



**HAYWARDS HEATH
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West Sussex,
RH16 1BA

Tel: 01444 455694

Website: www.haywardsheath.gov.uk

Email: town.clerk@haywardsheath.gov.uk

31st October 2023

To all Councillors on the Environment and General Purposes Committee and others for information.

Dear Councillor,

You are hereby requested to attend an informal meeting of the **Environment and General Purposes Committee** to be held on **6th November 2023** at the Town Hall in the Council Chamber at **7.30pm** when the following business will be transacted

Yours sincerely

Steven Trice

Town Clerk

AGENDA

1. To receive apologies for absence.
2. Public Participation The public are invited to attend the meeting to observe in person. They may ask questions under the council's remit, or make representation on a matter that is on the agenda. Speaking is guided by the Council's standing order 1 (available on website). You should indicate that you wish to speak by raising your hand. There is no right of reply. Should you wish to circulate anything to the committee this should be sent to the Town Clerk no later than 12 noon on the day of the meeting.

To commence not later than 7.45pm

3. To receive the minutes of the Environment and General Purposes Committee meeting held on 4th September 2023.
4. To note Substitutes.
5. To receive Declarations of Interest (Personal, or Pecuniary Interest) from Members in respect of any matter on the agenda.
6. To consider a preliminary report relating to events planning and budgeting for 2024/2025.
7. To consider and ratify the recommendations of the Environment Working Group dated 5th October 2023.
8. To receive an update on the Mid Sussex Marathon event 2024.
9. To receive an update on the Leave No One Behind Christmas appeal.
10. To note the actions of the Active Haywards Heath Executive Board meeting dated 18th October 2023.

11. To consider a motion by Cllr Pascoe to enable a feasibility study relating to the introduction of a Community Days Out programme.
12. To receive a verbal update on the success of the Haywards Heath in Bloom in the South and Sout East In Bloom competition.
13. To consider any items that the Chairman agrees to take as urgent business.

Committee Members: Environment & General Purposes Committee: Cllrs: (Chair), (Vice Chair),

*'During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.'*

Town Mayor Cllr Stephanie Iglesfield

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

Minutes of the Environment and General Purposes Committee held 4th September 2023.

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 and Mr Crump (part of meeting).

14. Apologies

S. Inglesfield – Holiday

15. Minutes

The minutes of the Environment & General Purposes Committee dated 3rd July 2023 were taken as read, confirmed as a true record and duly signed by the Chairman.

16. Substitutes

P. Lucraft for S. Inglesfield

17. Declarations of Interest

None

18. Events and Community Officer Update (ECO)

The ECO presented the update report as tabled in the agenda. The ECO was pleased to announce that over 70 stalls had been booked for Town Day. In line with this Members were reminded that any help on the day from Councillors would be welcomed and indeed was very much needed to make the event viable. With regards to moving forward with a Dementia Alliance for Haywards Heath a meeting was held with partners and interested partners at a local level to see what could be achieved. The meeting was well attended but people were not willing to do much. As a result, the proposed next step would be the setting up of a Town Council working group to look at ways of driving the initiative forward with volunteers being sought thereafter. This led onto the only recommendation in the report, which was to appoint the working group. The ECO asked for Members to sit on the group with Cllrs Wilson, Ellis, Pascoe and Rees all volunteering. It was also suggested that an officer from West Sussex County Council be involved at the appropriate juncture and furthermore a local officer from the Alzheimer's Society acknowledging funding for the regional post was to cease in the immediate future. Mention was also made regarding Active Haywards Heath and the forming of the Executive Board. One place for the community representative was still outstanding with one nomination at the time of the meeting. It was also that the Council's Grant criteria and level of funding available would be discussed at the next meeting of the Policy and Finance Committee. The ECO was thanked for all of her hard work and it was hoped that Town Day would be a great success. With this;

Members **NOTED** the report **RESOLVED** to form a working group to develop a **Dementia Friendly Alliance for Haywards Heath** made up of Cllrs Wilson, Ellis, Pascoe and Rees who would support the Events and Community Officer.

