



HAYWARDS HEATH TOWN COUNCIL

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16th October 2018

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

Dear Councillor,

You are hereby requested to attend a meeting of the **Environment and General Purposes Committee** to be held on **Monday 22nd October 2018 at 7.30pm** in the Council Chamber, 40 Boltro Road, when the following business will be transacted.

Yours sincerely,
Steven Trice
Town Clerk

AGENDA

1. To receive apologies for absence.
2. To confirm the minutes of the Environment and General Purposes Committee meeting held on the 20th August 2018.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. Matters Arising.
6. To receive a report on the future of roundabout maintenance and sponsorship by Haywards Heath Town Council.
7. To consider a report on the use of designated reserves to enable background reports and studies to be undertaken in relation to the development of a new Cemetery for Haywards Heath.
8. To receive the minutes and actions of the Allotment Holders meeting held on the 15th October 2018.
9. To receive an update on the actions of the Environmental Working Group.
10. To receive a verbal report on the activities of the Haywards Heath in Bloom Committee.
11. To consider any items that the Chairman agrees to take as urgent business.
12. Exempt Business, to consider the exclusion of Public and Press.

Committee Members: Environment & General Purposes Committee: Cllrs: M. Jeffers (Chairman), S. Ellis (Vice Chairman), C. Cheney, R. Clarke, E. Clayton, A. McPherson, H. Munding, J. Knight.

HAYWARDS HEATH TOWN COUNCIL

ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 20th August 2018

M Jeffers (*Chairman*) **
S Ellis (*Vice Chairman*)
C Cheney
R Clarke
E. Clayton
J Knight
A McPherson **
H Mundin

* Absent ** Apologies

Before the meeting commenced with the Vice Chairman taking the Chair in the absence of Cllr Jeffers a Vice Chairman for the evening was sought. Cllr Clarke was then nominated and duly seconded to take the Vice Chairman's role for the evening.

16. Apologies

M. Jeffers – Holiday.
A. McPherson – Holiday

17. Minutes

The Minutes of the meeting of the Environment and General Purposes Committee held on, Monday 11th June 2018 were taken as read, confirmed as a true record and duly signed by the Chairman.

18. Substitutes

C. Laband for M. Jeffers
R. de Mierre for A McPherson

19. Members' Declarations of Interest

Cllr Ellis declared a personal interest in Item 11 in her role as the Chairman of Haywards Heath in Bloom Committee.

20. Matters Arising

None

21. Community Liaison Officer Report (CLO)

The CLO took Members through the report welcoming comments and questions with the following matter being discussed.

- With regards to Town Day it was noted that all was in order and the Wings parachute team had been secured pending a site visit with the desk top study being deemed to be ok. Members thanked officers for their hard work in replacing the RAF Falcons with the Wings after their last minute drop out. The matter of Members help on the day was discussed along with confirmation that there would be numerical and alphabetical site plans.
- There was discussion about volunteers and the need to make contact with such to help at events along with a commitment to contact event management graduates from Brighton College being made by Cllr Clayton.

- With regards to the time restrictions on disabled bay as laid out under point 5.1 of the report, the legality of the scheme being proposed by the Haywards Dementia Alliance was questioned. The CLO stated she would look into the matter.

Members then **Noted the** report.

22. Street Lighting Electric Cooperative

Members were comfortable and supportive of the proposal and felt that it would be stupid not to look into the matter with a view to the details being brought back to the Committee for discussion and resolution, with this,

Members **RESOLVED** to;

Instruct the Town Clerk to investigate joining a Street Lighting Energy Cooperative

23. Living Museum at Haywards Heath Town Hall

The Town Clerk presented the matter by stating that his report did not wish to counter the idea of a Living Museum but was an open and frank opinion on the implications resulting from the placement of a Living Museum in Room 3 at the Town Hall. Cllr de Mierre then introduced the concept of the Living Museum, which was hoped would be placed at the Town Hall and be run by volunteers from the Haywards Heath Town Team. It was suggested that the Town Hall should be the place where people come to see the proud history of their Town, which became apparent through the 175 Railway Station event. Members generally felt that the idea of a Museum was a good idea but there were a few concerns on how it would work in the Town Hall on an operational basis. It was noted that there would be no valuable items but more along the lines of maps and plans on the wall. At this point it was asked if the Council Chamber would be a better place but this was not felt to be appropriate as the walls were already heavily decorated. It was agreed that the Museum as it grew could not stay in the Town Hall in the long term. The Town Clerk asked that any discussion and resulting plan for the placement and operation of Museum be supported by a report that outlined the resources and financial implications of any plan for the Living Museum if it were to be placed in Room 3. Where it was acknowledged that the Museum would be run by volunteers the Town Clerk stressed that there would be an impact on caretaking and room hire however the Museum was operated, if agreed by the Council. It was still contended that it would be feasible to host the Living Museum in the room so to avoid going into detail at the meeting and on the basis that Members felt that the Museum was a worthy idea in principle, it was agreed that finding the right place, along with the ability to resolve all the associated implications with those proposing to run the Museum needed to be investigated,

