



**HAYWARDS HEATH  
TOWN COUNCIL**

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**20<sup>th</sup> February 2024**

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 **26<sup>th</sup> February 2024** 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 18<sup>th</sup> December 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 receive the Events & Community Officers 2024 events update report.
7. To consider the findings of the Community Days Out feasibility study.
8. To receive a report detailing proposed Christmas Events for 2024.
9. To consider a motion from Cllr Pascoe relating to Hidden Disabilities initiative.
10. To Consider a motion from Cllr Pascoe relating to collaborative working.

11. To consider the Muster Green Management Plan.
12. To receive an update on South and South East in Bloom.
13. To consider any items that the Chairman agrees to take as urgent business.

Committee Members: Environment & General Purposes Committee: Cllrs: N Chapman (Chair), A Rees (Vice Chair), A.M Cooke, S Ellis, S Inglesfield, D Nicholson, D Pascoe, L Wilson

*'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 Inglesfield

**Town Clerk** Mr Steven Trice

## HAYWARDS HEATH TOWN COUNCIL

### Minutes of the Environment and General Purposes Committee 18<sup>th</sup> December 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 (ECO) and Responsible Finance Officer (RFO).**

**40. Apologies**

None

**41. Public Participation**

None

**42. Minutes**

The minutes of the Environment & General Purposes Committee dated 6<sup>th</sup> November 2023 were taken as read, confirmed as a true record and duly signed by the Chairman.

**43. Substitutes**

None.

**44. Declarations of Interest**

None.

**45. Christmas Event 2024**

The ECO presented an update on the Christmas events that had been held prior to the meeting of the Committee. It was noted that both events had issues with regards to their delivery so there was a need to review what the Town Council wished to offer in 2024. These issues, were specifically, that attendance was low at the Christmas Carols event with sixteen people not turning up who had booked on and that there were not enough volunteers to marshals at the fireworks to safely run the event as reported to Full Council. Members were also reminded that the Christmas Fireworks were provided to support the Orchards Shopping Centre with their Christmas activities and thoughts were moving towards looking at an alternative event to support such. Furthermore, it was noted that the Orchards Shopping Centre had a record turn out this year in terms of footfall through the afternoon, which should be supported next year and that other organisation in the Town were also reporting low turn outs at their Christmas events. Members were open to looking at a different format in 2024 and discussed options such as laser/drone show, closing South Road for an event, organising a best dressed shop competition, reviving the business Christmas trees project and the idea of floats/lantern display. Members were split on their support for fireworks as there was a fine balance between those people who attended and those opposed to fireworks on the grounds of the environmental affect and the distress cause to animals. Members also asked that consideration was also given to having the event on the Broadway or somewhere else in Town. However, discussion led Members to favour some sort of event of South Road to support the Orchards and capture their

foot fall. With the ECO and Town Clerk advising that a meeting was arranged with the Orchard Shopping Centre Manager later in the week, Members asked that the options for a 2024 event be brought back to the next meeting of the Committee.

Members **RESOLVED** that **the Christmas Event needed to be reviewed and delegated the discussions regarding future arrangements with the Orchards Shopping to officers who were asked to return with a proposal to Februarys Meeting of the Committee.**

#### **46. Town Council Events 2024**

Members were happy with the programme of events presented to the Committee and the costings associated, taking into account the work taking place to review Christmas arrangements. It was agreed that the monies presented for the carols and fireworks totalling £2,500 would be combined to pay for any new arrangements. It was also noted that the costs for the events programmes did not include any sponsorship that would be sought leading up to each event and would be offset against the budget presented and used to add value to each event where possible. It was questioned why there were no monies allocated towards twinning events within the budget. The Town Clerk responded that an allocation was made with the current budget for £2,500, but no request was made to support an event/visit nor was the Town Council invited to meet a delegation in June. This coupled with no request being made for support for the next Council led officers to believe there was no requirement for such. After discussion it was agreed that it be better to have some monies in place so the Council could react if necessary so it was agreed to allocate £1,000 as it was felt an event could be held for such and £2,500 was a large amount. It was therefore agreed to increase the Committee's Budget under the next item on the agenda so that any visitors from the Town's twinned Towns could be hosted. Members were also reminding that Twinning was all around having friends on the continent and it was asked that the Town Clerk find out what was happening with Twinning Association activities in 2024.

Members **RESOLVED** the expenditure for Town Council events in 2024 as presented in the report for inclusion in the Environment and General Purpose Budget.

#### **47. Environment and General Purposes Budget**

The RFO present the budget making the Members aware of the following

- Burials income and expenditure was hard to gauge because it is based on demand. The figures presented were an average of last five years.
- Muster Green planting showed a significant increase due flower costs from Ford Prison, under its new regime, had significantly increased. The new prices from Ford Prison were tested by another provider who confirmed that the Town Council was getting had been getting a good deal in the past.
- Street lighting - the three-year fixed term agreement for power needed to be reviewed.

With this in mind and the requirement to add monies into the budget for Twinning Members unanimously.

**RECOMMENDED** the draft Environment and General Purposes Committee Budget, as presented, with the addition of a £1,000 budget for Twinning Activities, to the Policy and Finance Committee for inclusion in the 2024/2025 budget.

**48. Young Enterprise Awards**

Members were supportive of Cllr Pascoe's motion and requested that officers look into developing a criteria for the award. It was accepted that any award would be more complicated than the Community Awards that were already being progressed for the Town Meeting in April due to the need to monitor the financial element of any award and the need to bring local businesses into the project to support any recipient. However, it was agreed that the award would come forward when the aforementioned implications had been investigated and that a budget of £1,000 be recommended for inclusion in the Policy and Finance budget.

Members **RESOLVED** Cllr Pascoe's motion in relation to the introduction of a Young Enterprise Competition with a budget of £1,000 to be included when the Policy and Finance Committee consider the Town Council's 2024/2025 budget.

**49. Britain In Bloom**

In light of information still being pending from the Britain In Bloom organisers Members offered their support for an entry into the competition and looked forward to updates at the next meeting and moving forward.

Members **NOTED** the update.

**50. Urgent Items**

None.

Meeting closed at 9.02pm

**Report of:** Events and Community Officer

**Date:** 26<sup>th</sup> February 2024

**Subject:** Events and Community Officer Report (December 23 - February 24)

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**Purpose of Report:**

1. The purpose of this report is to update Councillors on the work of the Events and Community Officer (ECO).

**Summary:**

2. The work of the ECO is varied and has undergone a lot of changes over the past few months. The job description of the ECO has recently been updated to reflect the changing needs to the council. The post now includes the line management of the Project Officer as well as social media administration. The administration of the Town Council's Small Grants Programme has now been handed over to the Committee Clerk. The ECO will continue to promote the Small Grants Programme via social media, at relevant meetings and across her contacts.

- Event co-ordination and planning
- Project development
- Representing the Town Council at meetings
- Social Media
- Liaison with the community

**Recommendation(s):**

**Members are recommended to comment as appropriate.**

**Background:**

3. An update on the aforementioned work streams (item 2) follows.

**4. Event co-ordinating and planning**

**4.1 Events General-**

2024 event planning is well underway. Food vendors are already being sought for Town Day in order to ensure all dietary requirements can be catered for. Entertainment has been arranged for part of the D-Day Anniversary, the beacon will be lit at approx. 9.15pm, after a reading of the Tribute.

**5. Project Development**

**5.1 Leave No One Behind at Christmas Campaign**

The LNBAC campaign ran incredibly successfully in 2023. This year, the local community were asked to donate food items to the campaign and we were overwhelmed with support. The campaign reached 260 people, which also included the gift boxes being sent to some residents in care homes across the town. Letters of thanks have been received from

recipients of the boxes; these will be shared with Councillors at the E&GP meeting on 26/2/24.

