



**HAYWARDS HEATH  
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West  
Sussex, RH16 1BA  
Tel: 01444 455694  
Website: [www.haywardsheath.gov.uk](http://www.haywardsheath.gov.uk)  
Email: [town.clerk@haywardsheath.gov.uk](mailto:town.clerk@haywardsheath.gov.uk)

21<sup>st</sup> February 2023

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 27<sup>th</sup> February 2023** 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 19<sup>th</sup> December 2023.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To receive a presentation on the activities and action plan for the Haywards Heath in Bloom Committee.
6. Update on the activities of the Events and Community Officer.
7. To receive an update and the actions of Haywards Heath Active (formally Haywards Sports Forum) held on 9<sup>th</sup> February 2023.
8. To consider request to obtain a planting licence for land on Fairfield Way Haywards Heath.
9. To consider the 2023 Muster Green Management Plan.
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, J. Langley, A. McPherson, H. Mundin, S. Inglesfield.**

*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 Environment and General Purposes Committee held on 19<sup>th</sup> December 2022.

**Matt Jeffers (Chairman)**  
**Sandy Ellis (Vice Chairman)**  
**Clare Cheney \*\***  
**Rachel Cromie \*\***  
**Stephanie Inglesfield \*\***  
**Jack Langley \*\***  
**Alastair McPherson**  
**Howard Muddin**

**Apologies\*\* Absent\***

**Also present: Town Clerk and Events and Community Officer  
and Responsible Finance Officer.**

#### **24. Apologies**

R. Cromie – Personal Matter  
J. Langley – Work Commitments  
S. Inglesfield – Work Commitments  
C. Cheney – Ill Health

#### **25. Minutes**

The minutes of the Environment & General Purposes Committee dated 17<sup>th</sup> October 2022 were taken as read, confirmed as a true record and duly signed by the Chairman.

#### **26. Substitutes**

None

#### **27. Declarations of Interest**

None

#### **28. Events Budget 2023/2024**

Members considered the report of the Events and Community Officer. It was noted that due to the cancellation of Town Day there was still a healthy amount of funding in the current year's budget, which would be held in reserve. To this end, the extensive programme of events suggested was agreed with special note being made regarding a Coronation Event that would be a one-off event over and above the normal programme. It was noted that the timing of the Coronation coupled with the Bike Ride and Mid Sussex Marathon meant that there would be extensive pressure on staff resources so Members decided to move the Spring Festival into June 2023 and re-brand it as a Spring into Summer Event. It was felt that cancelling the event was not an option as it was a day local charities relied on to raise much needed funds. This was especially important this year because of the cancellation of Town Day 2022. Furthermore, Members were supportive of making an effort to support Twinning Activities next year as it was the 25<sup>th</sup> Anniversary with Bondues and 30<sup>th</sup> with Traunstein and the fact that there had been no activity since before the pandemic. This would not be a direct event, but would allow monies to a maximum of £3,000 from the events budget to support any activities during the celebrations in England. This input would be dependent on the new Council's position and support for Twinning post May 2023. Members also considered the future of the Town Council holding fireworks events. During the debate the views of the 10<sup>th</sup> Haywards Heath Scout Group who visited the Town Council, as outlined in the report were considered. Members felt that last year there were three events that included fireworks, which was more than the usual one at Christmas. It was noted that the enjoyment of the fireworks events outweighed the small number of complaints received. However, it

was acknowledged that it did effect residents and the Scouts. Where they liked the fireworks they recognised the problems for the environment and noise. To this end, Members felt that fireworks should continue but only at Christmas and that in line with the view of the Scouts and for good practice that options should be looked at with the fireworks provider to see if the noise could be reduced, ascertain the environmental issues, and further to this work with local vets or animal organisations to see if some information could be sourced to send out and communication with residents before the event regarding how to look after pets during the events, which only last circa fifteen minutes. With this,

Members **RESOLVED** to;

- a) **support the events (both directly organised and run in partnership), as laid out in the report, including the following specific decisions;**
  - a. **The Spring Festival for 2023 will be moved into June and be renamed.**
  - b. **The continuation of the Christmas Firework event.**
  - c. **Support a twinning event as part of the Events programme in 2023.**
- b) **approve the financial implications of the 2023/2024 events budget under point 4 and resolve a £29,000 budget to be included in the 2023/2024 Environment and General Purposes Budget.**

### **29. Environment and General Purposes Budget**

The Responsible Finance Officer was thanked for his work in preparing the budget and with the addition of monies being made to the events budget under the previous item Member approved the budget as presented to the Policy and Finance Committee. It was noted that West Sussex Payments for roundabout maintenance and graffiti has been secured.

Members **RESOLVED** to **recommend the draft Environment and General Purposes Committee Budget to the Policy and Finance Committee for inclusion in the 2023/2024 budget.**

### **30. Allotments Holders Meeting**

The Chairman of the Committee opened matters by conveying an apology for not being able to attend the meeting due to ill health and thanked the Assistant to the Town Clerk and Town Clerk for running the meeting in his absence. There were no comments in relation to the minutes therefore;

Members **RESOLVED** to **formally note and make comment upon the minutes and actions from the Allotment Holders Meeting held on the 5<sup>th</sup> December 2022.**

### **31. Active Haywards Heath Meeting**

Members noted the minutes and welcomed the resurrection of what was the Haywards Heath Sports Forum, now Active Haywards Heath. It was noted that the matter of the non-attendance by a Mid Sussex District Council representative had been flagged up at their Full Council meeting with the Cabinet Member stating she was not aware of the meeting. The Town Clerk responded by saying he was aware of the issue but it was officers who had been invited as it wasn't really, at the outset, a forum for Councillors from other Councils to attend and was really only for information for Town Councillors, with Cllr Evans in the Chair. Furthermore, with the greatest respect to Councillors, the clubs and groups needed to lead on matters and initiatives as it was their forum and their time was limited. Notwithstanding this, Councillors were of course always welcome to attend if they wish and he assured Members that the relevant Cabinet Member at Mid Sussex District Council would be informed of the next meeting with officers. With this,

Members **RESOLVED** to formally note the minutes of the inaugural meeting of the relaunched Active Haywards Heath held on the 6<sup>th</sup> December 2022

**32. Events and Community Officer (ECO) Report**

Members noted that work of the ECO and thanked her for all of her work especially around the Coat Exchange, which has been an unquestionable success alongside the Cost-of-Living Crisis programme. Furthermore, the Carol Service event on the previous Friday was also a wonderful event with praise being given for the quality of the event due to the short timescales given to organise it.

Members **NOTED** the report.

**33. Operation Watershed at Barnmead and Bolnore Road**

Members noted that both projects had full Member support from all three tiers of local authorities and most importantly the County Councillor in each area. Members were also happy that the monies would be received by the Town Council and the procurement undertaken in house on the grounds that West Sussex County Council would provide the specification of work to enable like for like quotes to be sought, with this;

Members **RESOLVED** that;

- a) **the Town Council would make two Operation Watershed applications to West Sussex County Council for projects to be undertake at Barnmead and Bolnore Road.**
- b) **the Town Clerk be given delegated authority to make the two applications at the appropriate time in line with Standing Orders and Financial Regulations**

**34. Haywards Heath in Bloom**

The Chair informed Members that the Haywards Heath In Bloom Committee would be looking at projects and application for South and South East in Bloom 2023 in the new year and stated that she was pleased to announce that new members had joined the Committee which was encouraging.

Members **NOTED** the **update**.

**35. Urgent Items**

None.

Meeting closed at 8.42pm

**Committee Meeting: Environment and General Purposes**

**Report of:** Haywards Heath in Bloom Committee

**Date:** 27<sup>th</sup> February 2023

**Subject:** Haywards Heath in Bloom Activity

---

**Purpose of Report:** The Haywards Heath in Bloom agenda item will be led by the Chair Cllr Ellis with committee member Mr Murray Crump – a presentation will be made.

**Town Clerk**

**Committee Meeting: Environment and General Purposes**

**Report of:** Event and Community Officer

**Date:** 27<sup>th</sup> February 2023

**Subject:** Events and Community Officer Report (Dec 2022-Feb 2023)

---

**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 meetings
  - Administration of the Town Council's small grants programme

**Recommendation(s):**

**Members are recommended to;**

- a) **Comment as appropriate.**

**Background:**

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

4. **Event co-ordinating and planning**

The ECO has compiled the events schedule for 2023/24, all dates have now been set with the exception of a carers'/ dementia awareness event and the community carols.

5. **Project Development**

- 5.1 **Winter Assistance Campaigns**

- Coat Exchange**

The Coat Exchange has been incredibly successful, with Coat Exchange events taking place at both The Bentswood Hub and Woodside. The project ended on Friday 17<sup>th</sup> February, with the remaining coats getting ready to go to the Haywards Heath Baby Bank, Turkey/ Syria and local homeless charities. The project has also raised £50 for the Mayor's charity.