Members **RESOLVED** that;

Cllr Jeffers, Cllr Knight, Cllr McPherson and the Town Clerk meet with representatives promoting the Museum from the Haywards Heath Town Team to explore the matter further.

24. Winter Weather Maintenance Plan

The Town Clerk presented the annual review of the Winter Weather Maintenance Plan. As there had been no significant snow fall in the last year it was agreed that the plan remained fit for purpose. Members were also pleased to be informed that a top up of all salt bins that needed to be had been done, on a request by West Sussex County Council (WSCC), so all bins would be full by the beginning of November. Discussion

then turned to the provision of existing and potential for new salt bins. The Clerk informed Members that WSCC senior officer had indicated that there would be a reluctance to place more bins due to capacity issues so any new bins would have to be referred to the local highways officer to ascertain his views on the matter. A number of local issues were raised by Members, most notably in the Bentswood Ward, which would be looked into. Generally, it was noted that individuals and businesses were using the salt for their own benefit. The Town Clerk said it would be difficult to padlock each of the 98 bins. As a result, it was suggested that the bins have stickers placed on them to inform people that the salt was only for public use on the Highways and at the same time a review of the numbering would be looked into. The matter of communicating Winter Weather policy was raised and the Town Clerk confirmed that information was on the website and would be updated daily in the event of a severe fall of snow and the Winter Newsletter would contain information on such along with advice on self-help. On the grounds that the actual plan was still fit for purpose with no fundamental changes to be made;

Members **RESOLVED** to

Adopt the Winter Weather Plan for Haywards Heath Town Council and send it to West Sussex County Council by the end of August 2018.

25. Environment Working Group Terms of Reference

Members noted and agreed to the Terms of Reference as presented. As an aside the Chairman of the Working Group was asked if the Working Group has adhered to the National Planning Policy Framework restrictions on tree protection. This question could not be answered on the evening so it was suggested that the question be put in writing to the Town Clerk to review and respond.

Members **RESOLVED** to;

Adopt the Environment Working Group Terms of Reference.

26. Haywards Heath In Bloom Update

The Chairman of the In Bloom Committee informed Members that everything was on course in relation to the Best Kept Business, Allotments and Gardens competition and the tea party on the 23rd September 2018 and Canvass Competition on 21st October 2018 with thanks being recorded to Brenda Gulliver (Administration Assistant) who was organising both events. Thanks, was also given to the Haywards Heath in Bloom Committee who were wonderful and special mention of Mrs Figg who was baking a cake for the VC Winner's event on the 2nd September 2018. Finally, the contribution of the Groundstaff on keeping the Town looking wonderful was noted.

Members **NOTED** the update.

27. Haywards Heath Christmas Lighting Scheme 2018

Members noted the report of the Town Clerk and had no objection, due to the unforeseen extenuating circumstances, that the contract be moved to Blachere Illuminations for one year.

Members **RESOLVED** to give delegated authority to the Town Clerk to;

- **End contractual arrangements with Festive Decorations on the basis they cannot fulfil the basic technical requirements to place Christmas Lights on Lamp Posts.**

- **Appoint Blachere Illuminations on a one-year contract, without procurement but within set budget, on the grounds of the extenuating circumstances of the former company's non-compliance with regulations.**

28. Items Agreed as Urgent by the Chairman
None

The meeting closed at 8.58pm

Committee Meeting: Environment and General Purposes Committee

Report of: Town Clerk
Date: 22nd October 2018
Subject: Haywards Heath Roundabouts

Purpose of Report

- 1) The purpose of this report is for Members to consider the future of a service provided by the Town Council for a principal authority.

Summary:

- 2) The following report outlines the options for the Town Council's role in roundabout management and maintenance post the 31st March 2019 when West Sussex County Council take back all the roundabouts that have been historically managed by Town and Parish Councils.

