/13 of £425 would make ± £3,000 available at 1/4/12.

11. General Maintenance/Repairs

This heading was established at the start of this financial year to enable members of staff to respond to requests for maintenance/repairs to or replacement of street furniture, and minor enhancement works. To date, the only expenditure incurred has been £145.14 on maintenance and repairs to litter bins. This is likely to be added to as the groundsmen embark on a programme of (winter) maintenance tasks but there is still likely to be an underspend. Suggest this is transferred to the Capital reserve and that budget for '12/13 is reduced to £2,500.

12. Town Fund/Projects

Actual to date:

Skatepark graffiti art project	£250
Towards redevelopment of Victoria Park paddling pool	<u>£4,509</u>
	£4,759

As far as the RFO is aware, no further expenditure has actually been committed from this heading, although some ideas have come forward, which include those to mark the Queen's Diamond Jubilee and the purchase of a portable speed indication display (SID). If say, another £5,000 were to be spent in *this* financial year, the remainder of the budget, i.e. £4,241, could be carried forward as a reserve and a budget for '12/13 of £9,750 would make ± £14,000 available at 1/4/12.

13. Best Kept Garden/Allotment Competitions

Forecast '11/12:

Engraved glass plaques & framed certificates for prize-winners	£229.22
'Thank you' garden vouchers for judges	£42.95
Engraving winner's cup	£9.17
Reception for prize-winners, 18/9/11	<u>£39.63</u>
	£320.97

Suggest budget for '12/13 is reduced to £500.

14. Christmas Lights

Reserve '10/11 (<i>b.f. as a result of not being invoiced for dismantling in '08/09</i>)	£5,777.85
Budget '11/12	<u>£14,420.00</u>
⇒ Funds available @ 1/4/11	£20,197.85
<u>Forecast '11/12:</u>	
Contractor: Year 3 hire Agreement	£7,720.00
Year 3 installation & dismantling Agreement	£5,800.00
Replacement sets of lights for 3 trees on the 'Sussex' roundabout, including installation	£2,030.85
10 sets of lights for decorating Christmas tree on roundabout at Commercial Square	£300.60
Electricity costs, say	£150.00
Sundries, say	£100.00
<i>less</i> Recompense from MSDC for lights destroyed as a result of tree felling in Victoria Park	<u>(£892.50)</u>
	£15,208.95

Christmas 2011 marks the final year of a three year contract for the hire, installation and dismantling of displays. If the Council is to continue to provide a display for the town, a new contract will have to be negotiated with either the existing contractor or a new one. Suggest budget for '12/13 remains at £14,420, comprising ❶ contractor £13,520, ❷ electricity costs £150 and ❸ sundries £750. If there were to be a budget shortfall because of the increased cost of a new contract, this could be met in the first year from the reserve carried forward (± £4,989).

15. Christmas Lights – Maintenance Reserve

Reserve '10/11	£6,488.40
Budget '11/12	<u>£750.00</u>
⇒ Funds available @ 1/4/11	£7,238.40

The purpose of this reserve is to pay for on-the-spot/future maintenance of ancillary equipment such as catenary wires and fixings. As there is a sufficient accumulation to meet significant costs were they to arise in the short term, suggest budget for '12/13 and going forward is reduced to £500.

16. Environmental Projects

Reserve '10/11	£250
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Under the last Council, this small amount was set aside in anticipation of progressing the 'Greening Campaign' in Bolnore Village (see www.greening-campaign.co.uk). (The aim of this scheme is to influence a community's behaviour so that it becomes more sustainable and reduces its effects on climate change.) Unless Members wish to pursue this or they have something else in mind, suggest this sum is reallocated and the reserve deleted.

17. Haywards Heath (HH)/South and South East in Bloom (SSEIB)

Forecast '11/12:

3 no. HH/SSEIB banners	£130.00	
Entry fees for SSEIB 2011:		
large town	£175.00	
town centre	£110.00	
small park – Muster Green	£20.00	
Catering for SSEIB judging days, 7-8/7/11	£96.67	
5 places at SSEIB Awards, 7/9/11	£75.00	
Sundries, say	<u>£100.00</u>	
	£706.67	

Assuming the town is to participate in next year's competition, a budget of £800 for '12/13 would seem sufficient.