19. **America Lane Allotments**

Mr Crump was present on behalf of the America Lane Plotholders who had been working closely with the Town Clerk on the matters to be presented for consideration under the item. The Town Clerk introduced the ongoing issues with site security and advised of the need to revisit a past resolution regarding works to the stream adjacent to The Hollow. Turning to the anti-social incidents on the site Mr Crump explained that a disturbing trend of vandalism and thefts had returned to the site. It was noted that the site's entry was set against America Lane and was a long lineal site, which was hard to secure. It was noted that the Police had been made aware of the issue and their thoughts were appended to the accompanying report and that letters had been sent to surrounding properties and the Bentswood Hub, which had not reduced the incidents. Members asked about the timing of the vandalism and Mr Crump stated it was concentrated to night time. Debate on the matter led to Members consideration of CCTV on the site. It was noted that a formal CCTV Camera would be costly and would need to be linked to Sussex Police Headquarters at Lewes. It was suggested at this point that grants may be available from the Police Crime Commissioner who provides a rolling programme of grants for community safety and business safety. Taking aforementioned cost constraints into account and the time any funding would take obtain, it was felt that trail cameras would be prudent and they could tie in with wildlife monitoring on the site, with signage that could also deter intruders. Other solutions agreed were non-drying paint on the entrance fence, works to fill gaps with hedgelaying techniques and adhoc visits by the Community Warden and PSCO. With these actions agreed the Town Clerk said that he would liaise with Mr Crump. With regards to the works the bank adjacent to The Hollow it was noted that at the outset there were concerns regarding the stability to the bank. After taking professional advice it was deemed that the bank was stable and there would be a considerable effect on plot holders to enable the works. It was also noted the laying of a pipe was considered but again this was cost prohibitive at circa £35,000. Mr Crump then asked if an alternative solution could be found and suggested an alternative solution, which would involve rationalising the scrub trees on The Hollow side of the stream and cutting back of overhanging branches from established trees and then planting hazel and fast-growing willow on the allotment side. The Town Clerk added that buy in would be needed from the residents from The Hollow and due to the riparian rights going down the middle of the stream and the mutual benefit to them from the works. With this Members agreed to both projects and that they would be funded by the £10,000 previously allocated by the Town Council for site works and then

Members RESOLVED to delegate a programme of site security measures at America Lane Allotments to the Town Clerk and to change the programme of works at the stream adjacent to The Hollow from bank reconstruction works to the removal of vegetation and a new planting regime funded by the £10,000 previously allocated in Town Council reserves.

20. **Environment Priorities**

Members had before them the Environment priorities agreed by the previous administration, which was based on a matrix backed by the science from the Draw Down Project. It was claimed that Plant Treaty communication previously was confusing as people thought the Town Council were promoting a vegan town. Town Clerk explained it was actually aimed at signposting and giving the people the option and was not a direction from the Town Council. Members agreed that this is what was intended to be the case moving forward and the Town Council should be cognisant of giving people food options when delivering community events and general activities. Turning to the other priorities it was agreed that the committee was not the appropriate place to undertake the review, so it was agreed that the Environment Working Group be reformed and that it would meet before the next meeting of the Committee. Cllrs Chapman, Pascoe, Rees, Ellis and

Nicholson volunteered to form the Working Group. The Town Clerk stressed at this point that resources needed to be considered when the working groups meets to deliver all of the worthy priorities, with this in mind.

Members **RESOLVED** to **reform the Environment Working Group, to review the Town Council's priorities and projects, made up of Cllrs Chapman, Pascoe, Rees, Ellis and Nicholson.**

21. Cllr Motion – Safer Sun Campaign

Cllr Pascoe presented his motion with regards to the Town Council raising the issue of sun safety, which was timely in line with the forecasted weather for the forthcoming Town Day the following Saturday. Members were supportive of the motion and agreed that a sun cream station be provided at Town Day and that there would be an ongoing campaign of information regarding staying safe in the sun. With regards to the sun cream station at Town Day caution was aired in relation to the products being used in terms of the risk to sensitive skin and reactions that the Town Council could be liable for. It was agreed a waiver be produced and high-quality products used. In addition, the first aid team booked for the event be liaised with and that some public relations would be sent out during the week. It was therefore agreed that sun safety was considered at all events and a general awareness campaign be ongoing.