## **5.2 Haywards Heath Community Awards**

The ECO and Project Officer have been working hard to launch the Haywards Heath Town Council Community Awards Scheme. The awards are being run under the Policy and Finance Committee. Nominations for the awards are now open. Councillors are welcome to make nominations and are urged to share details of the awards with any contacts they may have. Nominations will close on Monday 4<sup>th</sup> March, with judging taking place on/ around Monday 18<sup>th</sup> March. The awards will be presented at the Annual Town Meeting.

## **5.3 Active Haywards Heath**

The first Active Haywards Heath Networking Event took place on Wednesday 17<sup>th</sup> January. It was held at The Dolphin Leisure Centre, with coffee and pastries provided for attendees. It was a successful event, with many links being made between members. It was decided that The Dolphin is used more for meetings going forwards. It was also agreed that an early morning worked well for members so this will be looked at for some future meetings.

## **5.4 Dementia Friendly Haywards Heath**

The ECO attended a 'Let's Talk About Dementia' conversation at Martlet Manor, along with Cllr Wilson. During the talk, it became quite evident that families of people living with Dementia are crying out for a safe space to have open and honest conversations about their experiences and help/ advice they may need. It is important to highlight, this is not a carers support group, but a support group for both carers and families alike. The ECO is currently liaising with professionals and those interested to get the support group started, which so far is being well supported. Tim Wilkins from the Alzheimers Society has advised that he believes we would be the first Council in West Sussex to offer a support group, which he thinks is a huge achievement. Further updates will be provided in due course.

## **5.5 Sponsorship**

The sponsorship brochure has been updated for 2024-2025. This is being sent to local business in the week commencing Monday 26<sup>th</sup> February.

## **5.6 Days Out Scheme**

The ECO has been working closely with the Project Officer who has been looking into potential options for the Days Out Scheme as part of the feasibility study. Further information on this is provided in the feasibility report.

## **6. Representation of Town Council at meetings**

Since E&GP on Monday 18<sup>th</sup> December, the ECO has attended the following meetings-

- Meetings with MSVA regarding grant applications, volunteer fair information, changes to MSVA and HHTC Community Awards.
- Meeting with Nicola at The Orchards regarding changes to the Christmas Events Schedule.
- Mid Sussex Community Safety Partnership.
- Active Sussex Children and Young People Forum.
- Active Haywards Heath Networking Event.

- Meeting with Jen at BHTC, Alice at EGTC, Sally Blackmore and Caroline Duffy at MSDC.
- Mid Sussex Marathon Board Meeting.
- Meeting with Becky at Robus Business Concierge regarding a Christmas Day Event she is hoping to organise.
- Haywards Heath in BLOOM committee, to offer support and promotional assistance.
- Let's Talk About Dementia at Martlet Manor.
- Meeting with The Triangle Leisure Centre to discuss opportunities for the 'Days Out' scheme.
- Meeting with Anna at The Bentswood Hub.
- Meeting with Sam Swanson and Tim Wilkins from Alzheimers Society to discuss the Dementia Support Group.

## **7. Social Media**

The ECO oversees the Town Council's social media accounts for all aspects other than mayoral engagements. The ECO is always actively trying to source information on posts to share via our accounts and has contacted local groups, organisations and charities offer our help of sharing events etc via social media. Should Councillors be aware of any projects, events or important information that could be shared on HHTC social media accounts, the ECO asks to please be made aware of these. Recent posts have included a 'Travel Safe' campaign, to raise awareness on how everyone can help to make the roads and streets of Haywards Heath a safer place for everyone. Other posts have included publicising the new Town Council Community Awards, the 2024 events schedule, defib registration and encouraging new members for the IN BLOOM committee amongst others. Social media is an incredibly important way of engaging with the community and should not be overlooked. The ECO aims to release a post on social media on a daily basis, so assistance in finding information to post is greatly received.

## **8. Community Liaison**

During meetings and forums attended, the ECO regularly hears about the issue of transport. Social Prescribers regularly mention the issues they face of finding transport for patients who require transport to opportunities that help with mental health but as these are not classed as 'medical' appointments, there are not transportation options.

**Events and Community Officer**



**Committee Meeting: Environment and General Purposes**

**Report of:** Events and Community Officer/Project Officer

**Date:** 26<sup>th</sup> February 2024

**Subject:** Days Out Scheme Feasibility Report

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**Purpose of Report:**

1. The purpose of this report is to provide Councillors with the information found from the Days Out Scheme feasibility study.

**Summary:**

2. The following report asks Councillors to consider the findings of the feasibility study conducted by the Events and Community Officer and the Project Officer.

**Recommendation(s):**

**Members are recommended to;**

- a) **Comment as appropriate**
- b) **Take all items into careful consideration, noting Officers comments, when deciding whether to instigate the Days Out Scheme and to what extent.**

**Background:**

3. At the Environment and General Purposes meeting on 6<sup>th</sup> November 2023, under minute 37, members resolved that the Town Clerk investigates the feasibility of running a day's out programme, assesses the interest from residents, community centres and residential care centres and agree an ideal approach. During the E&GP Meeting on 6<sup>th</sup> November 2023, it was decided to target the scheme at children/ families as opposed to care homes. It was felt that care homes should be providing residents with a variety of opportunities themselves as part of their care services. It was also noted that Age UK and Mid Sussex Older People's Council provide a wide range of opportunities for Older People.
4. A budget of £2,500 has been provisionally agreed at the Full Council meeting on 29<sup>th</sup> January 2024, under minute 74, should the scheme be considered as feasible. In the original Councillor motion, it was suggested that the Days Out are run every two months. The Town Clerk suggested this budget should look to cover five 'Days Out'.
5. The Projects Officer has completed a vast amount of research into potential 'Days Out' options. The Project Officer has also met with representatives from The Bentswood Hub CIC, Ashenground Community Centre and Woodside to ask for their views on the direction of the project, the requirements families may have as well as the need for such days in each area. The Project Officer has also looked into potential referral agencies alongside a referral criterion to ensure the correct groups would benefit from the project.
6. It is proposed that families are required to be referred to the scheme, to ensure the correct families benefit from the project. The Officers suggestion is that the project is targeted at children who receive 'Pupil Premium' free school meals and use the schools as a referral agency. Families would have to have met a stringent criteria and be means tested to obtain

PPG. This would remove the requirement to ask families questions that they may find embarrassing and awkward relating to their financial status. It would also mean the Council would not have to complete any 'vetting' process themselves. It is recommended that the bookings are then made either through the school, or with the Council directly based on referrals given by the schools. The Town Council would then need to ensure booking forms are completed by the families, including emergency contact details, dietary requirements and access requirements.

