



**HAYWARDS HEATH
TOWN COUNCIL**

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19th October 2021

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 **25th October 2021** at **7.30pm** at the Town Hall in the Council Chamber at **7.30pm** when the following business will be transacted

Yours sincerely
Steven Trice
Town Clerk

AGENDA

1. To receive apologies for absence.
2. To receive the minutes of the Environment and General Purposes Committee meeting held on 21st April 2021 and the notes of the Environment and General Purposes working group dated 24th August 2021.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To discuss matters relating to America Lane Allotments and to receive a presentation regarding planting and community involvement at the site.
6. To receive a report on the work of and activities of the Events and Community Officer including arrangements for the Queen's Platinum Jubilee celebrations.
7. To receive an update on the actions of the Environment Working Group.
8. To consider a motion (1/2021) from Cllr Ellis on the illumination of trees on Muster Green in line with the Go Green for Parks Initiatives.
9. To note a verbal up from the Haywards Heath in Bloom Chairman on the activities of the working group.
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), C. Cheney, R. Cromie, A. McPherson, S. Inglesfield, J. Langley, S. Wickremaratchi

*'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.'*

Town Mayor Cllr Howard Mundin

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

Minutes of the meeting of the Environment and General Purposes Committee held on 21st April 2021, which was held virtually by Zoom under the provisions of the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

Councillors: Matthew Jeffers (Chair)
Sandy Ellis (Vice Chair)
Clare Cheney
Rachel Cromie
Stephanie Inglesfield
Jack Langley
Alastair McPherson**
Sujan Wickremaratchi

Apologies Absent***

Also present: Town Clerk, ECO, Cllr R. Bates

49. Apologies

Alastair McPherson – family commitments.

50. Minutes

The Minutes of the Environment & General Purposes Committee held on 15th February 2021 were taken as read, confirmed as a true record and duly signed by the Chairman.

51. Substitutes

None.

52. Declarations of Interest

None.

53. Events and Community Officer Report (ECO)

The ECO presented her report bringing the following to Member's attention regarding Town Council events.

- The Spring Festival had had to be cancelled due to Covid 19.
- That Town Day would proceed 11th September 12pm – 9pm as long as Covid 19 restrictions allowed.
- It was stressed that Councillor's help would be needed leading up to the event and on the day with a rota being drawn up. Assistance was also needed for visiting local businesses during the build up to the 11th. The Chairman asked Members to do their best to help and inform the ECO what they could do.
- It was also noted that the Covid 19 Awards, organised by the Town Council, would be presented on the day by the Town Mayor alongside the sponsors.
- Sponsorship wise £900 had been received from The Orchards, Ryan Andrews and Co £1000 (Covid 19 Awards) and Barrett Wilson Homes had again been approached.
- Police presence was going to be substitutional this year with a stand being brought to the day and officers to patrol the event.
- Christmas wise, fireworks booked for November, the Mid Sussex Marathon was a virtual race and a bike ride was not planned.

Furthermore, dementia working was ongoing with the ECO taking the secretarial role of the Haywards Heath Alliance including work to bring forward the marketing of the national dementia awareness day.

The ECO reported that the Town Hall is now part of the Safe Place initiative so people in need would be directed to the Town Hall during opening hours.

Mention was made of work the ECO was undertaking with the Health and Wellbeing Team around children's mental health and she was pushing the adoption of excellent models that were in place in the north of England. This would be through a mentoring group opening up the discussion around children's mental health as the problem has increased during lockdown.

Members noted the report and asked what the maximum number of people allowed on the site at Town Day would be and how the deck chairs for the evening entertainment could be arranged/managed so that the Town Council could get a heads up on how the Town Day would work in difficult times. It was noted that the whole planning would be based on a social distancing basis so that the flow of people is spread out. It was noted that the festival style in the evening would allow for social distancing with the day time being more problematic. Members were assured that all was being looked into and that stall holders and performers would be briefed leading up to the day. It was felt that the event was needed, but there had to be a balance regarding safety. With this;

Members **NOTED** the report of the ECO and ratified the arrangements for Town Day and the Covid 19 Awards. Furthermore, **NOTED** the requirements of Councillors to attend and help with arrangements on Town Day.

