



HAYWARDS HEATH TOWN COUNCIL

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17th September 2019

To all Councillors on the Environment and General Purposes Committee and others for information.

Dear Councillor,

You are hereby requested to attend an **Extra-ordinary meeting** of the **Environment and General Purposes Committee** to be held on **Monday 23rd September 2019** 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 Monday 12th August 2019.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To consider the recommendations of the Environment Working Group held on the 2nd September 2019 and to agree to the Town Council Environmental priorities for the current Council year and the 2020/2021 Council year.
6. To consider any items that the Chairman agrees to take as urgent business.

Committee Members: Environment & General Purposes Committee: Cllrs: M. Jeffers (Chairman), S. Ellis (Vice Chairman), C. Cheney, R. Cromie, A. McPherson, S. Inglesfield, J. Langley,

HAYWARDS HEATH TOWN COUNCIL

ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 12th August 2019

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

* Absent ** Apologies

Also, present: Cllr S. Wickremaratchi, and Cllr R. Bates. Town Clerk and Events and Community Officer (part of meeting).

12. Apologies

S. Inglesfield – Holiday.

13. Minutes

The Minutes of the meeting of the Environment and General Purposes Committee held on, Tuesday 25th June 2019 were taken as read, confirmed as a true record and duly signed by the Chairman.

14. Substitutes

R. Bates for S Inglesfield

15. Members' Declarations of Interest

Cllr Bates declared an interest in item 10 (Mid Sussex Marathon). The Town Clerk felt that the interest relating to his running activities in the Town was not required, however it was noted.

16. Events and Community Officer (ECO)

The activities, as per the report, were considered point by point by introduction of the Events and Community Officer. On the basis that no resolutions were required as a result of the report,

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

17. Motion (19/02) by Cllr S. Inglesfield in relation to Meat Free Monday's.

Members considered the motion tabled by Cllr Inglesfield (who was not present), but were not supportive of the suggestion that the Town Council promotes 'Meat Free Monday's' as an environmental initiative. This was on the grounds that the promotion of such could be deemed to be detrimental to local business such as butchers and restaurants and that it is not for the Town Council to direct peoples eating habits. It was felt that there were many agencies in the community such as Wellbeing teams who ought to advise on dietary requirements. It was also suggested that the motion was led by political motivation. This was countered by return stating that the claim was wrong and furthermore it was wrong to base any objection on such and not right to bring politics into such a debate. It was agreed that the intention was good but the scheme would be too marginalised and there should be a more balanced message from the Town Council encompassing all food/dietary needs, how to generally reduce

packaging and promote recycling methods. At the close of debate the Town Clerk was not clear on all Members position on the motion so asked for clarification by show of hands. On checking by the Town Clerk and confirmation that there has been no abstentions from the vote, it was confirmed that the motion was defeated unanimously,

Members **RESOLVED** to **reject the motion and not support the motion presented by Cllr S. Inglesfield.**

18. Winter Management Plan 2019/2020

In presenting the report the Town Clerk thanked Members who had brought issues relating to salt bins in their Ward to his attention prior to the meeting, which would be dealt with during the Grounstaff's audit of salt bins in the Town. Members noted the report and Winter Management Plan for 2019/2020 and noted the Town Clerk's advice that nothing fundamental had changed because the Town had not seen heavy snow fall for a couple of years. It was noted that there still needed to be clarification on the County Council's revised road network salting route as it was to be reduced for the forthcoming winter, which the Town Clerk would investigate. Clarification was sought by Members in relation to messages being sent out in the Town Council Winter newsletter so as to inform residents of the arrangements for winter weather events along with a call for volunteers to help with the Town councils' response. It was confirmed that annually the newsletter would include an article on winter weather management and that the website already includes information and on receipt of weather advice that it would be regularly updated.

Members **RESOLVED** to **adopt Haywards Heath Winter Weather Management Plan for the 2019/2020.**

19. National Holocaust Day

Members considered the request to mark the day in January 2020, which was noted to be outside of the Council's current agreed events programme. Members were quickly supportive of the suggestion and agreed to holding a service/reception of the day on the anniversary of the day as it is relevant to all in the community at some level. At the end of the discussion relating support for such an event the Town Clerk asked that Members considered the financial implications and human resourcing to hold the event. The discussion was not forthcoming so will need to be revisited on an operational basis then,

Members **RESOLVED** to **support holding an event to commemorate National Holocaust Memorial Day in January 2020.**

