



HAYWARDS HEATH TOWN COUNCIL

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

Tel 01444 455694 Fax 01444 455075

Web www.haywardsheath.gov.uk E-mail town.clerk@haywardsheath.gov.uk

4th April 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 9th April 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 Monday 5th March 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 consider a report relating to the future arrangements for the pre-purchase of graves and cremation plots at Western Road Cemetery.
7. To receive a report that outlines the opportunities for a grass verge protection policy.
8. To receive a report on the activities of the Community Liaison function of the Council.
9. To receive a verbal 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.
11. Exempt To consider the exclusion of Public and Press
12. To confirm the exempt minutes of the Environment and General Purposes Committee meeting held on the Monday 5th March 2018.

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

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 alling 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

Committee: Environment and General Purposes
Report of: Town Clerk
Date: 9th April 2018
Subject: Pre-Purchase of Graves Policy

Purpose of Report

- 1) The purpose of this report is for Members is to consider a matter relating to Haywards Heath Cemetery.

Summary:

- 2) As Members are aware, due to the delay in the development of a new cemetery off Hurstwood Lane, the current Western Road Cemetery owned by Haywards Heath Town Council is under a great deal of pressure due to the amount space for graves and cremation plots quickly running out. To this end, with no definitive timescales of the development of a new cemetery, due to the delay in the Hurst Farm Planning application, the following report asks for Members to consider the Town Council's policy on the pre-purchase of grave spaces and cremation plots.

Members are recommended to recommend to the Policy and Finance Committee;

- a) **That the pre-purchasing of grave spaces at Western Road Cemetery ceases immediately.**
- b) **That this policy be reviewed on the opening of the new Cemetery proposed off Hurstwood Lane, Haywards Heath.**

Background

- 3) Currently the Town Council has no policy in place to restrict the pre-purchase of a grave space, or a plot in the Garden of Remembrance for cremated remains. A family can pre-purchase a grave space or cremation plot for use sometime in the future. Deeds of Exclusive Right have been in the past been issued to non-residents of the Town upon receipt of the appropriate increased purchase fee.
- 4) When a request is made, a Deed of Exclusive Right of Burial is drawn up with details of the purchaser and the grave space/plot that is being purchased. The Deed is issued for a period of 50 years. It must be noted that no land is being purchased, but the Right of Burial in the grave/plot. The land remains in the ownership of the Town Council, but the Deed holder can decide who is buried in the reserved grave/plot.
- 5) With the subject of burials and dying becoming more open, more and more families are discussing the final resting place of loved ones, or themselves, and are preparing to make funeral arrangements easier in the future, or are purchasing pre-paid funeral plans from Funeral Directors, and as part of this a grave/plot needs to be purchased, although the interment charge is payable at the time of interment at the current charge at the time. Also, as Haywards Heath Cemetery has been open since 1917, many local families have numerous family members already interred in the Cemetery and would like to be near these family members at their end of life.

- 6) Pre-purchased graves, if not longer required, can be sold back to the Town Council, but the refund will only be offered at the purchase price at the time of purchase, and not the current purchase price. Some families have done this as they have moved away from the area and have decided not be buried in Haywards Heath.
- 7) To this end, the practise of pre-purchasing grave spaces or cremation plots is becoming more common and with the current Haywards Heath Cemetery becoming near to capacity, particularly for full burials, thought needs to be given to restricting any pre-purchases, and only to allow for burials to take place when there is a deceased person to bury.
- 8) On the grounds that pre-purchasing is becoming more popular and that the Town Council is reaching capacity at Western Road it is suggested that a stop be put on pre-purchasing immediately. This policy would have to be reviewed when the new cemetery opens, which at the moment is unknown due to the complexities of the planning application containing the new cemetery.
- 9) For process matters, if the Environment and General Purposes Committee, as the committee who oversees of the Cemetery see fit to stop pre-purchasing, this must be recommended to the Policy and Finance Committee to discuss the change in Policy.

Financial Implications

- 10) The Town Council sets an income forecasted budget each year, which includes monies from pre-purchases, so this budget will need to be monitored throughout the current financial year and thought be given to income projections for the 2019/2020 financial year and there onwards.

