



# HAYWARDS HEATH TOWN COUNCIL

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

**Tel:** 01444 455694    **Email:** [town.clerk@haywardsheath.gov.uk](mailto:town.clerk@haywardsheath.gov.uk)

**Website:** [haywardsheath.gov.uk](http://haywardsheath.gov.uk)

9<sup>th</sup> April 2025

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 14<sup>th</sup> April at 7:00pm** at the Town Hall in the Council Chamber when the following business will be transacted.

*Yours Sincerely*  
**Steven Trice**  
Town Clerk

## AGENDA

1. To receive apologies for absence.
2. Public Participation. The public are invited to attend the meeting to observe in person. They may ask questions under the council's remit or make representation on a matter that is on the agenda. Speaking is guided by the Council's standing order 1 (available on website). You should indicate that you wish to speak by raising your hand. There is no right of reply. Should you wish to circulate anything to the committee this should be sent to the Town Clerk no later than 12 noon on the day of the meeting.

To commence not later than 7.15pm.

3. To receive the minutes of the Environment and General Purposes Committee meeting held on 10<sup>th</sup> February 2025.
4. To note Substitutes.
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To receive an update from the Community Engagement Manager on Town Council events.
7. To receive a report on the Muster Green Management Plan (Plan to follow). (page 5)
8. To consider a report relating to the potential placement of solar panels on the Town Hall. (pages 6-15)



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9. To receive an update on the Town Council's internal environmental policies. (pages 16-37)
10. To receive for adoption a policy relating to the keeping of chickens on Town Council owned allotment sites. (pages 38-41)
11. To receive a verbal update on South and South East in Bloom.
12. To consider any items that the Chair agrees to take as urgent business.

**Committee Members: Environment and General Purposes Committee:** N Chapman (Chair), A Rees (Vice Chair), A.M Cooke, S Ellis, S Inglesfield, D Pascoe, L Wilson.

*'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 Stephanie Inglesfield    **Town Clerk** Mr Steven Trice

**HAYWARDS HEATH TOWN COUNCIL**

**Minutes of the Environment and General Purposes Committee 10<sup>th</sup> February 2025.**

**Nick Chapman (Chair)**  
**Alison Rees (Vice Chair)**  
**Anne- Marie Cooke**  
**Sandy Ellis**  
**Stephanie Inglesfield**  
**Deanna Nicholson \*\***  
**Duncan Pascoe**  
**Leila Wilson**

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

**Also present: Committee Clerk, Events and Community Officer, Project Officer**

**38. Apologies**

<b>Member</b>	<b>Reason</b>
Cllr Nicholson	Illness

**39. Public Participation**

There were no members of the public present.

**40. Minutes**

The minutes of the Environment & General Purposes Committee dated 9<sup>th</sup> December 2024 were taken as read, confirmed as a true record and duly signed by the Chairman.

**41. Substitutes**

There were none.

**42. Declarations of Interest**

There were no declarations of pecuniary or other interests.

**43. To receive a verbal update from the Events and Community Officer on the events for 2025 and the Leave No One Behind Campaign**

Events and Community Officer Imogen Wilson thanked Project Officer Hermione Davidson for helping the 2024 Leave No One Behind campaign be so successful, reaching an even wider demographic than in previous years. She advised of positive feedback received, printouts of some of this was then circulated with Members. Cllr Inglesfield and Cllr Chapman both noted the positive experiences they had while delivering the LNOB boxes. The ECO said that 2024's boxes were so well-filled due to funding being received from the National Lottery and an additional £1000 being received from CSL Behring. She added that the Leave No One Behind campaign would be repeated in 2025.

The ECO confirmed that all relevant parks had been booked for 2025's programme of events and that Barn Cottage and Beech Hurst had been considered as alternatives for the Teddy Bear's Picnic which may be impacted by planned works in Victoria Park.

She confirmed that road closures had been applied for the VE Day event and asked Members to be forthcoming in providing assistance with these in place of hiring a management company.

The ECO confirmed that main acts had been booked for Town Day.

The ECO then presented a copy of the Spring edition of the Council's newsletter and highlighted the different format, which utilised professional photos of the Town Hall and Town Day. She confirmed this would be distributed from 27<sup>th</sup> February.

She mentioned the new section of the Council's website which allows members of the public to upload their own events, adding that these were all reviewed in house before being posted on the website, and that the page clearly showed a disclaimer stating that the Council are not liable for any third-party events. She reminded Members to help spread the word about this.

Members **NOTED** the update.

**44. To receive a report on the proposed 2025 Christmas Event.**

The ECO confirmed that three church halls – the United Reform Church, St Wilfrid's Church and Haywards Heath Baptist Church – had been booked for the event and that this would allow for businesses on Sussex Road to be included.

Without comment;

Members **NOTED** the update.

**45. To consider the actions and notes from the Allotment Holders meeting dated 23rd January 2025.**

Without comment;

Members **NOTED** the minutes and actions from the Allotment Holders Meeting held on 25<sup>th</sup> January 2025.

**46. To consider Environment matters and current policies.**

The Project Officer presented the draft HHTC Environment Policy.

Cllr Ellis suggested that future newsletters could be in a digital format. The ECO advised that this could potentially be looked into but it would sit alongside paper newsletters to include people who may not be able to access it in a digital format. Cllr Ellis mentioned the possibility of Members being given individual tablets to manage agendas and minutes in a secure format. The ECO suggested sharing the agenda on the large screen in the Council Chamber during meetings as an alternative, Members were receptive to this idea. Cllr Ellis noted the aim of 'Increased planting of trees within the town' and suggested drawing up a plan of where trees could be planted. She added that it could be useful to publicise the town's water fill stations.

Cllr Inglesfield stated that, once agreed upon, she would like the Council to promote the Environmental Policy and invite members of the public to suggest their ideas to help the environment. She suggested lobbying relevant authorities to add recycling bins to local parks and green spaces.

Cllr Pascoe said that it would be good to use catering suppliers with low carbon footprints and who source local products, wherever possible.

Following discussion, Members wished to make the following amendments;

- Change wording to; ‘ to continue to improve the impact of Haywards Heath Town Council has on our environment’;
- And the following addition;
- To lobby other authorities and encourage residents to be more environmentally aware.

These amendments and additions were moved by Cllr Inglesfield and seconded by Cllr Wilson.

**Members RESOLVED to ADOPT the Haywards Heath Town Council Environment Policy with the following amendments and additions;**

- **Amend wording to ‘to continue to improve the impact HHTC has on our environment’**
- **Add ‘To lobby other authorities and encourage residents to be more environmentally aware’.**

**47. To consider legal matters in relation to works to be undertaken by West Sussex County Council on Muster Green.**

Without comment;

Members **RESOLVED to DELEGATE to the Town Clerk the handling of the administration and execution of the legal arrangement(s) with West Sussex County Council regarding the works to be undertaken on Muster Green.**

**48. To receive a verbal update on South and South East in Bloom including World Earth Day.**

Cllr S Ellis stated that the committee would only be entering the cemetery into this year’s In Bloom contest due to the planned works at Muster Green, but they would be encouraging other people to take part. She said that the committee would be meeting with Lindfield committees on 17<sup>th</sup> February. For World Earth Day, she stated that the committee had contacted Warden Park and Oathall schools to ask them to produce artwork to celebrate the 55<sup>th</sup> anniversary. They had also contacted local care homes to ask them to discuss how food wastage was tackled during the war and rations time. They hoped that discussions around this would help tackle loneliness and bring up some recipes and experiences that could be used to educate people on limiting food waste.