Members are asked to consider,

- a) **Whether the Town Council wishes to continue with roundabout maintenance in Haywards Heath after the 31st March 2019.**
- b) **If agreeable to a) on what basis the Town Council wishes to continue roundabout maintenance from the options laid out under points 11a to 11d of this report.**

Background

- 3) As Members are aware Haywards Heath Town Council (HHTC) under licence from West Sussex County Council (WSSC) have administered, collected sponsorship and maintained all roundabouts in Haywards Heath Town Centre for around twenty years. Additionally, since the opening of the Haywards Heath relief road all roundabouts from the Birch Hotel along to the Cuckfield bypass have either been directly administered as per the Town Centre roundabouts, or there has been a revenue share with WSSC. This had yielded a healthy income to HHTC from sponsorship, which has been re-invested back into the roundabouts through a better quality of maintenance and additional planting regimes.
- 4) This is something that not all Town/Parish Council wished to undertake, but HHTC wished to do so to offer welcoming entrances to the Town.
- 5) Unfortunately, WSSC have decided to take back all matters relating to roundabout administration and the of collection sponsorship to keep for their purposes. This ties in with the end of a roundabout service contract between HHTC and WSSC, which had been extracted for the CIC contracted works that ended on 30th June 2018.
- 6) This is of course very disappointing to HHTC in terms of losing control over the roundabouts and the associated income. WSSC will as of 31st March 2019 look to pass

the contract for roundabout maintenance to a private sector company on a six cut per annum contract.

The Offer for Roundabout Works

- 7) However, WSCC after discussions with the Town/Parish Council have agreed to offer the Town/Parish Council the opportunity to take agency agreements to maintain the roundabouts as any contractor would. Each Council would be paid a standard rate per roundabout with all roundabouts not taken by Town/Parish Councils forming the contract with a private sector company.
- 8) The Town Clerk has been negotiating with senior WSCC officers for around six months alongside fellow Town/Parish Clerks and on occasion individually to develop the offer as laid out above.

Considerations

- 9) As would be expected, with discussions ongoing with WSCC, the rate being offered is very small for what would be only six cuts per annum with no provision for planting and aesthetic appearance with the monies paid. HHTC currently undertakes considerably more than will be offered with its planting regimes and goes far beyond what WSCC will want to as part of the new arrangement post 31st March 2019. As a result, any roundabout being taken on by HHTC that will be continued to be planted will run at a loss in terms of the business case, so the cost of the flowers etc will be met by the Town Council. Of course, WSCC will be happy for such enhancement works to continue.
- 10) As a result, when considering the options below Members need to consider the community value of the work that HHTC undertakes on Town/Relief Road roundabouts against the cost of doing so, and whether it's appropriate to continue with either, or both sets of roundabouts, if there is an appetite to continue.
- 11) So HHTC has the following options.
 - a) **Undertake no further works on roundabouts as of the 31st March 2018** – this will result in a private contractor undertaking six cuts per annum with no additional planting. *Raised planters will be left derelict or need to be removed.*
 - b) **Take on an agency agreement to maintain Town Centre Roundabouts as of the 31st March 2019** – so to continue to provide well maintained entrances to Haywards Heath by managing and planting the roundabouts as HHTC does presently. This would be at a rate far lower than what is being achieved through sponsorship.
 - c) **Take on an agency agreement to maintain Relief Road Roundabouts as of the 31st March 2019** – so to continue to provide well maintained roundabouts by maintaining the roundabouts as HHTC does presently. These larger Relief Road roundabouts would simply be cut 6 times as per the rural grass cutting programme for safety only. This would be at a rate far lower than what is being achieved through sponsorship.
 - d) **Take on an agency agreement to maintain Town Centre and Relief Road Roundabouts as of the 31st March 2019 (as per b and c).**

Note - Town Centre Roundabouts include – Commercial Square, Sussex Road, PRH Hospital, Oathall/Bridge Road and Fox Hill (could be relief road but HHTC has had this roundabout for many years

Note - Relief Road Roundabouts include – Birch Hotel, plus four more through to Bolnore Village entrance, Butlers Green Road and Cuckfield bypass.

