



HAYWARDS HEATH TOWN COUNCIL

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30th March 2017

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 3rd April 2017 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 27th February 2017.
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 activities of the Community Liaison function of the Council.
7. To consider a request for the expenditure of Section 106 monies on new street lights to be placed in the footpath from Lucastes Avenue to Butlers Green Road
8. To consider a legal matter regarding Summerhill Lane Allotments. (report to follow).
9. To receive a report on the activities of the Haywards Heath in Bloom Committee.
10. To consider any items that the Chairman agrees to take as urgent business.

Committee Members: Environment & General Purposes Committee: Cllrs: M. Jeffers (Chairman) S. Ellis (Vice Chairman), R. Clarke, H. Muddin, J. Knight, J. Dwight

HAYWARDS HEATH TOWN COUNCIL

Minutes of a meeting of the **Environment and General Purposes Committee** held on Monday 27th February 2017.

M. Jeffers (Chairman)
S. Ellis (Vice Chairman)
R. Clarke
J. Dwight
J. Hayden
J. Knight**
H. Muddin

Apologies ** Absent *

**Also, present: Ms Fatima Mirza (Community Liaison Officer)
and Mr Murray Crump**

48. Apologies

Cllr J. Knight – family emergency.

49. Minutes

The minutes of the meeting of the Environment and General Purposes Committee held on 12th December 2016 were taken as read, confirmed as a true record and duly signed.

50. Substitutes

Cllr A. McPherson for Cllr J. Knight.

51. Declarations of Interest

Item 10, Cllr Ellis declared a personal interest as Chairman of the Haywards Heath in Bloom Committee.

52. Matters Arising

None

53. America Lane Allotment Site

The Chairman welcomed Mr Crump to the meeting. Mr Crump outlined the concerns of the America Lane Plot Holders, which were contained in the report prepared by the Town Clerk. Members then unanimously agreed that they were categorically opposed to the use of America Lane Allotments to support the development behind the Allotment site and that the Town Council would not sell the land for such and indeed any other reason. Furthermore, with regards to any future planning applications(s) on the land behind the Allotment site, the Committee could not make comment at the time, so to ensure that the Town Council could not be accused of pre-determination in the future if any application is considered. The Town Clerk also pointed out the following factual pieces of information; Firstly, the Town Council's Neighbourhood Plan made no provision for the sale of any allotment land and did not allocate the land behind the America Lane Allotment site for development. Furthermore, the Secretary of State would need to sign off the loss of any such land on the grounds that Town/Parish Councils have a statutory duty to provide allotment land. With this,

Members **RESOLVED** to recommend to Full Council, for ratification, the position of the Committee in line with the body of the minute above.

54. Community Liaison Function of the Council (CLO)

The Community Liaison Officer took Members through her report welcoming questions and comments on any matters contained within. Members discussed and welcomed the sponsorship document created by the (CLO) and had no hesitation in adopting it. During debate, it was suggested that as well as inward investment for the Council maybe there was the opportunity for a synergy with charities and local businesses. It was felt this would be in terms of being the broker between the two and getting them matched up. It was agreed that this was a good idea and an opportunity can be given within the document for companies to identify any charities they may wish to support. The Clerk did point out that this could mean competition for the Council's financial needs, but was happy for the CLO to pursue the idea as long as it did not become too time consuming and detracting her from her CLO duties.

Members **RESOLVED** to;

Adopt the Town Council's sponsorship document and note the report of the Community Liaison Officer.

55. Beech Hurst Gardens Bus Stop

Members were supportive of the request presented by the Assistant to the Clerk and were happy for an approach to be made to Mid Sussex District Council to secure the funding. Members were minded to agree to the placement of a new bus shelter.

Members **RESOLVED** to;

Request the use of £6,000 of s106 monies to cover the cost of a new bus shelter outside Beech Hurst Gardens.