### **Feasibility Study:**

7. As part of the initial scope, the Project Officer looked at a variety of different options for days out, giving families opportunities to visit places they wouldn't ordinarily be able to. The initial research and scope have been included as Appendix 1.
8. As seen in Appendix 1, the information includes the wide range of transport options that have been investigated. Coaches, minibuses, community transport and taxis have all been looked into. It is worth noting that the transportation element of the Days Out, takes a significant proportion of the budget. There is the question of whether transport is required. Some families may have access to their own transportation and would potentially like to make their own way to the event. This would then give us the opportunity of providing transport only to those who need it and would be unable to access the Day Out without the transport option included. At this point, it is hard to determine the transport required. PSVAR coaches are available, should wheelchair access be required. There are limitations on PSVAR coaches with many only able to take one wheelchair, wheelchair accessible coaches have a smaller capacity in order to accommodate the wheelchair. The option of taxis has been explored, with this being an option should all attendees not require transport. All transport quotes are from the Town Hall to the Days Out location. A variety of pick-up points comes with an increase in costs as well as a large increase in officer time to cover the logistics.
9. A huge selection of venues has been explored, covering a wide area. From Appendix 1, Councillors will see the variety of enquiries made by the Project Officer. The Project Officer has taken the time of year into account when looking into the trips available and taken weather conditions and seasonal events into consideration. The Project Officer has also been aware of activity timings when researching and planning the trips.
10. Due to the events falling in school holidays, a time where those on lower incomes can struggle to feed their families without school meal provisions, food options have been sought for the day. The ECO and Project Officer both agreed that £4.50 per head should be a suitable budget for food costings as both Officers agreed they could provide an 'in house' lunch for less than this, but Officer time would then need to be taken into account, which would be considerable. This would also require the Town Council to have suitable refrigeration facilities in place. Food costs enquiries have been included in Appendix 1, with Sainsbury's being the most cost-effective option at present.
11. The Project Officer has compiled a list of four potential Days Out, with two days taking place in the Summer Holidays, one day in October half term, with the final Day Out taking place at the end of the Christmas Holidays. The potential days out are listed in Appendix 2.
12. An alternative to the Days Out Scheme has been included in Appendix 3. The proposal is for one event to take place in the Summer Holidays. However, it is worth noting, this would add to our events schedule and this would not be targeted at low-income families specifically. This would also not provide families with food as part of their Day Out.

13. The ECO asks Councillors to take the officer time involved in this project into account when deciding upon the feasibility of the scheme. A breakdown of the Project Officers time has been included as Appendix 4.
14. It is predicted that the project will reach a total of 268 people. Based on national family statistics (3.1 people per family from 1.7 children and 1.4 parents per family), there will be between 68 and 77 families as a maximum benefitting from the project. This will work out at 17 and 19 families per event. From the total of 268 beneficiaries, in a town of circa 35,000, the project will benefit 0.7% of the town.
15. The ECO has concerns of 'No Shows' for the Days Out Scheme and would like to propose that a deposit is taken from those booking. The ECO suggests a £1 per person deposit, which they could get back once they've attended their day out. Alternatively, the £1 could be spent on a book or similar for the children attending which they could receive at the end of the trip.
16. Councillors must note that all prices are only a guide as these are likely to be subject to an inflation increase in the new financial year. The study has not included any information on insurance for the project, this would involve extra implications.

**Financial Implications:**

17. The agreed 2024/25 budget has had a budget of £2,500 agreed for the project, should Councillors decide that it is feasible.

**Legal Implications:**

18. 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 15<sup>th</sup> May 2023 under minute 20.

**Events and Community Officer/Project Officer**

## DAYS OUT PROJECT - INITIAL SCOPE

TRANSPORT	PRICING	COMMENTS
RDH Coaches	53-seater coach (wheelchair accessible) HHTC to Drusillas £465, non-wheelchair accessible 29-seater coach £415. 53-seater HHTC to Wakehurst Place, £395.00, 29-seater (non-accessible) £365.00. 53-seater HHTC to Washbrooks Farm £395.00, 29-seater £365.00. HHTC to K2 Crawley 52-seater £445.00, 29-seater £395.00. Prices based on 10-4pm and staying onsite whilst the visit/even took place. Pick up and return is to HHTC.	PSVAR vehicle has ramp access via a lift, but only one wheelchair can be secured on the coach. All other users must be able to walk up the 3 stairs at the front of the coach, coach can be lowered but steps 'rule' still applies. Children under 5 years must have an appropriate car seat supplied by adult (no seat, no ride). Any child over 5 years will be expected to wear the 3 point seatbelt as fitted to the coach. Wheelchairs, buggies etc can be stored under coach. Half term cheaper than term-time hire.
Community Transport Sussex (CT Sussex)	£400, to cover 2 minibuses to 'shuttle' run from HHTC to Wakehurst (plus return journey). Approx 60 people in total.	Quote requested 31/01 via online form, spoke to Gill 05/02
Regency Coaches		Awaiting quote for coach with disability access ramp and non-ramped coach
Metrobus (private hire)	Awaiting quote	Spoke to Stuart, requested quote for 60-120 people initially from HH Station to Wakehurst. Also asked about the possibility of pick-ups from Community Centres x 2 and same drop offs for return journey. Coaches only have 1 x wheelchair space onboard

Premier Tours		Spoke to Elaine. Not interested in private hire. No disabled access coaches. We would also be unable to private hire for one of their day trips, as the cost would be significantly more than advertised on the website.
Evo Taxis Haywards Heath	Car: £15 each journey (£450 total based on 15 cars x 2 journeys each), Minibus: £30 each journey. Approx 15 cars required	Car is 4 people; minibus is 8 people. 6 minibuses available (max)
Western Cars	Car: £15-20 each journey (£450 minimum total based on 15 cars x 2 journeys each), Minibus: £30/40 each journey. Approx 15 cars required	Car is 4 people; minibus is 8 people. 6 minibuses available (max)
Gastonia Coaches	Spoke to Jess, awaiting quote	Based in Cranleigh, recommended via Imogen's Facebook post. 53-seater, if a wheelchair is needed, capacity becomes 49.
Turbostyle Coaches	53 seat (w/chair access) £640, 70/72 £715, 76 £785	Spoke to Simon. PSVAR coach is 51 seats plus a wheelchair and has a ramp. Also going to quote for 63 & 70 seaters no w/chair access

VENUE	ENTRANCE	COMMENTS
Wakehurst	ADULT £16.50/Young Person 17-25 £8.25/Child 0-16 FREE/Carer FREE. Those in receipt of Universal Credit, Pension Credit £1 plus up to an additional 4 children for £1 each	Teams Meeting with Harri 31/01. We are able to apply for the CAS Scheme to receive discounted tickets (£36 per 60 tickets). See separate write up of Teams Meeting
Drusillas	£30.00 (over 2 years)	Costs vary between days of the week/weekends/school holidays

<p>The Triangle Leisure Centre</p>	<p>OPTION 1 -Climbing (3 sessions x 16 children) + Gymnastics (parents &amp; children) + swimming (parents &amp; children). All activities running on a rotational basis. Climbing 48@ £8.45 per head = £405.60/Gymnastics 2 hours @ £25 per head (30 people per class) = £50/Swimming 68 @ £2.50 per head = £170 TOTAL: £625.60. OPTION 2 - Gymnastics (parents &amp; children) + HIIT Class (parents &amp; children) + swimming (parents &amp; children). All activities running on a rotational basis. Gymnastics 2 hours @ £25 per head (30 people per class) = £50/HIIT Class (studio hire (£12.05 p/hr) &amp; instructor (£25 p/hr) for 2 hours) £74.10 Swimming 68 @ £2.50 per head = £170 TOTAL: £294.10.</p>	
<p>Washbrooks Farm</p>		<p>Not suitable for December as all outside, indoor play area is v small and only suitable for children up to aged 8. Small activities such as colouring pages, wordsearches, and find the letters in the barn may be possible. No tractor rides/animal handling etc as this can only take place during term time. Admission rates: £9 per child, adult goes free. Applies to children of all ages. £30 to hire 'The Chalet' lunch room (seats 60 for a 2-hour slot). Food: £5.25 kids picnic box, approx. £5 per adult.</p>
<p>London Zoo</p>	<p>Prices: Group child 01-2 years £0, 3-15 years £18.40, adult 16-64 years £26.30, senior 65+years £23.70. Reduced price tickets of £3 per person available if the visitor receives UC/Working Tax Credit/Child Tax Credit/ESA/Income Support or Jobseeker's allowance.</p>	<p>U/C Tickets must be booked in advance, only 6 per household may be permitted to be purchased and proof of benefits is required, along with photographic ID.</p>