Members **RESOLVED** to **develop a sun safety awareness programme.**

22. Mid Sussex Marathon 2024

Member were supportive of the Marathon and without comment.

Members **RESOLVED** to **continue to provide financial support of £1,000 towards the Mid Sussex Marathon to be held in 2024.**

23. Haywards Heath Winter Management Plan

Members noted the winter management plan and then.

Members **RESOLVED** to **adopt the Haywards Heath Winter Weather Management Plan for 2023/2024.**

24. Haywards Heath in Bloom

Cllr Ellis stated that the results ceremony for the Town's entries into South and South East Bloom was taking place on the 29th September 2023 and members of the Groundstaff and the Haywards Heath in Bloom Committee would be attending to pick up any awards that are made. In addition, the Friends of Ashenground Wood, America Lane Allotments and the Bentswood Hub were also going to attend as they entered individually. It was also noted that the Town Council would be hosting its own awards ceremony in October with best kept gardens, allotment and business amongst the awards to be made.

Members **NOTED** the **update.**

25. Leave No One Behind Campaign

The ECO presented a report that sought support to continue the Leave No One Behind Campaign, which reached out to the elderly and vulnerable people during the Christmas period last year. The campaign included, and was suggested to continue this Christmas with information being provided on services that were available over the Christmas period and gift bags. It was noted that the project was supported by Age UK and last year with

agreed funding of £1,000 from the Town Council and further £1500 obtained from sponsorship reaching reach 250 people. The aim of this year is in line the cost-of-living crisis and it was noted that again £1,500 had be secured in principle to support the financial input of the Town Council. It was asked if the reach of the project could be expanded to social prescribers, housing associations and doctor's surgeries and if the bags could include Cards for Kindness from children in local schools. It was agreed that both points be looked into. Members therefore were supportive of the campaign and agreed to fund the campaign to the tune of £2,000 and that the demographic would again focus on the elderly and vulnerable. As an aside it was also noted that there was to be Carol Event to be held on the 7th December 2023 to celebrate what is going on in the Town, thanks to organisations in the Town and building on the Leave No One Behind Campaign.

Members **RESOLVED** the **2023 Leave No One Behind campaign and allocate £2,000 towards the campaign**

26. Urgent Items

There were none.

Meeting closed at 9.13pm

Committee Meeting: Environment and General Purposes

Report of: Events and Community Officer

Date: 6th November 2023

Subject: Town Council Events- 2024/25

Purpose of Report:

1. The purpose of this report is to update councillors on the events the Council has been organising in 2023/24, to assist with the decision-making process for the 2024/25 events calendar and budget setting process.

Summary:

2. The Town Council organises and hosts four community events per year, these are marked as ANNUAL events below. Alongside this, the Town Council also provides officer time and resources to four annual town events, in partnership with other organisations including Mid Sussex District Council, these are marked as IN PARTNERSHIP. Events outside of the annual commitments have also taken place, some of which are 'One Offs'. Delivery of the full programme of events is challenging, both Town Hall and Grounds Staff are heavily relied upon for the events to be able to go ahead. The ECO has revised the events programme due to the demands being put on HHTC staff in order to make the events feasible. Support from members both in the lead up to and at the event, is crucial for the events to be able to run. This report is to assist Councillors in their deliberation over the 2024/25 events schedule.

Recommendation(s):

Members are recommended to:

- a) Note this report.
- b) Officers recommend that the Council supports the events (both annual and in partnership), as laid out in this report.
- c) Discuss the feasibility of the Christmas Firework event, together with other options.
- d) Comment as appropriate.

Background:

3. In 2023, the programme of events ran as planned. In considering the programme of events for 2023, Members are asked to take in to account the demands to Town Council Officers and the expectations of the community and developments in the events offerings. During 2024, the ECO would like to continue to deliver community building events and experiences. The ECO will also continue her current work on sponsorship and developing the inward investment opportunities to local businesses.