Members **NOTED** the update.

**49. Urgent Items**

There was none.

**Meeting closed at 7.43pm**

**Committee Meeting: Environment and General Purposes Committee**

**Report of:** Town Clerk

**Date:** 21<sup>st</sup> February 2022

**Subject:** Muster Green Management Plan

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**Purpose of Report**

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

**Summary:**

- 2) The following report asks for Members to formally adopt a revised Management Plan for Muster Green for 2025/2026.

**Members are recommended to;**

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

**Background:**

- 3) At the meeting on the Environment and General Purposes Committee dated the 20<sup>th</sup> October 2014, under Minute 31, Members **RESOLVED to, enter Muster Green into the Green Flag Award scheme.**
- 4) As part of the application for Green Flag Status, continued success in South and South East in Bloom and for good working practices the Town Clerk has developed a management plan for Muster Green, which is entering its eleventh year.
- 5) This report is tabled, with the 2025 application for Green Flag Status having already been made, and asks that Members consider and make comment upon the management plan with amendments, if necessary, and adopt the document and the policies included.
- 6) Please note with the extensive utilities works we are facing on Muster Green at the present time and over the summer the Management Plan is focused on getting the Green back in order after the works are completed.
- 7) The plan is sent as an additional document to the main agenda and if viewing on the website will be found under the additional documents tab.

**Town Clerk**

**Committee Meeting: Environment and General Purposes Committee**

**Report of:** Community Engagement Officer/Town Clerk

**Date:** 14<sup>th</sup> April 2025

**Subject:** **Solar Panels – Haywards Heath Town Hall**

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**Purpose of Report**

- 1) The purpose of this report is for Members to consider an environmental matter.

**Summary:**

- 2) The following reports presents a revisit of the implications of installing Solar Panels on the Town Hall roof. This matter has been under consideration for a number of years. Members are asked to consider whether to pursue the matter during the 2025/2026 Council with a view to installation with the 2026/2027 Council with an appropriate budget being put in place.

**Members are asked to consider,**

**Whether to recommend to the Policy and Finance Committee a forward plan to enable the installation of Solar Panels on the roof of the Town Hall, if agreeable, based on the information provided in the Appendix 1 of this report.**

**Background**

- 3) Research undertaken by the Community Engagement Officer is appended to this report and the Committee is asked to consider the options available and take a view on the best way to approach any procurement on the matter.
- 4) Members will note that there are many options on how the Solar Panel could be delivered on the Town Hall roof including the timescale for pay back and how the energy can be used. In terms of a decision, it is asked that the principle of any move to install such be decided.
- 5) It is acknowledged that this is a very complicated matter and professional assistance will of course be needed so any direction and agreement to proceed would be appreciated.

**Financial Implications**

- 6) At the present time there is no budget set for the installation this as per the recommendation will need to be considered by the Policy and Finance Committee.

**Policy Implications**

- 7) The Town Council can progress this project 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 15<sup>th</sup> May 2023 under minute 20.

**Town Clerk**



## Task: To compare and contrast 4 solar panel quotes for HH Town Hall

It is important to use an MCS-certified installer.

Q: Are they all MCS certified?

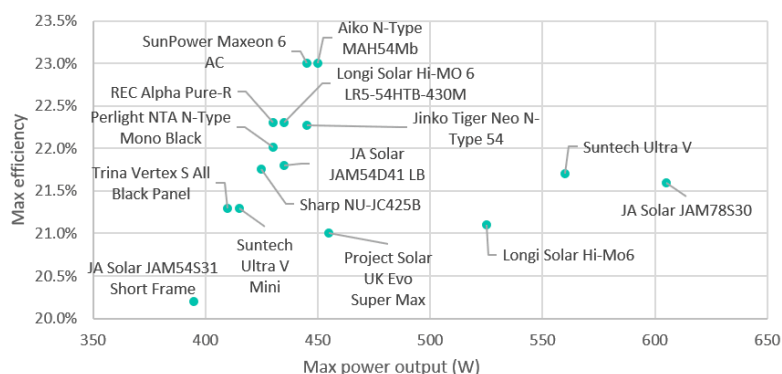
Company A	Company B	Company C	Company D
Yes	Yes	Yes	Not obvious

### Solar Panel Efficiency Comparison

Monocrystalline cells typically achieve efficiency in the range of 20% - 23%, as illustrated in the data below, since they're made of single silicon crystals (not multiple crystals, like polycrystalline cells).

What are the best solar panels?

*Comparing solar panels by efficiency and power output*



Q: Which panel do they use? Rate best to worst (1-4)

A	B	C	D
Jinko Tiger Neo N – type 54 HL 420-440W	Longi HiMo6 Explorer 430W	Jinko Tiger Neo 435w N-type	Aiko 455w N-Type
2nd	2nd	2nd	1st

**Note** about power and efficiency stats: Within a specific product line, manufacturers tend to offer a few different power options. A range of 'sizes', in effect. And within each product line, efficiency will typically vary depending on the power output—the panels with higher max power output (in Watts, or 'W') tend to have better efficiency.



## Solar Panel Price Comparison

To make it easier to compare solar panel prices, we've researched prices of some of the more popular makes and models in the UK market, uninstalled. But sometimes you get what you pay for—note that SunPower has arguably the [best warranties](#) of the panels we analysed, as well as the best efficiency (discussed above) and lowest degradation (discussed in the next section).

<b>Manufacturer</b>	<b>Model</b>	<b>Average price (excl installation)</b>
JA Solar	JAM54S31 Mono Half-Cell MBB Short Frame	£75
Longi Solar	Hi-MO 6 LR5-54HTB-430M	£83
JA Solar	JAM54D41 LB	£91
Jinko	Tiger Neo N-Type 54	£94
Aiko	N-Type Black Hole A MAH54Mb	£112
Suntech	Ultra V Mini 405Wp	£160
JA Solar	JAM78S30 Mono Half-Cell MBB	£161
Perlight	NTA 430W N-Type Mono Black Module	£162
REC	Alpha Pure-R	£168
Trina Solar	Vertex S 410w All Black Panel	£169
Suntech	Ultra V	£170
Sharp	425w NU-JC425B	£299

Manufacturer	Model	Average price (excl installation)
SunPower	Maxeon 6 AC	£522

Q; What is the basic cost per panel? Rate cheapest to most expensive

A	B	C	D
2	1	2	3

**Note:** the cost of an installed system reflects much more than just the panel costs.

### Solar Panel Warranty Comparison

[Solar panel pay back](#) can take in 8-12 years, in many cases. (By 'paying back' we essentially mean that the money you've saved not paying the grid for electricity exceeds the installation cost of the panels.) But how long will the panels last after they've paid back —that is, how long after you've 'paid them back' will you get 'free electricity'?

Many experts we've spoken to say that the expected life of solar panels is a good 25-30 years, but some panels will last longer than others. A good way to get a handle on how panels compare in these terms is to compare their warranties. Because if a manufacturer gives a longer warranty, it's a good sign that they expect the panels to last the distance.