- 5.2 **Haywards Heath Dementia Friendly Community**

The ECO, alongside Dawn Fairbrother from the Alzheimers Society, hosted the first meeting to begin to work towards making Haywards Heath a Dementia Friendly Community. 25 people were in attendance for the virtual meeting, with a further 3 sending their apologies. All involved will be completing a pledge form, to commit to the actions they will take to work to become Dementia friendly. The meeting minutes are appendix 1 .

### **5.3 Active Haywards Heath**

The first meeting of Active Haywards Heath took place on Thursday 9<sup>th</sup> February. The meeting was attended by 30 sports professionals, participants, groups and representatives. Meeting minutes are presented under Item 7.

### **5.4 Sponsorship**

The ECO has compiled a Sponsorship Brochure to go to local businesses, with the hope of securing some sponsors for the events and community projects taking place throughout the year. The ECO has included 3 different sponsorship levels for the main events being held, as well as bespoke sponsorship options for smaller events and the 'Leave No One Behind Campaign'. The Orchards has agreed to sponsor £1000 towards Town Day and £500 towards the 'Leave No One Behind at Christmas' campaign. The brochure has been circulated to all councillors.

### **6. Liaison with Voluntary and Community groups**

The ECO attends regular meetings with MSVA as well as their forums, with a view of finding out what the needs of the community are.

Meetings have been held with local groups and organisations, to discuss the support they have received from the Council in the past and the support we can provide going forwards.

### **7. Representation of Town Council at external meetings**

The ECO has attended meetings with MSDC, East Grinstead and Burgess Hill Town Council to establish an open communication so all can support each other to allow the best event delivery across the towns as possible. The ECO also attends regular Mid Sussex Marathon meetings.

### **8. Administration of the Town Council's Small Grants**

**8.1** The ECO has continued her work to increase awareness of the small grants programme. The ECO has also promoted this heavily at local forums and meetings with organisations.

**8.2** Six grant applications have come in for the next round. These will be discussed at P&F on 13<sup>th</sup> March.

**8.3** Three grant applications came in for the last round. All three grants were awarded.

**Events and Community Officer**

**Haywards Heath Dementia Friendly Community Meeting**

**Zoom, Thursday 9<sup>th</sup> February 2023, 2pm**

**Present:**

Dawn Fairbrother (Alzheimer's Society), Imogen Wilson (Haywards Heath Town Council), Lucy Griffin (P&S Gallagher), Lilly John (MSVA), Rita McGough (Social Prescriber- Ditching & Hurstpierpoint), Anna Sharkey (Bentswood Hub), Mike Oliver (Mike Oliver Associates), Nichola Cox (Admiral Nurse), Mary (St Richards Church), Andy Harrison (Rotary Club), Judith Pratt (Rotary Club), Penny Jenkins (Social Prescriber- Haywards Heath Central), Sue Neatherway (Ashenground Centre), Maddie Smith (Places Leisure), Maria Kirk (Borde Hill), Emma (Dementia Assessment Service – North West Sussex), Louisa Stockdale (Carers Support), Louisa Cork (WSCC Libraries), Angela Wren-Storr (PCN Business Manager, Haywards Heath Central), Sam Swanson (Alzheimer's Society), Julia Hunt (Social Prescriber- Dolphins Practice), Natalie Roberts (Social Prescriber- Northlands), Charlotte Polhill (Age UK West Sussex, Brighton and Hove), Rafal Majewski (Sussex Housing-Oakwood Court), Cheryl Berry (Healthwatch Sussex)

**Apologies:**

Jenny King (Age UK West Sussex Brighton and Hove), Esther Featherstone (Swoove Fitness), Suzi Hawes (Martlet Manor)

**Presentation:**

DF presented on Dementia Friendly Communities. The presentation included information about Dementia, changes within the Alzheimer's Society and highlighted what a dementia friendly community is. The presentation went on to explain the journey to become Dementia Friendly as the actions that need to be taken-

1. Get together with your organisation
2. Take stock- refer to pledge forms
3. Identify areas of action
4. Submit your pledge form
5. Share your knowledge
6. Organise/ attend showcase events
7. Dementia Friendly Community becomes recognised.

**Questions:**

Where is the best place to go to find information about local groups and places people can go to be part of the community?

Alzheimer's Society website- Dementia directory but it is only as up to date as providers make it (public page people upload to). Library able to signpost as they have a directory they can access that their teams put together. Library section on WSCC website, they have a dedicated page about wellbeing, with dementia support links. The current Community Connections magazine from Mid Sussex Wellbeing have a dedicated Dementia section towards the back, as well as useful information throughout.

**Funding & Steering Group:**

IW explained that in the past there was a steering group in place, with a chair but unfortunately this dropped away during/ after COVID. IW mentioned there was some funding available that have been



applied for by the previous chair of the group. It was clarified that the funding was for establishing the Dementia Friendly Community, for example it was to be used towards a website and newsletters. IW went on to mention that in order to access the funding there would need to be a chair and board of trustees, treasurer, constitution etc. Should no one wish to establish this, the group could operate as more of a forum but it would mean funding couldn't be applied for. The money needs to be spent, or have a plan/ earmarked to be spent by the end of March.

SS said it would be a shame for the funding to go to waste and would be interested in being a part of the steering community to allow the group to use the funds.

MO requested the minimum requirements to be able to get the funding and suggested a group forming in the interim, with further details being ironed out down the line.

IW and DF to arrange a further meeting with LJ to discuss the formation of a steering group.

### **Dementia Action Week (15<sup>th</sup>-21<sup>st</sup> May):**

The theme for the year is diagnosis. The organisation of events for the week was discussed (as big or as small as you like) as well as sharing social media posts from the Alzheimer's Society. DF discussed the idea of coffee mornings, with information on how to get a diagnosis, where and when to get it and how to know if you need a diagnosis. IW mentioned that the Town Hall can be used as a venue and would be able to organise an event on behalf of HHTC, the date available is the 17<sup>th</sup> May. IW stressed that for the event to work, assistance from interested parties would be required rather than the event being heavily council lead. SS suggested that the dementia awareness week was used to launch the HHDFC group and open up to the public.

MS also offered The Dolphin as a potential venue too, with 50+ events taking place on a Wednesday morning, it might be a suitable morning to host something.

### **Actions-**

- Complete Pledge Form and send to [Imogen.wilson@haywardsheath.gov.uk](mailto:Imogen.wilson@haywardsheath.gov.uk)  
**ALL**
- Check HHTC for their information, provide information & updates to current info  
**ALL**
- Look at information sharing platform to find out what everyone does  
**IMOGEN**
- **Anyone interested** in forming a steering group/ board please get in touch with Imogen asap.
- **Anyone interested** in organising an event, or being involved in an event to get in touch with Imogen.
- The idea of 'working groups' to be looked at to streamline the projects being looked at to feedback to the main group. **ALL, any suggestions welcome**

**Next Meeting:** Date TBC

### **GRANT INFO-**

The grant money is to be used towards the set-up of the group, for example funding a website, newsletter, leaflets etc. It cannot be used towards events or the funding of a group/ activity. There is £5000 available, but a clear plan for spending the money is needed for the grant to be extended. IW can send full information to those interested.

Dawn Fairbrother (Alzheimer's Society)- [Dawn.Fairbrother@alzheimers.org.uk](mailto:Dawn.Fairbrother@alzheimers.org.uk)

**Committee Meeting:** Environment and General Purposes

**Report of:** Events and Community Officer

**Date:** 27<sup>th</sup> February 2023

**Subject:** Active Haywards Heath – Meeting 9<sup>th</sup> February 2023

---

**Purpose of Report:**

1. The purpose of this report is to update on a third-party meeting.

**Summary:**

2. The relaunched Active Haywards Heath (formally Haywards Heath Sports Forum) held its second meeting on the 9<sup>th</sup> February 2023. The following report presents the minutes of the meeting prepared by the Events and Community and asks for resolution of matter that are included in the actions of the meeting.

**Recommendation(s):**

**Members are recommended to;**

- a) **Consider the minutes of the Active Haywards Heath held on the 6<sup>th</sup> December 2022.**
- b) **Agree to the formation of an Executive Committee to lead upon the work of Active Haywards Heath and recommend to Full Council that it formally appoints Cllrs Evans and Jeffers to sit on the Committee for the rest of the Council term.**
- c) **Formally approve that the Executive Committee reports to the Environment and General Purposes Committee.**
- d) **That the Town Clerk engages a consultant to refresh the Haywards Heath (2016) Sports Strategy.**

**Background:**

3. Please see Appendix 1 for the minutes of the meeting and Members are asked to pay special attention to the actions from the meeting especially those, which effect the legal and constitutional set up of the Town Council.
4. Members will note the request to set up an Executive Board, which will be made up of five to six individuals, five of which officers will approach and with the sixth who will be the Chair who must be a Town Councillor. Naturally, Cllr Evans should be such due to his leadership of Active Haywards Heath with oversight from the Chair of the Committee, Cllr Jeffers. Only one of the aforementioned needs to attend with Cllr Jeffers having an ex-officio role meaning he can attend and Chair if required in the absence of Cllr Evans,
5. The above results in Town Council owner oversight as per the South East in Bloom Committee. Therefore, there will be a need for Full Council to make an appointment. The Executive Board will have no power to spend money of make decisions that require formal sign off only the ability to work on Active Haywards Heath projects.