Whilst in previous years, some local entertainers provided their services for free for the publicity, the ECO cannot rely on professional performers being able to do this given the current Cost-of-Living crisis. Less performers, understandably, are able to forgo payment for 'exposure'.

The ECO believes the events programme can be updated to match the evolving needs of the local community as well as celebrating one off events taking place.

3.1 Mid Sussex Marathon (IN PARTNERSHIP – ANNUAL EVENT)

Mid Sussex District Council (MSDC) oversee organisation of the marathon in partnership with representatives from the three Town Councils. Planning for the event has been transferred to Places Leisure (PL), the District Council's leisure provider. PL employ an independent Events Co-ordinator, Simon Adby, Active House Solutions, to organise and deliver the event in the three towns. Event planning, which begins each Autumn is monitored by MSDC, Places Leisure and the Town Councils, who are on the Steering Board to oversee progress and provide advice on actions. In addition, a broader role in identifying sponsors and providing support with offers from local businesses and restaurants is required. Staff from the Haywards Heath Town Council deliver advance notice letters to residents and businesses affected by the route. The Town Clerk and ECO are required to be in attendance for the day. The event is popular and promotion for the 2024 has already started.

3.2 Haywards Heath Gets Active (ANNUAL EVENT)

The ECO is proposing the return of 'Haywards Heath Gets Active' to run alongside the Mid Sussex Marathon event. The ECO has identified, that after the children's race, there is very little to keep families within the park. The ECO noted that a lot of the participants of the main race come alone, she believes this is because there is nothing for their families to do for the duration of the race. The addition of the Get Active event would ensure there is higher footfall in the park throughout the marathon. It also benefits of groups joining Active Haywards Heath as the option of having a stall is included as part of their participation. The event not only encourages people to join the sports groups/ classes and services attending the event but would also encourages sporting groups/ individuals to join Active Haywards Heath to be part of the event. The event ran successfully in 2023, with the organisers of the Mid Sussex Marathon agreeing the Get Active event improved the Marathon event village.

3.3 Spring Festival/ Spring into Summer (ANNUAL EVENT)

Beginning in 2000, the Spring Festival evolved into its current format from the towns Tulip Festival. The event ran in 2023 for the first time as 'Spring into Summer'. The change was due to the volume of events already being held in April and May. It is proposed that the event runs as Spring into Summer again this year and is held on Sunday 26th May, Sunday 2nd June, Sunday 23rd June or Sunday 30th June. The event is organised by the ECO, with a 4-month planning time. On the day, the support of Town Hall staff and Grounds staff is essential. Councillor support is also needed.

3.4 D-Day 80th Anniversary Event (HHTC - ONE OFF EVENT)

The Events and Community Officer would like to hold a commemoration event to mark the 80th Anniversary of the D-Day landings. The event will finish with the lighting of the beacon at 9.15pm. A fish and chip van has already been booked for the event as the day is also National Fish and Chip Day. This would be an extra event, that needs to be taken into account in regards to the events budget. The support of Town Hall staff and Grounds Staff will be essential to the event being able to run.

3.5 Haywards Heath Bike Ride (IN PARTNERSHIP- ANNUAL)

Whilst the Town Council is not the lead organising body for the bike ride, the Town Clerk and ECO is involved with the organisation of the event. Assistance is also required by members of the grounds staff team, who support the event on the day and the setting up prior to the event. The Town Council does not contribute financially.

3.6 Carers Event (ANNUAL EVENT)

2023 saw the return of the Carers Event for the first time since the COVID-19 Pandemic. The feedback from those in attendance, was unanimously positive. The ECO would like to run the event again in 2024, working with the same format to the 2023 event. In 2023, costs for the event were kept down by the catering being provided in house by the ECO and Helen Hewett, Assistant to the Clerk.

3.7 Playdays on Tour (IN PARTNERSHIP- ANNUAL)

These events were new to 2019 and a trial. MSDC are in charge of these days as they are an extension out from the main Play Day. The purpose is to take an event into a less fortunate area of a town, or a secluded village for people to access the activities for free. They were received very well and were very successful.

