



**HAYWARDS HEATH
TOWN COUNCIL**

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16th June 2020

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 June 2020** at **7.30pm** via Zoom Video Conferencing when the following business will be transacted. Please access the Zoom meeting with via the following link.

<https://us02web.zoom.us/j/84342747975?pwd=UDJyV25NZTNya3NwNGNVWGk1NWJlOZz09>

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 24th February 2020.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To consider the adoption of the commitments and actions from the Environment Working Group dated 9th June 2020.
6. To consider the Town Council's commitment to Carbon Offsetting.
7. To review the Town Council's events programme and budget in light of the Covid 19 pandemic.
8. To consider matters relating to the environment of Muster Green so to make additions to the management plan.
9. 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), C. Cheney, R. Cromie, J. Langley, S. Inglesfield, A. McPherson and S. Wickremaratchi

This meeting is being held under the provisions made on the 4 April 2020, when the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

*'During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.'*

**HAYWARDS HEATH TOWN COUNCIL
ENVIRONMENT AND GENERAL PURPOSES COMMITTEE**

Minutes of the meeting held on Monday 24th February 2020

M Jeffers (*Chairman*)
S Ellis (*Vice Chairman*)
C Cheney**
R Cromie
S Inglesfield**
J Langley
A McPherson
S. Wickremaratchi**

* Absent ** Apologies - Also present: None

49. Apologies

C. Cheney – Holiday
S. Wickremaratchi – Holiday
S. Inglesfield – Family Commitments

50. Minutes

The Minutes of the meeting of the Environment and General Purposes Committee held on Monday 16th December 2019 were taken as read, confirmed as a true record and duly signed by the Chairman.

51. Substitutes

H. Mundin for C. Cheney
C. Laband for S. Wickremaratchi
R. Bates for S. Inglesfield

52. Members' Declarations of Interest

None.

53. Events and Community function of the Town Council.

The activities of the Events and Community Officer, as per the report, were considered point by point as introduced by the Town Clerk. On the basis that no resolutions were required,

Members **NOTED** the report

54. Climate Local authorities' and the actions of the Environment Working Group dated 10th February 2020.

Members welcomed the actions of the Environment Working Group. Members were supportive of committing to the actions of *Climate Local Authorities* and looked forward to the Town Council being part of the initiative. Members noted that the Town Council would not be able to meet all of the commitments, but the Town Council could work towards the actions it does not meet and lobby for actions that can only be achieved by third parties. On this basis it was noted that 25% of the action were being complied already, 60% needed actioning and the rest were not directly applicable to the Town Council. It was felt that it was comforting that the Town Council was heading in the right direction with regards to achieving the commitments, and it was working towards being more environmentally friendly using 'Climate Local Authorities' template of actions, then.

Members **RESOLVED** to;

- a) ratify the recommendations of the Environment Working Group held on 10th February 2020 and,
- b) adopt the commitments and actions for 'Climate Local Authorities' through registration by the Town Council.

c) adopt the actions of the Environment Working Group dated 10th February 2020.

55. Haywards Heath Town Centre CCTV cameras.

Members were fully supportive of the need to provide financial support towards the Town's CCTV Cameras and were conscious of the fact that the Town Council had not been asked to pay for such, when the other two Towns in Mid Sussex had been paying towards the maintenance costs for many years. It was questioned that the maintenance charge was very high, but the Town Clerk advised that the cost could not be revisited because the cameras were part of the County wide CCTV coverage procured by Sussex Police. On the basis that the charge was consistent across the District and indeed the County the concern was noted, but not acted up so then,

Members **RESOLVED** to;

Allocate £3,745.31 from the Town Initiatives Budget to pay for CCTV ongoing revenue costs for Haywards Heath.

56. Land located adjacent to Vale Road Allotments.

Members were happy to support an investigation into the potential purchase of the land and resolved that the land cost and any associated legal cost be presented to the Policy and Finance Committee in natural order. Members wished it to be stated that they expected due diligence on the matter be undertaken and that, on the basis of local knowledge regarding flooding issues in the area. It was suggested that there be liaison with the Vale Road Allotment Association who would ultimately be asked to manage the land for HHTC's as an extension to their allotment site. Members also felt that the housing association should bear the costs of the legal costs as they wished to dispose of the land.