56. Town Fund – Blue Plaque – Donald Campbell/Norris Brothers/Bluebird

Members considered an initiative, via the Town Team's Burrell Road Action Group, to place a blue plaque in Burrell Road. Taking into account that those being considered to be commemorated on the plaque, even though well deserving, did not qualify under the criteria laid down by English Heritage. Nevertheless, there was an opportunity to place a bespoke Haywards Heath Plaque, which had already been undertaken in Burgess Hill and Crawley. Members felt a bespoke Haywards Heath Plaque, may detract from the importance of established blue plaques placed, or that could be placed in the future. There was concern about where the plaque would be placed as there were suggestions on either the site formally known as Norris House, or the existing Flowserve building. Taking into account the above, Members felt a plaque was not out of the question. It was also noted that to place plaques they needed permission from land owners to place and research needed to be undertaken into the person(s) being commemorated, which was presumed to be being undertaken by the Burrell Road Action Group. Further to this, it was noted that the Heath Ward the Ward in which the plaque was suggested, was home to around 90% of the identified locations for plaques in the Town and there was concern about funding all requests. To this end, it was agreed that Town Fund was not a suitable fund of money to pay for an unquantifiable number of requests. It was felt business support was crucial and requests to Heath Ward budgets would be looked into. As a result of discussion,

Members **RESOLVED** to;

Not to award Town Fund monies towards a Blue Plaque to commemorate the Norris Brothers/Bluebird/Donald Campbell and agreed that any funding requests should be deferred to Heath Ward Members.

57. Haywards Heath in Bloom Committee

Cllr Ellis updated on the activities of the Haywards Heath in Bloom Committee. Matters brought to the Committee's attention included the successful application to Mid Sussex District Council for £300 towards the hanging baskets project at the Spring Festival. It was also noted that the Committee were working very hard on a number of projects, which included the Bouquet of Memories work that was being undertaken by the local nursing homes. Finally, Cllr Ellis asked Member to nominate as many front gardens as possible for judging in this year Allotment and Garden competition as nominations had been lacking in recent years.

Members **NOTED** the Update.

58. Muster Green Management Plan

Members welcomed the updated Management Plan as presented by the Town Clerk. Members also noted Cllr Ellis's comment on projects, such as a new flower bed to commemorate the 100th Anniversary of World War 1, and then without further comment;

Members **RESOLVED** to;

Adopt the revised Muster Green Management Plan for 2017.

59. Urgent Items

Two items were made know to the Chairman.

- 1) Cllr Ellis reminded the Committee of the success of last year's Silver Sunday event held at Clair Hall and, with the Chairman of the Committee's blessing, informed the Committee that she would be asking Full Council to release £250 of the Committee's Town Fund to support the 2017 event to be held in East Grinstead.
- 2) As per minute 44 of the Committee meeting held on the 12th December 2016 the Town Clerk was pleased to announce that the Secretary of State had agreed that the Haywards Heath War Memorial be added to the List of Buildings of Special Architectural Interest or Historic Interest and become a Grade II listed structure.

Meeting Closed at 8.52pm

Committee Meeting: Environment and General Purposes

Report of: Community Liaison Officer

Date: 3rd April 2017

Subject: Community Liaison Officer Report (February 2017/March 2017)

Purpose of Report:

1. The purpose of this report is to update Councillors on the work of the Community Liaison Officer (CLO).

Summary:

2. . The work of the CLO is varied and generally falls under the following work streams:

- Sponsorship
- Event co-ordination and planning
- Project development
- Community Safety
- Liaison with voluntary and community groups
- Representing the Town Council at external meeting
- Production of Newsletters
- Administration of the Town Council's small grants programme

Recommendation(s):

Members are recommended to;

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

Background:

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

4. *Sponsorship*

- 4.1. The CLO has secured the following sponsorship to date:

£1,000 CALA Homes – Gross. The net figure after the production costs of 3 banners, (with the CALA Homes logo), promoting the Spring Festival, is £740

£400 – Churchill Retirement Living, with an agreement to include their promotional flyer in our Spring newsletter.

5. *Event co-ordination and planning*

- 5.1. Promotional flyers for the Spring Festival, with the CALA Homes logo, have been prepared and distributed. The event continues to be marketed via our website and through partner agencies. Entertainment from Haywards Heath Town Brass and Pop Steps has been planned. As in previous years there will be fairgrounds rides. There will also be an arts and crafts tent for children to decorate shields to mark St George's Day and a hanging basket demonstration, from members of Haywards Heath in Bloom.