3.8 Skatefest (IN PARTNERSHIP- ANNUAL)

In 2023, HHTC were approached for sponsorship for the event and provided lunch bags. This is likely to be asked of HHTC again in 2024.

3.9 Teddy Bears Picnic (IN PARTNERSHIP- ANNUAL)

The ECO would like to add the Teddy Bears Picnic to the annual events calendar, working in partnership with the Haywards Heath Foodbank. At the event held in 2023, received positive feedback from everyone in attendance. The event offered free entertainment for those attending and lunches provided for those who booked tickets in advance.

3.10 Town Day (ANNUAL EVENT)

Town Day is the only remaining element of what was a whole week of activities called Town Week.

One challenge of the organisation of Town Day is to keep it refreshed each year with new themes, acts and ideas. Continuing on from the 2021 changes made to the event, 2023 included a music festival running into the evening. There were many activities planned for the 2023 event including a full day of performances on the main stage and the main arena being filled with performances from 'Tiny the Triceratops', in 2023, Town Day cost £12,168.10, with £1000 sponsorship from Orchards Shopping Centre and CSL Behring, £1,400 from Sigma Homes and £750 from Batchellor Monkhouse secured towards the costs. Sponsorship cannot be guaranteed each year. The ECO also secured further funding through the pitch fees for businesses and the sale of advertising space in the programme. Due to the larger increase to the Cost-of-Living, the ECO predicts prices for performers, necessities and other provisions will significantly rise next year. In arranging food provisions, the ECO tried to ensure a range of dietary requirements were catered for. As in previous years, the ECO plans to hire a stage and continue the performances into the evening again in 2024. The ECO is planning to have a variety of stalls with a mixture of charities and businesses. Building on the success of 'Tiny the Triceratops', the ECO will also be looking to book a main event for the day. Town Day is organised by the ECO with a lead of at least 6 months. Due to the scale of the event, support from HHTC staff, volunteers and Councillors is essential.

Costings for Town Day 2023 are below-

Items	Supplier	Cost
Performers	Rent a Dinosaur	£2,241
Performers	Paul Stanworth	£400
Performers	HH Concert Band	£200
Performers	Rock Choir	£25
Performers	Cylvian Flynn	£100
Performers	Abba Re-Bjorn	£1,450
Performers	Holly Beaumont	£175
Donkeys	Kelly's Donkeys	£575
Stage	Pitch Black	£2,500
Banners	Premier Print	£141
Banners	Premier Print	£170
Bunting & Flags	Amazon	£154

First Aid	Pulse First Aid	£490
Circus/ Fire Show	Circus Brighton	£910
Radio Ad	More Radio	£814
Toilets	Colemans	£710
Face Paint	Tick Boom	£850
Freestanding Banner	Print Designs	£145
Gazebo	Mini Marquees	£2,575
Lanyards	We Print Lanyards	£72
Photographer	David French	£500
Crazy Golf	Bournemouth Crazy Golf	£540
Stuff for day	Poundland	£15
Sun Cream	Savers	£89
Boxes	Argos	£31
Water	Lidl	£37
Water	Sainsburys	£51
Water	Tesco	£12
Staffing		£144
Programmes	Lemonade Print	£576

£16,691
£1,684

3.11 Remembrance (Schools Service and Remembrance Sunday) (ANNUAL EVENT)

The Town Council organise and host the Remembrance Service at the War Memorial in Haywards Heath, this has been the case since 1997. The ECO is responsible for organising the Remembrance Service, with support from all HHTC staff on the day and in the lead up to the event. The service at Muster Green is increasing in size each year. The Town Council are responsible for organising and paying for the road closure and traffic management. Support in closing the road is often provided from the Haywards Heath West Sussex Fire and Rescue crew, depending on availability. It is advisable to have a first aid company at the event to ensure everyone's safety and allowing the Town Council staff to focus on the demand being put upon them. It is recommended that a budget is put in place to cover the costs of the road closure and the first aid provision. This year, the ECO has arranged for the Order of Services to be professionally printed due to the time constrains printing in house entails.

The Town Council also organises the School's Remembrance Service which takes place in St Wilfrids Church, it is in collaboration with Father Edward Pritchett. Liaison for this event takes place with the six primary schools and two secondary schools.