Manufacturer	Model	Panel Warranty	Performance Warranty
Project Solar	UK Evo Super Max (Evolution Titan)	lifetime (99 years)	n/a
SunPower (Maxeon)	Maxeon 6 AC	25 or 40 years	25 or 40 years
Perlight	NTA 430W N-Type Mono Black Module	30 years	30 years
Jinko	Tiger Neo N-Type 54	25 years	30 years
Sharp	425w NU-JC425B	25 years	30 years
REC	Alpha Pure-R	25 years	25 years

Manufacturer	Model	Panel Warranty	Performance Warranty
Longi Solar	Hi-MO 6 LR5-54HTB-430M	15 years	25 years
Longi Solar	525W Hi-Mo6	15 years	25 years
Trina Solar	Vertex S 410w All Black Panel	15 years	25 years
Aiko	N-Type Black Hole A MAH54Mb	15 years	30 years
JA Solar	JAM54D41 LB	12 years	30 years
JA Solar	JAM54S31 Mono Half-Cell MBB Short Frame	12 years	25 years
JA Solar	JAM78S30 Mono Half-Cell MBB	12 years	25 years
Suntech	Ultra V Mini 405Wp	12 years	25 years
Suntech	Ultra V	12 years	25 years

Q; How do the panels rate on warranty?

A	B	C	D
1	3	1	2

**Note;** A **product warranty** essentially guarantees the equipment, for example, from material workmanship or manufacture defects that materially impede the power generation. It might cover glass breakage if there is no external cause of breakage. But deterioration in the appearance of the products (e.g. scratches, stains, mechanical wear, rust, mold, deformation or discoloration) likely will not usually count as defects under a product warranty.

Manufacturers typically have the option to repair, replacement or provide a refund, at their discretion. As with all warranties, be sure to check the terms yourself. Also, check to see if only the equipment is

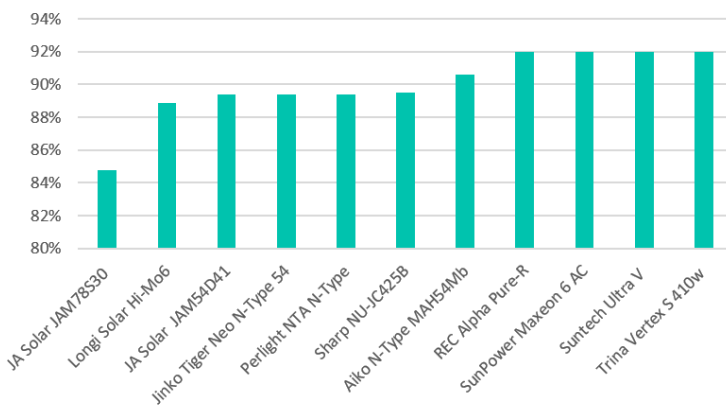
covered, or if the warranty also covers the service costs incurred while repairing or replacing faulty equipment—it should.

**What is a performance warranty (aka power output warranty)?**

Solar panels degrade over time, losing a bit of output each year. Typically, the degradation is around 1-2% the first year, then anywhere from 0.25% to 0.55% each year thereafter.

The experts at NimbleFins have estimated how much peak performance should remain after 25 years for many popular solar panels, using data from their power output warranties.

Comparing Guaranteed Peak Power in Solar Panels  
 Estimated minimum power at 25 years

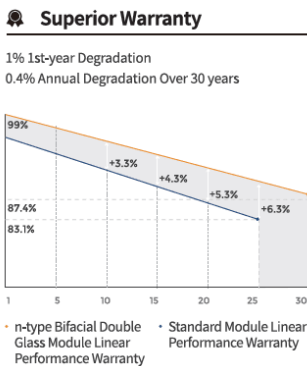


Analysis by NimbleFins

**Q: Which panel will be performing best in 25 years?**

A	B	C	D
2	3	2	1

The information about degradation should be found on the datasheet for any PV module. It will look something like this, which we sourced from JA Solar JAM54D41:



**JA Solar performance warranty**

Note: separately check the [workmanship warranty of your installer](#), which will be separate from the product warranties offered by the equipment manufacturer.

- **Install team:** Who does the work—are teams in-house employees or do they outsource the work in your area? This may or may not matter to you, but it's worth considering.

Q: Installers inhouse or outsourced?

A	B	C	D
Inhouse team – no subcontractors	Describes himself as a local installer	Uses ‘installation team’	“Installed and certified by our trained installation team”

- **Equipment warranties:** Panel warranties typically range from 12 years to 30 years; battery warranties are usually around 10 years (and the [best solar panel batteries](#) can last 10,000 cycles, equivalent to 27 years of 1 full cycle/day).

Q: Warranties?

A	B	C	D
25 yr panel product 30 yr panel performance 5 yr inverter product	No warranties mentioned	No warranties mentioned	25 yr panel product 30 yr performance 10 yr workmanship guarantee (12 yr inverter product)

- **Customer satisfaction:** Check online reviews for the installer e.g. Trustpilot. You can also look for reviews of the panel/battery manufacturers but these may be harder to find.

Q: Trustpilot/Checkatrade/Which/Trustatrade Reviews:

A	B	C	D
TP= 0 reviews CAT= 9.9 (284 reviews) Which= TAT= 5 star (12 reviews)	21 x Five star reviews 9.9 (293 reviews)	0 reviews  4.8 (7 reviews) 4.92 stars (40 reviews)	0 reviews 9.96 (277 reviews)

- **Equipment output and efficiency:** Solar panels for residential use commonly range from 395W to 450W of output each, with maximum efficiency ranging from 20% - 23%. Home storage batteries can vary between 5.2kWh and 13.5kWh of storage space per battery (multiple batteries can often be stacked for larger storage capability) with efficiency figures between 80% and 95%. These factors will determine how much power your system can generate/store for home use.

Q: Does the scheme involve a home storage battery?

A	B	C	D
No	No	Yes – inc 16kwh battery storage unit to reduce	No but can easily add a battery at a later date.

		grid dependency by an extra 19%.	
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- **Expected solar generation:** Combine the output and efficiency figures (above) with the number of panels to determine the expected annual solar output of the entire system. How do different proposals compare in this regard? Ultimately, we think this is one of the biggest factors to compare when deciding on a solar panel proposal.

Q. How much power can the system generate? Usage based on estimated 12000 kwh pa.

A	B	C	D
Est 7554 kwh pa	Est 13176 kwh pa Projection over 25 yrs: Total 309597 kwh 263158 kwh consumed 46440 exported	Est 6804 kwh pa Projection over 25 yrs: Total: 159874 kwh 130691 kwh consumed 29183 kwh exported	Est 12524 kwh pa Direct use 4190 kwh pa To grid 8334 kwh pa From grid 8810 kwh pa

- **Expected solar generation:** Combine the output and efficiency figures (above) with the number of panels to determine the expected annual solar output of the entire system. How do different proposals compare in this regard? Ultimately, we think this is one of the biggest factors to compare when deciding on a solar panel proposal. (see number of panels lower down)
- **Price:** Cost is clearly a big factor, but be sure to weigh the relative costs of different proposals against the expected solar generation in each proposal. You may find that the solar power expected by different systems varies more than you'd realise (whether due to different solar panels, shade optimisation where needed, etc.)
- Q. What is the overall cost?

