

## HAYWARDS HEATH TOWN COUNCIL

### Minutes of the Environment and General Purposes Committee 26<sup>th</sup> February 2024.

**Nick Chapman (Chair)**  
**Alison Rees (Vice Chair)**  
**Anne- Marie Cooke**  
**Sandy Ellis**  
**Stephanie Inglesfield**  
**Deanna Nicholson**  
**Duncan Pascoe**  
**Leila Wilson**

#### **Apologies\*\* Absent\***

**Also present: Town Clerk, Events and Community Officer, Committee Clerk, Projects Officer and 3 members of the public.**

#### **51. Apologies**

There were no apologies to note.

#### **52. Public Participation**

The Chairman welcomed members of the public to the meeting.

In relation to agenda item 12, representatives from South and South East in bloom (SSEiB) gave a presentation detailing the actions of the working group. Andrew Lawes shared the new logo in varying forms for Haywards Heaths entry into SSEiB for members consideration, he noted that costs for printing were as yet unknown. It was suggested that the logo could be printed onto magnetic panels and applied to the Town Council vehicles. The Clerk advised that there was money set aside in the budget for this project.

Sylvia Harris gave an update; she presented a hand knitted 'carpet of flowers' for display outside the Town hall on the day of judging. She encouraged members with contacts in community groups to drum up support, more community engagement was needed. Some of the ideas which the group are working on are, a display of Scarecrows on Muster Green from schools and community groups and photos of floral displays in the local area during the changing seasons. Sylvia Harris encouraged both members and members of the public to send in their photos and get involved.

The Chairman thanked the SSEiB representatives for their updates.

#### **53. Minutes**

The minutes of the Environment & General Purposes Committee dated 18<sup>th</sup> December 2023 were taken as read, confirmed as a true record and duly signed by the Chairman.

#### **54. Substitutes**

None.

#### **55. Declarations of Interest**

None.

**3 Members of the public left the meeting at 07.44pm**

**56. Events and Community Officer's update**

The ECO referred to her report. 2024 Planning is well underway, food vendors are being sought for Town Day, entertainment has been booked for the D Day Anniversary with beacon lighting planned for approximately 9.15pm.

The ECO reminded members that there was still time to send in nominations for the Haywards Heath Community Awards, she noted that no nominations had been received for the category of outstanding young person. Cllr Ellis asked if members could approach community groups for nominations, the ECO replied yes and that she herself had already reached out to a number of local groups.

The ECO advised that she oversees the Town Councils social media accounts in relation to events as part of her role, actively sourcing information to post. She asked should councillors be aware of any upcoming projects or events to please let her know so they can be shared on the Town Councils social media accounts.

Members **NOTED** the report.

**57. Community Days Out Feasibility Study**

At the 6<sup>th</sup> November Environment and General Purposes meeting it was resolved that a 'days out' feasibility study would be undertaken. The Project Officer had completed a large amount of research into potential days out which was shared with the committee.

The Clerk asked members to comment on the report and decide how they wished to proceed.

Cllr Pascoe thanked the Project Officer for the comprehensive report.

He reminded members that he originally proposed the days out project to give local children from disadvantaged backgrounds the opportunity to do something outside of their town.

Members entered into discussion where the following points were discussed.

Transport costs were a limiting factor.

It would be useful to agree the target age range as this will impact supervision ratios.

The PO said the feasibility study was based on primary school aged children.

Staffing costs and CRB checks needed to be taken into account.

Other options such as train trips to museums with free entry and packed lunches may be more cost effective. The ECO advised food options for the day out had been sought with the cost of £4.50 per head as a suitable budget, this cost may be reduced if the meal was produced in house.

Taking a small deposit was discussed to mitigate 'no shows', the deposit could be refunded although this would incur staff time to process the refunds. Alternatively, the deposit could be used to purchase a book which the children would be able to take home.

A 'fun day' on the green was a cost-effective option and open to more participants but may clash with other Town events.

Other options discussed were a petting Zoo and an open-air cinema event.

It was felt that there were already charities/organisations providing similar types of services for families, maybe the Town Council could collaborate. It was suggested that the Town Council could approach a 3<sup>rd</sup> party organisation to explain that the Town Council are willing to sponsor a days out project which the 3<sup>rd</sup> party organisation could then manage on behalf of the Town Council as they would be best placed to run such an event.

The committee liked the idea of a trip to Wakehurst Place and thought this would tie in nicely with the 60<sup>th</sup> anniversary of Briton in Bloom.

It was suggested that starting small and then building on this years 'day out' would be a good way forward, securing sponsorship for future 'days out'.

The Clerk noted the great ideas coming from the discussion and reminded the committee that the officers need a clear steer, timescales should be considered,

especially in regard to finance and possible booking /hiring involved. Avoiding event dates already in the diary and staffing time also need consideration.

Following the discussion Cllr Pascoe proposed a trip to Wakehurst Place to be delivered in partnership with a third-party organisation, the ECO/PO will contact schools via the pupil premium programme to ensure inclusivity of eligible local children this ensures a town wide reach. It was suggested that Bentswood Hub could be contacted. A name for the event will need to be chosen for advertising purposes.

