

HAYWARDS HEATH TOWN COUNCIL

ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

Minutes of the re-arranged meeting (formally 26th February 2018) held on Monday 5th March 2018

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

* Absent ** Apologies

47. Apologies

J. Knight – Holiday.
C. Cheney – Personal Matter.

48. Minutes

The Minutes of the meeting of the Environment and General Purposes Committee held on Monday, 11th December 2017 were taken as read, confirmed as a true record and duly signed by the Chairman.

49. Substitutes

S. Wickremaratchi for J Knight
C. Laband for C Cheney

50. Members' Declarations of Interest

Councillor Mrs Ellis declared a personal interest in agenda item 9, being Chairman of the Haywards Heath in Bloom Committee.

51. Matters Arising

There were none.

52. Muster Green Management Plan

Members welcomed the Muster Green Management Plan. Members praised the document and thanks were noted for the South East in Bloom Committee who work towards initiatives on Muster Green and the especially the Groundstaff who keep Muster Green to such a high standard. In relation to the Plan, as presented, Members noted the outcome of last year's actions and the improvements associated in the area of the War Memorial for the coming year and then endorsed the document. However, it was suggested that reference in relation to the healthy and safety implications associated to high winds be added to the risk assessment in light of the structures that are placed on the Muster Green at the spring festival.

Members **RESOLVED** to;

Adopt the 2018/2019 Muster Green Management Plan

53. Welcome to Haywards Heath Signage

A number of designs were presented to the Committee that had previously been considered by the Town Clerk and Committee Chairman along with the Chairman of the Policy and Finance Committee, which had then been called in for committee scrutiny. To this end, Members agreed that the signs would include the names of the Town's twin towns Bondues and Traunstein, which were not included in the originally preferred design. It was then suggested that the words 'welcome to' be removed from the sign. After debate it was agreed by a show of hands, 7 in favour with 1 abstention, that the idea be dismissed with the 'welcome to' wording remaining on the sign. It was also agreed that the signs would be blue contrary to West Sussex County Council advice as there was no legislation to stop the colour being used. The Town Clerk confirmed that there was a colour reference for the Council's blue corporate colours to use on the design. Finally, it was questioned whether Traunstein deemed themselves to be under Germany or Bavaria. It was agreed that this was easily resolved by asking them directly what they would prefer, with this,

Members **RESOLVED** to;

- a) **That the Welcome to Haywards Heath signs include the two Towns (Bondues and Traunstein) Twinned with Haywards Heath and that the signs be on a blue background.**
- b) **The Town Clerk investigate the wording of Bavaria or Germany with Traunstein representatives.**
- c) **That the Clerk be given full delegated authority to agree final design and sign off the legalities for placement.**

54. Community Liaison Officer Report (CLO)

The Town Clerk opened the item by apologising on behalf of the CLO who was unable to attend the meeting because the re-arranged meeting date clashed with pre-booked holiday. The Town Clerk took Members through the report welcoming comment from Members, with the following matters being raised;

- 1) It was agreed to look at the 'Plastic-Free' scheme, but it was felt that allinging policies into what the County Council wanted to achieve would be more prudent than the Town Council going it alone. It was also suggested that the Council could look at making Town Day 2018 and further events plastic bottle free. Members supported the idea in principle and looked forward to further advice from the CLO and Charlotte's Cupboard who are promoting the initiative.
- 2) Members in noting the work of the Community Warden felt that it be prudent to monitor the location of work so Members can justify and prove the Warden's coverage across the Town if asked by local businesses and residents. The Town Clerk urged caution, even though there could be some sort of monitoring documentation, as the primary area for the Warden was the Town Centre and her work was mainly reactionary with site visits outside of the Town Centre pre-planned to focus on identified crime. However, a loose plan could be put in place. There was also concern that the Orchards Shopping Centre was not paying a contribution towards the Warden even though they had access to the service. The Town Clerk stated that he had asked for a contribution from Mid Sussex District as the owner of the Centre but had been turned down as it was deemed that there were no major issues, which was contrary to the information from the Warden and indeed the Centre manager. It was suggested by Members that twin hatted Members may wish to lobby Mid Sussex District Council for support.

Members **RESOLVED** to;

Authorise the CLO to research the 'Plastic-Free' scheme and NOTED the report.

55. Updates regarding Haywards Heath in Bloom (HHiB)

In her capacity as Chairman of the Haywards Heath in Bloom (HHiB) Committee. Cllr Ellis updated Members that the plans for the HHiB stall at the Spring Festival were well underway with the Flanders Field art project being the main attraction. The Art Project had seen a big take up this year. The poppies theme, which would see poppy seeds being gifted to the community, was also proving popular. It was suggested that, outside of the meeting, a contribution to increase the scheme could be made from each of the Council's Ward budgets. Finally, a quick reminder about the Best Kept Gardens and Allotments Competition was made.

56. Items Agreed as Urgent by the Chairman

Members were asked to note the America Lane Plot Holders Committee Terms of Reference, as appended to these minutes. Members noted that the Committee was informal and independent of the Town Council and had no constitutional bearing on the Town Council, thus no formal decision to adopt the Terms of Reference was required from the Committee. Members duly noted the Terms of Reference.

57. Exempt Business

Members **RESOLVED** to enter into Exempt Business and consider a matter relating to a burial at Haywards Heath Cemetery.

The meeting closed at 6:58pm.

*****Urgent Item Notes

**America Lane Plot holders Committee
Terms of Reference**

Name of Group: America Lane Plot holders Committee (ALPC)
Terms of Reference created: August 2016
Terms of Reference revised: **February 2018**

Objectives:

Working with Haywards Heath Town Council (HHTC) to improve the allotment experience for everyone through sharing experiences and ideas and to produce and maintain a practical and effective Allotments policy.

The first committee was formed in May 2016.

Role and Responsibilities:

- Liaising with America Lane plot holders to collate ideas on good practices to improve the condition of plots and the allotment experience
- To represent the views and concerns of plot holders with HHTC
- To encourage community spirit amongst plot holders both within the site and the wider local community.
- To encourage and promote social gatherings of plot holders

Membership:

- Membership of the committee is open to all America Lane plot holders.
- Maximum number of committee members: six (6).
- Term of office: 3 years but existing committee members can re-stand.
- The committee will self-appoint a Chair who will be the main point of reference with HHTC.
- The committee will self-appoint a Secretary who will assist the Chair with note taking and other tasks as required.
- Additional working groups will be formed as appropriate to assist with social events or as required.

Accountability & Review:

- ALPC will report back on the activities of the committee to all plot holders via the Haywards Heath Allotments Forum (HHAF) and/or the notice board on America Lane allotments and referenced via Facebook.
- A review of the relevance and value of the work of the committee and its terms of reference will be undertaken on an annual basis amongst America Lane plot holders in liaison with HHTC.

Meetings:

- Meetings of the committee will be held on average four (4) times a year or as required in line with meetings of HHTC or social events.
- Meetings will be informal and held at member's houses.
- Meeting notes and associated papers will be circulated by email in advance of the meeting.
- Non-committee members will be invited to attend as appropriate.

Web Presence:

[Haywards Heath Allotment Forum](#)

[Facebook](#) : Haywards Heath Allotments Community

The web presence for the ALPC will be managed and maintained by the Chair and Secretary of the committee.

Definition of terms:

ALPC : America Lane Plot holders Committee

HHTC : Haywards Heath Town Council

HHAF : Haywards Heath Allotment Forum