Sealife Centre - Brighton	Under 3 years free, adult ticket (5 years and above) £23.50, or group booking (10 or more people) £16.05 per person. Alternative: £19 based on Monday-Friday term time only.	General opening times 10.30-4pm. Tickets need to be booked 2 days in advance to obtain rates quoted and are based on entrance at a selected specific time slot.
Caddies Mini Golf (Crawley)	Adult £12.97/ Child £11.97	Based on booking 18 holes. Current promotion - pay for 3 people, 4th plays free. Until end Jan 2024.
Globalls Mini Golf (Brighton Marina)	Under 2 years free/£9.95 per person per round	2 x 12-hole mini courses. Price is per person over the age of 2 years, and per round, per course (£19.90 if wish to play both 12-hole courses)
Orion Cinema	Adult £7.20/Children (14 and under) £6	CALL FOR PRIVATE HIRE RATES. RATES SHOWN ARE FOR PER TICKET PRICES. Bring CEA Card for Carer to receive free ticket.
Picture House (Uckfield)		Unable to help for any school holidays. Only Saturday and Sunday AM. If the film is available on Blu Ray cost for 75 people is approx. £400
Hawth Theatre (Crawley)	3/01/25 £34 for children, £37 per adult. Revised ticket price of £28 (or close to) only for the children's seats	Jack and the Beanstalk Panto. Wheelchair platform seats are very limited and become sold out very quickly. Potential options: 17/12/24 2pm for the older generation (as schools not finished for holidays by then). 3/01/25 for families (last day of school holidays). All over 2 years need a seat, under 2 years will need to be on laps. 2-16 is child price. 16 years and over is adult price.

Devonshire Park Theatre (Eastbourne)		Snow White Pantomime - 18/12/24 (older generation visit?) - 2pm (standard performance), Full adult price £17, Over 65 years £15.50, child ticket (only available with valid adult ticket) £15. 3/01/25 - families visit? (premium performance) Full adult price £21.50, over 65 years £20, child (only available with valid adult ticket) £19.50. PRICES BASED ON RECEIVING £4 DISCOUNT PER TICKET GROUP SIZE MUST BE LARGER THAN 30 TICKETS.
Bletchley Park (Milton Keynes)	Prices: Adult £25.50/12-17 years £17.00, Under 12 years - free. Concessions (Over 60 years and student with valid ID card) £23	Tickets must be booked in advance. Opening times: 11/11/23 - 28/02/24 9.30-4pm, last admission 2pm. 01/-03/24-31/10/24 9.30-5pm, last admission 3pm.
Booth Museum of Natural History (Brighton)	Free Admission	Cover natural history (birds, bones, butterflies & insects and a discovery lab for interactive learning)
Brighton Toy and Model Museum, Trafalgar Street, Brighton	Prices: Adults £8, Senior Citizens (60+) £7, Children (4-15 years) £5, Students (with valid ID) £5.	NEED TO CALL ON WEDNESDAY AM. Open Tuesday - Friday. Mondays can be booked for larger parties. Wheelchair access is available but museum has some tight turning areas.
Science Museum (London)	Free to enter main museum.	Some additional exhibitions carry an extra cost. Lunch price comparison (£5.50 children/£8.50 adult)
Natural History Museum (London)	Free to enter main museum.	Some additional exhibitions carry an extra cost.
K2	Adults (over 15 years) £15.50, under 15 years £20	Climbing Taster Session 1 hour
K2	Adults £5.70/Junior, Senior, Concession £3.35, under 3s £2	Public Swimming Session 1 hour



Hurst Players (Panto Christmas 2024 season)		Sam Hile from Hurst Players, replied to my email. With 60 people in the audience they would consider a private hire. The theatre seats 84. He will be back in contact in May once they have finalised their schedule for Winter 2024/5
Weald Theatre Group	No reply yet	Sent a message via Facebook page to enquire re: bulk purchase of tickets/possibility of exclusive performance. Normally use Wivelsfield Village Hall for performances.
Burgess Hill Theatre Club	No reply yet	Sent a message via 'Contact Us' page on their website to enquire re: bulk purchase of tickets/possibility of exclusive performance. Normally use Burgess Hill Theatre for performances.

<b>Food</b>		
£4.50 per head to allow for a picnic style box, containing sandwich/roll, crisps, fruit and bag of popcorn/treat bar, plus a drink (water/fruit juice)		
The Tasty Crust - Burgess Hill	Kids: £9 per box, Adults £18 per box	Box contains: sausage roll/vegan roll/cheese twist/mini quiche/pork pie/ selection of mini cake bites

Fine Baps	Childrens £8-8.50. Adults £9-10. sandwich with basic filling, crisps, fruit, chocolate bar & drink. Adult: as per child but with a greater choice of fillingd.	More expensive price is for a bap for children's lunch and a large bap for adult lunch. Fillings include ham, cheese, tuna, chicken & bacon, coronation chicken. Happy to cater for vegetarian, vegan, gluten free, dairy free, nut free. Fine Baps will individually bag and label the lunches and deliver to Wakehurst for 11.30am.
Monster Foods	Roll, crisps, fruit, cake bar £6.30/£378, Roll, crisps, fruit, cake bar, juice water bottle £6.60/£396, Roll, crisps, fruit, cake bar, juice carton £7.30/£438	Quote provided by Alex on email. Prices quoted ex Vat. As a council we don't pay VAT.
Sainsbury's HH	Main examples: Sandwiches: ham no mayo, smoked ham & cheddar, smoked ham & mustard, beef & horseradish, tuna & sweetcorn, egg & cress, cheese & red onion, coronation chicken, BLT, prawn mayo, chicken salad. Wraps: Chicken & Bacon Caesar, Southern Fried Chicken, Chicken Tikka, Pasta pot: cheese & tomato, BBQ chicken, spicy chicken, tuna & sweetcorn, southern fried chicken. Salads: prawn layered salad pot, potato & egg salad. Plant Pioneers & Free From options available. Snack - prepared fruit pot - apple & grape, melon medley, watermelon, pineapple. Drinks: Robinsons Real Fruit bottle Blackberry & Blackcurrant, Raspberry & Apple, Ribena (original and light versions), Rubicon Spring (Orange Mango), Still & Sparkling water, Capri Sun, Volvic Touch of Fruit bottles (strawberry, mango & passion fruit)	Utilising the Meal Deal @ £3.50 per head, covers roll/wrap/sandwich/salad/pasta pot, snack (chocolate, Graze pack, cereal bar, prepared fruit pot) and a drink. Need to order 14 days in advance and pay on collection. Happy to hold until later in the day. 'Fancy' choices cannot be guaranteed. Would need to buy crisps in addition to main order from Sainsburys, which would be an additional cost (Walkers box 20 bags £4.90/ 25p per bag, Sainsbury's own brand 22 bags £3.65/17p per bag.) HHTC not to supply chocolate but will supply crisps as addition. Fruit pot to be selected in place of chocolate for the 'snack' item. TOTAL COST: £3.50 + 25p bag of crisps £3.75

Additional costs: lunch bag (£16.50 for 100) and napkins (£3.00) £19.50 total

Potential additional costs: Crisps Sainsbury's own brand (4 x 22) £ 14.60 or Walkers (4 x 20) £ 19.60

### **EVENT ONE:**

**What:** Nature Day – with yoga and foraged craft activity.

**Where:** Wakehurst Place, Selsfield Rd, Haywards Heath RH17 6TN

**Proposed Date:** Thursday 1<sup>st</sup> August 2024

**Transport required:** 53 seater coach (PSVAR) departing Haywards Heath Town Council Office 10am – Wakehurst Place – return journey to Haywards Heath Town Council Office 4pm.