Members **RESOLVED** to;

- a) Agree to the land being valued in the first instance and agreeing in principle to the purchase of the land subject to price and contract for allotment use, based on the fact that Town Council do not have enough allotment space to meet demand.**
- b) The matter of the cost of purchase to be considered by the Policy and Finance Committee at the appropriate time.**

57. Street light on the footpath between Milton Road and Lucastes Avenue.

Members were supportive of the request and were happy to sanction the placement of the light, noting its importance in relation to the existing lights on the footpath and support they gave to the much-used leisure facilities the footway served, and

Members **RESOLVED** the;

Expenditure of £2,328 from the street lighting schemes budget for the installation of a new street light located on the footpath between Milton Road and Lucastes Avenue.

58. Management Plan for Muster Green.

Without comment;

Members **RESOLVED** to

Adopt the 2020 Management Plan for Muster Green.

59. Items Agreed as Urgent by the Chairman

None

The meeting closed at 8.42pm

Committee: Environment and General Purposes Committee
Report of: Town Clerk
Date: 22nd June 2020
Subject: Environment Working Group held on the 9th June 2020

Purpose of Report:

- 1) The purpose of this report is for Members to note the actions of a Working Group.

Summary:

- 2) The following report presents the recommendations of the meeting of the Environment Working Group held on the 9th June 2020 including the recommendation that the Town Council resolves the placement of Solar Panels on the Town Hall roof and that the Town Clerk is authorised to investigate the legal requirements and obtain quotes for the placement of such.

Members are recommended to ratify the recommendations of the Environment Working Group held on 9th June 2020 and,

- a) **Review and adopt the positions of the actions of the Environment Working Group dated 9th June 2020.**
- b) **Resolve to place Solar Panels on the Town Hall roof and delegate authority to the Town Clerk to investigate the legal requirements and obtain quotes for presentation to the Policy and Finance Committee for consideration.**

Background:

- 3) Appendix 1 is an **update on the priorities of, and actions of the Working Group**, which will be supported by an update from the Chair of the Working Group. This report acts as an update for the Committee of the Town Council's commitment to Environmental issues, which are being regulated by the adopted Town Council Environment Policies and Environment Framework as adopted by Full Council 30th September 2019.
- 4) Unfortunately, due to the Town Council's work being diverted to deal with the CV19 pandemic, not many of the actions have been progressed, apart from the due diligence work relating to the Town Council's commitment to Carbon Offset. This matter will be dealt with under a separate report, due to the recommendation of the adoption of a fundamental policy for the Town Council.
- 5) It is hoped that now the pandemic situation seems to be beginning to calm down and a new normal working pattern is starting to begin, albeit slowly, the environment work can be picked up and driven forward over the summer.
- 6) Furthermore, under recommendation (b), there is a formal request to progress the placement of Solar Panels on the Town Hall roof. As expected, there will need to be a full procurement process undertaken and investigations into the need for planning permission and building regulations. Where the project can be formally adopted, if agreed to, there are a number of process issues that need to be addressed as per the financial implications of this report as follows.

Financial Implications

- 7) No formal provision is in place to pay for the Solar Panels in the Town Council's 2020/2021 revenue budget, nor is there a capital budget available for such a cost, which is estimated to be in the region of £15,000. As a result, the Town Clerk cannot deliver the project within the Town Council's Financial Regulations, which would have allowed for sign off by the Town Clerk and the Chair and Vice Chair of the Committees on receipt of 4/5 quotes after the approval sought in this report.
- 8) As a result, Members will need to resolve how the project will be funded via the Policy and Finance Committee. The matter will be progressed, once the Environment and General-Purpose Committee have sanctioned the project, by resolution of this report in line with the Town Council's Environment Policies, and the Town Clerk has obtained 4/5 quotes. This will include thought being given to buying into WSCC bulk purchasing initiative, which was flagged up by Cllr Nicholson.
- 9) The procurement process will then need to be considered by the Policy and Finance Committee with a recommendation of the preferred contractor and recommendation on how the cost will be funded.
- 10) The other alternative is that the quotes are obtained and the project is programmed for the 2021/2022 financial year within the Town Council's set budget.

Town Clerk

Appendix 1 – Item 5 – Environment and General Purposes Committee dated 22/06/20 Actions update at the meeting of the Environment Working Group dated /06/20.