6. A part of this work it has been decided to refresh the Haywards Heath Sports Strategy, which was created in 2016 to support the Haywards Heath Neighbourhood Plan. It is requested that the Town Clerk leads on this matter in line with Financial Regulations.

**Financial Implications:**

7. The cost of the refresh of the Haywards Heath Sports Strategy will be met from professional fees and the associated costs will be met from the professional fees budget. The cost of such is unknown so the Town Clerk will lead and work will be undertaken with the approval of the costs in line with Standing Orders and Financial Regulations and report to the Committee when appropriate.

**Legal Implications**

8. The Environment and General Proposes Committee owns Active Haywards Heath (formally Haywards Heath Sports Forum) under Standing Orders and Financial Regulations,

**Events and Community Officer**

**Haywards Heath Town Council**  
**Active Haywards Heath Meeting**  
**Town Hall, Thursday 9<sup>th</sup> February 10am**

**Chairman-** Cllr Christopher Evans

**Present**

Charlotte Polhill (Age UK WSBH), Simon Adby (AHS Wellbeing), Rosie Warwick-Brown (Albion in the Community), Asthma and Lung (Sarah Curgenven), Cuckfield Cosmos (Mike Best), DOCIA Sport (Ian Braid), Bob Shelley (East Grinstead Sports Council), Rex Whittaker (East Grinstead Sports Council), Mike Oliver (HH Bike Ride), Marion Hemsworth (HH Harriers/ Park Run), Phil Herbert (HHRFC), Paul Stone (HHTFC), Holly Prescott (Mid Sussex Active), Sue Best (Mid Sussex Netball), Jo Cook (Mid Sussex Wellbeing), Elaine Clarke (MSDC), Stuart Brown (MSDC), Lilly John (MSVA), Annette Courtenage (Nia Mid Sussex), Andy Jones (The Dolphin Leisure Centre) Maddie Smith (The Dolphin Leisure Centre), Stuart Poole (Sports Management Sussex), Matt Parsons (Sussex Cricket), Paul Saunders (Sussex FA), Esther Featherstone (Swoove Fitness), Samantha Woods (Tonicity), Victoria Webber (Victoria Louise Nutrition), Cllr Richard Bates, Kamla Palmer, Steve Trice (HHTC), Imogen Wilson (HHTC)

**Apologies**

Matthew Wright (Burgess Hill Sports Council), Caroline Stafford (Mid Sussex Active) Caroline Farmer (Move it or Lose it), Andy Wright (Active Sussex), Bob Hopkins (Lindfield Cricket Club), John Bines (Kangaroos), Sally Blackmore (MSDC), Mims Davies MP (and representatives), Cllr Matthew Jeffers (Chair of Environment and General Purposes Committee)

**1. Welcome**

Cllr Christopher Evans welcomed all to the meeting, with a special welcome to Bob Shelley and Rex Whittaker from East Grinstead Sports Council. Updates were provided on behalf of those unable to attend.

Sally Blackmore- Update

*I would like to introduce myself, I'm Sally Blackmore and I work for MSDC as the Community Engagement & Events Officer. I am working closely with partners to provide free opportunities for families who live in Mid Sussex.*

*In 2022 a pilot project called "Spring into Action" Taster Fortnight in the school Easter holidays was delivered. Although there were some successes the original plan of people attending these free sessions at the location of the club was not straight forward and the booking system worked but then people didn't turn up.*

*I still want to provide free activities for families to have a go at something active together so I have decided to try something different this year and hope you would like to be part of this programme. I will be booking the tennis courts in St John's Park, Burgess Hill, Victoria Park, Haywards Heath, and Mount Noddy, East Grinstead which are in a central location in the towns. It will be a free drop in event with no need to book. The session will be offering the use of equipment for families to have a go at tennis and alongside this I would like local clubs*

*to offer taster sessions of a variety of sports in the park. This will be an opportunity for you to promote your club and show what you can offer, and recruit new members.*

*I am currently working on the dates in each of the 3 towns, and they will either be the week before or after Easter on a Tues, Wed or Thursday. If you would like to be involved, or would like more information, please get in touch:*

Sally Blackmore – [sally.blackmore@midsussex.gov.uk](mailto:sally.blackmore@midsussex.gov.uk)

## **2. Updates and actions from Tuesday 6<sup>th</sup> December Meeting**

Use of the probboards forum- detailed in point 5

Social Media Account set up- detailed in point 5

Plans for Northern Arc facility- to be actioned by next meeting

Strategic Planning (Playing Pitch Strategy, District Plan, Sports Strategy- HHTC to look to update)

Sports Pitch Condition and Services- Stuart Brown (MSDC) updated on the end of the current grounds contract and is currently in procurement for a new contract with a view to improve pitches, a change to the grass cutting schedule is being looked at.

## **3. Guest Speaker- Esther Featherstone from Swoove Fitness**

Esther explained meaning of Swoove (Sing, Whoop and move), she created it in 2015 after getting her exercise class to sing, she then researched the benefits of singing whilst exercising (engages abs, increases lung capacity, mood changes).

The premise of the class is to sing through the chorus, whoop through rest and keep moving throughout.

Esther's mum was diagnosed with dementia, moved to assisted living and would dance in the kitchen with her to get her used to assisted living. The dancing and singing changed her mum's mood as they used the 'soundtrack to her life' concept- music through the years.

Esther then introduced this to other residents and created Swoove Life, named by her mum, following the sound track to her life idea. Tracks included to cater to participant's memories and reignite their lives.

Esther's mum cared for a young lady with disabilities. She took her to a class and the girl had a difficult experience; other participants weren't understanding. It inspired Esther to create a class that people with disabilities can go to without judgement and being humiliated by others. She adapts to allow people to wear ear defenders and can adapt them to still hear the music. Classes are run at 30 mins for those in wheelchairs or 1 hour for more mobile participants. It bonds people through singing, whooping and moving and just getting active, whilst being fulfilling for both participants and coaches alike.

Swoove Life can take place in Care Homes, around 22 in a class at a time.

Swoove Stars accommodate around 15 people, depending on carers.

Swoove encourages people to leave the house to go to classes to a central point for the social aspect.

## **4. Haywards Heath Gets Active! (Sports Taster Event)**

IW made all aware of the 'Haywards Heath Gets Active' event planned for Sunday 30<sup>th</sup> April (to tie in with the Mid Sussex Marathon). All Active Haywards Heath members are eligible to have a free pitch to showcase their groups/ businesses. An online booking form is now live, the poster/ advert will be confirmed in the coming weeks once there is a better knowledge of the groups planning on attending.

## 5. Update on Social Media Actions and Platforms for Facilitation

IW updated all on the Social Media Platforms now in use. Facebook, Twitter and Instagram are now being used with the handles @ActiveHaywardsH for twitter and @ActiveHaywardsHeath for Instagram and Twitter.

IW explained that group members providing content and stories to be put on the channels is pivotal to the success of the Social Media Sites.

The Proboards forum has not been used by members.

### Actions-

- Northern Arc  
ST to source the information requested on the Northern Arc project and to update group at the next meeting
- Review Terms of Reference to include 'Active' and talk about scope.  
ST by next meeting
- To engage with a consultant to refresh the Sports Strategy  
ST by next meeting
- To use the platforms set up and engage with the Social Media accounts and provide content  
ALL by next meeting
- Review the feasibility of 'Basecamp' to be used instead of Proboards  
IW by next meeting
- Book onto Haywards Heath Gets Active! Event via the link  
(<https://forms.gle/CKTG2NYmgV4HLgHn8>)  
THOSE WHO WISH TO PARTICIPATE by 30<sup>th</sup> March
- Provide a paragraph on Activity/ Club for Sports Directory and complete GDPR info  
IW to devise a form, for ALL to then complete- by next meeting
- Form an Executive Board of no more than 6 people  
ST & IW to action by next meeting
- Develop a webpage with all information and relevant links to national bodies etc  
IW- ongoing
- To check Clubs are running compliantly in line with Health and Safety guidance/ national body guidance  
ALL- ongoing

**Next Meeting Date- TBC**

**Committee Meeting: Environment and General Purposes**

**Report of:** Town Clerk  
**Date:** 27<sup>th</sup> February 2023  
**Subject:** Planting Licence Fairfield Way

---

**Purpose of Report:**

1. The following report seeks authorisation to adopt highways-maintained land.

**Summary:**

2. The following report requests that a planting licence be obtained from West Sussex County Council, so to protect the grass verge at the entrance to Fairfield Way.