54. Tree Management Plan for Haywards Heath Cemetery

The Town Clerk presented the report and explained ad-hoc tree work had been undertaken in the Cemetery in past on a case-by-case basis, but it was now deemed necessary to undertake a full review of the tree stock. It was also noted that it was recommended that there was an opportunity to undertake an ecological study of the land at the same with a view to an overarching forward thinking strategic plan for the site. Members agreed that the studies were very important and necessary. It was noted that the topographical work had been subject to three quotes, where the other projects had not. It was explained that this was an Allen Scott requirement as the project managers, as all of the studies/assessment individually fell within the Town Council's procurement, where the cumulative cost would be if Members agree to the dispensation of procurement, as requested in the report. It was then asked why it was recommended to trust Allen Scott? The Town Clerk stated that the quality of their past work has been excellent, and the overarching project was not something the Town Clerk has the expertise to manage. Allen Scott was also a trusted consultant for Mid Sussex District Council. Therefore, Members agreed to the proposal, costs were noted and waived procurement under Standing Orders as the complexity of the project needed to be managed by a third party. It was asked with regards to resolution b) and the overarching landscape appraisal and improvement plan how long the plan would cover? The Town Clerk could not answer that question and stated he would find out, respond and add that time span to consideration when it was decided whether to undertake the study after the facets a) I to IV has been completed, so to ensure best value for money. With this unanimously,

Members **RESOLVED** that **Allen Scott be appointed to oversee, with specialised appointed support, the process to;**

- a) undertake a tree and ecological study of Western Road Cemetery and Nature Reserve, which will be met from the Cemetery Reserve budget, including;**
 - I. Detailed topographic survey: £3,800 (estimate – to be confirmed through obtaining 3 quotes by Allen Scott).**
 - II. Tree Survey: £1,270 (The cost to update the arboricultural assessment and associated reporting are as follows. Tree Survey in Accordance with BS 5837:2012 - £820.00, Drawings**

Tree Constraints Plan - £ 270.00 and Interim Report £180.00.
(to be undertaken by Allen Scott recommended arboriculturist)

III. Preliminary Ecological Assessment: £1,085 (directly Allen Scott)

IV. Project Management: £1,450 (directly by Allen Scott)

b) to undertake a full Landscape appraisal & improvement plan: £4,850, which be delegated to the Town Clerk and Chairman for implementation and be met from professional advisors' fees.

And,

c) resolve the cumulative fee for the whole process at £12,455 (initially £7,605) and agree that due to the complexities, specialist services and internal procurement being undertaken within the proposal that the proposal be subject to the waiver of normal financial regulations as allowed under point (C2 D (viii and ix) of Standing Orders and Financial Regulations (25/01/21).

55. **Town Council's Street Lighting Energy Contract**

The Town Clerk thanked the Assistant to the Clerk for the monumental task that she had undertaken in undertaking the procurement and preparing the report. Members were then asked to consider the recommendation made to move to a green energy provider option as presented. The Chair also echoed his thanks to Assistant to the Clerk for such a comprehensive report and the work presented to the previous meeting of the Committee. The only question raised was in relation to the difference between was between 24 or 36 month term contracts. It was noted that the long-term deal was suggested to be agreed due to the rate presented notwithstanding the fluctuation in rates, which would not be controllable for either contactor. With this,

Members **RESOLVED** to **renew the Town Council's Street Lighting Energy with 'green' energy with REGO certification (Renewable Energy Guarantees of Origin) either for 36 months with SSE under an IUA contract.**

56. **Adoption of Land off Syresham Gardens**

The Town Clerk requested authorisation to enter into a legal agreement with Mid Sussex District Council to enable the planting of wildflowers on land off Syresham Gardens. Members noted that the project was a Ward Member led project that had been requested by residents in the locality. This was confirmed by the Ward Members present, and without further debate it was unanimously agreed that;

Members RESOLVED to give delegated authority to the Town Clerk to action any funding and legal matters, with Mid Sussex District Council, in relation to the adoption of Land off Syresham Gardens, Haywards Heath for wildflower planting.

57. **Urgent Items**

The Town Clerk stated that notification letters had been sent to all Allotment Holders at America Lane Allotments giving them eighteen months' notice of the works to the bank alongside The Hollow, which would require them to move themselves away from the edge or the bank. This was presented just for information in case Members, especially Ward Members, were approached by plot holders. It was noted that the works would not come as a surprise, would be welcomed and eighteen months' notice was a fair notice period.

Meeting Closed at 8.30pm

HAYWARDS HEATH TOWN COUNCIL

Notes of the Working Group of the Environment and General Purposes Committee held on 24th August 2021, which was held virtually by Zoom.