**Transport not required:** If families choose to attend the event using their own transport, free parking will be accessed via the CAS Scheme.

**Amount of people that can attend the event:** Tickets to be purchased in blocks of 60

**Proposed Event:** Nature Heroes + Yoga/Movement Activity in the woods +Foraged craft activity

*Nature Heroes:* a programme run in school holidays for children. Children are given a booklet to complete by following a trail around Wakehurst Place. Opportunity to earn a 'badge' for the completed trail. (Note: badges are an additional £3 per child, may be an opportunity of purchasing at a reduced cost from Wakehurst Place. This cost is not included below).

*Yoga/Movement Activity:* suggested by Harri Oliver (Participation Manager), 2 groups of 30 would need to undertake the activity on rotation.

*Foraged Craft Activity:* Visiting the woods to forage for natural materials to make a collage photograph frame to take home. Wakehurst to provide a staff member to help with this.

**Food:** Packed Lunch style boxes for both adults & children (containing sandwich/roll/crisps/fruit/bar/drink). Dietary requirements will need to be supplied in advance.

### **EVENT TWO:**

**What:** Nature Day with Pond Dipping and Den Building Activities

**Where:** Wakehurst Place, Selsfield Rd, Haywards Heath RH17 6TN

**Proposed Date:** Thursday 29<sup>th</sup> August 2024

**Transport required:** 53 seater coach (PSVAR) departing Haywards Heath Town Council Office 10am – Wakehurst Place – return journey to Haywards Heath Town Council Office 4pm.

**Transport not required:** If families choose to attend the event using their own transport, free parking will be accessed via the CAS Scheme.

**Amount of people that can attend the event:** Tickets to be purchased in blocks of 60

**Proposed Event:** Nature Heroes + Pond Dipping + Den Building +Foraged craft activity

*Nature Heroes:* a programme run in school holidays for children. Children are given a booklet to complete by following a trail around Wakehurst Place. Opportunity to earn a 'badge' for the completed trail. (Note: badges are an additional £3 per child, may be an opportunity of purchasing at a reduced cost from Wakehurst Place. This cost is not included below).

*Pond Dipping & Den Building Activities:* suggested by Harri Oliver (Participation Manager) as an event they have successfully undertaken previously was part of a day trip by Jigsaw. 2 groups of 30 would need to undertake the activity on rotation.

*Foraged Craft Activity:* Visiting the woods to forage for natural materials to make a collage photograph frame to take home. Wakehurst to provide a staff member to help with this.

**Food:** Packed Lunch style boxes for both adults & children (containing sandwich/roll/crisps/fruit/bar/drink). Dietary requirements will need to be supplied in advance.

### **EVENT THREE:**

**What:** Family Multisports Activity Day

**Where:** The Triangle Leisure Centre, Triangle Way, Burgess Hill RH15 8WA

**Proposed Date:** Thursday 31<sup>st</sup> October 2024

**Transport not required:** Free parking is available At The Triangle Leisure Centre for visitors.

**Amount of people that can attend the event:** 60 (approx. split 45 children, up to 20 adults)

#### **Proposed Event:**

##### **OPTION 1**

- Climbing, gymnastics and swimming. Climbing (3 sessions x 16 children) + Gymnastics (parents & children) + swimming (parents & children). All activities running on a rotational basis.

**OPTION 2** - Gymnastics (parents & children) + HIIT Class (parents & children) + swimming (parents & children). All activities running on a rotational basis.

Climbing Session, 'Class Session' (Gymnastics), followed by family swim session. Climbing and 'class session' to be on rotation, swimming to be the final activity.

*Climbing Session:* 1 hour climbing session (15 minute briefing session, 45 minutes climbing) for up to 16 children per session. We believe 3 sessions would be required as this is an activity for children only, parents/adults will not climb. They must however stay and watch their children climb.

*'Class Session':* suggested by the activity staff at The Triangle, as an event they have successfully undertaken previously (for Haywards Heath Active) had a similar format. Suggested activities include: gymnastics class and HIIT Session. These sessions are for both parents/adults and children to participate in. 2 groups of 30 would need to undertake the activity on rotation.

*Family Swimming Session:* For both parents/adults and children to enjoy together. Please note that the safety ratio: every 2 children under 8 years of age requires an accompanying adult to be in the swimming pool.

**Food:** Packed Lunch style boxes for both adults & children (containing sandwich/roll/crisps/fruit/bar/drink). Dietary requirements will need to be supplied in advance.

#### **EVENT 4**

**What:** Christmas cinema afternoon.

**Where:** Ashenground Community Centre.

**Proposed Date:** Friday 3<sup>rd</sup> January 2025 - Afternoon.

**Transport required:** No

**Amount of people that can attend the event:** Cinema will seat 80 people in total.

The Main Hall contains the projector and will be turned into a cinema for the afternoon. HHTC to provide one member of staff to help.

Volunteers from Ashenground Community Centre plus one member from HHTC will be required to help set up the Hall in advance of the cinema and run the 'tuck shop'. The 'tuck shop' already operates during the Community Cinema evenings run by Ashenground Community Cinema.

Suggestion of serving popcorn in bags and chocolate bars, along with drinks. No alcohol to be served. The film will be stopped at approx. half way through to allow for a comfort break, drinks to be obtained etc.

A film license is required to be purchased in advance of the film being shown, cost for this is based on the capacity of the venue. ACC will purchase on behalf of HHTC, we will need to reimburse.

**Food:** No 'packed lunch' type food required, just the 'tuck shop' idea due to being a shorter event and taking place in the afternoon.

Drinks to be available before and during the film: tea, coffee, squash, water, cartons of juice etc

**DAYS OUT PROJECT - PROPOSED EVENT SUMMARY TABLE**

<b>EVENT DESCRIPTION</b>	<b>PROPOSED DATE</b>	<b>NUMBER OF ATTENDEES (Split between adults and children)</b>	<b>PACKED LUNCH PROVIDED</b>	<b>TRANSPORT SUPPLIED</b>	<b>BREAKDOWN OF EVENT COSTS</b>	<b>TOTAL COST FOR EVENT</b>	<b>COST PER HEAD</b>	<b>COMMENTS</b>
WAKEHURST PLACE - Option 1 - Nature Day with yoga and foraged craft activity.	1st August 2024	60	Yes	Yes - coach seats 53 people	Entrance tickets £36 for 60 tickets. Yoga/movement activity £160. Packed lunches £270. Transport £465 (53 seater PSVAR)	£931.00	£15.52	Costs do not include staff time from HHTC approx £100 for the day
WAKEHURST PLACE - Option 1 - Nature Day with yoga and foraged craft activity	1st August 2024	60	Yes	No	Entrance tickets £36 for 60 tickets. Yoga/movement activity £160. Packed lunches £270.	£466.00	£7.77	Costs do not include staff time from HHTC approx £100 for the day
WAKEHURST PLACE - Option 2 - Nature Day with Pond Dipping, Den Building and foraged craft activity	29th August 2024	60	Yes	Yes - coach seats 53 people	Entrance tickets £36 for 60 tickets. Pond Dipping & Den Building activity £300. Packed lunches £270. Transport £465 (53 seater PSVAR)	£1,071.00	£17.85	Costs do not include staff time from HHTC approx £100 for the day. An additional HHTC Staff Member may be required

