



HAYWARDS HEATH TOWN COUNCIL

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

Tel: 01444 455694 **Email:** town.clerk@haywardsheath.gov.uk

Website: haywardsheath.gov.uk

2nd September 2025

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

Dear Councillor,

You are hereby summoned to attend a meeting of the **Environment and General Purposes Committee** to be held on **Monday 8th September** at **7:00pm** at the Town Hall in the Council Chamber 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 7.15pm.

3. To receive the minutes of the Environment and General Purposes Committee meeting held on 7th July 2025. (pages 3-7)
4. To note Substitutes.
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To receive a verbal update from the Community Engagement Manager on Town Council events.
7. To consider for adoption a management plan for community facilities at Hurstwood Lane. (report to follow).



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8. To consider the Town Council bus shelters ownership and a proposed programme of replacement shelters and upgrades. (pages 8-9)
9. To consider Town Council support for a proposed event called 'Live on the Broadway 2026'. (page 10-14)
10. To receive a report on the outcome of the first Young Entrepreneurs Academy Haywards Heath (YEAHH). (page 15-19)
11. To consider a motion by Cllr Sutton for the Town Council regarding the provision of a youth club(s) and youth services in Haywards Heath. (pages 20-30)
12. To receive a verbal update on South East In Bloom.
13. To consider any items that the Chair agrees to take as urgent business.

Committee Members: Environment and General Purposes Committee: N Chapman (Chair), A Rees (Vice Chair), M Billah, A.M Cooke, S Ellis, D Pascoe, K Sutton, 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 Duncan Pascoe ~~Town Clerk~~ Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

Minutes of the Environment and General Purposes Committee 14th April 2025

Nick Chapman (Chair)
Alison Rees (Vice Chair)
Anne- Marie Cooke
Sandy Ellis
Duncan Pascoe
Leila Wilson

Apologies** Absent*

Also present: Town Clerk, Community Engagement Manager, Committee Clerk, M Billah, K Sutton.

1. Apologies

Member	Reason

2. Public Participation

There were two members of the public present, Andrew Lawes and Murray Crump. They spoke briefly about their support for the Haywards Heath History on your Doorstep project and Haywards Heath In Bloom.

Murray said that through the last few years, Haywards Heath In Bloom had been mapping out little undiscovered gems, eg: Grove Garden, and finding these brought into question the history of what these places have been before now. He said that the History Society has been amassing oral data and oral history. He added that he attended the inaugural meeting of the Haywards Heath Community Arts and Culture Board, which offered a great opportunity to bring together groups with different interests.

Andrew Lawes said that certain people in the town had a huge amount of wealth and knowledge, which should be shared. For example; An old policemen with 3000 photos, a man who worked on the railways who had access to many old maps and people who had information about wells in the town. He said that information like this should be shared; people could be living next to something of historical importance without knowing it.

They both said that these things give us a sense of community and purpose. In a constantly growing town with new people arriving, history projects like these are vital for people to know about what's going on.

3. Minutes

The minutes of the Environment & General Purposes Committee dated 14th April 2025 were taken as read, confirmed as a true record and duly signed by the Chair.

4. Substitutes

There were none.

5. Declarations of Interest

There were no declarations of pecuniary or other interests.

6. To receive a verbal update from the Community Engagement Manager on Town Council events.

Community Engagement Manager (CEM) Imogen Wilson spoke about recent Town Council events including; VE Day, Spring into Summer, the Carer's event and the YEAHH Market, before discussing the

upcoming Town Day event and requirements of the new Martyn's Law. Please see the attached document for the CEM's full update.

Members **NOTED** the update.

7. To consider a motion by Cllr Ellis regarding a History on your Doorstep project.

Cllr Ellis introduced the motion and spoke about how she felt it was important to develop a project regarding the town's history before information and evidence was lost, particularly as the Arts and Culture Board was up and running.

She said that so many people in the town have so much knowledge about how the town was built, the people who represented us and all the organizations and the history project could offer an opportunity to gather this information together.

She said that she didn't envision Haywards Heath In Bloom being the holders of the project, but rather it be used for people and organisations coming together, with the Haywards Heath Community Arts and Culture Board (HHCACB) being a starting point for it. She added that there has always been the want to have a Haywards Heath museum, but this cannot progress without gathering evidence and knowledge, to know that is achievable. She added that this could initially start on the Town Council's website, but progress into a physical presence, as without a history project or museum, people who have things they wish to donate are unable to do so, so this evidence would be lost.

Cllr Pascoe stated his support for the proposal and spoke about the inaugural meeting of the Haywards Heath Community Arts and Culture Board, held on 2nd July, saying that it was a really productive meeting, pulling different people and organisations together. He said that it was designed to be a sounding board aimed to amplify these sorts of initiatives by connecting people. He added that as the town grows, people need to know where they're moved to and it was important protect what the town had been in the past.

The Town Clerk said the Community Engagement Officer would push the project forward with the idea to create a webpage and then create something physical. He added that one of the things brought up at the meeting, was that with devolution and the County Council closing, the Town Council would be making a request that all the archive information for Haywards Heath be released back to Haywards Heath.

Cllr Ellis said it asked whether contact could be made with St Francis to access historical information before it is lost. She said that a database could be created to collate what information and photos etc exist and what could be needed. She further added that once a project plan was in place, the Town Council could apply for Heritage Lottery funding.

Cllr Chapman asked about the possibility of doing podcasts with knowledgeable people across the town. The Town Clerk said that a project plan would be developed, regarding the action points agreed at the HHCACB meeting, which would factor in resources and timings.

Cllr Sutton said that surrounding towns were active about displaying their history, but Haywards Heath did not do this yet and it would be good for new people moving to the town to have access to this.

Members briefly discussed potential venues for a future museum and the need for this to be online at first.

Action: Town Clerk to contact West Sussex County Council to request all archived information about Haywards Heath be released.

Action: Community Engagement Officer to develop a project plan for a Local History Event.

Members **RESOLVED** to **SUPPORT** the motion to run a Local History Event, in co-ordination with Haywards Heath In Bloom and other organisations, with support of the Haywards Heath Community Arts and Culture Board.

8. To consider the introduction of a Haywards Heath Monopoly game.

The CEM presented the report and stated that she had been approached by Winning Moves with the idea of producing a Haywards Heath Monopoly game. She added that other nearby towns had done this, with East Grinstead creating a Monopoly game in 2007 and currently several towns were using the creation of a Monopoly game as a community engagement tool.