**Recommendation(s):**

**Members are recommended to resolve that the Town Clerk be given delegated authority to execute a planting licence agreement with West Sussex County for Fairfield Way, Haywards Heath.**

**Background:**

3. The matter of the condition of the grass verge at the entrance to Fairfield Way has been an ongoing problem for many years due to car and commercial vehicles mounting the curb and damaging the grass, thus making the area unsightly and damaged. Previous works have been undertaken and been subject to repeated damage. This damage has been exacerbated by current utilities work and local residents have approached Ward Members to ask for help to deliver a permanent solution.
4. As Members are aware the Town Council has undertaken numerous projects across the Town to plant up such areas and rope the them off to improve the verge through wildflower planting and to stop cars/lorries cutting the corner. Examples of such can be found on Milton Road, Caxton Way and Burrell Road. The project also meets the Haywards Heath in Bloom Committee's commitment to such planting and the plating priorities in the Town Council's Environment policies.
5. To enable the planting the Town Council will need to obtain a licence to plant from West Sussex County Council for which authorisation is sought via this report. If agreeable the licence will be added to the overarching Town licence agreement with West Sussex County Council, which will result in the verge being taken of the County wide grass cutting schedule.
6. A location map is shown in Appendix 1.

**Financial Implications:**

7. Nothing in relation to obtaining the licence to plant, but £250 will be required for the wild seed. This will be taken from the Town Council's planting budget 2022/2023.

**Legal Implications:**

8. The Town Council has a blanket legal licence with West Sussex County Council, which the land can be added to. The Town Council can undertake the project exercising the Power of Competence it holds.

**Town Clerk**

Гайиелу ввау  
Licence Request

riaywaras reatn

Author:  
Date: 20/02/2023



© Crown copyright and database right. All rights reserved (100051881) 2023 Contains OS data © Crown copyright and database right 2023



**Committee Meeting: Environment and General Purposes**

**Report of:** Town Clerk

**Date:** 27<sup>th</sup> February 2023

**Subject:** Muster Green Management Plan 2023

---

**Purpose of Report:**

1. The purpose of this report is for Members is to consider a policy document.

**Summary:**

2. The following report asks for Members to formally adopt a revised Management Plan for Muster Green

**Recommendation(s):**

**Members are recommended to;**

- (a) Consider and approve the Management Plan for Muster Green as presented in Appendix 1.**

**Background:**

3. At a meeting of the Environment and General Purposes Committee dated 20<sup>th</sup> October 2014, under minute 31 Members resolved to enter Muster Green into the Green Flag Award Scheme and since then has been successful in securing such status.
4. As part of the application for Green Flag Status and for good working practices the Town Clerk has developed a management plan for Muster Green, which is presented for the eighth year this year. This report, with the 2023 application for Green Flag status already being made asks that Members consider and make comment upon the management plan with amendments, if necessary and adopt the document and the policies included.

**Financial Implications:**

5. None – application paid for.

**Legal Implications:**

6. None.

# Muster Green Haywards Heath



# Management Plan 2023

## **Table of Contents**

**1 - Introduction**

**2 - The extent and location of Muster Green**

**3 - History of Muster Green**

**4 - Community Involvement at Muster Green**

**5 - Haywards Heath Town Council Policy and the Aims and Objectives related to Muster Green.**

**6 - Meeting the Aims of Green Flag Status**

**7 - Management of Muster Green**

**7.1 - Inventory of Facilities and Furniture**

**7.2 - Maintenance Plan**

Appendix 1 –Maintenance Policy

Appendix 2 – Pesticide Policy

Appendix 3 – Environment Policy

Appendix 4 – Haywards Heath War Memorial Heritage Statement

Appendix 5 – Health and Safety Assessment

Appendix 6 – Haywards Heath Town Council – Environment Priorities.

Appendix 7 – Location of Muster Green and other Local Green Spaces.

## 1. Purpose of the Management Plan

- 1.1 The purpose of this management plan is to present information and set objectives for the management and maintenance of Muster Green located in Haywards Heath, West Sussex, which is owned by Haywards Heath Town Council.
- 1.2 The Plan will assist those who are responsible for the management of the site, the day to day maintenance of the site and third parties who contribute to making Muster Green a safe and attractive place to visit.
- 1.3 It allows the Town Council to be held to account by Green users and the residents of Haywards Heath who contribute to the upkeep of the Green via the collection of their Council Tax.
- 1.4 This management plan also provides clear guidance for the development and enhancement of Muster Green over the next year (2023) and look back at the actions from (2022). The plan sets out the following aspects of the Green and its future management. This plan will be reviewed on an annual basis.
- 1.5 This plan will:
  - Provide background information about the Green.
  - Summarise the existing management and maintenance arrangements.
  - Explores future opportunities for improvements,
  - Identify key issues affecting the management of the Green, set out under the eight Green Flag criteria headings,
  - Create an overall vision for the Green and an associated action plan with an indication of resource requirements and the timescale involved.
  - Confirm how the plan will be monitored and reviewed.

## 2. The Extent and Location of Muster Green.

- 2.1 Muster Green is located to the west of Haywards Heath and sits on the path of the B2272 off Butlers Green Road and adjacent to Muster Green North. The Green acts as the main westerly entrance to Haywards Heath. This road was formally the main A272 taking traffic from Lewes to the east through to Crawley in the west before the opening of the Haywards Heath relief road in September 2014.

Figure 1: Muster Green Road Map and Figure 2: Arial Photograph.



Figure 3: Location of Muster Green and other Local Green Spaces – see Appendix 7.

### 3. History of Muster Green

- 3.1 Muster Green was designated a Conservation Area in 1979 and devolved down to the Town Council in 1987. It is now maintained to a very high standard by the Town Council. With its traditional flowerbeds, this impressive tree lined green, bordered by Victorian and Edwardian houses with the War Memorial at the apex, makes a fitting entrance to the town.
- 3.2 At the Western end of the green opposite the War Memorial, is one of the Town's oldest buildings, formally the Sergison Arms Public House, by which name people have known it for some 130 years. It was built in the 16th Century and was originally known as "Vinalls". It was the Sergisons, through marriage to the Warden family, who owned most of the land, which makes up the Haywards Heath of today. Opposite the Sergison Arms Public House, is the Sussex Police Northern Division building and Police Station opened in 1992.
- 3.3 Muster Green was also the home to a minor battle during the English Civil War between the Royalists and Roundheads. The battle stopped the accessing of the steel located in Lewes, which if accessed by the Royalists could have led to their victory and England having very different history. The history to the site is much a part of the town's history and is recognised by in our town logo and mayoral chains of office.
- 3.4 Muster Green is a premier green space and is the jewel in the crown of open spaces in Haywards Heath. It serves as a fitting entrance to the town and is recognised as a landmark by residents and visitors to our town.



## Community Usage of Muster Green

- 4.1 Muster Green has many community usages. It is open every day of the year for members of the public and visitors alike to enjoy. Obviously, due to the Covid 19 pandemic no events could be held during in early 2021 and the Spring festival in April had to be been cancelled.



Gathering returned in November for the Remembrance Sunday Service, which was well attended by the community. In addition, a service was held for National Holocaust Memorial Day in January.

- 4.2 As a reminder in normal circumstances Muster Green hosts the annual Town Council run Spring Festival and Remembrance Sunday Service. It also hosts one off events such as a Holocaust Remembrance service and Christmas Carol service. The Green is also home to a swathe of Crocuses planted by Haywards Heath Rotary Club paid for by the community and local business so to raise much needed money to help the battle against Polio. There are also annual tidy up events run by Town Council and the Haywards Heath in Bloom.

- 4.3 As previously stated the Green is open to the general public every day with around 30 -40 people using the site at peak times (lunch time) in the summer. The site also acts as thoroughfare for staff from the Council campus and offices nearby, which adds 20 – 30 people per day Regular Uses

The site is used annually for two community events organised by Haywards Heath Town Council;

- 1) Spring Festival (April/May annually) – which attracts over a 1200 people throughout the day.
- 2) Remembrance Sunday Service (November annually) – which attracts around 1000 people.

- 4.4 As custodians of Muster Green the Town Council wishes to protect the special nature of the site, so only allows other events if they significant to Town or a national occasion. The Haywards Heath in Bloom Committee along with the Town Council's Groundstaff work hard to maintain Muster Green.

- 4.5 It must also be noted that the Town Council allowed two memorials on Muster Green this year in the form of a newly planted tree and a new bench so the families of the two individuals who had passed could visit.

## 5. Haywards Heath Town Council Policy and the Aims and Objectives related to Muster Green.

### 5.1 Neighbourhood Plan

In setting out a vision for the future of Haywards Heath, this Plan envisages a co-ordinated approach to green infrastructure that:

- Enhances existing open spaces
- Improves multi-functional spaces
- Integrates sustainable urban drainage to help manage localised flooding issues
- Provides opportunities for improving the health and wellbeing of the community
- Provides wildlife corridors
- Maintains Local Gaps between neighbouring communities

As part of its rural location, Haywards Heath is a very 'green' town with many mature trees within the town itself and large areas of woodland surrounding it. The open spaces within the Town are key features which contribute to the quality of the local environment, land biodiversity and helps ensure that the community have local spaces to play and socialise. Proposals for development which would result in the loss of an existing open space will not be permitted save in a limited number of circumstances as set out in the National Planning Policy Framework.