WAKEHURST PLACE - Option 2 - Nature Day with Pond Dipping, Den Building and foraged craft activity	29th August 2024	60	Yes	No	Entrance tickets £36 for 60 tickets. Pond Dipping & Den Building activity £300. Packed lunches £270.	£606.00	£10.10	Costs do not include staff time from HHTC approx £100 for the day. An additional HHTC Staff Member may be required
THE TRIANGLE LEISURE CENTRE - Option 1 - Family Multisports Activity Day (Climbing - children only, gymnastics - adults & children & swimming - adults & children)	31st October 2024	68	Yes	No	Climbing £405.60 (48 children). Gymnastics £50. Swimming £170 (68 total). Packed lunches £306	£931.60	£13.70	Costs do not include staff time from HHTC approx £100 for the day
THE TRIANGLE LEISURE CENTRE - Option 2 - Family Multisports Activity Day (Gymnastics - adults & children, HIIT Class - adults & children, & swimming - adults & children)	31st October 2024	68	Yes	No	Gymnastics £50. HIIT Class £74.10. Swimming £170. All activities based on 68 as both children & adults expected to participate. Packed lunches £306.	£600.10	£8.83	Costs do not include staff time from HHTC approx £100 for the day

ASHENGROUND COMMUNITY CENTRE - Christmas Cinema Afternoon	3rd January 2025	80	No - tuck shop	No	Main Hall hire (4 hours @ £10.30 per hour, price increase due April 24 ), film license £104, tuck shop supplies £ 150 (popcorn, sweets, drinks)	£295.20	£3.69	Tuck shop to run, covering popcorn, chocolate, drinks to have whilst watching the film.
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<b>TOTAL COSTS:</b>		<b>BASED ON:</b>
£3,228.80	£931.00	Wakehurst Place Option 1 WITH transport - 01/08/2024
	£1,071.00	Wakehurst Place Option 2 WITH transport - 29/08/2024
	£931.60	Triangle Leisure Centre WITH climbing activity NO transport - 31/10/24
	£295.20	Ashenground Community Centre - Christmas Cinema Afternoon NO transport - 03/01/2025

<b>TOTAL COSTS:</b>		<b>BASED ON:</b>
£2,897.30	£931.00	Wakehurst Place Option 1 WITH transport - 01/08/2024
	£1,071.00	Wakehurst Place Option 2 WITH transport - 29/08/2024
	£600.10	Triangle Leisure Centre - Gynmastics/HIIT/Swimming) NO transport - 31/10/24
	£295.20	Ashenground Community Centre - Christmas Cinema Afternoon NO transport - 03/01/2025

<b>TOTAL COSTS:</b>		<b>BASED ON:</b>
£2,298.00	£466.00	Wakehurst Place Option 1 NO transport - 01/08/2024

<b>TOTAL COSTS:</b>		<b>BASED ON:</b>
£1,967.30	£466.00	Wakehurst Place Option 1 NO transport - 01/08/2024



£606.00	Wakehurst Place Option 2 NO transport - 29/08/2024
£931.60	Triangle Leisure Centre WITH climbing activity NO transport - 31/10/24
£295.20	Ashenground Community Centre - Christmas Cinema Afternoon NO transport - 03/01/2025

£606.00	Wakehurst Place Option 2 NO transport - 29/08/2024
£600.10	Triangle Leisure Centre (gymnastics/HIIT/swimming NO transport - 31/10/24
£295.20	Ashenground Community Centre - Christmas Cinema Afternoon NO transport - 03/01/2025

## ALTERNATIVE SUGGESTION TO THE 'DAYS OUT' PROJECT

### **DESCRIPTION:**

A family festival event to take place during one weekday afternoon during the school summer holidays, to hopefully take advantage of the weather.

### **LOCATION:**

Muster Green, Haywards Heath.

### **WHAT:**

A free event for families to attend hosting a variety of activities for children and young people. The far end of Muster Green could be utilised as a picnic area (there will be no food providers present).

### **POTENTIAL ACTIVITIES:**

*Obstacle Course and Bouncy Castle* – 65ft long Mega Inflatable Obstacle Course, suitable for adults and children to use. Bouncy Castle – of a size suitable for adults and children to use. Approx costs: £575-705 (depending if 1 or 2 generators are supplied to power the castle and obstacle course. Fuel for 2.5 hours is included, may need to purchase additional fuel) NO staff are supplied with these inflatables.

*Silent Disco* – to supply 50 headsets for 'dry hire'. HHTC would need to provide a laptop/iPad/phone to run via battery in order to stream the music to the headsets, a created playlist and a gazebo to cover the 'dancers'. NO staff are supplied with this activity. HHTC would need to supply a member of staff to 'man the stand' due to the equipment involved. Approx. cost: £175 for 50 headsets. (Amount of headsets can be increased/decreased as appropriate)

*DJ Experience with background music (DJ Neel)* – background music to be supplied by DJ Neel, along with a DJ taster for children and young people. Idea would be that children and young people can have a try at working the decks during the afternoon. Approx. cost: £300 (TBC taken from website, waiting for Neel to confirm). He will need to supply power.

*Mini Golf* – To supply a nine-hole course with clubs and balls.  
Approx. cost: £300

*Craft Stall* – to be staffed by HHTC staff and Councillors.

To provide the following craft activities (based on 250 children max):

Scratch Art Keyrings – Each keyring is supplied with a 'magic' tool, get stuck in and you'll soon see. As soon as you scrape the wand across the surface a rainbow will burst free! Uncover blocks, patterns, write messages or fine facial details, whatever you like - you'll have a vibrant masterpiece completed in no time.

Approx cost: £218

Rainbow Heart Mosaic Magnets - Simply follow the template to create the design, adding the self-adhesive glittery heart foam tiles to the rainbow arc base. Just peel off the back and stick on... it's that easy! Once you're happy with your design, attach the magnets to the back, and display on the fridge...

Approx. cost: £260

*Paint your own Pottery (and take it home!)*

Pottery kits to be supplied as a pre-packaged kit with item to paint, small pots of paint and a brush. This would need to be staffed by HHTC staff and Councillors.

Approx cost: £565 (based on 225 pieces)

*Colouring Stall* – to be staffed by HHTC staff and Councillors.

To provide colouring sheets, felt tip pens and crayons for younger children.