An action was noted – the ECO/PO will research the costings to put on an outdoor cinema screening possibly in the autumn or next year.

A vote was taken and with all in favour.

**Members RESOLVED to pilot a Wakehurst trip in partnership with a 3<sup>rd</sup> party organisation, the decision of the 3<sup>rd</sup> party organisation being delegated to the officers.**

**58. Christmas Events 2024**

The ECO gave an update and referred to her report as tabled in the agenda. She advised that along with the Clerk she had met with Nicola Bird from The Orchards Shopping Centre to discuss the Christmas event. Nicola was supportive of the event on South Road as it would increase footfall and support the local shops and businesses.

The Clerk thought that the timing of the event may be better changed to 1pm - 4.30pm.

Cllr Ellis asked that thanks were passed onto Nicola Bird for her support.

**Members RESOLVED to agree a Christmas event on South Road.**

**59. Cllr Motion - Hidden Disabilities Initiative**

Cllr Pascoe presented his motion regarding the hidden disabilities' sunflower scheme in which the Town Hall would become a sunflower friendly venue. Cllr Pascoe advised the cost would be approximately £50 per year and this included training for members and staff. It should be recognised that some disabilities, conditions and chronic illnesses are not immediately obvious. The hidden disabilities sunflower has been created to encourage inclusivity, by wearing the sunflower the wearer is letting everyone know they may need extra help.

The initiative was supported by members with members agreeing that the Town Council should encourage businesses in the Town to also adopt the sunflower. It was thought that the initiative should be advertised on the Town Councils social media and around the town. It was noted that if adopted the Town Council would be the first town in Mid Sussex to take up the initiative.

This initiative dovetails with the Town Councils Thumbs up pledge and the Alzheimer's Society campaign.

**Members Resolved to support the initiative.**

**60. Cllr Motion - Collaborative Working**

Cllr Pascoe presented his motion regarding collaborative working; he said it was important to have a clear understanding of the existing directional polices and how they impact upon the Town Council. The existing directional polices being;  
Haywards Heath Town Council – A Plan for the future (green paper) July 2023  
Mid Sussex District council- Haywards heath Town Centre Master plan – March 2021  
West Sussex County Council – West Sussex Transport Plan April 2022  
Cllr Pascoe’s motion seeks to provide instruction to officers to produce a report detailing what other councils are doing in Haywards Heath, identifying opportunities to work together.

The Clerk advised he will liaise with both MSDC and WSCC to discuss issues such as Clair Hall and the South Road Streetscape plans. The Clerk will prepare a report/project plan to recommend to Full Council in May.

Cllr Cooke asked if the SID could be moved to Gander Hill and College Road where there seems to be a problem with speeding cars. The Clerk advised that the SID was on the Balcombe Road presently and scheduled to be moved to Harlands Road next.

Cllr Ellis wanted to note that she had not agreed with the Town Councils green vision paper. She noted that before implementation of 20mph zones a public consultation would need to take place through the County Council.

A vote was taken and with all in favour.

**Members RESOLVED to recommend the Clerk presents a project plan to Full Council to assist in the delivery of the Town Councils Green Paper.**

**61. Muster Green Management Plan**

The Clerk referred to his report and the attached appendix detailing the Muster Green Management Plan.

Cllr Nicholson pointed out an error on page 10 paragraph 6.3 which will be amended. Without further comment-

**Members RESOLVED to adopt The Muster Green Management Plan for 2024.**

Cllr Nicholson stated that the Towns Councils vision for sustainable transport, in particular cycling, was being hampered by the number of potholes. The Clerk advised that he was meeting with the other two local Town Councils to discuss this issue and a letter will be sent to WSCC highways.

**62. South and South East in Bloom**

Due to members of the South and South East in Bloom Committee in attendance the Chairman brought forward **agenda item 12 South and South East in Bloom.**

Cllr Ellis thanked the SSEiB committee and volunteers for their work. She advised that she had contacted MSDC to tell that that HHTC are in Britain in bloom, she also noted that MSDC are in the process of tree relabelling in the town. Cllr Ellis has written to both schools, Warden Park and Oakhall; this year is the 60<sup>th</sup> Anniversary of Britain in Bloom and the project theme is ‘Friendship and togetherness’, the schools are going to get involved by planting seeds, making poesy’s and writing poems.

Cllr Ellis thanked the ECO for her work advertising the Towns entry saying that some sponsorship was already in place said the Town Council needed to look for more sponsors which she thought would be forthcoming. She said that this was a big thing

for the town and each year it gets bigger and better, she would like to open the event up to the community to make them feel part of Britain in Bloom.

Members **RESOLVED to note the update and AGREE the new logo.**

**63. Urgent Items**

Cllr Nicholson advised that the Friends of Scrase Valley link on the Town Council website is no longer live and it seems the group may have been disbanded. It has been brought to her attention that there is frogspawn in the pond which needs protecting. The Clerk agreed to contact MSDC who are the landowners. Cllr Nicholson asked that the Town Council share some educational material on the Councils website and social media to highlight the cause. Cllr Nicholson agreed to put together some wording which she will pass to the ECO.

Meeting closed at 09.00pm