### 5.2 Destination Haywards Heath Vision Document

**Lifestyle (sports and entertainment)** - Vision - To encourage residents and visitors to engage further with the facilities Haywards Heath has to offer.

5.3. The above will be achieved by:

- Meeting the needs of its different users.
- Encouraging non-users to use the green spaces.
- Providing high quality maintenance, as well as providing 'litter free' and 'dog-mess free' green space.
- Providing a safe and secure environment for users to enjoy themselves.
- Having well-kept, well-maintained and imaginative planting schemes.
- Improving health and safety for the benefit of the visitors to Muster Green.
- Making the park accessible by managing, maintaining and developing for the future enjoyment of the community at large.
- Enhancing the history of the site by adding information signs and holding educational living history re-enactments.
- Involving businesses, schools and colleges and community based organisations in gaining knowledge of their heritage, culture and appreciation of their local history and to help towards encouraging new visitors to the area.
- Protecting against unnecessary changes and stopping long term decline by maintaining high standards of groundwork.
- Involving stakeholders, officers, elected members and the community in consultation to promote interest and to develop manageable work programmes.



- Muster Green being used for Town Council Festivals and used by local voluntary organisations to hold fetes and fund raising opportunities.
- The Remembrance Sunday and military services being held on the Green and that the schools and local community are very much a focal point of these gatherings as well as our churches and religious organisations.
- Developing viable working programmes and setting annual budgets to address these projects.
- Having the frame work in place to apply for additional financial resources and to set realistic management targets.
- Entering South and South East In Bloom - Haywards Heath Town Council enters Muster Green into the South and South East In Bloom year on year.
- Enhancing the work undertaken by the South and South East In Bloom committee working closely with the community to improve the area.

## 6. Meeting the Aims of Green Flag Status

### 6.1 A Welcoming Place.

Signage is available at both ends of the site to welcome visitors to the Green.

The site is accessible from both ends of the site and has excellent equal access for all visitors. The Green is very small so signage within the park is minimal in line with Council's policy of reducing street furniture.



### 6.2 Healthy, Safe and Secure.

The Green has a low level of equipment and facilities, which is outlined under point 7 of this plan. The maintenance of Muster Green's infrastructure is monitored on a monthly basis formally by the Town Council groundstaff and during their daily maintenance programme. Dog fouling is managed by the placement of dog bins, which are regularly emptied by the local waste contractor Serco. Please see Appendix 1 for the Health and Safety policy for Muster Green. Haywards Heath Town Hall is located two hundred metres from the site and has the provision of toilets, drinking water, first aid, public telephones and emergency equipment. Muster Green has a minimal number of reported anti-social behaviour incidents and is located adjacent to Haywards Heath Police Station. The Town Council within the last six months has also employed its own Community Warden, who visits the site daily and

has an electronic application to report incidents on the site and indeed around the Town, which is linked to the Police Headquarters. This is innovative partnership working project with local businesses, the Police Crime Commissioner and a private security company.

### 6.3 Clean and Well Maintained Site

To address this criteria please see section 7 and Appendix 2 of this Management Plan. Haywards Heath Town Council takes the cleanliness and general upkeep of the Muster Green very seriously and has a 'zero-tolerance policy on litter by ensuring that the site is clean and clear from litter at all times'. The Council has the luxury of a Community Warden meaning the Town Council's efforts are doubled because of their daily attendance. It will also be noted, on a visit to the site, that maintenance of Muster Green is undertaken to a very high standard with the use of efficient and modern garden equipment by well trained and highly experienced Members of staff. The works to achieve this high standard by forward planning through liaison between Town Hall management and the Head Groundsman based on a starting point of the growing, and winter and summer planting seasons. This planning is reviewed weekly and can be adapted to meet the needs of the site. (Volunteers litter pick Muster Green as part of Queen's 90<sup>th</sup> Birthday Celebrations).



### 6.4 Sustainability

- Minimise and justify pesticide use – not used on site.
- Eliminate horticultural peat use – not used on site.
- Recycle waste plant material – green waste system (green skip), tulip bulbs given to community when they are dug up each year.
- Demonstrate high horticultural and arboricultural standards – two gold and two silver awards for the Green awarded by the South and South East in Bloom Competition in the last four years.
- Have energy conservation, pollution reduction, waste recycling, and resource
- The groundstaff always use up to date machinery, which reduces pollution.
- All green waste is recycled. A small nature reserve has been created at end of site.

### 6.5 Conservation and heritage

The site does not have any buildings or structures apart from the War Memorial, which has minimal maintenance requirements. Wildlife is being catered for through

the initiative to place bat and bird boxes. The site is established so no landscaping takes place unless there is a specific project being undertaken which would be reviewed independently on a case by case basis. The Council is committed to replacing any tree lost due to disease. This is demonstrated through the Jubilee Tree initiative that replaced a tree that had to be removed. Nothing is planned in the coming year in landscape terms. The Town Council has sensitively placed a number of benches and litter bins on the Green. These pieces of furniture are placed so not to spoil the main swathe of the Green. The Council also celebrates the history and heritage of the site and has placed signage to educate people on history of the Green sympathetically. The site is also home to the Town's War Memorial. Two new benches depicting the 1<sup>st</sup> World War and 2<sup>nd</sup> World War have been placed to replace worn seating that has been removed.

## **6.6 Community involvement**

To address this criteria please see section 4 of this Management Plan.

## **6.7 Marketing**

To market the site Council undertakes the following activities;

- on the Town Council's Website at [www.haywardsheath.gov.uk](http://www.haywardsheath.gov.uk)
- in the Town Guide
- on the Mid Sussex District Council Website
- through the Town Council's Newsletter (four times per year)
- through the events and initiatives
- Muster Green is the Town Council's jewel in the crown and the Green is normally the back drop of all Town Council literature, such as the Town Guide, the Councils Forward Plan and Annual Report. Most recently for the Town Council's Neighbourhood Plan.

## **6.8 Management**

This management plan meets the requirement of the Green Flag Status, which clearly addresses all of the criteria and for the Management of Muster Green. The plan is implemented and is due to be reviewed in January 2024. The finance of the Green's upkeep is managed through the Town Council's Environment and Purposes Budget ratified by the Full Council. This budget apportions the cost of general works, staffing, materials, equipment and administrative support. There is also a budget for the South East in Bloom Committee to undertake projects. These budgets are contained in the Council's overarching budget agreed annually and last set on the 19<sup>th</sup> January 2023.

The Green is under the auspice of the Charity Commission with the Town Council being the owner. All decisions are made by the Environment and General Purposes Committee who report to Full Council. The Committee is advised by the South East in Bloom Committee and the Town Council's Environment Working Group. These formal committees are fed information and advice by the Town Clerk as the proper officer to the Town Council who works closely with Groundstaff and their line manager who is the deputy Town Clerk.

## 7. Management and Maintenance of Muster Green

- 7.1 Muster Green is maintained and managed by Haywards Heath Town Council in house with external contractors employed on an adhoc basis to undertake work outside of the Groundstaff's expertise. This includes tree management work. The Town Council has five members of Groundstaff led by a Head Groundsman with ten-year experience of onsite planting, a Deputy Head Groundman who is responsible for health and safety. Of the five, three of the staff have horticultural experience and they all have qualifications in weed spraying, highways works and graffiti removal.
- 7.2 Muster Green's working programmes are updated annually and improvements are ongoing, but we do not undermine the characteristics of the site and its value to the residents and visitors to our town. Through regular consultations with bodies such as the South and South East in Bloom Committee we try to clarify our management aims and objectives to sustain quality and seek value for money for the tax payers of our town.
- 7.3 Our groundstaffs are offered opportunities to learn new skills and are actively supported to express ideas and suggestions for improving the site for the enjoyment of the community at large.

### 7.4 - Inventory of Facilities and Furniture

	Number	Maintenance and Checking	Frequency
Flower Beds	14	Planting and preparation of each flower bed.	Seasonal Planting Summer (May) and Winter (October)
Seats	14	Checking condition and defects.	Monthly
Dog Bin	1	Checking condition and defects.	Monthly
Litter Bins	2	Checking condition and defects.	Monthly
War Memorial <ul style="list-style-type: none"> <li>• Fencing</li> <li>• Structure of Memorial</li> </ul>	1 1	Checking condition and defects.	Annual
Trees	46	Assessment.	Annual
Irrigation System	1	System tested.	Service Spring closed down Autumn
Signage	3	Checking condition and defects.	Monthly

## 8. Maintenance Plan 2022

There were no upgrades projects for Muster Green in 2022 as there had been a large amount of activity and project on the site over the proceeding years.

However, the following works were undertaken.

