



**HAYWARDS HEATH
TOWN COUNCIL**

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15th February 2022

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 **21st February 2022 at 7.30pm** at the Town Hall in the Council Chamber at **7.30pm** when the following business will be transacted

Yours sincerely
Steven Trice
Town Clerk

AGENDA

1. To receive apologies for absence.
2. To receive the minutes of the Environment and General Purposes Committee meeting held on 20th December 2021.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To receive a report on the work of and activities of the Events and Community Officer.
6. To consider an update on the proposed works to the bank of the stream at America Lane Allotments.
7. To consider the Western Road Cemetery Management Plan.
8. To consider the Muster Green Management for submission as part of the Town Council's Green Flag application.
9. To consider the use of Haywards Heath Town Hall for Art Exhibitions.
10. To note a verbal up from the Haywards Heath in Bloom Chairman on the activities of the working group.
11. To consider any items that the Chairman agrees to take as urgent business.

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

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

Town Mayor Cllr Howard Mordin

Town Clerk Mr Steven Trice

Committee Meeting: Environment and General Purposes

Report of: Event and Community Officer

Date: 21st February 2022

Subject: Events and Community Officer Report (Dec 21/ Jan/ Feb 2022)

Purpose of Report:

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

Summary:

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

Recommendation(s):

Members are recommended to;

- a) **Comment as appropriate.**
- b) **Read update for Pilot Project proposal – Power 4 Parents**
- c) **Note in section 8 the meetings planned by the ECO to strengthen relationships already in place with organisations in the town with regards to sponsorship and future plans. (face to face)**

Background:

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

4. Event co-ordinating and planning

4.1 Spring Festival – Plans are underway for this event. Spring Festival will be held on Sunday 24th April 1.30-4pm on Muster Green. Invitations have gone out and the ECO is starting to receive replies from stall holders. However, the ECO has noticed a few charities declining this year. Mainly due to lack of volunteer availability and change-over of volunteers with in the organisations therefore, leaving them in a uncertain area at the moment to be able to commit to the event. A couple of these organisations include The Lions and Cats Protection, both normally play a big role on the day. MSVA are in a similar situation with changes. The ECO is hoping more replies will come in soon. There are currently 12 replies.

The ECO has created a mascot/ character for HHTC for the Spring Festival that could be used every year, he is called Blue the Bunny.



The ECO has secured Brad Mitchell for the stalls and funfair. Two donkeys to attend for donkey rides, Poi passion for a circus area and stilt walking, Alegria dancers, dance performance with children joined by from Blue our resident Easter Bunny. HHTFC will be coming to provide an activity. The ECO is also waiting in possible Maypole or Morris dancing. Ideas still underway. Blue the Bunny will be running competitions and have his own photo point. Mims Davies and the Mayor if available will open the event.

4.2 Town Day – The date for Town Day has been set for Saturday 10th September 2022. The ECO has been researching slightly for this as she is aware a main event needs to be booked well in advance. The ECO is currently working on The Welcome Back Fund Event, Spring Festival and setting plans for the Queens Jubilee so will visit this as soon as possible.

4.3 Welcome Back Fund Project – The Sky's the Limit Laser and Fireworks show has been organised for Saturday 26th February as part of the Welcome Back Fund. It will take place in Victoria Park at 6.45pm. This is an extra event this year for the ECO and is a one off. The ECO had a budget that had to be spent and events delivered by the end of March. The time of year is not the greatest so the ECO was quite limited with what could be planned to benefit all the whole community as much as possible. The ECO decided to ask Titan the Robot to return with his Christmas show in the Orchards Shopping centre in November 2021. He was well received yet again and Nicola Bird, the shopping centre manager was thrilled to have him.

The Sky's the Limit Laser show allows as many people as possible to attend and is a free event. It will be a 20 min show which consists of a mix of lasers, fireworks and fire dancers. It is set to a great sound track that has been specially designed for this event. Best of British, similar style to that held on New Years Eve in London.

Specific events of the year will be mentioned and is designed to be a positive, pick everyone up and look for the future feel. The songs a well chosen to fit this event.

The ECO has marshals, some councillors and staff in place to help that evening. The ECO would welcome any others to come along to help if available.