Financial Implications

- 12) At the present time HHTC, through its 2019/2020 budget setting process, has not put any income against roundabout sponsorship, but has been asking for clarity on the matter from WSCC so it can consider what may be achievable.
- 13) It felt that a zero-budgeting exercise was prudent. The options for delivery will always mean that HHTC will now, in hindsight, lose money on each roundabout, but the moral dilemma of the aesthetics of the Town against the loss of money invested in each roundabout historically needs to be considered.
- 14) At the present time the financial figures cannot be shared in public record as the pricing/costs for roundabouts will form part of a countywide procurement by West Sussex County Council thus making the information commercially sensitive, but the Town Clerk can share an indicative cost to Members at the meeting.

Town Clerk

Committee Meeting: Environment and General Purposes Committee

Report of: Town Clerk

Date: 22nd October 2018

Subject: Proposed Community Facilities at Hurstwood Lane – Use of Earmarked Reserves for Cemetery Development.

Purpose of Report

- 1) The purpose of this report is for Members to consider the use of Town Council monies.

Summary:

- 2) The following report requests the release of earmarked reserves for the development of a new Cemetery for Haywards Heath.

Members are asked to consider,

- a) **Authorising the use of earmarked reserves, for the development of a new Cemetery for Haywards Heath, on professional studies and reports to gain the support of the Environment Agency through the Reserved Matter of the approved Outline Planning Permission.**
- b) **If agreeable to a) delegating authority to the Town Clerk to the spend the monies, in liaison with the Chairman of the Committee, within Standing Order and Financial regulations.**

Background

- 3) As Members are aware the process to adopt land for the development of a Cemetery, Allotments and a Country Park are under way as part of the Outline Planning Permission for Hurst Farm.
- 4) To this end, the Town Council is going to, at risk, have to spend monies to ensure that statutory agencies are comfortable that the correct studies and assessments have been undertaken to fulfil the requirement of the reserved matters planning application for all the desired community facilities.
- 5) Undoubtedly the most complicated part of the project is to understand what is contained below the ground, especially in terms of how water from the proposed Cemetery is managed and what affect it may have outside the site, in terms of neighbouring land, water courses and any other water sources.
- 6) To the mind of the Town Clerk the Cemetery coming forward is the most important part of the overarching development of the facilities and there is need to spend monies immediately and preferably before any land transfers are agreed.
- 7) As Members are aware the Town Council has an earmarked reserve for the development of the Cemetery of £8,250. It is therefore suggested that, as the Town Council has secured a considerable amount of capital monies from Section 106 contributions for the Cemetery and the land cost will be included in the Section 106 for Hurst Farm, these

earmarked reserve monies be released for what will be the abortive costs for the development of the Cemetery and associated facilities such as the road to the Cemetery and access to the Country Park.

- 8) If Members are agreeable, they are asked to give the Town Clerk authority to spend the monies in liaison with the Chairman of the Committee and in line with Standing Orders and Financial Regulations. This will enable the Town Clerk to work with professional companies who will scope, investigate and provide the studies that are required.

Initial Specific Requirement for Expenditure of the Earmarked Reserves

- 9) In line with point 8, if agreed by Members, the following outlines the first step in the process for the Cemetery, which has already been researched, so for good order, is presented for Member consideration and noting.

- 10) Due to new Environment Agency (EA) requirements further information, than that reported through the Geo-Technical Assessment already undertaken, needs to be sourced that will inform the EA of the suitability of the land for use as a Cemetery by considering the risk to groundwater. The EA will be the main player in any full planning application as the authority that could stop the Cemetery from being developed. It is stated that,

'It is a statutory requirement that measures are taken to protect groundwater from potential pollution sources. Burial Practises give rise to potential sources of pollution and are covered by these regulations.'

- 11) The Town Clerk, at the Society of Council Clerks Conference, has engaged with a Cemetery Development Company who made a presentation of groundwater requirements and can offer the assessment to meet the EA requirements. This would involve the following assessments;

1. **Tier 1** assessment is a self-collected baseline assessment on a desktop basis, which will collect the data required with the legal guidance which will then be analysed to create a report detailing your current situation of the land and recommend actions.
2. Then potentially a **Tier 2** assessment is for higher risk sites that involves a site investigation from engineers with the potential for flux and pollution modelling.

- 12) If Tier 1 and Tier 2 bring up issues that the EA felt were not satisfactory then the following would be required,

1. A **Tier 3** assessment for a site with a very high risk and involves the use of boreholes and long-term monitoring

- 13) To achieve the Tier 1 and 2 studies/assessments, which would be the first use of monies needing to be released and will not exceed £5,000.

- 14) Please note the worst-case scenario would be that HHTC looks for an alternative site for the proposed Cemetery and the Country Park be increased in size.