*The following updates and actions points were revisited and most held in abatement (unless marked in red), further to the action agreed on the 9th June 2020, **AGREED** and **NOTED** by the Environment Working Group;*

- **All Councillors:** to review placement of bird and bat boxes and make suggestions. *Professional advice required see below.*
- **Cllr Cromie:** to write to Sussex Wildlife Trust to promote the placement of bird and bat boxes and seek advice. *In line with the above action Cllr Cromie to organise a visit by Sussex Wildlife Trust to the Town Council. (RC to invite representative to Zoom meeting)*
- **Town Clerk:** to progress background work into the placement of trees at Commercial Square. *It was noted that the highway land in the area was limited and the placement of trees would need to replace the existing planters. Furthermore, contact would be made with Waitrose and Network Rail about the placement of trees on their land holdings around the station quarter.*
- **Town Clerk:** to review weed spraying practices in the New Year and report back. *Deferred to the next meeting.*
- **All Staff and Councillors:** to progress the use of the *Littergram Application to manage litter grot spots and fly tipping. Agreement to roll the application out to Councillors and Staff initially.*
- **Town Clerk:** to finish Environment Page on the Town Council Website including a list of useful links for residents. *Links and information to be sent to the Town Clerk. (new website about to go live – revised database uploaded)*
- **Mayor and Deputy Mayor:** to discuss Environment Projects with Bondues in January. *Meeting in Bondues noted. Bondues policy document has been obtained. Document to be translated by Cllr Inglesfield and circulated.*

- **Town Clerk:** to register with Climate Local asap as per the priority adopted. *Ratification of the adoption of Climate Local would be presented to the Environment and General Purposes Committee and Cllr Langley to cross reference with Environment Framework. (framework updated and Town Clerk has details to register).*
- **Town Clerk:** to seek an update from MSDC on its food waste collection initiative. *No update.*
- **Cllr Nicholson:** to follow up investigation with regards to WSCC solar panel bulk purchase initiative with a view to a local solution. *Cllr Nicholson advised that he had been in contact with WSCC officers and it was hoped further information would help raise awareness and accelerate the scheme locally.*
- **Town Clerk:** to recommend to the Environment and General Purposes Committee via the Planning Working Group that 2 air pollution monitors be purchased by the Town Council from the Town Fund. *Preferred option presented to the Working Group and would be tested by Cllr Nicholson with a view to purchasing, as agreed and budgeted for. (completed work to be undertaken with Exeter University to make most benefit from data).*
- **Cllr Nicholson:** to update Environment Framework and send to the Town Clerk. *Work ongoing. (Completed and presented by Cllr Langley)*

New Actions in reviewing the Council's Environment Policies

- **Town Clerk:** Environment Code of Conduct for Officers – this matter needs to be progressed and completed by the end of March.
- **Cllr Nicholson:** HHTC Carbon Offset – research on potential partners to be looked into with a view to the Town Council collectively and individual Councillor taking the lead and signing up to the preferred partner. Whilst in the background thought being given to a 'white label' scheme for land purchase. *(Completed separate report)*
- **All Councillors:** A stall will be manned by Town Councillors at the Spring Festival, potentially in conjunction with the Haywards Heath in Bloom Committee, to promote the work of the Environment Working Group and launch a Love Haywards Heath Campaign. *(delete all events cancelled due to CV19 outbreak.*
- **New – The Town Clerk is to engage with officers leading upon the WSCC Environment Strategy that is currently be examined.**

Committee Meeting: Environment and General Purposes

Report of: Town Clerk
Date: 22nd June 2020
Subject: Carbon Offsetting

Purpose of Report:

- 1) The purpose of this report is for Members is to consider the recommendation of a Working Group.

Summary:

- 2) The Environment Working Group met on the 9th June 2020 and considered a report relating to the Town Council signing up with a company to offset its carbon footprint and explore a 'white label project. The EWG approved the report and has chosen a favoured company on the recommendation of the Town Clerk and Cllr Nicholson. The Environment and General Purposes Committee are requested to ratify the recommendations below for adoption so as to put the initiative into the Town Council's committee process with a view to making it adopted policy.