18. Town Council Events

Reserve '10/11	£4,098.00	
Budget '11/12	<u>£4,500.00</u>	
⇒ Funds available @ 1/4/11		£8,598.00

less Actual to date:

	Annual premises licence fee	<u>(£70.00)</u>	(£70.00)
Haywards Heath	150 certificates	(£150.00)	
Bike Ride, 17-Apr-11	First Response unit	(£300.00)	
	Various signs	<u>(£246.75)</u>	(£696.75)
'Meet your Councillor' event, 2-Jul-11	Banner	<u>(£94.00)</u>	(£94.00)
Spring Festival, 8-May-11:	Outside broadcast unit	(£100.00)	
	Replacement characters for banner	(£20.00)	
	Haywards Heath Concert Brass	(£300.00)	
	<i>add</i> Fees from commercial attendees	<u>£120.00</u>	(£300.00)
Town Day, 10-Sep-11:	Fireworks Display (deferred)	(£3,500.00)	
	Insurance for 'Skate Jam'	(£106.00)	
	Hire of mobile stage trailer	(£800.00)	
	Hire of Victoria Park	(£160.00)	
	Advertising on Bright FM	(£348.00)	
	Replacement numbers for banner	(£10.00)	
	10 'correx' notice boards	(£250.00)	
	Litter picking by the Scouts	(£100.00)	
	First aid cover	(£450.00)	
	Outside broadcast unit & presenter	(£200.00)	
	Southern Starlights	(£60.00)	
	<i>add</i> Fees from commercial attendees	£275.00	
	Funding support from: ① MSDC	£500.00	
	② Crest Nicholson	£1,000.00	
	③ First Central Insurance	<u>£500.00</u>	(£3,709.00)

cont.

18. Town Council Events (cont.)

Christmas Festival, 26-Nov-11	Marshalling at fireworks display	<u>(£100.00)</u>	<u>(£100.00)</u>
⇒ Funds currently available			£3,628.25
<u>Forecast '11/12:</u>			
Funds currently available			£3,628.25
less Sundries, say			<u>(£200.00)</u>
⇒ Reserve c.f. @ 31/3/12			£3,428.25

Members need to decide on a programme of events for '12/13. If the budget remains at £4,500, together with the reserve carried forward, *possible* allocations could be as follows:

- ❶ Spring Festival/Queen's Diamond Jubilee £500;
- ❷ Mid Sussex Marathon £500;
- ❸ Town Day £5,750;
- ❹ Christmas Festival £500;
- ❺ Sundries ± £678.

It should be borne in mind that this year's Town Day benefitted from funding support from Mid Sussex District Council, Crest Nicholson and First Central Insurance. The RFO is not aware of any future commitments from outside organisations to financially support the aforementioned events and the budget has been prepared on that basis.

Responsible Financial Officer
November 2011

Committee Meeting: Environmental and General Purposes

Report of: Town Clerk
Date: 5th December 2011
Subject: Jubilee Gardens Project

Purpose of Report:

1. The purpose of this report is for Members to consider the release of funds from the Council's Town Fund.

Summary:

2. The Environment and General Purposes Committee holds the Town Council's Town Fund, which is a budget heading introduced in the 2011/2012 budget to fund projects that benefit the whole Town. This budget is separate from the Council's Ward Budgets and is allocated through the Committee. The following report asks for the release of funds from the budget to upgrade a piece of land maintained by the Town Council.

Recommendation(s):

Members are recommended to allocate £2,134 from the Council's Town Fund for a new tree seat (bench) for Jubilee Gardens and £500 towards ground works to the site.

Background:

3. Jubilee Gardens is located off the Sussex Roundabout on Caxton Way, Haywards Heath. The land was originally used as a sensory garden for the blind and was gifted by developers of Priory Estate to Mid Sussex District Council.
4. In 1976/77 Haywards Heath Members of Mid Sussex District Council wanted a project to commemorate the Queen's Silver Jubilee. As a result the site was designated as Gardens and named in line with the Jubilee. Jubilee Gardens was then passed to Haywards Heath Town Council to maintain in 1991.
5. On a general note the gardens are quite detached from the Town at the moment as there is little local knowledge that the gardens are maintained by Haywards Heath Town Council and that they are not exclusively for the use of the nearby flats.

Project Scope

6. The scope of the project will include a new tree bench, which will face outwards and will need to be made to a bespoke design along with ground works to compliment the bench, a commemorative plaque and a new sign for the site. The style of bench will be in keeping with furniture located in the Town.
7. Officers deem the following benefits will be derived from the project, (please note an example of tree bench is attached to this report).