Financial Implications

- 15) At the present time the Town Clerk has an earmarked reserve of £82,500 the expenditure of £5,000 would leave £77,500.

Town Clerk

Committee Meeting: Environmental and General Purposes

Report of: Town Clerk
Date: 22nd October 2018
Subject: Allotment Holders Meeting

Purpose of Report:

1. The purpose of this report is for Members to note the outcome of a third party meeting.

Summary:

2. The Town Council owns four allotment sites in the Town. Two of which are managed by the Council namely, America Land and Oathall Avenue and two by independent associations Vale Road and Summerhill Lane. All allotment holders were invited to attend an annual meeting of Allotment Holders on the 15th October 2018. This forum gave allotment holders the opportunity to air any concerns and issues with the Council.

Recommendation(s):

- a) **Members formally note and make comment upon the minutes and actions from the Annual Allotment Holders Meeting.**
- b) **Consider and note the Allotment Site Management Plan as appended to the report.**

Background:

3. Members will find attached for comment the notes of the Annual Allotment Holders meeting dated 15th October 2018.
4. The meeting was chaired by the Chairman of Environment and General Purposes Committee Cllr Matthew Jeffers supported by the Town Clerk and the Assistant to the Town Clerk.
5. Please note the minutes are to be advertised at the two Town Council run sites, placed on the Allotment Forum, and sent to the Chairman of Summerhill Lane and Vale Road Allotment Association.
6. All present at the meeting have been sent a copy of the minutes personally, which is not normal practise, due to the short time between the Allotment Meeting and this Committee Meeting. Minutes have been presented in an expedient manner otherwise they would not have been seen until the December meeting of the Committee.
7. Members will also find attached for information the Town Council's Management Plan for the Allotment sites, which show the annual work programme.

Financial Implications

8. None directly from the meeting and works will be reported to Members if the cost of works is outside existing budgets or outside of the authorisation powers of the Clerk.

Town Clerk

Notes of the Allotment Holders Meeting

Monday 15th October 2018

Present:-

Cllr Matthew Jeffers – Chairman of Environment & General Purposes Committee

Steven Trice – Town Clerk

Helen Hewett – Assistant to the Town Clerk

Representatives from America Lane, Oathall Avenue, Summerhill Lane and Vale Road allotments sites.

1. Cllr Jeffers welcomed everyone to the meeting.
2. Referring to the notes of the last meeting held on Monday 21st May, Cllr Jeffers invited any comments arising from the notes.
Mr Murray Crump queried why the activity plan had not been forthcoming. Steven Trice said he is putting together a plan of when maintenance work at the Town Council run sites would be undertaken and he would publish it on the allotment forum shortly. He would then continue to publish dates of upcoming work on the forum.
With no further comments being made, the note of the last meeting were accepted as a true record.
3. Mr Murray Crump was invited to give an update on the allotment forum.
 - The forum was still attracting views, but not many viewers were posting threads.
 - There continued to be new members joining the forum.
 - It continues to act as a discussion platform, with the Facebook page administered by Mrs Jane Hack, directing posts to the forum.
 - Cllr Jeffers asked if members from outside of the allotments and Haywards Heath were still using the forum. It was confirmed that this was still the case.
 - Steven Trice said that he would ask the Town Council's Communications and Marketing Officer to see if there was anything she could do to increase the activity on the America Lane allotments Facebook page and to put a link of the Town Council's Facebook page.
4. Cllr Jeffers introduced this new addition to the agenda, which was for general discussion amongst the allotment holders about their experiences this year on their allotments during the exceptionally hot summer.
 - Mrs Jane Hack said that it had been a challenging time with crops peaking early, extra watering needed and working in the extreme heat was exhausting, but on a positive note late crops were growing well.
 - Mrs Pat Crump said the heat had meant there was no blight on her potatoes or tomatoes, but was not sure if the lack of blight was a direct result of the hot weather.
 - Mr Murray Crump said the late freeze going into hot weather had spoil the early potato crop, but other allotment holders had grown good crops.
 - Mr Colin Gurr said he had had a good year except his runner beans, and the VRAS had put their show back by a week as crops were not ready for judging.
 - Mr Murray Crump said that if the unusual weather was going to continue in the future then allotment holders would have to plant accordingly.