The CLO has liaised with Leaders Estate Agents to agree production of 10 boards promoting the Spring Festival on one side and the Mid Sussex Marathon on the other. This marketing opportunity in itself constitutes a saving of approximately £350 to the Town Council.

- 5.2. The Town Clerk and the CLO will once again be in attendance at the Mid Sussex Marathon. Advance notice letters and the road closure along with support on the day is provided by the Town Clerk and the CLO. Entries are higher than last year.
- 5.3. The CLO met with the Director of the Koorana Centre. The Director has offered to organise this year's Carers Event, which is provisionally planned for Wednesday 14th June. Carers Support West Sussex, as the key agency which works with carers has agreed to attend on the day. The CLO will provide some marketing support, source sponsorship for a light lunch and provide some help on the actual day. This is a positive outcome, demonstrating how businesses can work with local authorities, in order to respond to the needs of communities.

6. *Project development – Dementia Work Programme*

The CLO continues to support the work of the Haywards Heath Dementia Action Alliance (HHDA). Capacity building support and information on the protocol for working with volunteers, local authorities and other agencies has been provided to the new Chairman.

The Dolphins Practice is piloting a Support Group for those who have been diagnosed with dementia. Members of the HHDA attend the support group helping to build better links with professionals and the local community and voluntary sector, who can offer ongoing support to those with dementia and their carers.

Initial scoping meetings have been planned with Know Dementia and HHDA members to look at the possibility of opening a dementia café in Haywards Heath.

The CLO is assisting with planning for the Mid Sussex Dementia Friendly event in Clair Hall on 16th May. There is often a stigma attached to attending a dementia event and after much consideration the day will be promoted as a 'Special event' to raise awareness during Dementia Awareness Week. The aim is to encourage the general public to drop in to the event. Nearly all of the Virtual Dementia Tours, which cost £25 per person, have been sponsored by local businesses.

Waitrose Haywards Heath have agreed to support the event, by providing refreshments.

HHDA members continue to meet regularly and the Town Council provides meeting rooms free of charge, as well as administrative and development support through the CLO.

7. *Community Safety*

- 7.1 Crime statistics for Mid Sussex, the format of which has been improved, are circulated to Town Council Members on a weekly basis.

The CLO continues to liaise regularly with the Community Warden regarding issues in the town.

8. *Liaison with voluntary and community groups*

- 8.1 Bentswood Community Partnership's (BCP) Events Group - the CLO attends regular planning meetings and provides support to organise and promote the event.

Ashenground Community Centre – the CLO met with the Community Officer at West Sussex County Council and the Ashenground Community Centre Manager regarding initiatives in Ashenground and development of the Community Centre café project.

There have been two incidents at the Community Centre which have both been reported to the Police. The CLO has liaised with the Community Warden to request that patrols are made around the centre to deter any further incidents.

9. *Representation of Town Council at external meetings*

9.1 During the period covered by this Report, the CLO attended the following meetings to provide information, advice and support and to work better in partnership with local agencies:

Think Family Neighbourhood – a review of funded projects took place and a discussion on applications for consideration. A presentation was received from Young Crawley Family Credits (YCFC). This project is funded by Think Family funding through WSCC. The YCFC project, works with community and voluntary groups as well as statutory agencies, to support troubled families, in a timely manner, avoiding delay. The project is able to do so by buying a portfolio of support, in advance, through agencies such as Home Start, who are able to work with the families. The board agreed to implement a similar project, Mid Sussex Family Credits, in the District with Think Family funding.

Black and Minority Ethnic Sub Group – Mid Sussex District Council's Community Development Officer from Performance and Partnerships, organises the meetings to look at issues of inclusion and development support for voluntary groups based in the 3 towns. Rather than a Needs Assessment conducted by an external consultant, it was agreed that it would be more cost effective to initially gather information on diverse groups in Mid Sussex and then look at opportunities for engagement at existing events.