Works	Reason	Action	Deadline
Full independent survey of trees located on Muster Green.	Annual tree assessment needs to be backed up by professional company.	To appoint contractor to map and assess each tree.	End of September 2022. <b>Now March 2023.</b> Remedial works took priority. Planning permission granted to complete identified urgent works.
Improvements to path at Muster Green South.	As flagged in last year's judging, which was on the Council's works list.	To make good the path entrance where roots have lifted the pathway.	End of December 2022. <b>Not completed.</b>
Purchase of Gobo projector.	For use to promote activities and poignant events.	Purchase from Blachere Illuminations as resolved.	End of May 2022 – <b>quotes obtained and company engaged to provide.</b>
Further perennial planting.	To meet Environment Policies.	Additional review of planting regimes.	End of October 2022. <b>Completed</b>
Illumination of War Memorial and site generally.	To enhance and illuminate the Memorial.	Deliver solar powered lighting at the memorial.	End July 2021. <b>Not viable project cancelled.</b>

9. **2023 Maintenance and Upgrade Actions Plan**

<b>Works</b>	<b>Reason</b>	<b>Action</b>	<b>Deadline</b>
Full independent survey of trees located on Muster Green.	Annual tree assessment needs to be backed up by professional company.	To appoint contractor to map and assess each tree.	Carried over March 2023.
Improvements to path at Muster Green South.	As flagged in last year's judging, which was on the Council's works list.	To make good the path entrance where roots have lifted the pathway.	TBC financial constraints.
Purchase of Gobo projector.	For use to promote activities and poignant events.	Purchase from Blachere Illuminations as resolved.	Complete purchase by June 2023.
Further perennial planting.	To meet Environment Policies.	Additional review of planting regimes.	End of October 2023.

10. **Future Long Term Planned Works**

None planned at present. Continuous review of bedding plants and the gradual move towards perennial and drought resistant plants as per the Town Council's commitment to Climate Change and environmental priorities. Please see appendix 6.

11. **Routine Works**

<b>Works</b>	<b>Timing</b>	<b>Frequency</b>
Grass Cutting and Leaf Removal	Winter - Spring - Summer - Autumn -	Nov – March no cut Bi-weekly Bi-weekly Bi-weekly  **weather dependant.
Planting	Summer Winter	May/June October
General Site Assessment of furniture, trees and planting.	All year round	Monthly
Check site for litter, vandalism	All year round	Daily (Mon-Fri)

## **Appendix 1 Grounds Maintenance Policy**

- This policy covers all aspects of keeping the Town Council's Muster Green in a clean and tidy state, as well as being a safe environment.
- This Policy provides the Council with a process through which to respond to any problems of litter, vandalism and general maintenance.
- Haywards Heath Town Council spot checks its grounds for litter and vandalism. Response time is immediate to help keep the area clean, tidy and safe. All litter bins are emptied on a daily basis.
- The Town Council will repair any damage caused by vandalism. If works require the purchase of materials causing delay the area will be made safe and cordoned off.
- Any graffiti will be removed immediately, to deter further problems in this area.
- All pathways and walkways are cleaned and swept on a regular basis. All surface water drains are reviewed regularly to stop water from pooling and creating slippery surfaces and standing water becoming stagnant.
- All equipment is maintained and kept in good working order to facilitate the most efficient use of working time and ensure the health and safety of staff. The Head Groundsman will devise weekly work plans to assist in the most efficient way of using staff time.
- Volunteers from the local community and schools are encouraged to assist with and complete various community projects during the year.
- Haywards Heath Town Council will undertake clean up events to assist in maintaining a clean environment and to encourage the community, to participate and take pride in their town.
- All grounds maintenance staff and volunteers are asked to keep a look out for litter, vandalism and any maintenance issues that need to be responded to. Haywards Heath Town Council will promote and educate with a view to changing behaviours to reduce the amount of dropped litter, vandalism, fly tipping and dog fouling.
- Haywards Heath Town Council will support and request that Mid Sussex District Council to investigate fly tipping and littering and where appropriate prosecute or issue a fixed penalty notice in accordance with the Environmental Protection Act 1990.
- If serious incidents occur, they will be reported to the local Police and/or Mid Sussex District Council, as appropriate.



## **Appendix 2 – Pesticide Policy**

**Haywards Heath Town Council will avoid the use of Pesticides and does not promote such. If such is required as a last resort with no other option then the following policy will be followed.**

### **1. Introduction**

1.1 Pesticides have been developed primarily for their ability to act on living tissue. Through sophisticated development they are able to target their effects on a limited range of plants and animals. Increasing concern about the hazards that pesticides present to humans and the environment has led to the introduction of legislation designed to control the type of chemical available, the sale and supply, storage, application methods and disposal of pesticides. This is primarily controlled under The Food and Environmental Protection Act 1985 (FEPA), Control of Pesticides Regulations 1986 (COPR) and the Health & safety at Work Act.

### **2. Definition of Pesticides**

2.1 Under the Food and Environmental Protection Act 1985 (FEPA), a pesticide is any substance, preparation or organism prepared or used, among other uses, to protect plants or wood or other plant products from harmful organisms; to regulate the growth of plants; to give protection against harmful creatures; or to render such creatures harmless. The term pesticides therefore have a very broad definition that embraces herbicides, fungicides, insecticides, rodenticides, soil-sterilants, wood preservatives and surface biocides among others.

A pest is defined as any organism harmful to plants, wood or plant products, any undesired plant or harmful creature.

### **3. Legislation**

3.1 In Great Britain, the storage, supply, advertisement, sale and use of pesticides are regulated by:

- The Control of Pesticides Regulations 1986 (as amended) (COPR).
- The Pesticides (Maximum Levels in Crops, Food and Feeding stuffs) (England and Wales) Regulations 1999 (as amended).
- In Scotland by The Pesticides (Maximum Levels in Crops, Food and Feeding stuffs) (Scotland) Regulations 2000, and commonly referred to as the MRL Regulations.
- Similar legislation exists in Northern Ireland. This legislation implements Part III of The Food and Environment Protection Act 1985 (FEPA).

In addition, further regulations:-

- The Plant Protection Products Regulations 1995 (as amended)
- The Plant Protection Products (Basic Conditions) Regulations 1997 (PPPR)

The Control of Substances Hazardous to Health Act 2002 (COSHH) requires that exposure to substances hazardous to health is either prevented or, where this is not reasonably practical, adequately controlled.

#### **4. Legal Implications**

- It is illegal to use a pesticide unless ministerial consent has been given for the intended activity, and that the relevant conditions of consent are complied with. Consent is only given:
  - If all reasonable precautions are taken to protect human health, creatures, plants, the environment and pollution.
  - That no unapproved mixtures or adjuvant are used
  - That formal training of users is required
- Pesticides can only be purchased through approved and certificated suppliers
- Pesticides must be stored in a structure designed for that purpose, and controlled by a certificated storeperson.
- Pesticides for Agricultural and Amenity Horticulture can only be applied by a person with a certificate of competence (NPTC)
- Pesticides must be disposed of in a manner that will not damage human health or the environment.

#### **5. How Parks Operations implements this into working practice**

- Only approved Ministerial chemicals are used
- All application equipment is regularly tested, maintained and replaced as required
- Personal protective equipment is regularly tested, maintained and replaced as required
- All chemicals are applied in accordance to the label requirements
- All staff involved in chemical application are trained to the required certification i.e. NPTC PA-1, PA-6A, PA – 2 and PA – 6AW.
- Areas to be treated are secured from public access, or information notices are posted during application periods.
- Staff undergo regular refresher courses as required
- COSHH assessments are carried out for all chemicals, with only those proving to have the least hazard to the user and environment being used. Regular reviews of COSHH assessments are carried and stock changed as required
- All chemicals are stored in bunded structures that are secure, fire resistant and designed to stop chemical leakage.
- Stock records are kept on site with these stores
- Chemical containers are disposed of through an approved contractor or as designated by legislation.
- Pesticide applications are recorded and kept at East Cemetery Lodge for reference and public information.

#### **6. Parks Operations Pesticide Usage Policy**

6.1 Whenever practical the use of pesticides will be minimised and alternative solutions sought. Within Parks, Gardens and Open spaces there is a continual reduction in the use of Pesticides. This has been achieved by:

- Using the principles of Integrated Pest Management.  
Prevention > Cultural > Bio-Control > Chemical Control
- Carrying out environmental risk assessments to determine the best method of pest control, only use chemical applications as a last resort.
- Using site generated and/or locally chipped compostable material as shrub border mulch.

- By minimising the use of residual herbicides.
- Challenging traditional working practices and introducing new practices which minimise the need to apply pesticides or herbicides.
- Replacing plants, shrubs and grass mixes with cultivars that are less susceptible to pests and diseases.
- Improved staff training, in order to inform and prevent poor practice.
- Linking chemical control to Council Plans and Strategies.

### **Appendix 3 - Haywards Heath Environmental Policy**

Haywards Heath Town Council is committed to continuing to turn Haywards Heath into a cleaner and greener town and a more prosperous place to live and work. We commit to making Haywards Heath a low carbon town and a healthy and active town - with a high quality built and natural environment.

Our Environment Policy supports these goals. Through it we will use our powers and influence to protect and improve the environment and make continual improvement in our own environmental performance, as set out below.