A	B	C	D
£11,480	£12,718.57	£16119.62	£20,738.00 + scaffolding costs
		6yr lease £311.65 per month	
	5 yr payback	11 yr payback	8 yr payback
	Net present value £37,715.94	Net present value £13,652.56	
	Internal rate of return: 20.6%	Internal rate of return: 10.9%	

- **Check the 'shade factor'** that a proposal assumes in their power generation modelling. We looked through the fine print of a few solar panel quotes we received, and noticed a pretty glaring discrepancy between two different proposals. One company set our shade factor at 0.91, implying our site is partially shaded—a shade factor lower than 1 effectively reduces the

expected power output of the panels. We think for our situation that a shade factor of 0.91 is fair, as there's a chimney on the roof and a large tree nearby. But another company (knowing about the chimney and the tree), set the shade factor at 1, implying no shade on our roof. That proposal assumed full sun and consequently estimated higher-than-realistic solar generation each year as a result—making their proposal look a bit better than it should, in our opinion. Be sure to check your shade factor and don't be afraid to question an installer's assumption about this!

#### Q. What shade factor was used?

A	B	C	D
1	0.96	0.95	0.88/0.69/0.73/0.89

- **Compare size and output of the system.** These are critical components of any quote, to ensure you get the most for your money.
- Q. How many panels are there?

A	B	C	D
Based on 16 panels on flat roof. All 5 degrees from South with an 18-degree tilt.	Based on 32 panels 5 panels 95 degrees from south with 30-degree tilt. 16 panels 5 degrees from south with 30-degree tilt.	Based on 16 panels on flat roof. All 6 degrees from south with 11-degree tilt.	Based on 37 panels. 5 facing south (7d/34dt). 14 on flat roof (7d/10dt). 12 facing east – (83d/34dt). 6 facing west 97d/34dt).

- **Different software** Many large solar installers use software that draws on satellite imagery of homes across the UK (e.g. what you see in the satellite view of Google Maps). There are a few of these software systems in the market, and some installers use the same versions. For example, [OpenSolar](#) is a very popular digital design software for solar panel systems. You might think that using the same software would result in quite similar quotes, but in our personal experience, competing companies using the same software can create very different systems.

Why? A few reasons.

#### The 'solar expert' who designs your system

The 'solar expert' designing your solar panel system uses the software to visually 'place' panels on your roof. When doing so, they need to leave gaps between panels and also gaps between panels and the ridges or edges of the roof, as well as obstacles like chimneys. This involves a bit of guesswork. In our experience of getting quotes, we found that different 'designers' come up with different panel layouts, and some seem confident of fitting more panels on a roof space than others. This may be particularly relevant to you if you have a roof with lots of elevations and ridges and obstacles (in contrast to one large, wide expanse of open, unobstructed roof space).

All seemed to suggest one solution – placing most of the panels on the flat roof. Some suggested additional panels utilising additional surfaces.

**The equipment may differ**

Not all installers work with all manufacturers. And, in fact, the larger, national installers typically have chosen just a few solar panel and battery options. They may choose manufacturers to accommodate different technical requirements (e.g. SolarEdge for shade) or choose manufacturers to suit different budgets. e.g. from 'value' then 'premium' to 'ultra' that were hundreds of pounds different in cost

Larger installers can negotiate good prices with manufacturers if they limit the product range and become more efficient and specialised in their knowledge by working with a smaller set of products. However, large installer may not offer equipment that's best suited for your project.

Our quotes seem to be from smaller local providers. Alternatives could be discussed but straight forward quotes were received with no tier system apparent.

Any other observations:

A	B	C	D
Not very detailed.	Suggested electricity savings of £83,002 over 25 years.	Also provided non battery scheme quote at £10,331.76	Propose non battery system using SolarEdge as they can have large amounts of panels on one string. This helps with shading issues. Economy depends on electricity supplier and payback scheme (Octopus was popular at time of writing). Other options available. Need to submit application to DNO.

**Summary: Very difficult to compare schemes.**

A offered little detail.

B suggested the quickest payback.

C is based on a battery system, but would we benefit from using stored electricity at night.

D offered lots of variations and helpful suggestions e.g. depends on energy supplier and may need to submit application to DNO but seemed to take a long time to provide info (from Karens emails).



**Committee Meeting: Environment and General Purposes Committee**

**Report of:** Community Engagement Officer/Town Clerk

**Date:** 14<sup>th</sup> April 2025

**Subject:** Environment Action Plan Updates

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**Purpose of Report**

- 1) The purpose of this report is for Members to consider a Town Council Policy.

**Summary:**

- 2) The follow report s on the action undertaken with regards to the Town Council’s adopted Environment Policies.

**Members are recommended to consider the update on the Town Council’s Environment Polices.**

**Background**

- 3) Update attached for Members considerations and comment. Please note that work has not started on Appendix 1 and 5, which are pending so please focus on Appendix 2, 3 and 4.

**Financial Implications**

- 4) None.

**Policy Implications**

- 5) The Town Council can progress this project 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 15<sup>th</sup> May 2023 under minute 20.

**Town Clerk**

## ACTION PLAN

**COUNCIL DECISION MAKING** =- plan adopted 10/2/25 **Please start at 2.**

ITEM	ACTION	PROJECTED COST	ACTION PLAN started 2024	UPDATE 2025
1A - Council Funds	<p>To undertake a review as to where council funds are currently invested. To check they are not held in fossil fuel companies and support low-risk sustainable banks and funds. Following this, to create an Investment Policy for Councillors to approve.</p> <p><b>Measurable?:</b> Following review, and a potential movement of funds, are funds now held in the most ethically suitable place? Review Council Investment Levels.</p> <p><b>With Who?</b> RFO/Steve</p> <p><b>Timescales:</b></p>	£0.00	<p>Funds are currently held with CCLA. Their website advises they offer investments in sustainable companies with their ambition is to deliver trusted, responsibly managed, strongly performing products and services aligned to our clients' values and purpose. A description of Good Investment that most people would recognise. Write a formal Investment Policy and review Council investment levels.</p>	
1B - Accreditation for HHTC	<p>To research if the Councillors wish to pursue the possibility in principle of applying for an environmental accreditation for HHTC. Eg: Green Accord?</p> <p><b>Measurable?:</b> Result of asking the Councillors to vote on the principle.</p> <p><b>With Who?:</b> All Officers to be involved.</p>		<p>Green Accord is operated by Exeter City Council, a relatively simple process, need to answer questions and supply a log of evidence. £400 + VAT per year for Bronze level certificate (based on number of employees). Other accreditations include: Investors in the environment</p>	

			(www.iie.uk.com), helps companies examine their environmental impact, eg: looking at utilities, gathering baseline data, need to undertake a social project per year. Basic plan £999 per year . Do Councillors wish to participate in this type of scheme?	
	<b>Timescales:</b>			
1C - Planning Applications	<p>To confirm that the Planning Committee Members actively consider sustainability, environmental impact and bio-diversity issues when commenting on application, when appropriate. Must be noted that there will be a review of the Neighbourhood Plan in 2025.</p> <p><b>Measurable:?</b> By reviewing recent major planning applications.</p> <p><b>With Who?:</b> Planning Committee &amp; Committee Clerk</p> <p><b>Timescales:</b></p>	£0.00	Planning applications to be heard on MSDC notifications.	
1D & E- Purchasing Power of HHTC	<p>To explore the current pattern of purchasing decisions/supplier contracts. Are we leading by example, purchasing from local sustainable suppliers or those whose environmental stance aligns with ours? Are there any 'special offers' we can pass on to residents if HHTC can make savings?</p>		<p>Liaise with other Parish/Town/District Councils to create a directory of 'approved' suppliers.</p>	