Members discussed the potential introduction of a Haywards Heath Monopoly game.

Cllr Sutton stated that she felt the costings were high and there would be uncertainty over the amount of games sold.

Cllr AM Cooke suggested that Lindfield and Cuckfield could also be included in the Haywards Heath addition and that the game could be launched when the Haywards Heath Museum opens.

Cllr Ellis shared her concerns and suggested that it could be deferred to be a future project, potentially with involvement from local schools. She asked whether feedback and suggestions could be gathered from the schools before commitment to the project. Cllr Chapman further added that schools could potentially be involved in a competition to decide what to include in the game.

Cllr Pascoe said that he felt the community engagement potential would be huge, but the cost was a significant concern and the timing was not right, and more community feedback would be necessary. He suggested that for distribution figures, the Town Council could liaise with local shops.

Cllr Rees suggested a subscription or pre-sale service could be linked to the Town Council's newsletter.

Members further discussed that community feedback would be necessary before committing fully to the development of a Haywards Heath Monopoly game.

Cllr K Sutton said that she did not agree in principle to the introduction of a Haywards Heath Monopoly game, as she felt the cost was too high and potential monies spent would be better spent elsewhere.

Action: Community Engagement Manager and Publicity Officer to conduct research into residents community feelings for a potential Haywards Heath Monopoly game.

Members **RESOLVED** to;

- **AGREE IN PRINCIPLE** to proceed with the development of a Haywards Heath Monopoly game, subject to research and a business plan for financing the project being developed.
- **DELEGATE to the Community Engagement Manager** to research demand and produce a business plan.

9. To consider plans for community facilities to be placed at Hurst Farm.

The Town Clerk presented the latest plans for the cemetery, allotments and county parks to be placed at Hurst Farm, stating that management plans now needed to be developed in order for the Reserved Matters application to be submitted in October 2025.

Members discussed the plans and highlighted the need for toilets, including disabled facilities at the development. They also discussed the need for the site to be fully accessible and said they would like the allotments to be as eco-friendly as possible. Members further discussed the amount of parking available and the possibility of sub-letting an area to a coffee shop/café.

Cllr Ellis said she would like to see a small pet cemetery included in the plans if possible.

With the knowledge that these plans were the initial stage of the Reserved Matters planning application;

Members **RESOLVED** to **AGREE** the proposed facilities at Hurst Farm as laid out in the report.

10. To receive a report on a Community Access Scheme.

The CEM presented the proposed Community Access Scheme.

Members felt the scheme would be very positive and discussed further businesses that could be involved.

The CEM asked members to consider any connections they may have or suggest any other ventures that may like to be involved.

Action: Community Engagement Manager to circulate the list of interested businesses to members.

Members **RESOLVED** to **SUPPORT** the Community Access Scheme.

11. To consider a motion for a VE/VJ Day commemoration bench.

Cllr Ellis requested a bench be provided with official plaques to commemorate the anniversary of VE and VJ Day. She suggested the church yard on South Road as a possible site for the bench.

Members briefly discussed potential sites for the bench, with the churchyard on South Road being particularly highlighted.

The Town Clerk stated that the Town Council did have a legal licence to place street furniture in the town, but he would have to get permission from West Sussex County Council Highways.

Cllr AM Cooke said that the Town Council could apply to Mid Sussex District Council for a further VE/VJ grant to pay towards the bench.

Cllr Ellis stated that she would like to see members of the British Legion invited to the public unveiling of the new bench.

Action: Town Clerk to contact West Sussex County Council to receive permission from West Sussex Highways to place a commemorative bench on South Road. Town Clerk to inform the motion mover (Cllr Ellis), the Mayor (Cllr Pascoe) and the Chair (Cllr Chapman) once a site had been confirmed.

Members **RESOLVED** to **SUPPORT** the motion to commemorate the 80th Anniversary of VE and VJ Day with an anniversary bench in the Town Centre, to be paid for from the Town Initiatives Fund.

12. To receive a verbal update on South East In Bloom.

Cllr Ellis said that In Bloom's Best Kept Garden competition was in progress and entries had been coming in, with a deadline of 15th July. The award-winning groundstaff do the judging, with Murray and Sylvia looking at the allotments. She thanked Andrew Lawes for his work in the competition.

Murray Crumb added that the cemetery had been officially judged a few days prior to the meeting and that several sites locally had also been judged for the It's Your Neighbourhood section of the In Bloom awards, including Scrase Valley Orchard. He encouraged members to continue to nominate gardens for the Best Kept Garden competition.

Andrew Lawes asked whether the Town Council could encourage schools to get involved with the competition. The Community Engagement Manager said that the In Bloom competition has been included in the newsletter sent to schools by the Community Engagement Officer. She added that although schools would now be winding down for the end of the school year, the Community Engagement Officer could send a further note about the competition.

The Town Clerk added that the Green Flag had been retained for Muster Green. Due to the planned works on Muster Green, a visit by judges had been deferred. The Green Flag was retained due to the Muster Green Management Plan, which stated that Muster Green would be put back in order and tidied after the works. He said that the groundstaff took the lead when the In Bloom judges visited the cemetery. Cllr Ellis then said how proud the Town Council were of the work achieved by the groundstaff and extended her thanks to the team.

Action: Community Engagement Officer to re-contact schools about In Bloom's Best Kept Garden competition.

Members **NOTED** the update.

13. Urgent Items

There was none.

14. To resolve to enter into exempt business to consider a commercially sensitive matter.

Members **RESOLVED** to enter into exempt business to consider a commercially sensitive matter.

Meeting closed at 8.59pm

Committee Meeting: Environment and General Purposes

Report of: Town Clerk

Date: 8th September 2025

Subject: Legacy left to the Town Council for Bus Shelters and Benches

Purpose of Report:

1. The purpose of this report is for Members to consider an improvement programme for Town Council owned street furniture.

Summary

2. As reported to Members the Town Council has received a legacy of £403,793.32 from a resident of the Town with instructions to spend the money specifically on bus shelters and benches. The following report outlines the process to administer the monies and as a starting point requests authority for the Town Clerk to undertake a review of all Town Council owned bus shelters in the Town. This review will enable a procured plan for replacement, upgrade, removal and installation of new shelters across the Town in line with Standing Orders and Financial Regulations.