#### **A Low Carbon Town**

- Ensure all of our vehicles are serviced and maintained to a high standard
- Use clean fuel sourced locally

#### **A Quality Built and Natural Environment**

- Prevent or minimise pollution to air, water or land (including noise pollution, litter, fly tipping and the impact of car travel).
- Protect and, where possible, enhance the quality, extent and accessibility of Haywards Heath open space, trees and natural environment along with working for and with our principal authorities on their land ownership.
- Contribute to the creation of a sustainable built environment through the planning process and our own developments through the Council's Neighbourhood Plan.

#### **The Wise Use of Natural Resources**

- Minimise energy and water demand across our building and landholdings and reduce the fuel used by vehicles on Council business, promoting equivalent measures across the Town.
- Encourage the appropriate generation and use of renewable and low carbon energy.
- Minimise waste and the impact of its disposal by applying the 'waste hierarchy': reducing, reusing, recycling or composting and energy recovery before landfill of what remains.
- Use products and materials such as paper efficiently and specify goods that, wherever possible, have a minimal environmental impact in the extraction or sourcing of materials, manufacture, use and disposal.

#### **Scope of the Policy**

We affect the environment through our services and policies, enforcement of laws and regulations, the choices we make when buying goods and services – as well as our role as a community leader.

#### **Environmental Management**

We will manage our impact and monitor implementation of this Policy, fulfilling our environmental responsibilities and ensuring that all Council activities, and those carried out on our behalf, comply with or exceed statutory environmental requirements and any other relevant commitments we make.

We will take steps to understand and control any risks of harm to the environment resulting from our activities.

## **Involvement**

We will enable the full involvement of Councillors and employees by providing information, training and other support. We will work with our contractors and suppliers to help them improve their environmental performance and ensure that, when working for the Council, they adopt equivalent environmental standards.

We will encourage the public and partners to take action too, through environmental information, advice and services.

**Environment Actions** - Haywards Town Council is committed to action in the following, specific areas:

**Water** will be used efficiently for Council activities and on Council premises. In the Council's owned land, green spaces and planting schemes using technology that minimise the need/amount watering needed.

The Council will implement **water-saving** measures on its allotments and at the cemetery, for example, encouraging tenants to reduce their water usage.

The Council's Planning Committee will consider issues of **water use**, water run-off and water pollution when making comments on planning applications.

The Council will support the use of **Sustainable Urban Drainage Systems (SUDS)**<sup>1</sup> in new developments and redevelopments to reduce flooding risks, manage storm-water, minimise diffuse pollution from surface water runoff and help maintain groundwater levels.

The Council's Planning Committee will consider **sustainability, environmental impact** and biodiversity when commenting on planning applications in Haywards Heath and also when developing or redeveloping any of its own buildings.

The Council will respond to consultations relating to the **Local Planning Authority's District Plan**.

The Council will lobby on the need for developing **sustainable drainage in Haywards Heath**, necessitated by the town's particular topography and urban development, in order to counteract flash flooding. The Council will also press for the use of planning obligations (section 106 agreements) to promote sustainable development and mitigate environmental impacts resulting from developments.

The Council will try to monitor its **energy use and improve upon energy efficiency** within its buildings by adopting energy-saving measures, e.g. purchasing electrical equipment with good energy ratings.

The Council will increase **awareness of energy efficiency amongst employees** and encourage energy-conserving behaviour, e.g. switching off lights that aren't needed and switching off equipment rather than using standby. In the longer term, the Council will investigate the feasibility of sustainable supplies of energy to power its premises.

The Council will minimise its **waste production** wherever possible, by reducing, repairing and reusing resources, and by recycling the waste its activities produce, where facilities exist. Rubbish will be disposed of safely, following the correct procedures, and only licensed contractors will be used to deal with hazardous wastes.

The Council will incorporate the possibility of **pollution in its risk assessment procedure** and will use this system to minimise the risks and implement mitigation strategies.

The Council will work, to undertake **specific highways works** that contribute to the improvement of the town environment. These include roundabout maintenance, graffiti removal and clearing fly-posted signs.

The Council will work with relevant Town Partners on the issue of **town centre regeneration**.

The Council will continue to encourage **sustainable transport systems, promoting public transport** and non-polluting modes of transport within the town, such as cycling and walking.

The Council will support the **Walkers Are Welcome** project as part of this. As traffic congestion can significantly reduce air quality, which directly impacts upon human health, the Council will also press other tiers of government for the alleviation of traffic congestion within Haywards Heath and around the outskirts of the town.

The Council will, wherever possible, consider the **conservation and promotion of local biodiversity** in all its activities, but particularly with regard to land management.

The Council will seek to **manage green spaces** in a manner that promotes and protects biodiversity.

The Council commits to **using pesticides in an environmentally** responsible manner and to identifying environmentally-friendly alternatives as a last resort and will try not use such.

The Council is committed to **providing information** (where appropriate) or providing a signposting facility to the relevant authorities, to assist Haywards Heath landowners in the control of invasive species, environmentally sensitive land management and biodiversity conservation.

The Council will **protect and, where possible, enhance the** quality of Haywards Heath's natural environment and open spaces, e.g. by the implementation of the Muster Green and Allotment Management Plans and the further development of Management Plan for Haywards Heath Cemetery.

The Council aims to make its **open space accessible** wherever possible.

The Council recognises that the provision of **Allotments** for residents is an important contributor to the well-being of the community. A comprehensive and transparent Allotments Policy will ensure the Council is able to deliver on local and economic agendas for the community which include community cohesion, education, sustainability, health and the environment.

**Ends.**

## Appendix 4 – Haywards Heath War Memorial Heritage Statement

### Works to Haywards Heath War Memorial (Grade II Listed Building)

#### Responsibility for Haywards Heath War Memorial.

- Haywards Heath Town Council is responsible for the upkeep and maintenance as the War Memorial is located on land under the ownership of the Town Council, known as Muster Green.

#### Memorial Type.

- Stone of Remembrance
- First World War (1914-1918) and Second World War (1939-1945)
- First World War memorial, unveiled on 30 November 1924, with further names added after the Second World War.

#### Location.

- Large grassed area beside Muster Green South (B2272) leading into Haywards Heath (West).  
Muster Green, Haywards Heath, Mid Sussex, West Sussex, RH16 4AJ, England  
OS Grid Ref: TQ 32632 23951

#### Summary of Memorial - Description

- Large irregular granite block standing on a raised mound. WW2 panel on east face and WW1 on west face. Haywards Heath War Memorial is sited on a low grass mound on a triangular green at the western entrance to the Town. The memorial stands some 3m high and is a large, irregular monolith bearing a raised stone cross on a smooth polished panel recessed into the west face. Underneath are large raised letters in stone reading 1914 – 1918 in memoriam. A large bronze plaque underneath carries the names of the fallen. Unusually, as an apparent afterthought, a small bronze plaque below is inscribed also in memory of all comrades who have since passed over from causes attributable to the great war. A bronze plaque has been cut into the east face of the granite block and is inscribed 1939 – 1945 in memoriam.
- First World War (1914-1918)
  - Total names on memorial: 166
  - Information shown: surname, rank, regiment, forename and decorations
  - Order of information: surname
- Second World War (1939-1945)
  - Total names on memorial: 96
  - Information shown: surname, rank, regiment and forename.
  - Order of information: surname
- **Materials:** Cornish granite with bronze plaques.
- **Memorial:** Plaques / Panels.
- **Measurements:** Height 10ft, width 4ft.

#### History

- The aftermath of the First World War saw the biggest single wave of public commemoration ever with tens of thousands of memorials erected across England, both as a result of the huge impact the loss of three quarters of a million British lives had on communities and the official policy of not repatriating the dead, which meant that the memorials provided the main focus of the grief felt at this great loss.
- One such memorial was raised at Haywards Heath as a permanent testament to the sacrifice made by the members of the local community who lost their lives in the WW1
- It commemorates 166 local servicemen who died during WW1, and unusually, also those who died subsequently from causes attributable to the war. The fundraising of £300 and the

erection of the war memorial was overseen by Major Blaker JP, Chairman of the Urban District Council. The memorial was created by Mr Bridgman.

- It was unveiled on 30 November 1924 by the Lord Lieutenant of Sussex, Lord Leconfield and was dedicated by the vicar of Haywards Heath.
- Following the Second World War, a plaque was added to commemorate the 96 fallen of that conflict.

**Haywards Heath War Memorial is listed as Grade II Listed Building for the following principal reasons;**

- Historic interest: as an eloquent witness to the tragic impact of world events on this local community, and the sacrifice it has made in the conflicts of the C20.
- Architectural interest: a dignified Cornish granite monolith displaying a high level of craftsmanship and good quality materials.
- The memorial was listed on the 27 February 2017 after direction from the Secretary of State for Culture, Media and Sport who decided to add Haywards Heath War Memorial to the List of Buildings of Special Architectural or Historic Interest after consultation with Haywards Heath Town Council. Please find supporting evidence as attached.