- Money saved year on year due to a reduction of planting.
- Improvements to a piece of Town Council managed land.
- Symbolic upgrade during the year of the Queens Diamond Jubilee.
- Long lasting legacy from the Queens Diamond Jubilee and scope to formally open the upgraded gardens as part of the celebration.
- Raising the profile of the piece of land and that the Town Council maintain the site.
- With increased publicity comes increased usage.

Financial Implications

8. The Town Fund budget for 2011/2012 is £14,000. At the present time £4,759 has been allocated from the Town Fund leaving £9,241 available to spend. If members are minded to agree the recommendations of this report it would still leave £6,607 available to spend during the 2011/2012 financial year ending 31st March 2012.
9. Please note the delivery charge for the bench will be met from the £500 requested as it will form part of a larger delivery, which will have a one off charge and will be apportioned across budget headings, due to other items being ordered for Ward Budget projects.

Policy Context

10. **Corporate Priority 6** – To protect and enhance the Town's open spaces and cultural facilities available to the residents of the Town.

Town Clerk



Quotation form

DATE 04/11/2011

Please choose which std colour you require from the following options. If you require a non std colour please contact us.

COMPANY NAME & ADDRESS

Haywards Heath Town Council

FAO Alan John

- BLACK (RAL 9005)
- YELLOW (BS 363)
- RED (BS538)
- DARK GREEN (RAL 6005)
- LIGHT GREEN (RAL 6018)
- DARK BLUE (RAL 5005)
- LIGHT BLUE (RAL 5012)

PRODUCT	QTY	COLOUR	PRICE PER ITEM	TOTAL
Dean Tree seat - 2700mm external diameter	1	TBC	£2,095.00	£ 2,095.00
				£ -
Balmoral Tree seat - 2700mm external diameter		TBC	£2,295.00	£ -
				£ -
Memorial/Dedication plaque	1		£39	£ 39.00
				£ -
				£ -
				£ -
				£ -

Underground leg extensions are charged at £21.00 per seat.

Delivery Charges are calculated at 10% of order subtotal based on std prices. Min Charge's apply

Please note that the delivery does not include offload or positioning of planters.

SUBTOTAL	£ 2,134.00
DELIVERY CHARGE	£ 195.00
GRAND TOTAL	£ 2,329.00

ALL PRICES ARE EXCLUSIVE OF VAT. ERRORS AND OMISSIONS EXCEPTED.

Items are made to order. Order est. time 4 - 6 weeks unless specified

DEL NAME & ADDRESS

Haywards Heath

Goods will be released on receipt of full payment.
Goods remain the property of David Ogilvie Engineering Ltd until paid in full as per Terms & Conditions.

Please see reverse page



Committee Meeting: Environmental and General Purposes

Report of: Town Clerk

Date: 5th December 2011

Subject: South and South East in Bloom Entry 2012

Purpose of Report:

1. The purpose of this report is for Members to consider the minutes of a Council working group.

Summary:

2. Haywards Heath Town Council agreed to support the Town's entry into South and South East in Bloom for 2012 both financially and with its administration at the last meeting of the committee dated 24th October 2011. In line with this supports it seem prudent that the Council is updated on the activity of the In Bloom Committee. This has been done verbally in the past. To formalise proceeding Appendix 1 presents the minutes of the last meeting and the action points resulting from discussions.

Recommendation(s):

Make comment upon and note the minutes of the South and South East in Bloom Committee dated 14th November 2011.

Background:

3. The notes of the meeting dated the 14th November 2011 are attached for Members consideration and comment.

Financial Implications

4. None

Policy Context

5. Corporate Priority

Town Clerk

HAYWARDS HEATH IN BLOOM COMMITTEE

Minutes of the meeting held on 14th November 2011

Present: Cllr Richard Goddard (Chairman)(RG)
Dave Parker (Vice Chairman)(DP)*
Cllr John Sabin (Mayor) (JS)*
Alan Colgate
Michael Figg
Steve Trice
Alice Hobbs
Roy Hayward
Barbara Lank (BL)
Alan John
Barbara Woods (BW)
Andrew Stempt
Cllr Warren Hill*
Jocelyn Kean (Bolnore)
Mr Golds (Franklands)*
Mrs Golds (Franklands)(YG)*
Gordon Mitchell (Franklands)*
Norman Gregg (Franklands)*

Apologies*

1. WELCOME

- The Chairman welcomed the committee to the meeting.