Town Clerk

Committee: Environment and General Purposes
Report of: Town Clerk
Date: 9th April 2018
Subject: Grass Verge – Damage by Parked Cars – Discussion Paper

Purpose of Report

- 1) The purpose of this report is for Members to consider the formulation of a policy for Haywards Heath Town Council.

Summary:

- 2) Parking on grass verges is an ongoing issue throughout the Town and was brought to the Town Council's formal attention under a Member's motion to Full Council on the 29th January 2018. Parking of this kind causes conflict between those residents who wish to park on verges, contractors and delivery drivers who either park up or cut corners across verges and those who would like to see verges protected in order to care for and enhance the appearance of the Town. Uncontrolled verge parking reduces verges to an unsightly state, presents a hazard to pedestrians and other road users, makes it difficult to maintain and causes damage to trees. As the matter of parking and grass verge maintenance is under the jurisdiction of West Sussex County Council it will be for the Town Council to lobby them through suggested policy development and suggest ways that the Town Council could administer the fines and repair verges. This report acts as starting point and make suggestions for suggested policy development.

Members are recommended to;

- a) **Discuss and agree a way forward for approaching West Sussex County Council with regards to damage to grass verges.**
- b) **To consider the production of flyer that could be placed on cars parked across grass verges.**

Background

- 3) As Members are aware Full Council, on the 29th January 2018, under a Member's motion resolved that;

'An investigation is looked into finding some form of legalisation to control the damage to the Town's green verges and open spaces. This behaviour by car users is costing the Town Council vast amounts of money and manpower in repairing this unsightly damage and is causing damage to the environment and our wildlife. The residents of this Town are very unhappy that this is not being addressed.

'The Town Council investigates the possibility with West Sussex County Council of charging third parties for damage to grass verges and undertaking works post the 30th June 2018. These repairs would be at no cost to the Town Council and there would need to be the development of a legal agreement with West Sussex County Council to undertake such works and review of groundstaff resources'

- 4) As Members are aware the Town Council has no enforcement powers over any form of parking in the Town and is only left with the options of lobbying West Sussex County

Council (WSCC) to implement a policy that the Town Council could administer and provide some kind of literature and marketing to educate residents.

- 5) As a result, Members are asked to consider;
- what they would like to see in any proposed policy, please see appendix 1 for examples, and discuss how it could be implemented.
 - how the policy would be introduced to WSCC as the highways authority.
 - The creation of a flyer in line with, 'pavements are for people campaign', to be placed on offending cars.
 - If Members would be, on the agreement of WSCC in the Town Council undertaking works, happy for the Town Council to undertake works paid for by offenders, in line with any policy that could be implemented.

Financial Implications

- 6) None relating to this report. Any financial contributions and human resources implications relating to point 5 of this report will be reported back to the committee at an appropriate time.

Town Clerk

This is an example of what could be included in a policy and how it could be implemented.

Verge Parking Option Assessment Criteria

1. Legal and Physical Enforcement. One or more of the following criteria shall apply when determining the enforcement of parking on verges:

- (i) There is clear evidence that verge parking is affecting the safety of pedestrians or other road users;
- (ii) There is an adverse impact on peak period traffic congestion on classified roads;
- (iii) There is extensive physical damage to the verge making it difficult to maintain;
- (iv) Local Ward Councillors support the introduction of verge parking enforcement at any proposed location;
- (v) There is damage caused to street trees or roots;
- (vi) There is damage to services, such as cables in the verge. In addition, the following supplementary criteria shall be applied when prioritising enforcement action:
- (vii) Enforcement will normally only be considered where there is adequate alternative parking available (either on or off-street) in the vicinity;
- (viii) It should be demonstrated that there will not be a worse problem created by displaced parking;
- (ix) The use of physical enforcement will normally only be considered if legal enforcement options are either not effective or appropriate;
- (x) Roads which are primary traffic routes will be given a higher consideration. Enforcement options will only be considered where there is available funding and the associated criteria above will be used to prioritise locations against the resources available.