	<p><b>Measurable?:</b> By producing a list of suppliers whose credentials align with our environmental stance.</p> <p><b>With Who?:</b> Steve/Karen</p> <p><b>Timescales:</b></p>			
1F - Grounds Staff Vehicles	<p>To explore the potential change to from a diesel to an electric truck for the grounds staff.</p> <p><b>Measurable?:</b> By reviewing the specification for the truck and liaising with the garage to understand its capabilities.</p> <p><b>With Who?:</b> Steve, Andy &amp; Andrew</p> <p><b>Timescales:</b> Complete for the main truck - this has been explored but due to the constraints of the vehicle it is unfit for purpose (unable to tow the water bowser)</p>	Set against the current lease costs of van.	The main truck (that tows the bowser) has just been replaced, April 2024. The electric van used by the Grounds Staff is scheduled for review in September 2024 ahead of the lease expiry in December 2024.	
1G - Purchase of Fuel and Fuel Card	<p>To explore the current spend (truck and fuel for equipment) and limitations of the incumbent system. Occasionally charges are incurred for using the card. Are there any better alternatives available?</p> <p><b>Measurable?:</b> Decision to remain with current provider or move once spend audit has taken place.</p> <p><b>With Who?:</b> Andrew &amp; Andy</p> <p><b>Timescales:</b></p>	Within vehicle expenditure budget	Requested details from Andrew	

**ENERGY EFFICIENCY**

ITEM	ACTION	PROJECTED COST	ACTION PLAN	UPDATE 5/2/25
2A - Energy Providers	<p>To review the cost of current energy providers. Are HHTC utilising a 'green' supplier?</p> <p><b>Measurable?:</b> Decision to remain with current provider or move once audit has taken place.</p> <p><b>With Who?:</b> Andrew, Steve &amp; Karen</p> <p><b>Timescales:</b></p>	£0.00	Review current expenditure with Andrew in line with contract expiry. Create an expiry database for all contracts held with the council.	<p>Town Hall and Depot currently on same invoice. Provided by Valder Energy. <b>Fixed until 2027.</b></p> <p>Street lighting contract has limited options - provided through a broker. Currently with EDF. <b>Fixed until Oct 27.</b></p> <p>Stick with provider until renewal</p> <p><b>Consider new green provider in budget for 2027</b></p>
2B - Equipment Switched Off when building is closed	To ensure the lights, computers and printer is turned off when the building is closed.	£0.00	Incorporated into the working document created to cover multiple Items 'Internal Environment Policy'. Posters created for: turning off computer, printer, lights and turning the heating down. Need to laminate these and put up around the office to remind officers of the process.	Cleaner turns on main lights in the morning and the caretaker ensures they are all off at night. Staff cover when they are absent and will turn off non-essential lights during the day.

	<p><b>Measurable?:</b> By looking at equipment to check it is switched off.</p> <p><b>With Who?:</b> Each staff member is responsible for turning off their own device, last staff member to leave should also turn off the main printer.</p> <p><b>Timescales:</b></p>			<p>All staff to monitor progress.</p> <p>Reminded - staff are responsible for turning own computers off. The printer automatically goes into 'energy saver' mode when idle and 'night mode' at night.</p>
2C - Heating	<p>To check that the heating is turned down in temperature when the building is not in use (last staff member to leave downstairs). Explore the possibility of using a 'Hive' type system to control temperature of the individual rooms upstairs to make the most of not heating unused rooms, but keeping those that are used an ambient temperature.</p>	£0.00	<p>Incorporated into the working document created to cover multiple Items 'Internal Environment Policy'. Posters created for reminding officers to turn the heating down. Need to laminate these and put up around the office.</p>	<p>Heating is automatically set to come on at 7am and turn off at 11pm - in line with general week day use of the building. It is set off at the w/e and needs to be manually adjusted if the building is in use for an event. The thermostat setting is 21 when in use and can be over ridden when required using the monitors.</p>

	<p><b>Measurable?:</b> Double check the thermostat has been turned down, first person entering the building will need to increase the temperature.</p> <p><b>With Who?:</b> Andrew &amp; Caretaker, wider staff</p> <p><b>Timescales:</b></p>			<p>All staff are aware of the two monitors and able to adjust settings according to building use including turning it down before 11pm if there is no evening hire.</p> <p>Poster: reminder to turn heating down on the car park door and potentially in a booklet for premises hirers to tell reception when they leave, so settings can be adjusted.</p>
2D - 'Screensaver' Mode	<p>To implement 'Screensaver' mode on all computers, following a period of inactivity.</p> <p><b>Measurable?:</b> By visually looking at the computer, it will show after the period of inactivity of the screensaver has not been activated.</p> <p><b>With Who?:</b> All staff with a laptop</p> <p><b>Timescales:</b></p>	£0.00	Incorporated into the working document created to cover multiple Items 'Internal Environment Policy'. Posters created for reminding officers to activate 'screensaver' mode. Need to laminate these and put up around the office.	Email sent to all office staff on 3/1/25 to show how screen savers can be set. Staff meeting on 5/3/25 four staff members have screen saver settings active.

<p>2E - LED Lightbulbs &amp; motion activated lights</p>	<p>To check which lightbulbs are the more 'traditional' type and moved over to LED lightbulbs, as and when they need replacing. Need to check that the light fittings are compatible with the new style of lightbulb/they are available for the type of lights already installed at HHTC. To explore the opportunities to install a motion activated lighting system to the building (particularly in areas such as the corridor, toilets etc).</p> <p><b>Measurable?:</b> Examine current bulbs and order replacement bulbs for when they need changing. Electrician's report- following a visit to site will be able to advise if the building is suitable for motion sensitive lighting.  <b>With Who?:</b> Specialist contractor, Caretaker/grounds staff and Andrew  <b>Timescales:</b></p>	<p>Budgetary consideration for 2025/26 year within Capital Budget.</p>	<p>Implement lighting scheme from downstairs to upstairs in the Town Hall.</p>	<p>All downstairs lights are now LED - looking to switch upstairs lights from strip lights to the same when maintenance issues require us to look at this.</p> <p>Motion sensor lights suggested to be incorporated into proposed upgrade of toilets.</p>
<p>2F - Solar Panels</p>	<p>To explore the viability of renewable energy by installing solar panels onto the buildings owned by HHTC</p>		<p>Companies to be approached for quoting and procurement process. Members to decide if they wish to purchase in 2025/26 or 2026/27 financial year.</p>	



	<p><b>Measurable?:</b> Findings of the report of the specialist contractors following a site inspection visit.</p> <p><b>With Who?:</b> Andrew &amp; specialist contractors</p> <p><b>Timescales:</b></p>			<p>4 quotes were secured and have been analysed and sent to Town Clerk for consideration (Jan 25)</p>
<p>2G - Ground Source Heat Pump</p>	<p>To explore the viability of installing a ground source heat pump to supply heating and hot water to the Town Hall.</p> <p><b>Measurable?:</b> Findings in the report from the specialist contractor following a site inspection visit.</p> <p><b>With Who?:</b> Andrew, Steve &amp; specialist contractors</p> <p><b>Timescales:</b></p>		<p>Companies to be approached for quoting and procurement process. Members to decide if they wish to purchase in 2025/26 or 2026/27 financial year. Steve to supply quote.</p>	<p>Quote was secured and considered too expensive. <b>May be worth looking at again in the future as technology improves and prices drop.</b></p>