Matt Jeffers (Chairman)
Sandy Ellis (Vice Chairman)
Clare Cheney
Rachel Cromie **
Stephanie Inglesfield
Jack Langley
Alastair McPherson
Sujan Wickremaratchi **

Apologies Absent***

Also present: Town Clerk, ECO, Cllrs Mundin and Nicholson

All decisions delegated the Town Clerk as per minute 19 of Full Council, 5th May 2021.

1. Apologies

R. Cromie – ill health.

S. Wickremaratchi – holiday.

2. Minutes

The minutes of the Environment & General Purposes Committee dated 21st April 2021 were agreed.

3. Substitutes

H. Mundin for S. Wickremaratchi.

4. Declarations of Interest

None.

5. Events and Community Officer Report (ECO)

Members received the report of the ECO as presented invited to comment and ask questions firstly regarding Town Day;

- It was noted that Town Day bookings were still ongoing with groups joining late or cancelling, which was causing the ECO logistical issues.
- Eight sponsors had been secured including Haywards Heath Football Club.
- Alongside this was income from stall holders, which meant £4,830 income had been generated towards the event.
- A full plan for the day would be forthcoming along with Councillor rotas.
- It was asked about car parking and it was noted that the MSDC car park was being offered.
- COVID-19 awards had been judged and the four winners had been chosen.
- It was asked if the Clair Hall consultants had been in contact reference attending Town Day. It was reported no one had been in contact. The Town Clerk stated he would organise a formal invite to E.C.F.
- It was noted that the Lindfield Village Day clash was still a concern and the ECO stated that it was a problem, but not as bad as feared. The committee expressed its disappointment in the decision to hold the event on the same day as Town Day.

Other matters

- Fireworks were booked for the 27th November 2021.
- The Haywards Heath Dementia Forum was looking for a new chairperson as Jacqui Smith was standing down.

Reference Children's Mental Health Project.

- It was noted that the ECO was leading on a pilot programme regarding children's mental health through Mid Sussex Wellbeing including the securing of £11,000. The programme focused on a toolkit to support parents via parent mail or sent directly to help them and act as an early intervention. It would be updated regularly and would be sent to all parents to avoid embarrassment and the causing of stigma. Once the information was obtained those who needed further help would be engaged with. It was noted that this programme was the ECO's idea/work and should be promoted as such so not to lose the focus of her work and the role that she plays via the Town Council.
- The Chairman commended the ECO's passion and the work she had done. At the conclusion of debate on the pilot programme it was agreed to formally commend and note the project. To balance this, the Town Clerk stated that the Town Council needed to be conscious of the ECO's workload, manage it through her work plan whilst making sure the appropriate bodies get involved at the delivery point via Mid Sussex Wellbeing

At the end of the item the Town Clerk commended the work of the ECO with all Councillors in unanimous agreement with sentiments conveyed. With this.

Members **RESOLVED** to,

Adopt the Children's Mental Health Programme with the committee's full support.

6. **Winter Management Plan**

The Town Clerk presented the annual review of the Town Council's Winter Management plan for good practice and submission to West Sussex along with its requirement for a salt top up. It was noted that nothing had changed in the document from the year before as there had not been an adverse winter weather event for a number of years. Furthermore, Members were informed that there had been a salt bin audit undertaken as some had been used during icy periods last year, that there was still mass salt storage at Jobs Deport in Burgess Hill, also at Serco in Haywards Heath and a small top up storage, circa 5 tons, held in the Town Hall car park. With no comment.

Members **RESOLVED** to, **as delegated to the Town Clerk,**

Adopt the Haywards Heath Winter Weather Management Plan for the 2021/2022 winter months.

7. **Town Initiative Funding – Haywards Heath Business Association (HHBA)**

Members considered a request from the HHBA for funding to help them update their website. The request was for fifty percent of their project costs at £1,500. Members felt that the HHBA's support for local businesses who in turn provide services to all residents of the Town was excellent and such an organisation was crucial to the Town especially in the present climate. It was asked why the Policy and Finance Committee was not considering the matter and why it was not a grant capped at £750? It was explained that it was a strange application and sat outside of the Town Council's grants programme. It was noted that the Town Council used to hold an Economic Development budget, which was scrapped and at that time it was agreed that a Town Initiative Fund be set up to bring forward projects that benefit the wider community to complement the Grants Budget that is awarded to specific community groups/organisations to meet their sole needs, where

HHBA has over 150 members serving the Town. The Town Clerk also stated that the Town Initiative Fund was not being used enough, and was flexible in design, so the Council could support payment under its Power of Competence. Also, both the Policy and Finance and Environment and General Purposes chairmen were consulted before the application was brought forward. It was therefore agreed to make the payment and asked that, before the Town Clerk released the monies, that the HHBA be asked to demonstrate the usage (analytical data) of their website to ensure the award of monies was benefitting a wide number of businesses thus ensuring that value for money was being realised. They agreed to this course of action and would report the outcome to Full Council.