2. FUTURE CHAIRMAN ARRANGEMENTS

- RG has been chairman for many years now and originally chaired the committee as a town councillor. As his position on the council has changed ST felt that there should be a member of the council on the committee as they are using council money as a grant to South & South East In Bloom and the Best Kept Garden Competition.
- ST reported that Cllr Warren Hill has confirmed that he would like to be Chairman and represent the council on the committee. RG suggested we make this the first item on the next agenda so that Cllr Hill can introduce himself.
- RG said although he is no longer chairman he would still like to continue on the committee in 2012.

3. REVIEW OF LAST YEAR

- RG said he was very happy with the result of this years competition and the committee agreed it would be nice to win Gold eventually and hoping next year would bring this. RG said that if we do not win Gold next year it is the competition itself which is important and making the public more aware of the entry.
- RG congratulated Jocelyn on the huge success for Bolnore Village and everyone from Franklands Village for an all round great result.
- RG said it was great that we widened the entry this year and the Apple Orchard has come into its own entering in to the competition.
- Jocelyn thanked the committee for all their help and support in the lead up to the judging day and with the day itself.
- BL said it was very useful in previous years when Peter Holman, Chairman of SSEIB had visited. AH will call Mr Holman in the New Year when we enter to see if he would be able to meet with the committee.

4. 2012 ENTRY INTO SOUTH & SOUTH EAST IN BLOOM

- ST confirmed we are entering into SSEIB competition next year and has agreed the usual budget of £1,000 with the town council at the last Environment and General Purposes meeting which was held on 24th October.

5. IDEAS FOR NEXT YEAR/FUTURE EVENTS

- It was agreed by the committee that we would launch our entry into SSEIB at the usual St Georges Day celebrations in The Orchards in the Spring. AH said she would get in contact with Ian Goodridge, the Centre Manager of The Orchards, in the New Year to make sure we had a place at St Georges day and also the 'Strictly Come Gardening' event on 14th April. ST confirmed the Town Council will also have a Spring Festival or Diamond Jubilee celebration next year, date and details yet to be confirmed.
- BW asked if we could be involved in the Three Towns Marathon, suggesting we have a floral start point with some pots etc. There is also the Haywards Heath Bike Ride next year on 1st April. ST going to get in contact with organisers and try and gain interest from businesses and will report back. All these events will show the judges ongoing community involvement throughout the year at the presentation.
- Wild about wildflowers event – Overall the committee thought there were definitely areas that a wildflower planting event could take place in Haywards Heath. Jocelyn said Bolnore could definitely benefit from wildflowers as there are areas with poor soil.
- BW asked if business or members of the community could give a grant to the council to plant up an area and then have a sign to say they had sponsored the planting. ST to look into implications of this.
- AH said she will order the wildflower seeds which will be delivered in March. Update: RHS have said we should hold the wildflower sowing event on 14th or 15th April. This would clash with The Orchards 'Strictly Come Gardening' event on the 14th if we held it on this date. Also to order the seeds we need to know where we will be planting the seeds, what we hope to do on the day and who will be helping, e.g. local scouts, schools. To be discussed at the next meeting.
- Jocelyn said she had recently seen a garden tour in Brighton and thought Haywards Heath could do something similar. RG suggested we could contact the previous winners of Best Kept Garden to see if they would like to be part of a tour and open their gardens for a day. RG said we could see if they would be interested to join the committee as well.
- RG to meet with AH to put a questionnaire together for the winners of BKG.
- RG suggested as there are some areas of the town which are not being kept up to standard, mainly outside retail or businesses, the committee could offer to volunteer to do a tidy up for them. AH to contact schools and scouts to see if they would like to be involved. AS commented that the scouts could benefit from earning badges for community help.
- ST reported that there is a group of trees in Northlands Avenue that are dead so there may be a possible tree planting project next year that the committee could be involved in or include in portfolio. ST to report back in due course.

6. RESPONSIBILITIES

- ST said if DP is in agreement to stay as Deputy Chairman and to put together the tour along with RG and Cllr Hill for this year we could review this for the following year.
- BW and BL agreed to put together the portfolio again, but have asked for a lot more contributions from committee members this time.

7. DATE OF NEXT MEETING

- The next meeting will be held on **16th January 2012 at 6pm.**

Meeting closed at 7.15pm