Recommendation(s):

Members are recommended to resolve the recommendations of the Environment Working Group dated the 9th June 2020 that;

- a) The Town Council partners with Carbon Footprint Ltd to develop a Carbon Offsetting Programme for Haywards Heath Town Council.**
- b) That the Town Council undertakes it own Carbon Offset review and not take up the offer of an audit made by Carbon Footprint Ltd.**
- c) A second stage of the project with Carbon Footprint Ltd will be to agree a 'white label' part of the project for funding to be allocated to potential land purchases.**
- d) Members to confirm the delegation to the Town Clerk to undertake and execute both strands of the initiative a) and b) without the need for further resolution, with the Town Clerk updating to the Environment Working Group and subsequently the Environment and General Purposes Committee on its progress.**

Background

- 3) As presented to the Environment Working Group;

The Town Clerk and Cllr Nicholson, under instruction from the Environment and General Purposes Committee dated 24/02/20, who resolved the recommendations of the Environment Working Group dated 10/02/20, have undertaken a due diligence process to make the recommendations of this report, which recommends that the Town Council partners with a designated company to progress a Carbon Offsetting programme for the Town Council. The following report presents the process undertaken and makes recommendations for members of the Working Group to consider and recommend to the Environment and General Purposes Committee.

To this end, three companies were interviewed by teleconference by the Town Clerk and Cllr Nicholson in early March namely, Carbon Footprint Ltd, Climate Care and C-Level (Balance Carbon, Align with Nature) to ascertain the services they offer, their core values and whether they could accommodate a 'white label' project.

The aim of this research was with a view to developing a Carbon Offset programme bespoke to Haywards Heath Town Council and to make it Carbon neutral (showing a lead to the community) with the ideal scenario being that the initial offset costs (cost per tonne) be paid towards the companies chosen environment initiative/pledges (the bigger picture) along with thought for an uplift in payments for funding a 'white label' fund for Haywards Heath, which will include monies to enable land purchase.

In talking to the three companies it was felt that Carbon Footprint limited was the preferred company on the grounds that their offer was less corporate than Climate Care and C-Level (Balance Carbon, Align with Nature) and their offer had better local feeling including the provision of trees being offered for Hurstwood Lane. The two unfavoured companies were also dealing with corporate companies not intermediates. In addition, C-Level (Balance Carbon, Align with Nature) were not in a position to make a local offer at the present time. Carbon Footprint limited were working with local councils already including Newbury Town Council.

Carbon Footprint Ltd felt getting the Town Council set up was the best way forward then rolling the scheme out to Haywards Heath generally thereafter. This view is even firmer after the events since March as many local businesses just need to survive at present. This would result in the Town Council taking the lead and demonstrating that the scheme is deliverable then promoting it.

As part of the response from the Carbon Footprint limited, they offered to undertake a Co2 audit for HHTC. The audit proposal is a separate document for Members to review. However, it is felt the use of £950 for a consultant to give HHTC an approximate number is not prudent. Therefore, it is suggested that HHTC use the calculator offered by the Carbon Footprint Ltd (at present you will see, in the document attached that they forecast an annual offset charge of £480 per annum) and it is agreed to service this charge in the first instance from the pre-allocated environment budget. This can then be reviewed year on year.

If agreeable to the Hayward Heath Town Council project then the next stage will be to agree the 'white label' part of the project. a) How are funds (top slice) collect by HHTC guaranteed to go only to local Environment CO2 offset projects. We need external oversight / governance?

If agreeable to the Hayward Heath Town Council project then the next stage will be to agree the 'white label' part of the project.

- a) How are funds (top slice) collect by HHTC guaranteed to go only to local Environment CO2 offset projects. We need external oversight / governance?*
- b) How do we guarantee longevity and sustain the partnership?*

It is therefore asked that Members confirm the delegation to the Town Clerk to undertake and execute the both strands of the initiative without the need for further resolution with the Town Clerk updating to the Working Group and subsequently the Environment and General Purposes Committee.

Financial Implications

The Town Council, under the Environment and General Purposes Committee holds a budget of £6,000 in the 2020/2021 budget to meet the Town Council's Environment Policies and Environment Framework adopted by Full Council 30/09/20 under minute 45.

The cost of the audit if agreed, not recommend, at £950 and the Town Councils suggested Carbon Offset tonnage cost at circa £600 would be met from this budget heading.

Town Clerk

Committee Meeting: Environment and General Purposes

Report of: Town Clerk

Date: 22nd June 2020

Subject: Events Programme and Budget in Light of the Covid 19 Pandemic

Purpose of Report:

1. The purpose of this report is for Members to consider Town Council events.

Summary:

2. Haywards Heath Town Council's events programme has been, and will be severely effected by the outbreak of Covid 19 with cancellations already in place and the need for future cancellations being suggested. The following report updates on the events that have been cancelled and makes recommendations for the rest of the year's event programme.