Members **RESOLVED** to award,
£1,500 of Town Initiative Fund monies to Haywards Heath Business Association towards the development of their website.

8. Environment Working Group (EWG)

Members noted the actions of the Working Group as presented including the specific motion, that would move onto the Policy and Finance Committee regarding the acquisition of an Electric Van. The Chairman updated that matters were ongoing and that Councillor's names were being put to specific projects in the EWG action plan to move things forward. It was also reported that at Town Day a presentation on the Town Council's work on the Environment would be made available in the Town Council marquee. It was then asked when reading through the priorities, would those being completed or removed, be replaced by new priorities and work? At this point it was noted that there may be a revisit on the solar panel idea if the vegetation can be sensibly managed and it was also noted that the Electric Van was an addition to the work. With this, it was agreed that the EWG actions was a fluid document that would be revised as projects progressed,

Members **RESOLVED** to,
ratify to adopt the actions of the Environment Working Group dated 26th June 2021 and the additional action to acquire an Electric Van subject to financial sign off by the Policy and Finance Committee

9. Urgent Items

The Chairman invited the Haywards Heath in Bloom Chairman to speak on the resurrection of the Town Council's entry into the South and South East in Bloom competition. It was noted that it was early days with only two meetings having been held. Membership of the group was fluid with people and organisations coming and going when required. The Bin it Keep it campaign was promoted the week before. Finally, there was strong ongoing support and the In Bloom committee were looking forward to entering next year, and welcomed any input from residents, organisations and any Councillors.

Meeting Closed at 8.36pm

Committee Meeting: Environment and General Purposes

Report of: Town Clerk
Date: 25th October 2021
Subject: America Lane Allotments

Purpose of Report:

1. The purpose of this report is to receive representation regarding a Town Council owned Allotment site.

Summary:

2. Members to receive a presentation from Mr Whiting on his proposal for the site, and Mr Crump reference matters at America Lane.

Recommendation(s):

Members are recommended to consider the points raised and decide what course of action, if any, is to be taken and delegate the delivery, or need for an update to the Town Clerk.

Background:

3. Please note that no decisions can be made at the meeting. Matters that can be dealt with by the Town Clerk through delegated authority in place in line with Standing Orders and Financial Regulation will be investigated. Anything that would need Committee approval will be held over and returned to December's meeting of the committee.
4. Please find a presentation from Mr Whiting attached to this email summons, or if viewing on the Town Council's website under the 'associated documents' tab below.
5. Mr Crump will also make representation on behalf of the America Lane Plotters on matter they wish to draw to the attention of the Town Council, including,
 - meeting of allotment holders.
 - streamside banking for winter 22/23.
 - site security.

Financial Implications

6. None.

Legal Implications

7. General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 13th May 2019 under minute 17.

Town Clerk

Committee Meeting: Environment and General Purposes

Report of: Event and Community Officer

Date: 25th October 2021

Subject: Events and Community Officer Report (Sept/October 2021)

Purpose of Report:

1. The purpose of this report is to update Councillors on the work of the Events and Community Officer (ECO).

Summary:

2. The work of the ECO is varied and generally falls under the following work streams:
 - Event co-ordination and planning
 - Project development
 - Liaison with voluntary and community groups
 - Representing the Town Council at external meeting
 - Administration of the Town Council's small grants programme
 - New – Environment Policy Development

Recommendation(s):

Members are recommended to;

- a) **Comment as appropriate.**
- b) **To offer support with any organisation required towards the Queens Platinum Jubilee event 2022 – Please note a budget will now need to be found for this event.**
- c) **Note the success of money raised for the Mayors Charity from Town Day 2021**
- d) **Read update for pilot project proposal – Power 4 Parents**

Background:

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

4. Event co-ordinating and planning

4.1 Spring Festival – Plans for Spring Festival 2022 will start to form soon. The Eco has now been given the role to organise the Remembrance Sunday Service and the School's Remembrance Service and since Town Day this is what the ECO has been learning about for the future and organising. The ECO will try to take most of the plans from Spring Festival 2021, as that year it did not go ahead due to Covid. The ECO will have more information moving forward on this in the future.