2. Enhanced Parking Facilities. The following criteria shall apply when determining the provision of enhanced verge parking facilities:

- (i) The provision of formalised parking arrangements would not affect the safety of pedestrians or other road users; and
- (ii) There are no other suitable parking alternatives, either on or off-street; and
- (iii) Regular parking occurs causing significant damage to the verge or street trees; and/or
- (iv) Local Ward Councillors support the introduction of verge parking facilities at any proposed location.

In addition, the following supplementary criteria shall be applied when prioritising enhanced verge parking facilities:

- (v) The volume and speed of traffic and/or number of pedestrians using the road would make on-street parking a hazard;
- (vi) It should be demonstrated that the provision of enhanced parking facilities will substantially resolve the current parking issues at a given location and that it will not lead to related parking problems arising in the foreseeable future;
- (vii) Roads which are secondary traffic routes will be given a higher consideration. Options for enhancing parking facilities will only be considered where there is available funding and the associated criteria will be used to prioritise locations against the resources available.

Ends

Committee Meeting: Environment and General Purposes

Report of: Community Liaison Officer

Date: 9th April 2018

Subject: Community Liaison Officer Report (February 2018/March 2018)

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:
 - Event co-ordination and planning
 - Project development
 - Community Safety
 - Liaison with voluntary and community groups
 - Representing the Town Council at external meeting
 - 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. *Event co-ordination and planning*
 - 4.1 Spring Festival is currently being promoted on the Town Council website and via local media. 60 local charities have booked stalls and pitches. These will be joined by a limited number of companies and WSCC Waste Prevention. The brass band, Spanish dancers, Dolphin's Leisure Centre and a local acapella group will be providing entertainment.
 - 4.2 The Mid Sussex Marathon is now managed by four agencies; MSDC, Nice Work, Places for People and Active House Solutions. Meetings to organise the event are therefore reduced and Town Councils in the District support the event by liaising with Active House Solutions regarding attendance by dignitaries, plus preparation and distribution of advance warning notices and resident's letters. Road closure and support with awarding medals is also required on the day.

This year the route has been changed and goes through large areas of Bolnore Village. The CLO met with a representative of Friends of Ashenground and Bolnore Woods to ensure that advance warning letters are targeted to the roads most affected and notices are displayed in the most appropriate places.
 - 4.3 A meeting was held with the Director of the The Koorana Centre who are organising the

Carers Day, which will take place on 13th June, during National Carers Week. The CLO is liaising with HH Lions Club to secure funding for a light lunch for the carers.

4.4 A meeting to organise this year's MSDC Playdays took place. The theme for this year is 'the seaside.' The CLO has liaised with the local branch of the RNLI who are keen to attend all three Playdays in the District to provide water safety information for children. They are also hoping to bring a blow-up lifeboat.

4.5 At the Mayor's request, a meeting to plan this year's Town Day was held with Cllr Ellis, Clarke and De Mierre. Confirmation has now been received from the RAF Falcons stating that they will provide a display at Town Day.

There are a number of regulations from the Civil Aviation Authority and the Military Aviation Authority that have to be taken into account. A suitably qualified and experienced Flying Display Director also has to be appointed. An Integrated Emergency Plan has to be drawn up as well as a Risk Assessment.

Cllrs are keen to retain Spring Festival as primarily for charitable groups and to suggest a theme for each year's Town Day. This year due to the RAF's centenary, Cllrs would like to see military parades and 40s themed music. Suggestions made by Cllrs will be taken forward by the CLO and a date for a further planning meeting has been set.

5. *Project development*

5.1 Dementia Work Programme - The CLO continues to provide support to the HHDA and is hoping to recruit more local volunteers who could progress the work of the Alliance. With regard to safe havens across the town, it was felt that the Town Hall, where most of the staff and Cllrs are Dementia Friends, would be a good a good venue to begin the scheme. Promotion of the Safe Haven at the Town Hall will hopefully provide momentum for the scheme.