Recommendation(s):

Members are recommended to;

- (a) Cancel Town Day 2020.**
- (b) Cancel the Christmas Fireworks in liaison with the Orchards Shopping Manager.**
- (c) Note the financial position of the events budget in light of the Council's event budget for 2020/2021.**

Background:

3. As Members are aware the Town Council's Spring Festival and an event to commemorate the 75th Anniversary of VE Day this year had to be cancelled due to the outbreak of Covid 19. Furthermore, the Mid Sussex Marathon, which the Town Council supports financially was also cancelled and the virtual race is currently in progress.
4. Thoughts now turn to Town Day planned for the 12th September and the Town Council's contribution to the annual fireworks to support the Orchards Shopping Centre's Christmas Festival.
5. With regards to Town Day, in light of Government advice, it is recommended that it be cancelled this year. The Town Council has informally discussed such, and there was the feeling that the Town Council could not forward plan and pay deposits for services, acts and equipment. Most importantly it could not promote Town Day as it would be reputationally damaging to promote social gathering in the present climate. To this end, ratification of the informal decision is sought in relation to its cancellation.
6. With regards to the Orchards Shopping Centre's Christmas Festival and the Town Council commitment to support the weekend of events with it's yearly fireworks display, this has not been discussed. A steer from the Orchards Shopping manager is that the Christmas Festival will not be a full festival of activities over one weekend. It will probably, if anything, be countered across a number of weekends with very low-key activities. This will only happen with the Government advice at that time. November may seem a long way off, but the financial outlay of deposits and the logistic planning should already be under way.

This work cannot begin until social gathering is allowed and/or Government change its position, and thought has to be given to the cost against the revenue that has been lost due to the pandemic. There is also the reputational risk as associated to Town Day.

Financial Implications

7. No monies were lost due to deposits for any of the events that have had to be cancelled. A payment to support the virtual Mid Sussex Marathon has been paid, but this came out an allocation from the Town Initiative budget.
8. At the present time it is understood that there have been no deposits or payments paid out for Town Day. A contract has been signed for the attendance of one act, but it looks likely it can be held over for next year.
9. If Members support the cancelling of the fireworks, the Town Clerk will need to speak to the Town Council's fireworks provider Frontier Fireworks. The Town Council has a long term and excellent relationship with Frontier Fireworks and the likelihood is that cancellation will come at no cost, or worst case scenario is that they get held over to next year, with the cost paid this year, or indeed the Town Council could have two displays next year.
10. For information the following events budget was approved by the Committee on the 16th December 2019. It is suggested in the manner ??that officers wish to manage the inevitable implications on the Town Council budget, that this money be held with the hope that some adhoc event(s) can be held in early 2021 and/or the monies be held over to provide for the 2021/2022 events programme.

Town Clerk

Committee Meeting: Environment and General Purposes

Report of: Town Clerk
Date: 22nd June 2020
Subject: Environment of Muster Green

Purpose of Report:

1. The purpose of this report is for Members to consider matters relating to a Town Council land holding.

Summary:

2. The following report presents suggestions and matters relating to Muster Green, which Members are asked to consider.

Recommendation(s):

Members are recommended to;

- (d) Consider the matters as outlined below and make resolution on each matter so to include them in the Muster Green Management Plan and/or action them.**

Background:

3. The following matters were brought to the attention of the Town Clerk by the Vice Chairman of the Committee.
 - a) **Raising the Merchant Navy flag in September on Muster Green.** *We would need this on this agenda as not sure of any costs and we also need to find out the logistics of doing this as it's a recognised event. We are half way through June so we really need to have a plan in place with other stakeholders.*
 - b) **Water reduction with regards to HHTC planting.** *MSDC have adopted this and the beds in Victoria Park have flourished during the lock down period.*
 - c) **Dedication of one of our flower beds on Muster Green.** *As a thanks to all our key workers in the winter planting scheme. Flowers are a symbol of admiration and gratitude and perhaps we could look at Heather, low maintenance shrubs and colours that reflect our appreciation and thanks, a message of hope going forward.*

Financial Implications:

4. None.

Town Clerk