Recommendation:

Members are recommended to give the Town Clerk authority to undertake a full review of the Town Council's existing Bus Shelter stock and undertake a procurement process to replace all existing shelters, review requests for new shelters and remove unused shelters.

Background:

3. The Town Council owns fourteen bus shelters in Haywards Heath as per the inventory presented in Appendix 1 of this report. These shelters have not been upgraded for at least circa 20 years. There are also shelters that need to be removed as the bus route it serves has either stopped operating or been re-routed. There are other shelters in the Town owned by Clear Channel, which are located mainly in the Town Centre, which will not subject to this review. During this process there will be the opportunity to install real time information boards in the Town Council owned shelters.
4. The process to review the bus shelter stock would normally be a process undertaken as part of day-to-day business of the Town Council and would be funded from the capital budget. In this case, as expected, the executors of the will of the person leaving the legacy to the Town Council require a clear audit trail alongside reports on how the Town Council administers the money. As there is no designated budget allocated to bus shelters and benches directly a new heading will need to be set up to clearly separate the monies left to the Town Council and for ease in demonstrating how the money is spent.
5. Therefore, if Members are agreeable to this work being undertaken, the Policy and Finance Committee will need to authorise a new budget line to hold the monies separately, which would be administered by the Environment and General Purposes Committee and then decide how it wants to administer the whole legacy and review opportunities for the investment of the monies moving forward as there will be a substantial amount of money left after any review of the existing stock of bus shelters.

6. In the future there will be the opportunity to undertake a separate review of Town Council owned benches. This will be programmed in later in the year.

Financial implications:

7. The monetary size of the legacy allows for the suggested expenditure to be made but there will still be a large amount of monies remaining that will need to be earmarked for future use on the prescribed purposes described in the will of the person leaving the legacy.

Legal implications:

8. The Town Council can undertake this procurement project under 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

LOCATION OF BUS SHELTER	RESPONSIBILITY
Hanbury Lane	Haywards Heath Town Council
America Lane o/s Boston Court	Haywards Heath Town Council
Fox Hill opposite Fox and Hounds public house	Haywards Heath Town Council
Wivelsfield Road x 2	Haywards Heath Town Council
Vale Road	Haywards Heath Town Council
Bolding Way opposite Vale Health Centre	Haywards Heath Town Council
Butlers Green Road x 2	Haywards Heath Town Council
Frankton Avenue x 2	Haywards Heath Town Council
Lewes Road outside PRH x 3	Haywards Heath Town Council
South Road outside Waterstones Bookshop x 2	Clear Channel
South Road outside Co-op x 2	Clear Channel
Perrymount Road outside Waitrose	Clear Channel
Perrymount Road outside Londis	Clear Channel
The Broadway opposite The Star public house	Clear Channel
Northlands Avenue x 2 adjacent to and opposite balance pond	Clear Channel
Outside Sainsburys Bannister Way	Unknown ownership but located on Sainsburys land.

Committee Meeting: Environment and General Purposes

Report of: Town Clerk

Date: 8th September 2025

Subject: Potential for a 'Music on The Broadway' Event

Purpose of Report:

1. The purpose of this report is for Members to consider support for a third-party event in the Town.

Summary

2. The Town Council has been approached by the organisers of a potential 'Music on The Broadway Event' to be held in May next year, which will be raising money for St Peter & St James Hospice. The organisers are seeking Town Council support for the event and are hoping that the event can be run in association with the Town Council. The following report presents the proposal for event and seeks Members views with regards to the level support the Town Council may wish to give.

Recommendation:

Members are recommended to consider Town Council support for the potential of a 'Music on the Broadway Event' and if so to what level it wishes to support the event taking into account the Town Clerks advice under points 7 – 13 of this report.

Background:

3. Please see as follow a statement from the organiser of the event Mr Mike Oliver in conjunction with St Peter and St James Hospice

As you are aware I have been talking to various people about the possibility of bringing back a 'Music on Broadway' style event along the lines that Tim French and 'It's Magic' presented 10 years ago.

It became apparent at an early stage that it would be best for all concerned if there is a transparent link to a local charitable cause, so I Becky Stevens and I have been discussing the possibility of St Peter and St James being that cause. To that end we met at The Hospice with Sarah Raine (senior management St P & St J) during August 2025.

Please see below a summary of what has been discussed and what we would like to put forward as a proposal. discussion to take place at the upcoming council meeting. We have also attached a draft power point presentation for your perusal.

St Peter & St James Hospice and Mike Oliver Associates present:

Live on Broadway 2026! Sponsored/Grant donated by and in association with Haywards Heath Town Council (if this was agreed by HHTC). All proceeds raised donated to St Peter & St James Hospice - Event Details: Sunday 24th May 2026

LIVE on Broadway 2026 is the brainchild of Mike Oliver, Founder of Mike Oliver Associates and Rebecca Stevens, Relationship Fundraising Manager at St Peter & St James Hospice who have a shared passion for live entertainment for many years.

Following in the footsteps of Tim French OBE's 'Broadway Sound', the event will see The Broadway closed to traffic with additional outdoor seating being set up on the road from the cafés, bars and restaurants.

Two stages will be set up (one at each end of the road) which will host a wide range of music, performers and spoken word, providing back to back entertainment from 11am until 9pm.

All profits from the event will provide crucial funding for St Peter & St James Hospice. In order to keep ticket prices affordable for local residents, the organisers are actively seeking sponsors to help cover the costs of the event.

The event is proud to showcase young local talent performing alongside a variety of well-established performers, bands, musicians, dancers, speakers and comedians. It's a day for the whole family packed with kid's activities and entertainment.

About St Peter and St James Hospice:

It costs £6.9 million per year to run St Peter & St James Hospice, and provide all their services to our local community through the community nursing team, InPatient Unit and Living Well Centre.

Local business and corporate engagement is critical to enable the hospice to support patients with life-limiting illnesses and those close to them across Haywards Heath, Burgess Hill, Lewes, Uckfield and the surrounding areas

St Peter & St James Hospice are looking to form strong, lasting relationships with local councils and businesses to deliver community events which raise awareness about the hospice and much needed funds for the hospice to offer its services free of charge to our community.

Building Relationships:

We are delighted to share with you our sponsorship packages for LIVE on Broadway 2026 - Please also see attached presentation. We see our sponsors as collaborators, and we work hard to ensure that we can offer benefits in return for their generous sponsorship. Each package can be tailored to accommodate your specific needs and areas of interest.