Approx. cost: £100 (to cover photocopying sheets, crayons & felt tip pens)

**SUMMARY TABLE OF APPROXIMATE COSTS**

Obstacle Course and Bouncy Castle	£575-705
Silent Disco	£175
DJ Background Music & Experience	£300
Mini Golf	£300
Craft Stall: Scratch Art Keyrings	£218
Craft Stall: Rainbow Heart Mosaic Magnets	£260
Paint Your Own Pottery	£565
Colouring Stall	£100

£2633

\*\*\*PLEASE NOTE ALL COSTS ARE APPROXIMATE AT TIME OF RESEARCH AND SUBJECT TO CHANGE\*\*\*

## STAFF TIME SPENT ON PROJECT

Pre-Event/Initial Scoping: (approx.: 50 hours to date) ONE OFF TIMES

- Initial research into potential activities
- Research what other Councils are offering (if anything)
- Meeting with Duncan to present initial findings
- Meeting face-to-face with 3 x Community Centres
- Researching transport options (including commercial coach companies, minibus companies, private hire taxis, community transport, school transport)
- Teams call with Harri Oliver at Wakehurst
- Meeting face-to-face with the staff at The Triangle to discuss multisport options
- Creating Booking Forms
- Creating an Information Sheet to hold data such as Emergency Contact Numbers and dietary requirements
- Researching food/catering options for packed lunches
- Research eligibility criteria
- Explore options for a booking system
- Research data capture

Once Event confirmed: (approx. 35 hours) PER DAY OUT

- Meetings with local schools to identify families who may benefit from the Days Out Scheme (identification of PPG families)
- Produce an information flyer/leaflet to
- Taking the bookings from families.
- Obtaining information such as dietary requirements/emergency contact information/medical information (as appropriate for the event).
- Booking catering/ordering packed lunches
- Taking deposit and issuing receipts?
- Issuing tickets
- Booking transport
- Purchasing tickets for event
- Undertaking a risk assessment per event (3 venues, includes a visit to each location, timing: approx. 2 days minimum)
- Creating labels for individual packed lunch bags
- Create Feedback Form for families

Event day: (all day: approx. 8-16 hours depending on number of staff required) PER DAY OUT

- Being available to ensure correct families arrive for transport (if offered, event dependent)
- Collecting the lunches/bagging into personal bags and delivering lunch to Wakehurst Place.
- 1-2 members of staff are required to attend the full event (depending on event selected it will be up to 2 members of staff required to attend).
- Monitor behaviour within the wider context and environment (as this will reflect positively/negatively on the Council)
- Hand out feedback forms
- Ensure the correct families arrive for their coach journey home

Post Event (approx.: 1-2 days) PER DAY OUT

- Collect Feedback Form and collate information
- Review/feedback day with event host
- Analyse feedback from families
- Examine no-show reasons

It is estimated that each Day Out will take on average 7 days' worth of Project Officer time. This equates to 50.75 hours, which is over £630 in staff costs per trip. This does not include the time already spend on the project.

**Ends**

**Committee Meeting: Environment and General Purposes**

**Report of:** Events and Community Officer

**Date:** 26<sup>th</sup> February 2024

**Subject:** Christmas Event

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**Purpose of Report:**

1. The purpose of this report is to provide Councillors with information on the proposed Christmas Event for 2024.

**Summary:**

2. The following report is to update Councillors on the proposed event for Christmas 2024.

**Recommendation(s):**

**Members are recommended to comment as appropriate and resolved preferred cause of action so that officer**

**Background:**

3. At the Environment and General Purposes meeting on 18<sup>th</sup> December 2023, under minute 45, Councillors agreed that.... the Christmas Event needed to be reviewed and delegated the discussions regarding future arrangements with the Orchards Shopping to officers who were asked to return with a proposal to Februarys Meeting of the Committee.

**Summary:**

4. The Town Clerk and ECO have met with Nicola Bird from The Orchards Shopping Centre to discuss the Christmas Event. Nicola was very supportive of the Town Council running an event in South Road. It was agreed that this would help to increase the footfall in the town on the day and therefore encourage supporting the local high street and local businesses.
5. Nicola was supportive of the idea of a Christmas Event with an opportunity for local business and charities alongside Christmas carols taking place and explained that this is something she is unable to accommodate in the shopping centre due to licences required as well as space constraints.
6. The Town Clerk and ECO propose the event runs from 1pm-5pm. This timing works with the lights turning on in South Road and encouraging people into The Orchards for the official Light Switch On.
7. The ECO has informed the firework company of the Council intentions and applied tentatively for a Road Closure Permit for South Road for Saturday 23<sup>rd</sup> November.

**Financial Implications:**

8. Councillors have agreed a budget of £2,000 to the Christmas Fireworks and £500 for the Community Carols event. These funds can be reallocated to the new Christmas Event.

**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 15<sup>th</sup> May 2023 under minute 20.

**Events and Community Officer**

**Committee Meeting: Environment and General Purposes**

**Report of:** Town Clerk

**Date:** 26<sup>th</sup> February 2024

**Subject:** Hidden Disabilities – Sunflowers Scheme – Cllr Pascoe Motion

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**Purpose of Report:**

1. The purpose of this report is for Members is to consider supporting a national initiative.

**Summary:**

2. The following report seeks support for the Hidden Disabilities Sunflower Scheme. This would be in addition to the Thumbs Up Scheme and Safer Places schemes already in operation at the Town Hall.

**Recommendation(s):**

**Members are recommended to consider the Town Council supporting the Hidden Disabilities Sunflower Scheme and approve that the Town Hall becomes a Sunflower Friendly venue.**

**Background:**

3. Some disabilities, conditions or chronic illnesses are not immediately obvious to others. For some people, this can make it hard to understand and believe that someone, with a “non-visible” condition genuinely needs support. Some people question whether someone has a disability because they don’t look ‘like they have a disability’.
4. That is why the Hidden Disabilities Sunflower has been created to encourage inclusivity, acceptance and understanding. It is a simple tool for a person to share that they have a hidden disability voluntarily. Simply by wearing the Sunflower, they are just letting everyone know that they might need extra help, understanding, or just more time.
5. The Hidden Disabilities Sunflower is here every day of the year to support people living with non-visible disabilities in their communities by raising awareness, training businesses and sharing stories to help create a more inclusive, understanding society.
6. Since its launch in 2016, businesses from every sector have been joining the global Sunflower network - ranging from retail, travel and tourism, transport including over 200 airports - as well as railway networks, coach and bus services and ferries, education (universities, schools and colleges), healthcare, central and local government agencies to football teams, theme parks, theatres and financial
7. Without a visual cue, it can be difficult for others to identify, acknowledge, or understand the daily barriers faced by people living with an invisible disability.
8. We searched for a discreet sign that is clearly visible from a distance as well as being distinctive, joyful, and dynamic. We chose a sunflower as it suggests happiness, positivity, strength as well as growth and confidence and is universally known.

**Financial Implications:**

9. Minimal outlay to buy stock of Sunflower packs to give to residents.

**Legal Implications:**

- 10 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:** 26<sup>th</sup> February 2024

**Subject:** Motion Cllr Pascoe – Collaborative working

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**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 existing directional policies for Haywards Heath:
  - Haywards Heath Town Council - A plan for the future (green paper) - July 2023
  - Mid-Sussex District Council - Haywards Heath Town Centre Masterplan – March 2021
  - West Sussex County Council – West Sussex Transport Plan April 2022

This motion seeks to provide instruction to officers to develop a report on the delivery of items with an aim to identify those that could be supported through Town Council activity. We should seek to collaborate closely with partner authorities on matters that are of interest to this council. Activities we could support include providing local insight and representation as well as direct resources such as ward budgets and recommendations for S106 spending that can be considered by MSDC.

Simply, we need to know what other councils are doing in Haywards Heath, identify opportunities to work together and ensure we have an input on any decisions that could ultimately impact out town.

Members are asked to consider and decide whether they wish to accept and agree to the motion to develop a collaborative working report, agree which of the following items they would like to include in the report and what input we should have on these items.

**Recommendation:**

**Members are recommended to consider the Motion as tabled by Cllr Pascoe. Items listed can be agreed upon individually. The resolution will be to instruct officers to develop a report on the following approved items with input from partner authorities.**

**3. Background:**

It is important that this council remains informed on projects by other local authorities on matters that will impact the town. We want to seek opportunities to support and collaborate with other authorities, aspiring for 'joined-up thinking', whilst providing our local insight and representation.

**2021** Mid-Sussex District Council (MSDC) published the Haywards Heath Town Centre Master Plan, a supplementary planning document to provide planning recommendations for any development in the town area. Outlined within the document are a number of potential projects and opportunities that could improve the town centre experience.