4.2 Town Day – This event was a great success with much positive feedback from the community, councillors and people who participated on the day. The ECO received many emails from people wanting to be involved again next year as they really enjoyed the day and found it of great use.

We received a congratulations letter from Mims Davies who expressed her gratitude for all the hard work that had gone into making the event happen by everyone. She was

very impressed with how well it had gone and how well it was received. She stated that she very much looks forward to next year.

The total amount raised on the day towards the Mayors charity was £1,281.20.

£300 of that was raised by the ECO and her Zumba ladies who performed in collaboration with the Poi Passion Fire Show. The ladies all had sponsorship forms created by the ECO and the ladies went aware to raise money prior to the event.

4.3 Remembrance Sunday Service and schools service – The ECO has been learning how to organise these events in order to take over fully next time. All arrangements are going well and police presence to monitor on the day has been secured. The service will happen on Sunday 14th November at Muster Green.

4.4 Welcome Back Fund Project – HHTC has been given some funds to use to put towards events or create new projects for events.

The ECO has been notified recently that activity under the Welcome Back Fund should be paid, defrayed and delivered before 31/03/2022 – this is the final date for WBF-funded activity; this means that the ideas for the Jubilee can't be included.

Please note: Due to this outcome there will now need to be a budget put in place now for any Jubilee plans moving forwards.

The ECO has planned a meeting with Caroline from MSDC to discuss ideas moving forwards in order to use the money before 31/3/21.

However, it has been confirmed that we can go ahead with Titan the Robot for the Christmas event. The ECO has spoken to Nicola Bird at the Orchards shopping centre and she thinks the idea is wonderful. She is happy to have Titan one Saturday in December for him to perform his 3 x 30 min Christmas shows. The ECO has had to wait confirmation and approval from MSDC with regards to the project plans we offered. The ECO is now hoping Titan is still available and in the process of contacting to book.

4.5 Christmas Fireworks – The ECO has booked Frontier Fireworks for the Christmas display Saturday 27th November in Victoria Park. The ECO has informed the Fire Brigade of the event well in advance. Marshals have been asked and all councillors have been asked to help marshal that evening.

4.7 Mid Sussex Marathon – This is being held as normal over the May bank holiday weekend.

5. Project Development

5.1 Dementia Work Programme – The ECO continues to provide support to the HHDA, the ECO continues to attend steering group meetings as well as more regular meetings between the ECO and DAA Chairman. Work continues towards officially becoming a Dementia Friendly Town. The ECO continues to provide content for the monthly newsletter and then sends out to all contact lists. The ECO continues to help find more manpower for the alliance in order to be able to move things along quicker and achieve more. The ECO has remained in contact with the Alliance through the hard times of the third lockdown providing information and help where needed. Much work has gone into transforming the Alliance into a constitution.

The ECO remains as secretary. This involves attending the 4 meetings a year, providing agendas and doing the minutes. The steering group are hoping I will have the capacity to

help organise events in the future. Although the ECO has gained more work recently so this will need to be looked at.

Please note - Update with regards to HHDFC – As stated before Jacqui Smith has stepped down as chair. Two members of the current steering group (Carolyn Brading and Rachel Mortimer) have decided to share the position to enable the organisation to continue its great work.

5.2 Creative Haywards Heath / Mid Sussex – The ECO is helping and contributing to gathering contacts for this in order to create full and compact Reach Directory for Mid Sussex

6. Liaison with Voluntary and Community groups

6.1 MSVA - The ECO has been in contact with Sara Smart who has replaced Julia Beckett. A meeting has been arranged for Thursday 21st October to discuss properly what is going on in Haywards Heath and how she can support the Town Council in anyway going forward.

7. Representation of Town Council at external meetings

7.1 The ECO attended the better young lives zoom meeting with Sally Blackmore for MSDC. Sally has also supported the ECO with the creation of the new pilot project the ECO has been working on.

7.2 The ECO has a catch-up meeting with Jen from Burgess Hill Town Council and Alice from East Grinstead Town Council. We will be discussing what we are working on and plans moving forwards and also how we can support each other.