20. Actions of the Environment Working Group

The actions of the working group were noted and,

Members **NOTED** the **Update.**

21. Mid Sussex Marathon

Members endorsed the sentiments of the report and were comfortable in agreeing to the allocation of funding on the basis it was agreed that the Marathon needed to move forward if it was going to survive. In addition, it was agreed the benefits of health and wellbeing would be enhanced, through more runners as would the economic benefits to the Town with more people coming into the Town to run and support those running. It was agreed that the uplift in benefits needed to be monitored and reported back to the Town Council before further year on year monies were agreed and most importantly that the other Town Council partners brought into the Marathon to the same financial level as the Committee was approving. With this the recommendation was

amended by the Chairman with a seconded supporting the change to read '*up to £2,000 in equal proportion to the other Town Council partners*'. This amendment was unanimously agreed and then,

Members **RESOLVED** to **allocate up to £2,000, in equal proportion to the other Town Council partners, from the Town Initiatives Fund to support the Mid Sussex Marathon in 2020.**

22. Items Agreed as Urgent by the Chairman

One item was raised, which was an update to inform Members that a request had been as result of minute 7 of the meeting of the Committee dated the 12th August 2019 in relation to the placement of a Christmas Tree(s) in Victoria Park. It was noted that officers at Mid Sussex District Council were looking into the implication of the placement(s) and Rob Anderton was to respond on his return from holiday. It was also noted that the mover of the motion had undertaken some background work, had contacted potential sponsors and was to discuss the matter with the Town Clerk in the next few days.

The meeting closed at 8:43pm

Committee Meeting: Ex-ordinary Environment and General Purposes Committee

Report of: Town Clerk
Date: 23rd September 2019
Subject: Environment Working Group Policies

Purpose of Report

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

Summary:

- 2) The Environment Working Group using a high-level Environment Framework, which will be published to support the priorities presented for adoption in this report has been reviewing what the Town Council can directly achieve and set as its Environment policies for the next eighteen months. These priorities will complement the Town Council's lobbying position with local and regional bodies/principal authorities and its signposting responsibilities for residents/groups/organisations in the Town. As a result, the Environment and General Purposes Committee is asked to resolve a list of priorities as recommended by the Environment Working Group that will be delivered over the remainder of the current Council year and the 2020/2021 Council year.

Members are recommended to resolve the recommendations of the Environment Working group dated 2nd September 2019 and,

- a) **Resolve the Town Council's Environment priorities, as presented in Appendix 1 of this report.**
- b) **Note the status of the pre-existing priorities as presented in Appendix 2 of this report.**
- c) **Resolve that all of the priorities agreed are delivered through delegated authority given the Town Clerk with the Environment Working Group overseeing the delivery of the priorities and reporting progress of each to the Environment and General-Purposes Committee.**

Background

- 3) As Members are aware the Environment Working Group meeting dated 2nd September 2019 unanimously AGREED to recommend, to this Extra-Ordinary Meeting of the Environment and General Purposes Committee, the agreed Environment priorities (presented in Appendix 1) for delivery in the current and next Council year and reviewed the status of the pre-existing priorities list that will give way to the new priorities agreed (presented in Appendix 2).
- 4) It was also agreed that due to the amount of work required to complete the Environment Framework Document that it would be a fluid document that would underpin the priorities and would sit as a background technical document with the adopted priorities being the lead document to monitor and deliver the Town Council's commitment to the Environment Agenda.

- 5) This course of action was recommended by the Town Clerk (with advise from Members) on the basis, that legislation relating to climate change is changing rapidly and information is moving so very quickly, that without doubt there will be an effect on the priorities agreed or the need to bring other priorities forward for consideration. So, to avoid being held up by statute law under the Local Government Act 19cc that says a Council cannot review a decision for six months the Town Council can take immediate action to amend the Framework. Then the priorities can be reviewed on a six-monthly basis in line with ongoing Framework changes. To be clear no new priority will be pursued with out Town Council sign off, but can be prepared for adoption in line with the Framework document.
- 6) To develop the list of priorities as attached as Appendix 1 Working Group Members reviewed each of the suggested priorities put forward by Members and agreed that all were worthy of pursuing within the current Council year and the 2020/2021 Council year. It was decided that the agreed priorities would be presented with timescales and resourcing implications and that they would be grouped in similar initiatives and/or areas of work. Then the review of the pre-adopted priorities, which was led by the Town Clerk were considered, the result of which is presented as Appendix 2 along with their future status and how if retained each priority would be fed into the new priorities list under Appendix 1.
- 7) It is also recommended that the Town Clerk delivers the priorities agreed so that the Working Group does not need to go back and forth to Committee or Council for approval or funding. Any financial implication will be dealt with in the budget setting process for 2020/2021. The Working Group will naturally sit and receive updates on the progress of the priorities and then report into the Committee.

Financial Implications

- 8) Please see appendix 1. Projects within the current Council year have been deliberately chosen to be of minimal cost. Priorities for 2020/2021 will be budgeted for during the Town Council's budgeting process later this year.

Policy Context

- 9) Power of Competency. The Town Council confirmed that it was eligible to adopt and exercise the Power of Competency at the Annual Meeting of Full Council dated 13th May 2019. The scope and some limitations of the General Power are set out in sections 1 to 6 of the Localism Act 2011.