### **Scheme and Schedule of Proposed Works**

- To remove, clean and reset the steps to the Haywards Heath War Memorial to the West facing side WW1 and allow the placement of two memorial stones at the base of the WW1 side of the memorial. To lay a path from the WW1 side of the memorial from the reset steps to the public path (see map attached). Works to path on WW2 side of the memorial to match the new path being placed on the WW1 side. This would only be in terms of edging.
- Step reset, and pathway works will be as soon as practicable possible after Listed Building consent is approved.
- The VC winner stone and supporting stone will be placed approximately six weeks before the 2<sup>nd</sup> September 2018, which is the date that the VC award winner died.
- The two stones will be York Stone Scoutmoor and will be 600 mm x 600 mm by 50mm deep and weigh 46k. Full specification attached along with path way materials.

### **Mitigation**

- The works to the steps are to be undertaken by a specialised stone mason who has been recommended by a local funeral director who specialise in stone work and memorials.

### **Description of the impact on the special character of the building.**

- There will be minimal impact on the actual Memorial as the steps are not actually attached to the War Memorial. The steps are only to be moved to accommodate a Victoria Cross winners stone and supporting stone (VC and supporting stone specification – please see attached document), which forms part of the Department for Communities and Local Government initiative to remember those who received such as award. The stone is being given to Mid Sussex District Council who are working in partnership with Haywards Heath Town Council for the appropriate placement.
- The pathway will start from the foot of the reset steps and will mirror that in place on the WW2 side of the memorial. The only noticeable change to the environment will be the new path. It is envisaged the War Memorial will not be directly affected.

**Appendix 5 – Health and Safety Assessment – separate document.** *\*\*With all mitigations in place those deemed to be medium risk are deemed to be low risk.*

**Environment Framework Priorities**  
**2023 Council/Financial years.**

**Town Environment**

**Environment Framework References 12 & 15.**

- **Planting**

Agree options for planting more trees at minimal cost to the Council using funds from external sources and voluntary labour to plant and maintain.

Agree programme for planting wildflowers and drought resistant bedding to extend wildlife corridors as well as enhancing the environment and neutralising CO2 emissions. Requires review of current practices in Muster Green, cemetery, nature reserve, allotments. Add bat and bird boxes, ponds, edible gardens. Arrange a meeting of relevant Councillors and Town Clerk to discuss costs and any funds available in this year's budget. In addition, the Town Council will investigate the purchase of tree at nil cost form Carbon Footprint Ltd

<p><b>Target Date:</b> Ongoing with year on year review to implement a phased approach to any changes in the planting regime.</p> <p><b>Projected Costs:</b> The annual budget will naturally be reduced by any reduction of planting. Any reduction in the budget could allow for the purchase of bat and bird boxes, ponds, edible gardens.</p> <p><b>Staff Resources:</b> Time of Town Clerk, Deputy Clerk and Groundstaff.</p>
--

- **Litter Cleanups initiated by Councillors with community involvement.**

Include signage clean up and identification of Grot Spots.

<p><b>Target Date:</b> Ongoing onwards – Programme to be agreed.</p> <p><b>Projected Costs:</b> Nil.</p> <p><b>Staff Resources:</b> None for litter but Groundstaff time for yellow signs.</p>
--

- **Review Weed Control Practices**

<p><b>Target Date:</b> Completed no weed spraying being undertaken</p> <p><b>Projected Costs:</b> £1,550 per kerb side spray. HHTC land undertaken by Groundstaff within existing budgets.</p> <p><b>Staff Resources:</b> External Contractor and Groundstaff.</p>
--

**Policy Development and Planning Framework**

**Environment Framework References 31, 33, 36, 42, 44, 45,52, 57 -58, 61, 71, 73, 79 & 80**

- **Planning**

To encourage best practice in plans for new buildings.

<p><b>Target date:</b> 2023/2024 revie of HHNP. Being promoted through HHNP and MSDC DP.</p> <p><b>Projected Costs:</b> Nil.</p> <p><b>Staff Resources:</b> Planning Clerk comments from Members consideration of applications.</p>
---

- **HHTC actions for own premises.**

Produce an Environment Code of Conduct for the offices.

<p><b>Target date:</b> End of December 2023</p>
---



**Projected Costs:** Nil. The outcomes of a code of conduct may have minimal admin costs that can be met through existing budgets.  
**Staff Resources:** Audit by Town Clerk to be completed by end of December.

- **HHTC Carbon Offset & Bio Diversity Strategy**

- HHTC to use existing and acquired land to re-forest and increase biodiversity.
- Explore working with <https://www.carbonfootprint.com/plantingtrees.html>  
- to create local Haywards Heath Carbon offset strategy.
- Start by using existing land (i.e. Hurstwood) to offer a Carbon Offset as part of Tree Planting strategy.
- Ring fence money to acquire more Land. If necessary, using compulsory purchase.
- Strategy should ensure diversity of native trees and native flowers (no mono-culture).
- Encourage local schools to adapt a ReWilding area and track bio-diversity as part of school project.
- If CarbonFootprint is an appropriate partner (TBD) low effort if HHTC works with an established program.
- Link activity into <https://www.westsussex.gov.uk/land-waste-and-housing/public-paths-and-the-countryside/how-we-support-conservation-and-biodiversity/>

**Target Date:** TBC

**Projected Costs:** Unforecastable at the present time. The Town Council would have to consider how much money to ring fence and determine how it would manage its liabilities

**Staff Resources:** Unknown.

## Communication and Signposting

### Environment Framework References 4, 6, 46, 47 & 49.

- **Community**

Information, in newsletters and social media, Council stands at Town Day. School involvement including spreading best practice between schools.

**Target Date:** 2023 now and ongoing.

**Projected Costs:** Already in budget.

**Staff Resources:** Marketing Officer already producing forums to convey the information.

- **Twinning Associations**

Collect information on actions in Bondues and Traunstein. Traunstein are ahead of HHTC on actions so we can learn from them.

**Target Date:** End of October 2023 and ongoing.

**Projected Costs:** Nil

**Staff Resources:** Marketing Officer/Mayor's secretary.

- **General**

HHTC Join Climate Local - <https://www.local.gov.uk/topics/environment-and-waste/climate-local>. HHTC Town Clerk to communicate HHTC activities into the community and highlight activities that HHTC should consider.

**Target Date:** Immediately.

**Projected Costs:** Already in budget.

**Staff Resources:** Marketing Officer already producing forums to convey the information.

## Retail and Food Waste

### Environment Framework References 3 & 4.

- **Haywards Heath Eco Retailer Award**  
To promote local climate awareness and reward eco-friendly retailers:
  - Haywards Heath Annual Eco-Award (HHTC at Town Day).
  - Criteria to be determined - but suggested include - promotion of education, localism, waste/recycling (e.g. participate in togoodtogo), healthy eating/high plant diet, compostable packaging, water-refill etc.
  - A cash award, Retailer can donate to Environmental charity of their choice, profile in local paper and HHTC site.
  - Low effort.

**Target Date:** Launch for implementation April 2023.

**Projected Costs:** Minimal £250 for admin and sponsorship to be secured for prize fund.

**Staff Resources:** Minimal - Town Clerk and Events and Community Officer.

- **Recycling Bottle tops, Crisp packets, plant pots.**

Receptacles at HHTC

**Target Date:** Already Implemented and ongoing.

**Projected Costs:** Nil

**Staff Resources:** Reception staff collection, volunteer sorting and private company collection.

- **Food Waste**

Request MSDC to implement a food waste service similar to Lewes. <https://www.lewes-eastbourne.gov.uk/bins-waste-and-recycling/food-waste-recycling/>

Support Burgess Hill's Maker Initiative.

Low cost / Low effort.

**Target Date:** End of July 2023

**Projected Costs:** None to HHTC

**Staff Resources:** Minimal

## Town Council

- **HHTC Rooftop Solar Install**
  - WSCC is currently investigating bulk solar purchase for Sussex:
  - Ideally part of a WCSS initiative if that progresses. But could be pursued more locally if needed.
  - HHTC to actively aid/ promote WCSS initiative in each Ward.
  - Up front cost to HHTC ~£15K (guesstimate) - long term energy savings.
  - Low Effort.

**Target Date:** in abatement.

**Projected Costs:** TBC

**Staff Resources:** Application process for monies to be administered and outcomes monitored by Events and Community Officer.

## Transport

### Environment Framework References 26, 37 & 49.

- **Traffic**
  - Install bicycle stands on South Road
  - Petition MSDC / WSCC for traffic calming in HH town centre - more cycle friendly environment for HH Town Centre.
  - Low cost / Low effort.

**Target date: 2022/20223** – In terms of setting out a policy position for HHTC and capital costs for bicycle stands.

**Projected Costs:** None for petition. Capital costs to be suggested in budget setting for 2020/2021.

**Staff Resources** – Town Clerk.

### Consider actions to improve air quality, reduce pollution from traffic.

- Destination Haywards Heath

**Target Date:** End November 2023. Not within HHTC remit, but E and GP via EWG has already resolved to write to MSDC/WSCC on the matter. This will be actioned after Full Council.

**Projected Costs:** Nil

**Staff Resources:** Town Clerk.