7.3 The ECO attended many Health and Well-being network Sub-Group meetings. The ECO continues to be part of this group and is now a lead on a Pilot Programme the ECO created and put forward to the group which was agreed. This then secured a working group and funding.

Recap - The project is now being noticed by other organisations and the ECO now has the support from Early Help, WSCC Children's services, Burgess Hill and East Grinstead Town Councils, Haywards Heath College, Regina Choudhary and Sally Blackmore from MSDC, Sussex Oakleaf, and other groups. The ECO has done much research in her own time to prepare for meetings with the Wellbeing team with-in her role as Community Officer for HHTC and has identified a real need that needs to be addressed urgently. The ECO has discovered a fresh way to distribute the work of this project to reach all families in the community without fail.

The ECO has found new organisations on our doorstep here in Haywards Heath who are keen to be involved. iSpace Wellbeing and Thumbs up World would like to contribute towards the project they are extremely fresh and exciting.

Paul Turner from MSDC and Emma Logis from Brighton Homes Trust (originally Sussex Oakleaf) are pushing this project to achieve more funding. The ECO has currently secured £11,000 for the working group already.

Public Health and Education are now asking about the project and showing great interest. Extra funding will now be applied to create the opportunity to find a full time Co-ordinator for the project and a peer mentor which the ECO has been asked to be on the interview panel

The ECO is extremely happy as she is managing to pull together many organisations to work together as a team and produce a professional and well thought out project for the community to benefit from. The ECO did most of the research in her own time before forming the project plan presented in the meetings, so this is a project close to the ECO's heart and hopes it will be successful.

The ECO also completed a level 2 Understanding children's and Young People's Mental Health over Covid Lockdown in her own time. This also helped when forming the project plan.

The ECO has been in contact with ispace and will be updating all organisations that showed interest to help.

The ECO was asked to send the project plan to Mims Davies. The ECO received an email from Mims Davies stating –

Our casework team are in the know and are keeping an eye on movements.

Let me know if you need me to link in with them, well done.

8. Administration of the Town Council's Small Grants

8.1 There is 1 grant to go the next Policy and Finance meeting on 15th November 2021. One grant was awarded last time.

9. Financial Implications:
None.

10. Policy Context:
None - Officer update.

Community and Events Officer

Committee: Environment and General Purposes Committee
Report of: Town Clerk
Date: 25th October 2021
Subject: Environment Working Group held on the 27th September 2021

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 recommendation(s) of the meeting of the Environment Working Group held on the 27 September 2021 which specifically focused on developing a working partnership to promote and deliver the work of the Town Council and others with our surrounding Parish Councils and subsequently the development of a forum with local organisations, groups and interested individuals.

Members are recommended to ratify the recommendations of the Environment Working Group held on 27th September 2021 to progress partnership working with surrounding Parish Council and other interested organisations.

Background:

- 3) On 27th September 2021 the Environment Working Group considered;
 - a. Engagement with Local Organisations – Environment Forum
Discussion about how HHTC can work with local groups and also other Parish/Town Councils to increase outreach and impact with the local community and interested groups (e.g., Rotary Club, schools and local businesses). Along with discussion on how can these groups help with adoption of HHTC CO2 offset program and the Town Council’s Carbon Footprint Calculator?
 - b. Coordination with Principal Authorities
How does HHTC coordinate with MSDC and WSCC in terms of initiatives and projects being rolled out across the District and County?
- 4) It was agreed that the Town Clerk commences the process by engaging with surrounding Parish Councils. There onwards, please see Appendix 1 for a high-level plan to initiate and develop the engagement process and collaborative networking.

Financial Implications

- 5) None.

Legal Implications

- 6) None – adopted Town Council Working Group working to an adopted masterplan.

Environment Working Group – Environment Forum Meetings Proposal

Communication and Engagement Plan – Haywards Heath Environment Forum.

Purpose;

- Increase outreach,
- Promote the work and impact of HHTC's environment work,
- Share and obtain information,
- Signposting to legislative and best practice.

With local Parish Councils, local community groups and organisations, interest groups and individuals.

Two Approaches;

Town/Parish Councils Forum – Clerk and 2 Cllrs max - with Clerks meeting prior to agree scope of the group and agree partnership arrangements.

- Haywards Heath,
- Lindfield,
- Lindfield Rural,
- Bolney,
- Ansty and Staplefield,
- Cuckfield,
- Ardingly.