Gold Sponsroship Package: £10,000

- *Unique billing as the only Headline Sponsor*
- *Logo on all marketing collateral, branding, advertising and event merchandise*
- *Invitation to speak/be quoted in any TV, radio and press interviews*
- *Opportunity to speak & introduce events at LIVE on Broadway 2026*
- *Complimentary tickets for 10 people including VIP package of drink and food vouchers on the day*
- *Logo on promotional video*
- *Write up and logo on website*

- *Pre and post event social media thank you posts on Facebook, Instagram and Linked In*
- *Logo branding on all venue banners and signage*
- *Opportunity to have branded promotional stall at the event*
- *Mentions throughout the day by the event host.*

Silver Sponsorship package: £3,000

One of 5 opportunities as Event Sponsor - Examples include:

Stage One, Stage Two, Entertainment Area, Activity Zone, Artists Sponsor Media Sponsor.

- *Logo on all marketing collateral and event branding*
- *Complimentary tickets for 2 people including VIP package of drink and food vouchers on the day*
- *Write up and logo on website and socials platforms*
- *Logo branding on all venue banners*
- *Pre and post event social media thank you posts on Facebook, Instagram and Linked In*
- *Mentions throughout the day by the event host*
- *Acknowledgement of support on radio interviews.*

Bronze Sponsorship Package: £950 - General Event Supporter

- *Logo on some event marketing collateral*
- *Complimentary ticket for 1 person including VIP package of drink and food vouchers on the day*
- *Write up and logo on website and socials platforms*
- *Logo branding on some venue banners*
- *Pre and post event social media thank you posts on Facebook, Instagram and Linked In*

Working together with the Broadway Businesses:

We understand there are many different types of businesses on the Broadway and recognise some will gain more than others financially through supporting this event. With this in mind bespoke and tailored packages will be designed for the needs of supporting Broadway Businesses.

We believe we can run a top shelf first time event on a budget of less than £25,000 (spreadsheet already available with a breakdown of costs if necessary). There are competent fund raisers at the hospice who will talk to businesses about the sponsorship packages. Mike Oliver has already spoken to most of the hospitality businesses on The Broadway who are keen to chip in to the tune of £500-£1,000 each (subject to confirmation once we are granted permission to proceed).

With hard work and determination, we can raise more than the £25,000 so that all the ticket sales (£20.00 on line and £25.00 on the day) will go to The Hospice.

This will include 2 x headline crowd pulling bands and the cream of the crop in local talent. There will also be an opportunity for upcoming new talent to be showcased early on in the day.

We hope the above is sufficient for your immediate purposes, but please contact Becky or Mike asap for further clarification should you need this before the council meeting.

Town Clerk Advice

4. The event is of course worthy of support as it will be a great opportunity for residents to enjoy a community event along with great opportunities for income generation for the businesses on The Broadway.
5. The one issue that the Town Council has to consider is the fact that the event is a paid ticket event and not free for entry, which could be a concern as it can not be accessed by all residents, unlike Town Council events. However, the Town Council supports the Greater Haywards Heath Bike Ride and the Mid Sussex Marathon, which are pay to enter events so the precedent is set. In addition, anyone can purchase a ticket if they wish.
6. Furthermore, the event is non for profit and is raising money for a worthy organisation that offers much needed end of life support for residents of the Town. On this basis the event to the mind of the Town Clerk, is supportable by the Town Council.
7. If members agree with the Town Clerk, then it needs to be decided to what level the Town Council wishes to support the event. Members will have noted in Mr Oliver's proposal there is the offer to have the event branded 'In Association with the Town Council'. It is felt that we need to look past the sponsorship packages as these should be taken up by local business.
8. The 'In Association' fits in with the Town Council wishes to pump prime events over and above those directly run by the Town Council. To this end a grant funding scheme of up to £500 has been delegated to the Town Clerk and Community Engagement Manager. This level of funding will probably not allow the event to be run in association with.
9. Precedent has been set recently with the offer of £10,000 underwriting of the Greater Haywards Heath Bike ride, which was declined by the Town Team CIC, to make awards outside of the Council's grant funding schemes.
- 10. Therefore, there are the following options in terms of financial support.**
 - 1) Not to offer support.
 - 2) Take a sponsorship package as presented.
 - 3) Make a one-off discretionary award towards the event.
 - 4) Only offer access to the Town Council event grants scheme to a maximum of £500.
 - 5) Recommend that an amount of funding is earmarked in the 2026/2027 for the event over and above the funds required to meet the Town Council events programme. This would require an increased events budget for 2026/2027.

Financial implications:

11. Members will have noted that £10,000 was agreed to be earmarked from general reserves for the great Haywards Heath Bike Ride that has been declined, this money could be redirected, to the 'Music on the Broadway' event.
12. There are funds remaining in the Events Grant Scheme within the current financial year.

Legal implications:

- 13.** The Town Council can undertake this procurement project under 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

Committee Meeting: Environment and General Purposes

Report of: Community Engagement Officer
Date: 8th September 2025
Subject: Youth Entrepreneurs Academy Haywards Heath (YEAHH)

Purpose of Report:

1. The purpose of this report is to provide Councillors with information about the YEAHH 25 initiative.

Summary:

2. The following report is to update Councillors on the engagement with YEAHH 25.

Recommendation(s):

Members are recommended to;

- a) **Comment as appropriate**
- b) **Members to resolve that the YEAHH runs again in 2026 with an appropriate budget being allocated in 2026/27.**

Background:**3. Aims**

- to inspire and support local young entrepreneurs (school years 10-12) by providing resources, mentorship and potential funding opportunities.
- to foster innovation, stimulate the local economy by empowering young individuals to turn their ideas into viable businesses.
- Building links between local young people and the business community.

4. Objectives

- Empower Youth
- Foster Innovation
- Potential to create employment
- Build Community

5. What did it look like?

Volunteers from the Haywards Heath Business Association (HHBA) ran masterclasses in specific business-related topics (see timetable below), culminating in a physical Business Fair held in The Orchards Shopping Centre on 30/05/25 and including a feedback session for reflections. Most sessions ran on a Weds evening at the Town Hall, from 6-8.30pm, with a half hour break for supper (which was provided).