The CLO is working in collaboration with MSDC and the Dolphins Leisure Centre to organise a 'Living Well' day for the over 50s, including those with dementia, this October. A range of activities are being planned, including, chair-based exercise, badminton, table tennis, Pilates and indoor bowls. There will also be singing and dancing in the reception area.

The HHDA are hoping to organise an information stall in Waitrose for National Dementia Awareness Week in May. HHDA members also regularly liaise and collaborate with Alliances in the District, by attending MS Dementia Friendly meetings, organised by the Community Development Officer at MSDC.

The CLO, along with other alliance members is supporting the consultation on the WSCC Dementia Framework 2014 -19, by helping County Council officers link in to local service providers and those who are living with dementia.

The CLO continues to work with HHDA members to provide Dementia Friends sessions to local agencies. The most recent session was delivered to members of the Ascension Church in Ashenground

5.2 Voluntary Sector support - As from 1st April, Horsham and Mid Sussex Voluntary Action will no longer be working in Horsham and will instead be focusing all their efforts in Mid Sussex. The Town Clerk and CLO met with the Manager of the newly branded Mid Sussex Voluntary Action (MSVA) at their request, to explore how best to support community/voluntary groups in Haywards Heath. The meeting also took place in the light of WSCC's changes to funding support for community/voluntary groups. The CLO met with other Community Development staff in the District to begin an audit of existing groups in Haywards Heath. A further meeting is planned with MSVC to identify the support needs of Haywards Heath Groups. This project work is in the initial stage of development. However, there is scope to carry out a consultation survey with local groups on their support needs, look at bespoke development support and training sessions.

6. Community Safety

- 6.1 The CLO met with WS Police's Prevention Support and Engagement Officers who promote crime prevention messages and manage the 'In the know' Surrey and Sussex website, part of Neighbourhood Alert. They also manage the Police's Mid Sussex Facebook and Twitter accounts. The Officers are able to promote any crime safety message, including good news stories via Neighbourhood Alert.
- Anti-social behaviour at the Oathall Football sessions has reduced and longer-term funding has been secured by the Albemarle Centre, to provide additional staff at the football sessions.
- The CLO continues to liaise regularly with the Community Warden and has had positive feedback from the general public regarding the work that the Community Warden does in the Town Centre and surrounding areas.

7. Liaison with voluntary and community groups

- 7.1 Two meetings took place with the CLO and members of Haywards Heath Twinning Association regarding a proposed funding application.
- 7.2 A meeting with the Ashenground Community Centre Manager took place to share information and initiatives. The Centre are fundraising for a separate fridge and an island kitchen unit to be installed, which are Health and Food Safety requirements. It is hoped that the café will be open to the public by the 21st July, when the Centre hold their annual Open Day.
- 7.3 The CLO provided funding advice for a stroke rehabilitation initiative proposal from a local consultant from Brighton and Sussex Medical School.
- 7.4 The CLO continues to attend Bentswood Community Partnership (BCP) meetings to provide support particularly in planning the group's annual Fun Day, which is to be held this year on 16th August.
- Clarion Housing have funded a part-time community development worker who will be based at the Saltworks Café in Bentswood. This is a partnership with Christ Church and Sussex Clubs for Young People who have HR responsibility for the post. One of the main aims of the Community Development Worker role will be to recruit volunteers in Bentswood, who will help to sustain the activities of the BCP

8. Representation of Town Council at external meetings

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:

- 8.1 The CLO attended WSCC funding information workshop and produced a report on the changes to WSCC Funding for the last E & G P meeting in February.

9. Administration of the Town Council's Small Grants

- 9.1 Six applications were received and four awards made after the Policy and Finance Committee meeting on 12th March 2018. These are as follows:

West Sussex Mediation Service	£250
Running costs	
Haywards Heath Town Team CIC	£750
Star-up costs STEM Challenge	

Haywards Heath Twinning Association £500
Equipment costs

Shabash Cricketers UK £350
Equipment costs

Over the past financial year, the Town Council's Small Grants scheme has been well utilised, due to successful promotion via social media and when the CLO has face-to-face contact with local groups.

12. Financial Implications:
None.

13. Policy Context:
None - Officer update.
Community Liaison Officer