Haywards Heath Locality Partners;

- Haywards Heath Business Association
- Rotary
- Lions
- Warden Park Trust
- Oathall Community College
- Town Team
- Orchards Shopping Centre
- *Plus others tbc.*

Delivery Mechanism – not formally constituted for at least twelve months.

- Straight forward terms of reference,
- Shared priorities list,
- Agreement to promote the Forum message in a standardised manner,
- Partnership logo carrying Town Council's logos.

Meetings and Interaction

- Virtual meetings – two per annum,
- Physical meeting – once, which could be based around a conference,
- Virtual platform and chat platform to share information, debate or ask questions,
- Facebook/Twitter page.

Programme – to commence end of November.

Ends.

Committee Meeting: Environment and General Purposes

Report of: Town Clerk
Date: 25th October 2021
Subject: Motion from Councillor Sandy Ellis

Purpose of Report:

1. The purpose of this report is for Members to consider a Councillor motion.

Summary:

2. Member will find in the background of this report a motion from Cllr Sandy Ellis reference a project to illuminate Muster Green in line with the Green Flag 'Go Green for Parks Initiative'. This report is returned to the Committee after deferment in October 2020 with updated information on project costs.

Recommendation(s):

a) On the basis of the rationale from Cllr Ellis in her motion to illuminate Muster Green and the technical and legal information presented by the Town Clerk Members are asked to consider the motion.

b) If Members are supportive resolve the budget that the project will be funded from the Town Initiatives Fund and give the Town Clerk delegated authority to deliver the project acknowledging the waiving of standing orders due to the bespoke nature of the project.

Background:

3. The following motion has been presented to the Town Clerk, who has liaised with the Chairman of the Committee, by Cllr Sandy Ellis.
4. 'Go Green for Parks' is a global celebration of the best quality parks and green spaces. This initiative is supporting by the Green Flag Awards. *I couldn't find another fitting site than Muster Green the Towns 'jewel in the crown' of public spaces. The idea is to light up the area sympathetically to show recognition for all the Groundstaff who keep our open spaces so lovely and attractive. The lights will also act as a token of our appreciation to all our key workers that have helped and supported us during this time. Green spaces such as muster green have seen an increase in use during the Covid19 pandemic as a place to improve physical & mental wellbeing. Our parks and green spaces have also played a vital role during lockdown, allowing people to gain access to the great outdoors*

Town Clerk Summary

5. In reviewing the request of the motion, as laid down by Cllr Ellis, the Town Clerk has looked into the legalities, process need and costings for the project in liaison with the Town Council's Christmas Light provide Blachere Illuminations.
6. It has been recognised that best option to use is projection, as it is more effective for displaying, flexible and changeable in what it projects and easier to install therefore being

more cost effective. The logistics of placing lights in trees was cost prohibited because of the number of trees to make the illumination visually appealing at the cost to get electric to each tree.

6. Specification and Scope (Projection Options) - What is being proposed is 2 most likely or 1 projectors to be placed in the trees directly adjacent to the electrical supply located at the corner of Muster Green (Muster Green North / Boltro Road). These projectors are movable, can be changed in direction and what is projected is beamed from disc that can also be changed. This means lighting, logo's and messages can be projected across on the Trees along Muster Green South, against the tree at the back of the green against Dolphin gyratory and on the grass of Muster Green. See appendix 1 for specification and picture examples.
7. Land Ownership – Haywards Heath Town Council own Muster Green.
8. Planning and Conservation Area Permission - These have both been sort from Mid Sussex District Council. It has been deemed that no planning permission is required and the conservation officer is happy on that basis. There has been a slight change to the original request made so a final check is being made with the planning department to make sure all is in order.
9. Thought may need to be given to wildlife on Muster Green also so advice will be taken from Blachere how this has been dealt with regarding other projects of this type. Financial Implications

Financial Implications

11. The revised cost of two projectors is £7,558. Obviously, half the cost £3,779 for one.
12. Business sponsorship has been informally secured to the level of £2,500 so the rest of the funding needs to be met from Town Council budgets.
13. It is suggested that the balance of the projectors be paid for, if supported by Members, from the Town initiatives fund, which has £2,357 available plus £9,009 in a reserve.
14. Therefore, it is suggested that Member if they wish to progress the project, they use the Town Initiatives budget to the tune of £5,058.

Legal Implications

15. The Town Council can make a decision under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 13th May 2019 under minute 17.

Town Clerk