Heat for Health Conference – this is a partnership project between Mid Sussex District Council (MSDC) and Mid Sussex Older People's Council (MSOPC), funded by the British Gas Energy Trust. The project addresses fuel poverty for those over 65 of years and in families with children aged up to five. Over 3000 people have been helped by the project, with various interventions, including installation of insulation, switching energy providers as well as support to install energy efficient boilers. The project has now come to an end, however, there is a commitment from MSDC and MSOPC, to continue supporting older people and families by providing advice and information

The CLO met with the Deputy Manager of the new Waitrose store, to provide information on events, the local community and voluntary sector and opportunities for Waitrose to support local activity. The Deputy Manger wants to particularly promote the Waitrose Community Matters (green token) scheme. Each branch of Waitrose donates £1,000 each month to three good causes chosen by the local community. The scheme was launched by Waitrose in 2008 and has so far donated £14 million to local charities.

10. The CLO has prepared the Town Council's Spring 2017 newsletter, which has gone to print. Delivery by a new distributor will be made from the week beginning 11th April.

11. *Administration of the Town Council's Small Grants*

11.1 At the last Policy and Finance Committee meeting on the 13th March 2017, the following awards were agreed:

Bolnore Village Community Partnership Towards the cost of purchasing a new surface for The external play area	£750
Haywards Heath Community CIC Equipment for Art Trail 2017	£500
Sussex Association for Spina Bifida & Hydrocephalus	£250

Running costs to support 2 families in Haywards Heath

Ensemble Reza	£250
Running costs towards the cost of hall hire for concerts in Haywards Heath	

Mid Sussex Remembrance, Education and Development	£250
Towards start-up costs, subject to a meeting with the group	

Financial Implications:

12. None.

Policy Context:

13. None - Officer update.

Community Liaison Officer

Committee Meeting: Environment and General Purposes Committee

Report of: Assistant to the Clerk

Date: 3rd April 2017

Subject: Application for the Release of Section 106 monies

Purpose of Report

- 1) The purpose of this report is for Members to consider the submission of an application to Mid Sussex District Council for the release of Section 106 money to cover the cost of the installation of new footway lighting.

Summary:

- 2) The Town Council owns one pole mounted footway light in the footpath that runs from Lucastes Road to Butlers Green Road. With the new development adjacent to this footpath, Knight Close, the Town Council has received requests for additional lighting on the grounds of public safety as more residents are using the footpath.

Recommendations;

Members are recommended to agree in principle to an application being submitted to Mid Sussex District Council to release Section 106 monies to cover the cost of new footway lighting in the footpath from Lucastes Road to Butlers Green Road. It is estimated that the application for funding will be in the region of £11,200.

Background

- 3) As Members may be aware, the Town Council owns and maintains some of the street lighting in Haywards Heath. The Town Council stock of lighting is in footpaths, private roads and parks.
- 4) The Town Council has had several requests for additional lighting in this footpath due to public safety. There is a new development adjacent to the footpath, Knight Close which is creating more footfall in the footpath as it is a convenient route to the town centre. The maintenance of this footpath has been neglected over the years by WSCC which has meant that the trees have formed a tunnel, and when in full leaf the footpath is particularly dark, therefore additional lighting would be beneficial to residents using the footpath.
- 4) There has only ever been one light in this footpath located in the middle section. It is an old style light which at the moment is not working. Our street lighting contractors are unable to repair the light as the fault is with the electricity supply rather than the lamp. UK Power Networks as the supply company will not allow the Town Council contractors to repair the pole mounted light and have insisted that a new column is installed.
- 5) To this end, whilst needing to install a new column, it is an ideal time to install two further lights, one at each end to give light coverage to the full length of the footpath and if there is an opportunity to apply for Section 106 money, then it seems the sensible thing to do.
- 6) The Town Council does have a budget for street lighting, but the Assistant to the Town Clerk is in the process of planning a programme of upgrading the Town Council lights which will use this budget, but this budget will not cover all of the upgrading this financial

year, and work will be prioritised to see which lights are upgraded first. It is also our understanding that Section 106 money cannot be used to fund replacement projects, but for new community projects, therefore it seems prudent to apply for Section 106 money for three new street lights and use the Town Council budget for upgrades.

- 7) The cost of the infrastructure work by UKPN is £6020.40 +VAT, each lighting column will be £1055 + VAT (£3165.00) and additional trenching and cabling £1948.73
- 8) The procurement process will be in accordance with Financial Regulations taking into account our contract with our street lighting contractor and the requirements of UK Power Networks.

Financial Implications

- 9) None initially, but ongoing maintenance of the lights will be the responsibility of the Town Council.