**OFFICE EQUIPMENT**

ITEM	ACTION	PROJECTED COST	ACTION PLAN	
<p>3A - Disposal of unwanted and end-of-lifecycle products.</p>	<p>To investigate the end-of-lifecycle process /unwanted products such as printers/computers/grounds equipment.</p> <p><b>Measurable?</b> Implement a change of direction if HHTC is not currently disposing of goods in the manner which aligns to our environmental stance.</p> <p><b>With Who?:</b> Steve and Andrew</p> <p><b>Timescales:</b></p>	<p align="center">£0.00</p>	<p>No set procedures in place, old equipment currently 'traded in' if possible or sold on where appropriate. <b>Local available options: Donations</b> - FurniHelp Mid Sussex (<a href="http://www.furnihelp.co.uk">www.furnihelp.co.uk</a>) can take donations of home and office furniture, but do not accept fridges/freezers. Cost £20 donation for the van. <b>Disposal:</b> Coopers Waste Solutions (07754 747153), licensed waste carriers. Price is dependent on item to be disposed of. <b>IT equipment</b> can be collected free and recycled by CPR Computer Recycling (<a href="http://www.cprcomputerrecycling.co.uk">www.cprcomputerrecycling.co.uk</a>)</p>	<p>Currently, old equipment has been stored in the loft until it has become obsolete. <b>Need to ask groundstaff what they do with broken equipment.</b></p> <p>Options:                      - Repair shop?                      - Recycling Centre at BH preferable to skip/bins.</p>
<p>3B - Movement towards a paper free office</p>	<p>To explore how to reduce the overall volume of paper used in the office by all.</p>	<p align="center">£0.00</p>	<p>Incorporated into the working document created to cover multiple Items 'Internal</p>	

	<p><b>Measurable?:</b> By the amount of paper products purchased over a set time period.</p> <p><b>With Who?:</b> Everyone</p> <p><b>Timescales:</b></p>		<p>Environment Policy'. Posters created for reminding officers to be mindful of the volume of documents being printed. Need to laminate these and put up around the office.</p>	<p>5/3/25 Staff were asked to consider the question: <b><i>Does it need to be printed?</i></b> Most people said they have default settings of double sided and b/w.</p> <p>HD to look at Harpenden Town Council's Policy.</p>
3C - Paper usage at council meetings	<p>To investigate how we can minimise the amount of paper used at Council Meetings.</p> <p><b>Measurable?:</b> Visual observation at Council Meetings to see who has printed out the reports and agendas etc relating to the meeting. Can we display the agenda and reports on the big screen?</p> <p><b>With Who?:</b> Steve, Andrew, Tracy &amp; Councillors</p>	£0.00	<p>Incorporated into the working document created to cover multiple Items 'Internal Environment Policy'. Councillors are asked to print any necessary documents at home using their own devices.</p>	<p>5/3/25 It was agreed that the best option was to make more use of the CC screen to display matters for discussion. Councillors get an allowance for this type of thing if they need their own printed copies or devices.</p>

	<b>Timescales:</b>			
3D - Printer paper should be 100% recycled	<p>To find out whether the paper currently purchased is 100% recycled. If it's not, need to investigate if that is because the printer/copier is unable to accept this type of paper</p> <p><b>Measurable?:</b> By changing the paper, if appropriate <b>With Who?:</b> Andrew</p> <p><b>Timescales:</b></p>	£0.00	<p>Current A4 paper (One) is ECF free and made with eucalyptus fibres (cost £3.72 per ream). Alternative would be Navigator Eco-Logical paper, FSC Certified and CO2 neutral, (cost £4.20 per ream), or Navigator Eco Paper, made from pulp from responsibly managed forests, (cost £4.85 per ream). 2023/24 usage approx. 50 reams, additional cost £0.48 per ream (plus delivery). Could change paper supplier to a company such as Staples, which may make an additional saving over the year.</p>	<p>5/3/25 Staff reported some issues with recycled paper getting stuck in the printer. It was suggested that we should trial a test ream (80gsm) and check this is covered by printer warranty.</p>
3E - Double sided printing	If printing is required, use double sided setting to save paper usage.	£0.00	Incorporated into the working document created to cover	

	<p><b>Measurable?:</b> To check with office staff that they are using this setting when needing to print documents.</p> <p><b>With Whom?:</b> Everyone</p> <p><b>Timescales:</b></p>		<p>multiple Items 'Internal Environment Policy'. Posters created for reminding officers to be mindful of the volume of documents being printed, and to print using 'double-sided' function, where appropriate.</p>	<p>5/3/25 Staff have this as default setting.</p>
3F - Refillable ink cartridges	<p>To explore if there would be environmental benefits and cost savings if the printer/copier could utilise refillable ink cartridges.</p> <p><b>Measurable?:</b> The findings of the report will indicate if the printer/copier can accept the different type of cartridge, if it will offer a cost saving and is more/less environmentally friendly than the current cartridges.</p> <p><b>With Whom?:</b></p> <p><b>Timescales:</b></p>		<p>The toner is currently supplied as part of the contract, within the cost per page element. This is for the life of the contract (expires 04/11/2025). SOS endeavour to provide genuine cartridges, subject to worldwide events.</p>	<p>Need to review at end of warranty: 4/11/25</p>
3G - Use of non-toxic writing equipment	<p>To audit the current stock of writing equipment to check if it is non-toxic.</p>	£0.00	<p>This has been incorporated into the 'Internal Environment Policy' document. Once current supplies exhausted we can explore the opportunity to move to a brand such as Faber-Castell, as they are carbon negative. However, the majority of the items we have are acceptable as they are non-toxic in nature.</p>	
	<p><b>Measurable?:</b> Remove the non-toxic materials and replace with appropriate materials</p>			<p>5/3/25 Staff are fairly happy with current stationary and are aware of not choosing 'toxic' writing materials in the future.</p>
	<p><b>With Whom?:</b> Steve</p> <p><b>Timescales:</b></p>			

<p>3H - Use of plastic stationery materials</p>	<p>To audit the amount of plastic re-usable materials that are used within the office environment (more durable than card so avoid the need for repeat purchases v are they environmentally friendly)</p> <p><b>Measurable?:</b> Look at the amount we use in the office and research costs of both plastic &amp; card/paper products  <b>With Whom?:</b> All - to establish individual need and demand  <b>Timescales:</b></p>	<p>£0.00</p>	<p>This has been incorporated into the 'Internal Environment Policy' document. Very few plastic items are used, mainly punched pocket files and laminating pouches. Once current supplies exhausted, we can consider purchasing 100% biodegradable and recyclable products as these are now available in the market place.</p>	<p>5/3/25 Staff are using the Reduce/Reuse/Recycle mantra when dealing with plastic products generally.</p>
<p>3I - Recycling of Ink Cartridges</p>	<p>To explore the possibility of having a 'recycle your ink cartridges' box in the Reception Area of the Town Hall for both personal staff and public use. Funds raised could be pledged towards the nominated Mayor's Charity.</p>	<p>£0.00</p>	<p>I have investigated the opportunity of registering with <a href="http://www.recycle4charity.co.uk">www.recycle4charity.co.uk</a>, who offer ink cartridge recycling. There is no cost to the council, we have a recycling box supplied to us, collect used or unwanted printer</p>	