The ECO managed to secure sponsorship by way of advertising boards from Brook Taylor. They have kindly supported this event by supplying some boards and including a digital sign on their screen in their agent window that scrolls across all day.

The ECO has created an Ad on MORE Radio which will be played for a few days, through-out the day leading up to the event. Brook Taylor has also offered to tag this event information onto their ads in the morning as the sponsor the MORE Radio Breakfast show. HHTC will receive more coverage this way to support this event.

4.4 Queens Jubilee – The ECO has the Queens Jubilee to also organise this year.

The lighting of the Beacon will be held on Thursday 2nd June in Victoria Park followed by some fireworks. HH CIC are no longer available to help with the lightning of the beacon but actions are in place to organise this successfully.

More celebrations will be held on Sunday 4th June in Victoria Park 12-4pm with a picnic/ afternoon tea style event. HHDFC have agreed to support and work with HHTC on the day and supply cakes and tea/ coffee from their cake tent similar to what they do at Town Day.

The ECO has looked into the MSDC grant application for funding that is being rewarded to those doing events for the Queens Jubilee. Town and Parish councils need to be working in partnership with a charity or organisation on the day in order to qualify. The ECO is extremely grateful to HHDFC who have agreed to be that organisation to support HHTC.

Pitch black and their stage have been booked. The ECO is now looking into the entertainment for the day.

The ECO is also researching the possibility to have a bandstand as well. This will be nice added extra which was suggested in the last meeting. This may also help with band/ performance change over as the band stand could be used as well as the stage.

Brock Taylor and The Orchards shopping centre have already agreed to sponsor this event, The ECO is looking to secure more sponsorship to open up the options to provide more on the day.

4.5 Christmas Fireworks – The ECO has booked Frontier Fireworks for the Christmas display Saturday 26th November in Victoria Park. The ECO will inform the Fire Brigade of the event well in advance.

4.6 Mid Sussex Marathon – This is being held this year. The ECO will know more nearer the time.

4.7 Bike Ride – There are no plans for a bike ride at present.

4.8 Play Days – The ECO will be liaising with Sally Blackmore when the time is rights to see how this event can be supported.

4.9 Skate Fest – The ECO has spoken to Sally Blackmore and has offered ideas and support already. These plans are under way and is looking to be a promising event.

5. Project Development

5.1 Dementia Work Programme – The ECO continues to provide support to the HHDA, the ECO continues to attend steering group meetings as well as more regular meetings between the ECO and DAA Chairman. Work continues towards officially becoming a Dementia Friendly Town. The ECO continues to provide content for the monthly newsletter and then sends out to all contact lists. The ECO continues to help find more manpower for the alliance in order to be able to move things along quicker and achieve more.

The ECO remains as secretary. This involves attending the 4 meetings a year, providing agendas and doing the minutes. The steering group are hoping I will have the capacity to help organise events in the future. Although the ECO has gained more work recently so this will need to be looked at.

6. Liaison with Voluntary and Community groups

6.1 MSVA - Sara Smart has now changed roles at MSVA and has been replaced. The ECO has received an email from MSVA explaining that they will be in contact as soon as possible to arrange a meeting to once again discuss properly what is going on in Haywards Heath and how the new person can support the Town Council in anyway going forward.

7. Representation of Town Council at external meetings

7.1 The ECO attended the better young lives zoom meeting with Sally Blackmore for MSDC. Sally has also supported the ECO with the creation of the new pilot project the ECO has been working on. Sally and the ECO have had a meeting to discuss the MSDC events and how we can support each other through 2022.

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

Recap - The project has now achieved the second amount of funding needed and a Co-ordinator to create this and fulfil the project will soon be advertised for and interviewed. The ECO is extremely happy that funding has been found in order for this project to go ahead. Updates to follow.

8. ECO Planned Meetings

8.1 The ECO had a meeting with Paul Stone from HHTFC on Tuesday Feb 15th to discuss options in the future with regards to sponsorship and support with events. Many options were discussed on how we could work closer together. Sponsorship, helping each other with promotion. The HHTFC has offered their venue for and suitable future events if wanted, HHTFC attending our events were just a few. The ECO and Paul Stone are keen to work with a better/ closer together to help in any way.