Date	Masterclass/Skills Session Ideas
12/02/2025	<i>Explanation to parents at drop off (30 mins)</i> Part 1: How to come up with business ideas Part 2: How to write a business plan
26/02/2025	Part 1: Leadership and Team Working Part 2: Delegation of roles and time management
12/03/2025	Part 1: Resilience/Learning through failure

	Part 2: Problem Solving
26/03/2025	Part 1: Finance/Financial Management Part 2: Sales (how to choose where to sell and why)
23/04/2025	Part 1: IT/website development Part 2: Marketing
07/05/2025	Part 1: Networking Part 2: Public Speaking
21/05/2025	Open session: supporting prep for business fair and possible speed dating style event
30/05/2025	Business Fair at The Orchards
11/06/2025	Feedback session

- 6. Participants** were nominated by local schools, from school years 10-12, as young people who show an interest in business or exhibit entrepreneurial skills. They could be individuals or in a team of up to 4 members. Every team must have at least one member who lives in Haywards Heath. (Maximum 10 teams)

Summary:

- 7. Attendance:** 9 students attended the pilot course. 4 students were from Oathall Community College, 4 from Haywards Heath College and 1 from Chailey School. They formed 3 teams of two and three individual participants. Unfortunately, the only male attendee dropped out halfway through for personal reasons, but otherwise attendance was high with 4 students completing the course with 100% attendance.
- 8. The content:** The sessions run by speakers from HHBA were of a good to excellent standard and were appreciated by the students who gave anonymous feedback after every individual session (Average score were between 8-10 out of ten).
- 9. The venue** worked well as did **the food** provided between masterclasses.
- 10. Partnership work:** This was a great opportunity to work collaboratively with HHBA and The Orchards Shopping Centre with input also from MSDC Business Support and WSCC Library's Business and IP Centre.
- 11. Feedback** from staff, students, speakers and parents is added (see Appendix 1) and would be considered when planning for YEAHH 26.

Financial Implications:

- 12. Budget** - £1500 was set aside for this project. Actual spend was £737.68, leaving £762.32 to be spent with in the 2025/26 financial year. As per recommendation B, an appropriate budget will be set during the budget setting process next year.
- Each team was allocated £50 towards the costs of running the Business Fair. Three teams made use of this and provided receipts as proof of purchase.
- The majority of the budget was spent on takeaway food. (There was some sponsored by individual HHBA members and one parent who runs the Kashmir Balti provided free curry for all one week).
- After the final feedback session and certificate ceremony the whole group went out for a Celebratory Meal at Safari pizza.
- Note: Whilst the budget was sufficient for this number of attendees, if numbers increased the budget would need to increase to cover this.

Legal Implications:

- 13.** 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 Engagement Officer

YEAHH Pilot learning

From a staff perspective:

- Speakers to meet online before programme begins to improve continuity and encourage them to include interaction and activities in their masterclasses.
- Grow the ideas from the first session directly into the business plan of the second and then build in the learning from subsequent masterclasses so the business fair is a natural part of this progression.
- Attendees requested snacks and felt pizza was a huge factor in their choice to attend! They enjoyed fruit juice and water but didn't think fizzy drinks were necessary. Food was the biggest expense and if there were more students this could increase considerably.
- The Safari pizza finale was a lovely way to celebrate the completion of the course. Expense was manageable as numbers were small.
- Continue to build partnership with schools and use the publicity material from this year to help them promote and recruit suitable candidates in their schools.
- Focus on business studies students? Many of this year's students are taking business studies at GCSE or A level and felt this added a 'real life' connection to local business that was lacking in their academic work and understanding.
- Include Alternative Education Provision Sector (home schoolers) – via Better Young Lives Partnership meetings.
- Possibility to fit in with Enrichment week/work experience? Problem: this is different in each school.
- Potential for more or alternative opportunities following the business fair e.g. Spring into Summer/Town Day shared stall.
- Make more of links to future support e.g. MSDC Business Support/ HHBA Networking events/WSCC Library Business and IP Centre. Ask them to attend the final session?
- Considered targeting A level business course, but TM said she wasn't taking business but really wanted to come and understand how business works.

From student feedback:

- All the masterclasses appear to have been well received with positive comments. Scores varied between 6-12 out of 10!
- Students would have appreciated more time between the prep session and the fair – perhaps an extra session just before to check readiness and learning about how to talk to customers.
- Things that went well at the business fair included: people were happy to be surveyed, lots of useful help setting up, the branding and ascetic, cupcakes sold out, branding, profit, location in middle of town.
- Things that could have been better: shopping centre wasn't ideal for a gym questionnaire, judging how much stock was required – one group had too much another not enough, better prepared before fair, e.g. cash float/card machine, would have like more customers
- Overall highlights: THE FOOD, resilience masterclass, key business skills, sold out of cupcakes on teammates birthday, meeting different people and selling products, problem solving, THE FAIR!
- Suggested changes: shortening the masterclasses to 45 mins, time to apply the learning from each session, move Fair to a Saturday.

- Other comments included: It was well organised and “It was fun and I would do it again”!
- On average students assessed their levels of **confidence** as increased by 2.6 on a scale of 10 after completing the course.
- On average students assessed their levels of **skills** as increased by 2.3 on a scale of 10 after completing the course.

From speaker feedback:

- RW: We’d be very happy to do take part again next year. I think from our side we need to have a little more of a plan for the website demonstration. (Suggested students bring laptops to the session).
- VE-H: I really enjoyed taking part in the project and meeting the young people, they were very inspiring. I’d be happy to help again. I thought it was about the right level of commitment from my perspective, I probably wouldn’t have had time to do more. I love the idea of bringing them to a networking event, perhaps towards the end of the project so they have met enough of the speakers to feel confident they will know people and have someone to talk to.
- HT: Yes I would be happy to do it again next year.
I think building continuity between sessions would be a good idea. Probably also briefing us a bit more - I know there was some feedback that some sessions didn't go down as well as they weren't interactive - so probably being clearer about expectations of us. Possibly also thinking about the order - I felt that the students were quite quiet so maybe some sessions on leadership (think Zoe also mentioned this) first to get them warmed up and get to know each other more at the beginning.
You certainly didn't ask too much of us! Instead of speed dating, then maybe have one session as a panel with 4-5 of us and then students can ask us any questions that they want?
- RB-G: Definitely! Just to make you aware, I am leaving Adelphi in August, but I will still be based locally and I would very much like the opportunity to contribute again in the future. You are very welcome to contact me on my home email address – when the time comes.
(Re meeting up beforehand): I agree, I think this would be great! Or a local meet-up over coffee etc. I would be very happy to contribute more if needed from a marketing and branding perspective.
- GS: This was a great experience, thoroughly enjoyed it and I would be more than happy to take part again next year. I think the layout was great, I enjoyed speaking and would be happy to take part in a smaller speed dating style layout or a bigger session with further practical’s based on the students businesses.
- ZE: It might be nice to capture the journey as a series of photos or story boards to help next year’s applicants know what to expect and to include in the students LinkedIn profile (if indeed they have one!)