			ink cartridges (not toner cartridges) and send them off for recycling. Funds from these can then be sent onto the mayor's nominated charity.	5/3/25 Ashenground Community Centre already support this recycling scheme. It was agreed that we would support them on this venture, have a reminder of this on our printer and publicise their scheme on social media.
	<p><b>Measurable?:</b> Trial period with a box which is publicised</p> <p><b>With Whom?:</b> All, Imogen to publicise via social media</p> <p><b>Timescales:</b></p>			
3J - Use of catering supplies at Council run events	<p>To audit the procedure for making purchasing decisions as to what type of crockery/catering supplies are used for each individual event.</p> <p><b>Measurable?:</b> Review of the needs for future events, determining on an individual basis which type of supplies are most appropriate and ensuring correct recycling/disposal after the event and communicating this to those hiring the facilities.</p> <p><b>With Whom?:</b> Helen, Maria, Imogen</p> <p><b>Timescales:</b></p>	£0.00	Incorporated into the working document 'Internal Environment Policy'. Where possible and appropriate events are to use the existing supply of crockery and cutlery. Kitchen audit to take place (Steve to ask Max 17/06), to ensure we have sufficient supplies for events, including serving equipment. If disposable items are required, these must be able to be recycled.	5/3/25 Currently users have the option to use kitchen and crockery. Recycling bins are provided and use encouraged.

**CLEANING MATERIALS/PRACTICES**

ITEM	ACTION	PROJECTED COST	ACTION PLAN	
4A - Review of Cleaning Materials	To audit the amount, type and reason for use of all chemicals used within the cleaning process of the Town Hall. Do we follow COSHH Guidelines with regards to storage and use of chemicals?	£0.00	Current list created of use/orders over the past year. Emailed Ruth @ MSVA following Steve's conversation about eco products. Need to also find another supplier to find a cost comparison.	Summary of Cleaning materials purchased 23-24 was completed by KW. Total spend recorded was £1217.28. Most regular purchases were through Starbrite Chemicals LTD. Price comparison: 5L Bleach £5.49. Miniml 5L £21.45. 5L washing up liquid £5.10. Miniml 5L £15:45 <b>Does HHTC wish to support the potential increase in costs to support the environmental policy?</b>
	<b>Measurable?:</b> The results of the audit will highlight any duplication of chemicals and those used most frequently/greatest amount used. Visual copies of the COSHH data sheets/certificates.	UPDATE WITH COST COMPARISON from 2023/2024 year	Need to find total spend with Starbrite across all codes for true cost comparison.	
	<b>With Whom?:</b> Josefa and Max <b>Timescales:</b>			



4B - Transition to chemically benign products	Following on from the audit above, undertake research into chemically benign alternatives to replace the traditional chemicals currently used. Liaise with current supplier to explore alternatives available.	£0.00	Currently exploring the opportunity of alternative suppliers.	Community People recommend Zero Hub BH to discuss bulk buy and discuss replacement products.
	<p><b>Measurable?:</b> Purchase of replacement chemically benign cleaning products</p> <p><b>With Whom?:</b> Josefa and Andrew</p>			Discuss audit with Josefa and visit Zero Hub - potentially to trial products.
4C - Minimise the use of disposable plastic items	<p>To review all disposable/single use plastic based items that are used within the building (such as bin liners). Can the bins be emptied directly into the larger wheelie recycling/waste bins?</p> <p><b>Measurable?:</b> Should see a reduction in the usage and re-purchase of these items.</p> <p><b>With Whom?:</b> Josefa and Andrew</p>	£0.00		Discuss this with Josefa and also paper towel situation (recycled/recyclable?)

<p>4D - Use of disposable paper towels</p>	<p>To review the locations of paper towels used within the Town Hall and the use at these locations. Would a movement towards the installation of electronic hand driers may be a more environmentally friendly option?</p>		<p>Potential options for hand driers  (www.handydriers.co.uk):  AirBox V2, Low power - 3333 dries per £1, High power - 1111 dries per £1. (Cost, based on 4, £177.83 + delivery). Kangarilla 2 ECO, Low power - 1765 dries per £1, High power - 909 dries per £1 (Cost, based on 4, £225.71 + delivery). Need to find an approximate cost from an electrician to fit.</p>	<p>Staff felt a lot of paper towels are used and many wasted unnecessarily. Hand towels would be difficult to keep laundered/become unhygienic (despite relatively low traffic facilities).</p>
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	<p><b>Measurable?:</b> Cost benefit analysis comparing the annual spend/usage of paper towels v cost of installing hand driers (and the electricity to power these) to various locations</p> <p><b>With Whom?:</b> Josefa and Andrew</p>			<p>Online research suggests that hand dryers will last 10-15 years and 'Most units pay for themselves in under a year' and have a clear advantage environmentally. 'High speed' dryers are better than 'hot air' dryers. Electricity is less of a problem if you have solar panels. Easily justified in 'high traffic' facilities.</p> <p>ST suggested hand dryers and reactive lighting could be included in the future refurbishment of the toilets which is due.</p>
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**BIODIVERSITY - TO BE DELEGATED TO GROUNDS STAFF FROM SEPTEMBER 2024 ONWARDS WITH TOWN CLERK**

ITEM	ACTION	PROJECTED COST	ACTION PLAN	
5A - Rainwater Harvesting System	<p>To explore the opportunity of establishing a rainwater harvesting system to be fitted to all Council owned buildings.</p> <p><b>Measurable?:</b> Fitting of system if it can be attached to Council buildings, if not explore the alternatives available to collect water for use by Grounds team.</p> <p><b>With Whom?:</b> Grounds Staff, Andrew and Max</p>			
5B - Wild Flower Planting and Drought Resistant Bedding Plants	<p>To review the current wild flower planting plans for the area and investigate whether drought resistant bedding plants are planted in the Council owned/maintained areas.</p> <p><b>Measurable?:</b> Results of the review will highlight the processes used identify areas for consideration.</p> <p><b>With Whom?:</b> Andy, Grounds Staff and Steve</p>		<p>Andy S (Grounds Man) advised that we are utilising the best plants possible for the council maintained areas. We are currently planting with 5% less bedding plants and an increased amount of perennials.</p>	
5C - Weed Control Process	<p>To review the current process, explore the use of chemicals, appropriate licenses and investigate the opportunities for using natural alternatives. Do we follow COSHH Guidelines with regards to storage and use of chemicals?</p>			

	<p><b>Measurable?:</b> Change to natural alternatives if possible, if not, to use chemicals as a last resort, minimising their usage across the local area. Visual copies of the COSHH data sheets/certificates.</p> <p><b>With Whom?:</b> Andy, Grounds Staff and Andrew</p>			
5D - Explore planting more pollinator plants	<p>To audit and understand the existing plans relating to the planting of pollinator plants. Can we introduce additional plants to increase the number of species that visit?</p> <p><b>Measurable?:</b> Understand the current plans to see if there are any improvements that can be made.</p> <p><b>With Whom?:</b> Andy, Grounds Staff, Steve</p>		Andy S (Grounds Man) advised that we currently using the most suitable plants and we cannot easily include additional plants.	
5E - Compost	<p>To review the current semi-informal arrangement (via cost comparison to buying all our own) with Borde Hill (they take our leaves and cuttings from Muster Green in return for reduced cost compost). Which is method is more environmentally friendly?</p> <p><b>Measurable?:</b> Results of the cost comparison and current purchasing decisions</p> <p><b>With Whom?:</b> Andy, Grounds Staff and Andrew</p>			
5F - Our Own Land	<p>To utilise a cost benefit analysis to explore the opportunity of purchasing a piece of land for the use of grounds staff to store equipment, tools, creating our own compost heap, polytunnel for growing plants from seed.</p> <p><b>Measurable?:</b> Results of CBA.</p> <p><b>With Whom?:</b></p>		Potential of utilising some of the land from the Hurst Farm Development to facilitate this.	

