

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 20th 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