From parental feedback:

- I just wanted to thank you all for the wonderful opportunity you gave (EB) to explore the world of business and enterprise through YEAHH! She has got so much out of it and the time you all put into the experience is so much appreciated.
- RB: Congratulations on the YEAHH project, it seems to have been a real success, and I know (FB) has certainly learnt a lot from it. Thank you for involving her!

Committee: Environment and General Purposed Committee

Report of: Cllr Kirsten Sutton

Date: 8 September 2025

Subject: Youth Club – Concept Plan

Purpose of Report

1. The purpose of this report is for Members to consider concept plans for the creation of a Youth Club in Town Council owned facilities.

Summary:

2. The Town Council, as part of its commitment to enhancing youth engagement and community wellbeing, has identified the need for a dedicated Youth Club within the local area. Through its Neighbourhood Plan (cf. Item 4.1) and ongoing consultation with residents, the Council has maintained an interest in developing facilities that support young people's social, recreational, and personal development.

Suitable council-owned locations are available, and initial discussions with relevant stakeholders are underway. The following report provides an update on the progress of the proposal, including early-stage planning, site considerations, and liaison with community youth representatives.

Recommendations

Members are asked to consider the 'draft' concept plans for a Youth Club as presented with this report.

3. Purpose and Vision

Purpose: To provide a safe, inclusive, and empowering space where young people aged 12 to 16 can explore their interests, develop life skills, build meaningful relationships, and grow in confidence during their formative school years.

Vision: To be a vibrant hub of opportunity and support that nurtures well-rounded, resilient, and socially responsible young people who feel heard, valued, and inspired to reach their full potential.

Target group: Years 7-11 | Age 12–16

4. Research and Engage the Community

Needs Assessment: Survey issued to OCC students to identify interests and challenges. Confer attachment for initial results.

Stakeholder engagement: Consulted with OCC's Assistant Headteacher in charge of Student Experience

Existing youth provisions: Research into existing youth services in the area to be conducted

5. Register the Youth Club

Informal club: No formal registration needed

Community Interest Company (CIC): To be registered with Companies House.

6. Venue and Resources

Venue: The venue must be a safe, accessible, and affordable location (e.g., Woodside or Ashenground Community Centre, a church hall such as St Wilfried's, or the Albermarle Centre at OCC).

Resources: Arrange equipment, furniture, and supplies based on club activities [for example, access to computers, sports equipment (e.g., pool table, dart board), arts and crafts supplies, kitchen facilities].

Maintenance: Assist with cleaning, security, and upkeep if the club runs on OCC campus.

7. Develop Policies and Procedures

Safeguarding & Child Protection: Appoint a Designated Safeguarding Lead (DSL) and follow NSPCC guidelines.

Health & Safety: Conduct risk assessments and ensure first aid availability.

Equality & Inclusion: Develop policies to support diversity and prevent discrimination.

Data Protection: Follow UK GDPR rules if collecting personal information.

8. Recruit and Train Staff and Volunteers

Staff: TC confirmed that two Youth Workers could be employed

Volunteers: Advertise for volunteers (schools, social media, community boards).

Carry out DBS checks for anyone working with children.

Provide training on safeguarding, first aid, and club rules.

9. Secure Funding and Budgeting

Sources of Funding: Local council grants | National Lottery Community Fund | Charitable foundations (e.g., Children in Need, Sport England) | Fundraising events

Budget: Agree on a budget covering rent, equipment, insurance, and staff costs.

10. Promoting the Youth Club

Use social media, posters, and local media to attract members.

Engage with local schools, churches, and youth organizations.

Organise a launch event to raise awareness.

11. Running and Evaluating the Club

Create a structured timetable with activities.

Gather feedback from young people and parents to improve services.

Keep financial records and reports up to date.

Review policies and safeguarding measures regularly.

Impact Evaluation: Help track outcomes and demonstrate the value of the club to funders and the wider community.

Town Clerk Advice

- 12.** There is no procedural or legal impediment in the way of this motion being agreed by the Committee, on the grounds that the Town Council has the General Power of Competence. Many Town/Parishes Council's run such clubs for the benefit of the community. General advice, financial implications and legal issues examples can be sought from these Town/Parishes.
- 13.** It is a responsibility of the Town Council to fill known gaps in the community. With the provision of youth clubs and activities for young people in the Town being woefully short, acknowledging the hard work of the Benstwood Hub, there is gap to be filled since West Sussex County Council withdrew from such services.
- 14.** It is suggested that this report, if approved, be the starting point for further investigations into the legalities of providing a youth club so that a business case can be developed and most importantly direction be provided on how the Town Council financially supports such a project alongside the human resources needed during the creation of the business plan and then how it works operationally.
- 15.** Therefore, the next stage, which would be a costed and resourced business case must be presented to the Policy and Finance Committee (November hopefully), which will outline any in year financial considerations and a plan to fund the project in the 2026/2027 budget and there onwards.
- 16.** This would need then to sent onto Full Council for ratification as the provision of a youth club would be a new service that the Town Council is providing and then it can decide, which Committee had delegated authority to oversee the youth club and the services it provides (envision that this would be the Environment and General Purposes Committee).

Financial Implications

- 17.** It has been established that the Council would have the financial means to set up and run a Youth Club as well as to employ two Youth Workers on a permanent basis.

Legal Implications

- 18.** Town Council can uptake this project under 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.

Concerns raised

OCC raised the following concerns around security and safeguarding:

- There are known County Lines operating in Haywards Heath
- There have been incidents of physical assault in the local community
- There have been incidents of drug related offences and weapon offences in and around the local community
- Various reports of anti-social behaviour

OCC fears if they were to allow use of the Albermarle site, they would be impacted as a school directly either by reputation or impact on facilities if anything like the behaviours mentioned above were to take place.