Town Clerk

Environment Framework Priorities
2019/2020 and 2020/2021 Council/Financial years.

Town Environment

- **Planting**

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

Agree programme for planting wildflowers and drought resistant bedding to extend wildlife corridor 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 Clerk to discuss costs and any funds available in this year's budget.

Target Date: End of October 2019 with year on year review to implement a phased approach to any changes in the planting regime.
Projected Costs: 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.
Staff Resources: Time of Town Clerk, Deputy Clerk and Groundstaff.

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

Include signage clean up and identification of Grot Spots.

Target Date: 2019/2020 onwards – Programme to be agreed.
Projected Costs: Nil.
Staff Resources: None for litter but Groundstaff time for yellow signs.

- **Review Weed Control Practices**

Target Date: End of March 2020.
Projected Costs: £1,550 per kerb side spray. HHTC land undertaken by Groundstaff within existing budgets.
Staff Resources: External Contractor and Groundstaff.

Policy Development and Planning Framework

- **Planning**

To encourage best practice in plans for new buildings.

Target date: 2019/2020. Being promoted through HHNP and MSDC DP.
Projected Costs: Nil.
Staff Resources: Planning Clerk comments from Members consideration of applications.

- **HHTC actions for own premises.**

Produce an Environment Code of Conduct for the offices.

Target date: End of December 2019.
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

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

Target Date: 2019 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 2019 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

- **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 2020.
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 2020
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: End of December 2020.
Projected Costs: TBC
Staff Resources: Application process for monies to be administered and outcomes monitored by Events and Community Officer.

Transport

- **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: 2020/2021 – 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 2019. 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.

Appendix 2

It was as agreed to amalgamate the existing Working Group priorities with the new priorities agreed that are in line with the Environment Framework.

General Actions Under Working Group Terms of Reference – Updated 2nd September 2019.

Transport and Travel

- 1) **Investigate the possibility of an electric charging point for the Town Hall car park.**
No update since the last meeting. (ST) will chase, but it is for Bluebird Community Transport to pursue. ~~Deleted - No information coming forward, but the Town Clerk will keep a watching brief and return with information if/when received.~~
- 2) **Meeting to be called of the Transport Partnership.**
(ST) still to be called. Will be actioned before the next meeting. ~~Deleted – actioned.~~
- 3) **Taxi Emissions.** (JK) to keep a watching brief. ~~Deleted~~
- 4) **Walking to school - liaison with local schools on data.**
To be added to information sharing action in the Environment Framework.

Green Environment

1) **Grass verge management with West Sussex County Council.**

- 1) (ST) Informed that WSCC were still not in a position to update the Town Council on the matter.
- 2) (Cllrs) to look at areas for wildflower planting around the Town.
- 3) To further the South Road Tree Project

All three are in line with the green infrastructure plans in the Environment Framework.

Initiatives (relating to Rubbish)

1) **Promotion of the Environment Working Group** and the following initiatives would be placed in the forthcoming Town Council Newsletter along with a plea from the Town Mayor in his message.

- 1) Pick up three pieces of plastic/litter when in a green space/park/recreation ground.
- 2) Bottle top recycling.
- 3) Litter picking.
- 4) Report a Grot Spot.
- 5) Plastic pot recycling subject to proposer giving background information to the E and GP committee.

All Included in new priorities list linked to the Environment Framework.

Utilities

- 1) Through the planning process regulating utility companies. Using HHNP and DP policies. Planning Chairman and (ST) have met with MSDC officers to look at the process of a HHNP review. HHNP uses policies where appropriate on an ongoing basis.
- 2) Looking to apply pressure and monitor companies when undertaking works in the Town. To be undertaken on a case by case basis. **Deleted**

It was noted that the Town Council is regulated by the Planning Framework, but does not make robust/informed comments on planning application using HHNP and MSDC DP material planning policies.

Town Council services.

- 1) Planning recommendations / change to HHNP. Will be looked at when HHNP is reviewed. HHNP Environment policies being used by Planning Committee in planning application comments. **Deleted**

It was noted that this work will be undertaken as a matter of course in line with statutory requirements, during the current Council term.

- 2) HHTC Services – Best in class and setting the standard. (solar panels, water butts, watering and pesticide use. Muster Green Management Plan goes some way to address these issues.

Ongoing no update.

Included in new priorities list linked to the Environment Framework.

Other Matters Raised – Not to be action at the present time.

- 1) Seeking to increase the number of licences for taxi firms, which have electric cars.
- 2) Looking at promoting a car free day for the Town.
- 3) Bee hives on roofs of buildings and offices.
- 4) Inward investment for tree planting as a social responsibility of companies along with sponsorship of existing trees.

Deleted – can be rolled into Environment Framework policies.