**2022** West Sussex County Council (WSSCC) published the West Sussex Transport Plan that details the strategy and future investments for highways and transport infrastructure

in the county. Haywards Heath town centre has been identified as a priority area for investment, with a proposal to providing an improved streetscape for South Road and infrastructure at Commercial Square, with delivery expected in 2025.

**2023** Haywards Heath Town Council published A Vision for the Future (green paper) to propose this council's vision for Haywards Heath that covered key topics for the town. This document indicated an intention to partner with other local authorities on areas outside this council's remit, but where we wish to use our position to influence and persuade. This proposal seeks to follow up on our green paper and to identify items that can be delivered with support from this council.

The items listed below have been selected on the basis that they are already included in adopted policies by local authorities presiding over Haywards Heath and could be considered priority activities that the town council could support. Officers should work with MSDC and WSCC to understand the detail and timeline by which each of the following could be delivered and that we identify opportunities where this council could offer resources through collaboration.

The following items could be agreed upon by this committee.

### **3.1 Clair Hall**

It is the understanding of this council that MSDC are currently undergoing a process of reviewing proposals for the Clair Hall site. As an interested party, this council must receive a report on this issue. The town council has expressed an interest in working with MSDC on the site and would be interested in the progress made so far as well as identify any opportunities to collaborate.

### **3.2 Implementing a 20mph speed limit in the town centre**

Approving this item indicates that we wish to progress this item of reducing the speed limit the town centre to 20mph. The Town Centre Masterplan recommends highway works such as raised tables and pedestrian crossings to make the speed limit self-enforceable, as these features naturally discourage speeding. This is also reflected in Transport Plan South Road proposal. However, this will only be effective on roads with this type of development. In our green paper we identified Gander Hill, College Road, Sydney Road, Paddockhall Road, Harlands Road and Northlands Avenue as busy roads that could be targeted for speed reduction measures. We should consider introducing a legally enforceable 20mph speed limit on key roads in the town area and connect with partner authorities on progressing with this action.

### **3.3 South Road Streetscape**

A proposal to improve the streetscape of South Road and infrastructure at Commercial Square is underpinned by WSCC's adopted Transport Plan. A timeline outlined in supporting documents of this plan indicate that is currently in the stages of refining the scope of the project up until Summer 2024, with construction anticipated in 2025. This council should seek an opportunity to collaborate on the delivery of this proposal, where we can offer improvements through shared resources and our representation of local needs. Although WSCC will be responsible to deliver this project, this council could be influential in ensuring the 'look and feel' is aligned to a local vision of the town. We should also ascertain whether any assets, such as street furniture, that are provided by the project will become the responsibility of this council and where we may have a cost implication to consider.

### **3.4 Improving gateway features and wayfinding in the town centre**

This is also identified as a small-scale project with a short timescale. By approving this item, we will agree an approach for improving wayfinding in the town centre. There are suggestions within the town masterplan on wayfinding and signage. This could be an activity for the working group to agree signage locations, design and associated costs and possible funding sources. Recommendations to then be approved by either Policy and Finance committee or Full Council.

### **3.5 A trial for pedestrianizing the Broadway**

The town centre masterplan document recommends The Broadway as a suitable location for creating a pedestrian zone through highway development and traffic measures on the Muster Green gyratory (Dolphin Road one-way system). There are a number of potential benefits to the public by increasing pedestrian areas, such as: traffic-free connectivity with South Road and The Orchards, improvements to air quality and creating space for alternative activities such as events and marketplace trading. The Broadway already has a history of being closed to traffic for events such as the Haywards Heath Bike ride.

Much of the work needed will require close collaboration between WSCC and MSDC to deliver. However, by approving this item, we can indicate that this council agrees with the Haywards Heath Town Centre Masterplan and our intention to pursue a more permanent pedestrian zone on The Broadway. We would ask the council to begin work with MSDC and WSCC to investigate the achievability of the full scope of 'The Broadway project' – implementing masterplan items 4.4 and 4.5. A report from officers should indicate the best approach to implementation with partner councils, total anticipated cost and what funding sources could be available to support this project.

As changing the road access to a key road within the town centre is likely to be disruptive, we could suggest councils look at the potential of running a trial. An example could be that The Broadway is closed to traffic one day of the week (Saturdays are when pedestrians are more likely to be present and get the most value out of a pedestrian zone). As part of the trial, the Town Council could work with local businesses to create a program of events that could be held to demonstrate alternative uses for the space, such as entertainment and market stalls. Feedback from the trial could be used to inform the best approach to implementing permanent pedestrian zone. The town council should of course consider the views of businesses currently on The Broadway that would be impacted by the trial.

### **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**

Financial implications:

4. Any decisions that could be contributed to by s106 money are to be tabled and agreed by the Policy and Finance Committee.

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.

**Cllr Pascoe**

**Committee Meeting: Environment and General Purposes**

**Report of:** Town Clerk  
**Date:** 26<sup>th</sup> February 2024  
**Subject:** Muster Green Management Plan 2024

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**Purpose of Report:**

1. The purpose of this report is for Members is to consider a policy document.

**Summary:**

2. The following report asks for Members to formally adopt a revised Management Plan for Muster Green (2024).

**Recommendation(s):**

**Members are recommended to consider and approve the Management Plan for Muster Green as presented in Appendix 1 (attached separately).**

**Background:**

3. At a meeting of the Environment and General Purposes Committee dated 20<sup>th</sup> October 2014, under minute 31 Members resolved to enter Muster Green into the Green Flag Award Scheme and since then has been successful in securing such status.
4. As part of the application for Green Flag Status, for good working practices and also to support the entry of Muster Green into South and South East in Bloom, the Town Clerk has developed a management plan for Muster Green, which is presented for the ninth year this year.
5. This report, with the 2024 application for Green Flag status already being made alongside the South and South East in Bloom/Britain in Bloom applications, asks that Members consider and make comment upon the management plan with amendments, if necessary and adopt then document and the policies included. The Plan will then be tabled with the aforementioned applications for pre judging consideration.

**Financial Implications:**

6. None.

**Legal Implications:**

7. None – management plan.

**Town Clerk**

**Committee Meeting: Environment and General Purposes**

**Report of:** Town Clerk

**Date:** 26<sup>th</sup> February 2024

**Subject:** South and South East In Bloom / Britain in Bloom

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**Purpose of Report:**

1. The purpose of this report is for Members is to be updated on a working group.

**Summary:**

2. The following report presents the action of the Haywards Heath In Bloom Working Group who is preparing for the Town's Entry into South and South East In Bloom / Britain in Bloom.

**Members are recommended to note the actions and the new logo for Haywards Heath in Bloom.**

**Background:**

3. The following actions were agreed as the last meeting of the working group and will be presented by the Chair Cllr Sandy Ellis.
  - 3.1. Placement of Solar Lights in Muster Green flower beds to fit in with conservation area to be costed.
  - 3.2. Placement of Solar Lights to be placed in ground around the Memorial, so to light up the area.
  - 3.3. New Logo for Haywards Heath in Bloom to be adopted.
  - 3.4. Britain In Bloom – 60th Anniversary they have called 'friendship'. Promotion of such.
  - 3.5. Netting of flowers, handmade, sewn in, to be placed outside the Town Hall on judging day.
  - 3.6. The Orchards – all entrances to be embraced with various herbs, flowers etc which will give off aroma when entering.
  - 3.7. Review of planting options with Ferring Nurseries.
  - 3.8. Seeking of sponsorship for in Bloom activities.
4. New logo for Haywards Heath in Bloom.



**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.