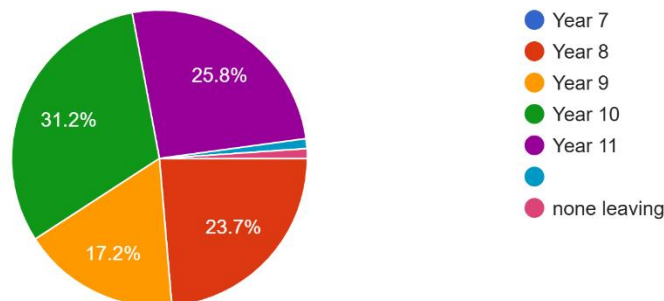
OCC requests the council to propose exactly how we would safeguard against these potential risks.

The Albemarle Centre is part of the Oathall College campus and is used by the college, Hedgehogs nursery, and ad-hoc hires. The website and contact information are not up-to-date.

OCC can currently not guarantee availability of the Albermarle Centre from September.

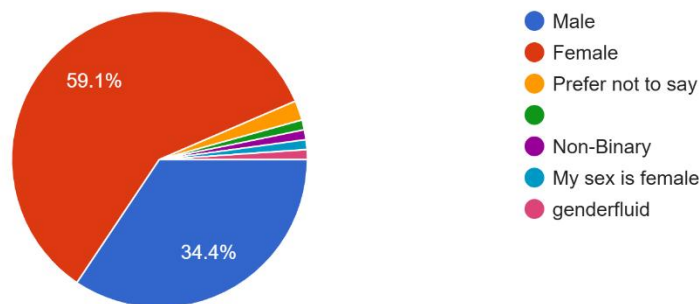
Q1: Which year will you start in September?

93 responses



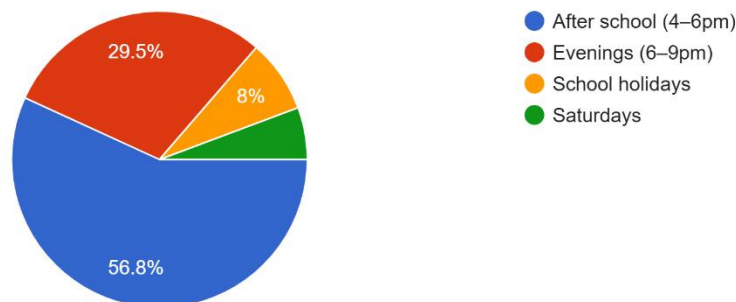
Q2: Gender

93 responses



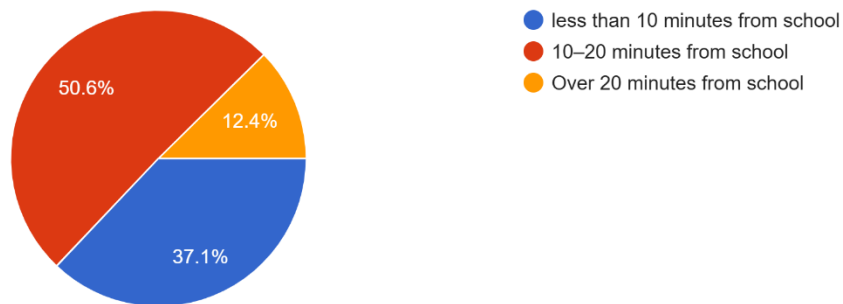
Q4: When would you be most likely to attend a youth club?

88 responses



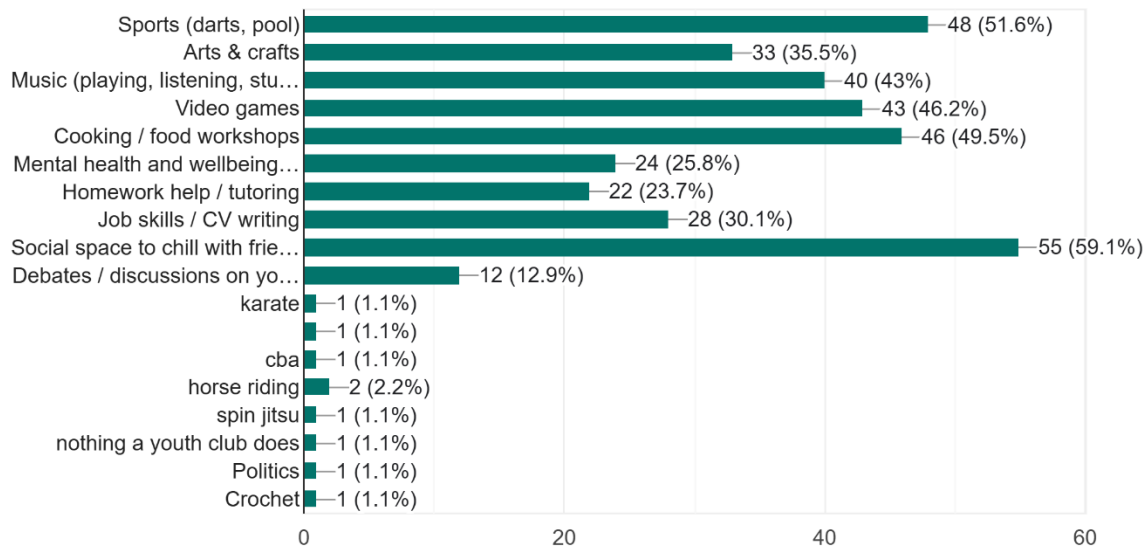
Q5: How far would you be willing to travel to attend a youth club?

89 responses



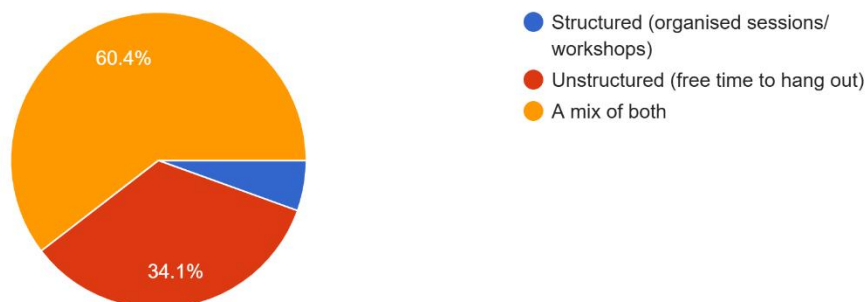
What types of activities interest you?