3.12 Christmas Fireworks (ANNUAL)

The Orchards Shopping Centre is the main organiser of the Christmas Festival. The Town Council's contribution to the festival in the provision of a firework display in Victoria Park, as well as the switch on of the Christmas Lights (separate budget). The budget for the 2022 fireworks was £2000 for a 15-minute display. There is increasing concerns for the welfare of animals with the noise caused by the fireworks. Support from Councillors is essential to ensure the safety of the public during the fireworks, without support, the event is unable to go ahead. The ECO is asking for members to discuss the annual firework event and if it is suitable to run again in 2024. There is the option of quieter fireworks, the ECO has been in conversation with a company that are able to provide fireworks that are

quieter, but brighter in colour to make up for the lack of the traditional firework noise. The ECO is open to discussion on other events that could replace the fireworks. The ECO can look into the feasibility of providing an alternative event, or working with The Orchards Shopping Centre.

3.13 Community Carols (ANNUAL EVENT)

In 2022, the ECO worked to provide a Christmas Carols event with the focus being on involving members of the community and celebrating the Winter Assistance Campaigns. The ECO proposes to run this event again in 2024. The ECO believes it is an excellent way to bring the community together. A small budget would be required to cover the costs of a PA System and refreshments.

Financial Implications:

4. **None** – deferred to the meeting of the Committee dated 22nd December 2023 in line with the budget setting process.

Policy Context:

5. The Town Council can undertake this project using the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Committee Meeting: Environment and General Purposes

Report of: Town Clerk

Date: 6th November 2023

Subject: Environment Priorities Update

Purpose of Report:

1. The purpose of this report is to consider the finding of a working group

Summary:

2. As directed by the Environment and General Purposes Committee dated 4th September 2023 the Environment Working Group has met and considered the Town Councils Environment priorities and project, which are presented for ratification.

Recommendation(s):

Members are recommended to ratify the recommendation as per Appendix 1, which outlines the Town Council's Environment priorities.

Background:

3. **Members will find as per Appendix 1 the priorities recommended by the Environment Working Group.**

Financial Implications

4. None with regards to this report. Projects will be costed in line with budget setting against timeline set.

Legal Implications

5. The Town Council can undertake this project using the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Town Clerk

Appendix 1

Hayward Heath Town Council - Environment Framework Priorities - Reviewed 05/10/23

Policy Heading	Actions	Target Outcome	Partners	Timescales
Tree Planting.	Planting trees at minimal cost to HHTC using HHTC funds and those from external sources/donations and voluntary labour to plant and maintain.	TBC number of trees placed annually.	WSCC, MSDC, Carbon Footprint Ltd, residents, local businesses and community groups.	Review annually.
Town Wide Planting.	Agree programme for HHTC planting wildflowers and drought resistant bedding year-on-year. To promote community planting on land that is not within the ownership of HHTC, which is deemed to be unkept or favourable for new planting regimes.	TBC of beds planted with wild flower and drought resistant bedding.	HHTC Groundstaff. WSCC, MSDC, land currently in the ownership of developers. residents, local businesses and community groups.	Review, to implement a phased approach to any changes in the planting regime bi annually when plant ordering.
Litter Cleanups initiated by Councillors with community involvement.	Continue with Haywards in Bloom litter picks. Promote an annual Community cleanup campaign with resident champions in each Ward of the Town.	X of litter picks. Completion of annual campaign.	Haywards Heath in Bloom Committee. Residents, local businesses and community groups.	Spring 2024
Planning.	Using the review of the Haywards Heath Neighbourhood Plan to promote protecting green space and street scene. Adopting policies in the Mid Sussex District Council District Plan.	Completed review of HHNP. Use of policies in District Plan alongside HHNP review.	Mid Sussex District Council. Mid Sussex District Council.	TBC in line with District Plan review.