5G - 'No Mow May'	<p>To investigate if this something that the Council participate in/is it something we can look to join? (a scheme to allow wildflowers to support pollinating insects, apart from Council owned sports pitches and playing areas).</p> <p><b>Measurable?:</b> Implement the scheme if HHTC is not already part of it and it is appropriate for our goals.  <b>With Whom?:</b> Andy, Grounds Staff and Steve</p>	£0.00	Andy S (Grounds man) said that this would not be possible to implement.	
5H - Working with allotment holders	<p>To meet with allotment holders in an advisory role to impart knowledge regarding best practise such as reducing water waste, and to explore the potential possibilities of bulk buying products such as seeds and soils.</p> <p><b>Measurable?:</b> Investigate to see if there is sufficient interest from the allotment holders/HH Horticultural society.  <b>With Whom?:</b> Andy and Grounds Staff</p>		Raise as an agenda item at the Allotment Holders Annual Meeting under ongoing work.	
5I - Desk Plants	<p>Increase the amount of desk plants (real) in the office environment to increase the oxygen flow and may assist in removing chemicals form the air</p> <p><b>Measurable?:</b> Purchase a portable air quality sensor to check reading before and after the purchase of office plants.</p> <p><b>With Whom?:</b> All office based staff</p>		Incorporated into working document 'Internal Environment Policy'. Suggested plants include: dracaena, aloe vera, peace lily, and sansevieria zeylanica (snake plant) as these have all been proven to be effective air purifying plants.	

**Committee Meeting: Environment and General Purposes Committee**

**Report of:** Town Clerk

**Date:** 14<sup>th</sup> April 2025

**Subject:** Keeping of Chickens on Allotment Sites

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**Purpose of Report**

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

**Summary:**

- 2) At the annual Allotments Holders meeting held on the 23<sup>rd</sup> January 2025 the matter of keeping chickens on allotments sites was raised. It was noted that this is already being practised on Town Council owned sites, but the Town Council does not have a formal policy within the terms and conditions issued to each plot holder. As a result, it was agreed a policy be introduced that can be appended to the Allotment holder agreements signed. A proposed policy is presented for review and adoption.

**Members are recommended to adopt the attached Policy on the keeping of Chickens on Town Council Allotment.**

**Background**

- 3) Member will find attached as Appendix 1 as proposed policy for the keeping of chickens on Town Council Allotment Site.

**Financial Implications**

- 4) None.

**Policy Implications**

- 5) The Town Council can progress this policy 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 15<sup>th</sup> May 2023 under minute 20.

**Town Clerk**

## Regulations for Keeping Chickens on Allotment Plots

### 1 INTRODUCTION

Under the Allotments Act 1950, Allotment Tenants may keep hens (but not cockerels) on allotments, on the condition that they are not “kept in such a place or in such a manner as to be prejudicial to health or a nuisance”

### 2 REGISTRATION & INSPECTION

Tenants are required to make an application to Haywards Heath Town Council to keep hens on their allotment plot. Details of the number of hens and size and location of hen house and outdoor run must be given. Personal contact details must be provided as well as those of others who will be caring for your chickens during holidays etc. so that we may contact them if there is problem.

Tenants are responsible for the hen’s welfare and must ensure they do not cause a nuisance to others. Please refer to the Allotment Tenancy Agreement.

The granting of permission is dependent on set conditions being met and guidelines followed.

Representative of Haywards Heath Town Council have the right to inspect the hens at any time. If the Council has cause to investigate complaints of maltreatment, any costs incurred will be passed to the tenant for payment.

The tenants Allotment Tenancy Agreement will be terminated in the instance of failure to adhere to these guidelines and thus in breaching their tenancy agreement.

### ANIMAL HUSBANDRY

#### Housing

Housing is important in ensuring the welfare of hens and should allow expression of natural behaviours. Both the hen house and outdoor run must be regularly maintained to a good, tidy standard and free from obvious faults that may cause injury.

A fully enclosed shelter providing a minimum size of 2 square feet (0.2m<sup>2</sup>) per hen is required and only one structure per allotment plot. The fully enclosed shelter must provide protection from predators.

The housing must provide;

- Warmth during colder months or shade during summer. As a general guide the aim should be to achieve a temperature range of 10°C - 20°C.
- Be draught free but have adequate ventilation. Clean dry bedding material to absorb moisture and odour (e.g. wood shavings or straw).
- Provide perches for sleeping, approximately 305cm wide with rounded corners to enable them to grip.
- Nest boxes for laying eggs.



## Outdoor Run

A fully enclosed caged run that provides a minimum size of 4 square feet (0.4m<sup>2</sup>) per Hen, providing the hens with plenty of space to dig, dust themselves and flap their wings must be provided.

There should be an additional means of overhead shelter e.g. shrubs to provide hens with protection from direct sunlight, strong wind and driving rain.

The structure must be allowed periods of rest to allow the ground to recover.

The total area of the hen house and run should not exceed more than 10% of the total allotment plot.

## Food & Water

Hens should have continuous and plentiful access to cool, clean and fresh water, feed appropriate to the age and species of hen and in sufficient quantities as well as insoluble grit to aid digestion.

Food stuffs must be stored so they are kept clean, tidy, and properly protected from rodents and other pests (see guide to preventing rats on the allotment) Health & Welfare The allotment tenant is responsible for ensuring that their hens are free from distress, pain, injury and disease.

Hens must be vaccinated prior to arrival or at 6 weeks old.

Hens will need regular worming (twice a year) and clipping of claw nails to maintain them in a good healthy condition.

Hens must be checked regularly for lice and the houses treated for Red Mite.

Any health serious or longstanding or contagious problems must be reported to Haywards Heath Town Council immediately as well as details on the treatment being received and notification when the problem has cleared.

Tenants must adhere to any rules /restrictions imposed by Government Chief Veterinary Officers such as those imposed following Avian Flu outbreak and are responsible for checking and implementing any regulations.

## Sanitation

The henhouse and run should be cleaned a minimum of once a week or more frequently as necessary.

Tenants are responsible for the removal of all arisings from the site. Soiled bedding must not be composted anywhere on the allotment site.

## Number of Hens

The maximum number of hens permitted per allotment tenant should be 5. Nuisance to

## Neighbours & Cleanliness

Provided the above guidelines on housing, food and water and health are followed, hens should not become a nuisance to others.

Breeding & Profit

Allotment tenants are not permitted to breed hens on the allotment site nor profit from the sale of produce.

*Waiver - Right to refuse – Haywards Heath Town Council, under delegation to officers, can refuse a request for the placement of hens if the proposal fails any of the requirements of this policy and/or an reason that may be deemed necessary for the good of the environment and effect on neighbouring plots and properties. Any reasoning will be provided in written format to the applicant.*

**Appendix 1**

**This notice can be displayed clearly on the Chicken Coop so to provide contact details. Can be amended to suit.**

<b>Keeper of Poultry (in case of emergency)</b>	
<b>Mobile Number</b>	
<b>Email</b>	
<b>Town Council Phone Number</b>	
<b>Email</b>	