- Plot inspections were working well, with warnings being sent and notices to quit being issued when necessary.
- Waiting list – 8 for Oathall Avenue, 6 for America Lane and 2 don't mind. Vale Road advised that they have 6 vacant plots so Helen Hewett will try and direct some of her waiting list to Vale Road.
- Ancillary Services – work will be undertaken in accordance with the management plan, but Mr John King said that the ditch needed to be cleared at the America Lane site immediately due to Red Shank and Himalayan Balsam growing rapidly and as invasive weeds the Town Council has a duty to eradicate them immediately.
- Site security – Steven Trice said that we were fortunate to have Fiona our Community Warden who could patrol the allotment sites, so asked that any issues concerning security at the allotments should be reported to Fiona for investigation. Cllr Jeffers reiterated that we were fortunate to have a Community Warden and to please inform Fiona of any problems regarding site security. Fiona liaises directly with the Town Council and Police and reports directly into the Police database system, so with more and more pressure on Police resources, having a Community Warden is a valuable asset to the Town. Mr Colin Gurr said that he had seen a man patrolling the Vale Road allotments, Steven Trice confirmed that when Fiona has annual leave, Community Warden cover is provided, which recently was the man. Mr John King said that he reported three break-ins to Fiona and she had dealt with them effectively and efficiently.
Mr Colin Gurr said that a property in Sandy Vale has erected a new fence, but has taken the Town Council's fence down. The Town Council will arrange for the head groundsman to go and investigate and will speak to the property owner if necessary.
- Plot sizes – there were no comments about the size of plots, but following a recent inspection it was agreed that the marker pegs at America Lane and Oathall sites needed repainting and to have consistency as to which side of the plot the marker should go.

6. Site Matter

- **Oathall Avenue** – no comments made
- **America Lane** – could the notices on the gate be replaced – 'keep the gate locked at all times' and 'please be considerate when parking'. Also, they are holding their third and final social event of the year, a Winter Festival on Sunday 21st October. All other allotment sites are welcome to join in.
- **Summerhill Lane** - Dog walkers are using the allotments as a walking area for their pets and allowing the dogs to poo on peoples plots without clearing up the mess. One particular person regularly walks a dog at lunchtime, so may be popping home from work to walk the dog in their lunch hour. The Community Warden will be asked to patrol at lunchtimes to speak to this person and the Chairman of Summerhill Lane Allotment Society will be contacted about keeping the gates closed at all times to prevent non allotment holders accessing the site.
- **Vale Road** – There is a Silver Birch tree which is dying near Sandrocks Way and whilst inspecting the tree could the culvert be cleared and the rubbish taken away. A brick structure seems to have appeared in the garden of a property in Sandy Vale – does it have planning permission? The Town Council will find out and report back to VRAS.

7. Any other business and date of next meeting.

No other business.

Date of next meeting 15th April 2019.

Meeting closed at 19.49

Manahement Plan

Objective		Risk to Council / Plotholders	Frequency
Task	Objective		
General Site Inspections	To regulate the condition of plots and identify plots that are un-kept.	Unkept plots that affect other potholders. Unmanaged site to maintain.	Bi - Monthly (monthly summer)
Cutting of Communal Grassed Areas and Pathways	To keep the site in good order and allow access to allotment plots.	Poor condition will lead to unmanageable site.	Monthly
America Lane Side drainage ditch	To identify and and clear blockages to the stream. To review condition of the bank.	Flooding of site and adjacent pots and properties. Bank falling into ditch and proximity of some structures of allotment holders.	Quarterly
The Hollow Side drainage ditch	Blockages to the drianage ditch. Condition of bank	Flooding of site and adjacent properties. Bank falling into stream and proximity of some structures of allotment holders.	Quarterly
Driveways and Path Network	To keep the site in good order and allow access to allotment plots.	To maintain access to site for potholders and Town Council staff.	Quarterly
Security	Main Entrance - to allow entry to holders Perimeter Fencing - to make sure site is secure as possible.	Damage to property and theft from plotholders.	Monthly
Erection of Structures	Review of each structure for safety.	To ensure strcutures are sound and unlikely to collapse.	Quarterly
Trees	Review state of trees within and overhanging the allotment site.	Trees falling, overhanging trees affecting sun light onto plots.	Annually
Water Supply	Check water tanks and stand pipes.	Check for leaks, water quality and adhere to South East Water requirements.	Quarterly
Ancillary Facilities	Review of each structure for safety.	To ensure structures are sound and unlikely to collapse.	Quarterly
Pest Control	To react to reports of rats, foxes and other pests when reported to HHTC.	Reduce vermin on site and to eradicate pests that could cause damage produce on site.	When required.