93 responses



Q7: Would you prefer activities to be:

91 responses



Q8: What do you think young people in your area need most right now?

64 responses

Below is a list **sorted into clear topic categories** based on themes that become transparent through the responses, which makes it easier to identify key focus areas for the youth club.

Mental Health & Wellbeing

- help with mental health
- They need to know that their mental health matters
- support with mental health
- Support with mental health
- Help with their mental health
- Teaching more about wellbeing
- help and support
- Mental health/well-being support, job skills/things you will need to know when you're older, independence, social skills
- support from social media trends that could harm us
- Support through rough times
- wellbeing and academic support
- The right support

Friendship, Belonging & Socialising

- finding long-term friendships as I think most people only hang out with their friends for the sake of having friends and not looking like a loser
- A space to make friends and hang out comfortably
- Time to hang out with friends and just be away from the pressures of school
- Socialize more
- A place to relax while also socialising with others
- Space to chill and bond
- A space to be communal and just enjoy company within an environment outside of school and home to escape stress
- chill place for friends and other activities
- Place to chat with friends and get help if needed
- a social life
- Time with friends

Fun, Activities & Entertainment

- fun activities that they prefer
- amusement
- more activities to do
- More parks
- craft club
- more to do
- fun
- Something to do
- Outdoor activities that we choose

- Places to go. Fun things going on
- To have something to do (most are left to own devices)
- Some kind of incentive to achieve goals

Safe Spaces & Escape

- Somewhere to hang out
- Somewhere to go and have fun when things at home are complicated or just somewhere to escape to
- chilling time to hang out and take a moment to step away from the classroom
- A safe/supervised place for people to hang, get treats for cheap and have fun
- Safe places to hang out
- Somewhere where they can relax away from phones, vapes, etc.

Life Skills & Education

- info about CVs and job applications as they are very useful
- Life skills
- Help with life
- Support with life
- information on safe sex/non-heteronormative relationships, help for questioning teens
- independence
- job skills/things you will need to know when you're older
- social skills
- Inspiration

School-Related Support

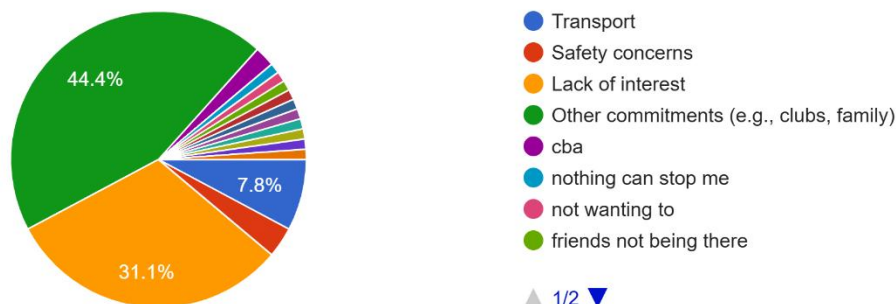
- to be able to change year 10 classes
- wellbeing and academic support

Faith & Values

- I am a Christian, so believe faith is a very important thing right now – obviously it's personal and different for everyone

Q9: Are there any challenges that might stop you from attending a youth club?

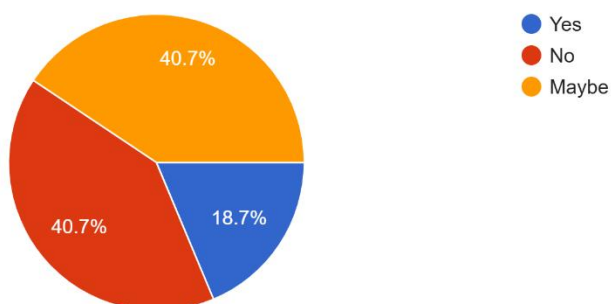
90 responses



- - cant ber bothered
 - all of them
 - people being horrible from my school which will make me not attend but that...
 - No
 - I guess if my friends don't go. Or a littl...
 - Football and cricket(sports for club)
- ▲ 2/2 ▼

Q10: Would you be interested in helping shape or run the youth club?

91 responses



Q11: What would the perfect youth club include? 55 responses

Grouped by **themes/topics** that clearly emerge from the responses:

Games, Tech & Entertainment

- Fortnite and huzz
- Fortnite
- Xbox for video games
- Gaming
- Games, fun, a focus for the session and fun!
- 2 player games like table tennis
- Games like darts
- Claw machines
- Games with friends but also time to hang out and talk
- Laptops
- Xbox?
- Darts, pool table
- Pool tables
- Video games

Chill Spaces & Environment

- A chill atmosphere
- Free time

- A bit of everything!!
- Quiet spots, sofas
- Sofa with pillows obviously
- Comfy beanbags around the room
- Beanbags, soft rugs, warm (not bright) lights
- Chill area + fun, loud hangout area
- Gentle coloured walls
- Soft lighting (fairy lights or LED around the space)
- Shoe cubbies
- A comforting surrounding

Creative Activities (Art, Music, Dance)

- Music, dancing
- Music, food, bean bags, lights, games
- Definitely Art and music for sure
- Music drumming and cooking
- Crochet
- Cooking and art

Sports & Physical Activities

- Football, music, videogames
- Sports and stuff
- A large variety of sports
- Sports and interests for all
- Football and boxing
- Outdoor activities chosen by us
- A MMA cage
- Spin jitsu
- Physical games / non-traditional sports

Learning, Homework & Skills

- Homework help
- Some homework help if needed
- Tutoring
- Revision space
- Life skills
- Guidance if needed
- Opportunity to do something you haven't experienced before
- Cooking (life skill)
- A range of activities, both social and academic

Food, Snacks & Practical Amenities

- Drink and snack area

- Snack bar for food and drinks
- Garden and kitchen

Friends, Inclusion & Social Community

- My friends
- Friends support help
- Just an inclusive and respectful community of people who share interests
- Community and people enjoying themselves
- Being valued, respected and not discriminated
- A place I can learn spin jitsu
- Freedom
- Choice to participate in activities
- Activities (optional to do) and just fun for everyone
- A comforting surrounding, guidance if needed but also independence

Rules, Structure & Safety

- Phone ban
- No vaping
- Themed areas
- Supervised freedom