	<p>Using the pending ownership of Hurst Farm Land and Asylum Wood to promote planting and environmental initiatives.</p> <p>Petition MSDC / WSCC for traffic calming in HH town centre, more cycle friendly environment, greening with rationale of street furniture. Review WSCC Cllrs plan for South Road improvements.</p>	<p>Preparation work whilst land is pending to be transferred. Completion of land transfer. Production of management plan for the land.</p> <p>Involvement in any planning for the improvements when the project starts.</p>	<p>Homes England</p> <p>Town Centre Masterplan (MSDC) and Atkins Report (WSCC).</p>	<p>TBC in line with Section 106 agreement that is being negotiated.</p> <p>Lobby WSCC by end of December 2023.</p>
HHTC actions for own premises.	To show HHTC best in class and that it is practising what it promotes through its environment policies.	<p>Review Environment Code of Conduct for Town Hall offices.</p> <p>Audit of premises, depot and Groundstaff operations.</p>	In house delivery with identified professional providers.	End April 2024.
Community signposting.	Programme of information/initiatives in newsletters and on social media, Council stand at Town Day and School involvement.	Weekly updates on social media and content biannually in Town Council newsletter.	In house delivery with information sought from third party organisations.	Ongoing
Haywards Heath Eco Retailer Award and School Award.	<p>To develop a retailers/business Award Criteria.</p> <p>To progress the current draft Schools Award Criteria.</p>	Implementation of both awards schemes.	Haywards Heath Business Association. Local Schools.	TBC when project officer takes post.

Recycling Bottle tops.	Continue to offer drop off point for bottle tops.	Maintain contact with recycling champions at WSCC.	WSCC	Ongoing
HHTC Rooftop Solar Install.	To progress the placement of Solar Panel on the roof of the Town Hall.	Review of feasibility and costings to enable consideration of placement and financial implications.	In house delivery with identified professional providers.	TBC when project officer takes post.
Actions to improve air quality, reduce pollution from traffic.	Air pollution monitor.	This has been actioned, but needs platform to upload data so review of data collection be reviewed.	In house delivery.	TBC
Plant Based Treaty	Signed up to and promote the Plant Based	Treaty for signposting and review of principle when undertaking Town Council, events and initiatives. Use it as a framework, guide, signposting and use the 'no more' principles.	In house delivery and liaison with the Plant Based Treaty if required.	Ongoing.
Parish Liaison Meetings.	To resurrect the Town/Parish meetings, with surrounding parish partners, to share good practise, look at joint working/initiatives and share contacts.	Bi-annual meetings.	Lindfield PC Lindfield Rural PC Cuckfield PC Ardingly PC	TBC when project officer takes post.
Carbon Offset.	Utilise Carbon Footprint calculators on HHTC website and promote their use	Work with HHBA and promote to residents generally.	HHBA	TBC when project officer takes post.

Climate Emergency.	Ratify the HHTC's pledge. Climate Local – review criteria.	Confirm pledge registered.	In house delivery.	TBC when project officer takes post.
Retail and Food waste.	MSDC scrutiny presentation. To ascertain, even though it was working, what it is achieving. Run up to Christmas when people overbuy etc. UK Harvest – Age Concern and Bentswood Hub.	None	Not within the gift of HHTC will need to wait for MSDC advice. Seek clarification of UK Harvest coverage in HH and look for partnership working opportunities.	Not within gift of HHTC. TBC

Committee Meeting: Environment and General Purposes Committee.

Report of: Events and Community Officer

Date: 6th November 2023

Subject: Mid Sussex Marathon

Purpose of Report:

1. The purpose of this report is to update councillors on the arrangements for the Mid Sussex Marathon 2024.

Summary:

2. The following report updates Members on matters relating to the Mid Sussex Marathon.

Recommendation(s):

Members are recommended to;

- a) Note this report.
- b) Comment as appropriate.

Background:

3. The ECO attended a planning meeting on Thursday 19th October, where the below points were discussed.

Possibilities

4. Sponsorship for the 2024 event is currently being sought.
5. There is the option for the Mayors Charity to have involvement with the Haywards Heath leg of the run, with bespoke pricing for group entries as well as being in attendance on the day.
6. A financial break down was given, both the ECO and Community Engagement Section Head from Burgess Hill highlighted their concerns over the costs for the first aid provision. Whilst they accepted that the first aid provision was incredibly complex, it was asked that alternative suppliers were looked into.
6. It was agreed update meetings would take place every 3 months in order to keep all parties up to date with information and arrangements.

Financial Implications:

7. None.

Legal Implications:

8. The Town Council can undertake this project using the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Community and Events Officer

Committee Meeting: Environment and General Purposes

Report of: Events and Community Officer
Date: 6th November 2023
Subject: Active Haywards Heath Executive Board

Purpose of Report:

1. The purpose of this report is to update councillors on Active Haywards Heath Executive Board meeting.

Summary:

2. The following report is to provide members with information following on from the first Active Haywards Heath Executive Board meeting.

Recommendation(s):

Members are recommended to;

- a) Note this report.
- b) Comment as appropriate.

Project Outline:

3. The first meeting of the Active Haywards Heath Executive Board took place on Wednesday 18th October. During the meeting, the Active Haywards Heath Priorities were discussed;
 - Promotion
 - Communication
 - Relationship Development
 - Facilities
 - Funding
 - Volunteers
 - Inclusion/ disability

It was agreed that the first four priorities would be the immediate focus to be achieved. This is due to them being easily achievable. It was also mentioned that a broad range of groups etc should benefit from the remaining 3 priorities and therefore it is important to have as many people involved before the group reaches that stage. In the meeting, it was also decided that a database was needed, to contain all facilities, groups etc.

4. It was agreed that a networking event will take place in January 2024. This will take place at The Dolphin Leisure Centre. The networking event will also be used to capture data for the database.

Financial Implications

5. None.

Legal Implications:

6. The Town Council can undertake this project using the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Community and Events Officer

Committee Meeting: Environment and General Purposes

Report of: Town Clerk
Date: 6th November 2023
Subject: Motion Cllr Pascoe

Purpose of Report:

1. The purpose of this report is for Members to consider a motion put forward by a Councillor.

Summary

2. The following report outlines a motion that has been made by Cllr D. Pascoe in relation to a Days Out program. Members are asked to consider and decide whether they wish to accept and agree to the motion.

Recommendation:

Members are recommended to consider the Motion as tabled by Cllr Pascoe.

Background:

3. The cost of living crisis has meant it is difficult for many households to afford recreational activities and days out. Some residents do not have access to a personal vehicle and access to recreational activities outside of the town is limited. There are also those in residential care settings who may not have enough opportunities for activities unless it is organised by their care provider. These restrictions have a likely impact on the quality of life, mental health and wellbeing of these individuals.
4. Conversely, interest for organised events is high; the recent programme of 'play days' activities organised by MSDC over the summer was received well, however feedback I received on this is that there were too few of these events. Recent Teddy Bears Picnic organised by Haywards Heath Foodbank and supported by the Town Council was well attended, all tickets were reserved ahead of the event. This suggests an appetite for more organised events throughout the year.
5. This proposal asks the council to consider offering a schedule of organised 'days out' for residents throughout the year. This could include an organised transport agreement to collect residents and take them to a designated activity / venue outside of the town. This would provide enrichment for residents and allow them to experience more of their local area and support the local activity providers we choose to partner with. An example could be a coach trip to a historic / heritage venue: we could collect residents from sites accessible to them such as the Town Hall, community centres or residential care centres and negotiate affordable ticket prices for a large group.
6. To fund these activities, we can agree on and allocate a budget from the Town Council, to be approved by the Policy and Finance Committee. We could also seek sponsorship from local venues and residential centres. We need to determine frequency of these days out, my initial suggestion is to offer one every two months to more cautiously assess

feasibility and interest, then expand from there. The Council could form a working group to support this motion and the work of officers in conducting the associated tasks.

Members are asked to consider the following motion, which has been made under Section 10 of the Council's Standing Orders by Cllr D. Pascoe

7. That the Town Council investigates the feasibility of running this programme, assesses the interest from residents, community centres and residential care centres and agrees an ideal approach.

Financial implications:

8. None at this present time.

Legal implications:

9. The Town Council can undertake this project using the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Cllr D. Pascoe