8.2 On Tuesday Feb 15th, The ECO went into see Peter Maskell at Brook Taylor to introduce and help build a stronger relationship. The ECO also briefly touched upon the sponsorship for the Jubilee event. This has been secured.

8.3 The ECO has a meeting with Nicola Bird Friday 18th Feb to discuss working closer together and supporting each other more moving forwards. Nicola will be sponsoring the stage for The Queens Jubilee celebration events on Sunday 5th June and Town Day.

9. Administration of the Town Council's Small Grants

8.1 There are two grants to go the next Policy and Finance meeting on 21st February 2022. Two grants were awarded last time.

10. Financial Implications:
None.

10. Policy Context:
None - Officer update.
Community and Events Officer

Committee Meeting: Environment and General Purposes Committee

Report of: Town Clerk

Date: 21st February 2022

Subject: America Lane Stream Bank

Purpose of Report:

- 1) The purpose of this report is for Members to consider a landownership matter.

Summary:

- 2) The following report updates Members on the survey of the bank to the stream at America Lane Allotments alongside The Hollow, as result of third-party professional advice.

Members are recommended to;

- (a) **Note that the bank is not in a critical state and it is not envisaged that it will collapse into the stream in the immediate future.**
- (b) **Resolve that works that would stabilise the bank for the future be held over until winter 2023.**
- (c) **That allotment holders be informed that they need to move three metres away from the bank by the winter of 2023 to allow the works to be undertaken.**
- (d) **That the Town Council offers assistance to the affected plot holders where possible, and if necessary.**

Background:

- 3) As Members are aware the Town Clerk and Assistant to the Town Clerk have been engaging with officers from Mid Sussex District Council (MSDC) and West Sussex County Council (WSCC) with regards to ascertaining their views on the current status of the bank of the stream adjacent to The Hollow at America Lane Allotment Site and seeking their recommendations/suggestions for future works.
- 4) This work has taken considerably longer than envisaged at the outset, but the WSCC Flood Risk Management Team Leader and MSDC Drainage Engineer, who have both visited America Lane on more than one occasion have now come back with the information required. They have stated that the bank is not in a critical situation and there is no feeling that bank will give way at any point in the near future, which was a fear that had been raised by ploholders to the Town Council via the America Lane Ploholders Committee.
- 5) However, during this research a full survey of the stream has been undertaken with cross section data taken every 10m. The outcome of this has produced two suggestions for the works that could be undertaken to the bank to make sure that the bank is future proofed for the long term, namely;
 - 1 in 1 i.e. cut in at 45 degrees, (Approx. 48cu.m of soil would need to be removed. The equivalent of around 85 tonnes.)

- 1 in 2 i.e. cut in at, 65 degrees. (Approx. 305cu.m of soil would need to be removed. The equivalent of around 550 tonnes.)
- 6) Unfortunately, 1 in 2 would be preferred but this will be impractical within the allotments because there would be a considerable loss of the bank where 1:1 could be accommodated with the bank and is quite acceptable, from both a cost and space required point of view. Concerns were raised about the make shift barriers inserted into the bank by allotment holders over the year so these will be dealt with as part of the works.
 - 7) Nineteen plot holders will be affected by any work undertaken. The effect will be that a three-metre strip of access will be required to undertake the works then the plot holders can move back to 1m away. The main issue that all of the plot holders have sheds, composting areas etc right up against the bank edge and there will be a considerable amount of work, and indeed disruption to move everyone away to enable the works to be undertaken.
 - 8) To this end, on the advice of the WSCC and MSDC that the bank is fine at the present time that the works proposed for 2022 be deferred until 2023

Financial Implications:

- 9) Monies have been allocated to this project within the 2022/2023 budget and more will be recommended to be allocated in the 2023/2024 budget.
- 10) The Town Council holds a considerable amount of capital reserves and indeed unrestricted reserves to undertake any emergency work and indeed the works envisaged for winter 2023.
- 11) All works would be subject to the procurement levels required in Financial Regulations.

Legal Implications:

- 12) The Town Council provides and manages Allotments under Small Holding & Allotments Act 1908, ss. 23, 26, and 42.

Town Clerk

Committee Meeting: Environment and General Purposes Committee

Report of: Assistant to Town Clerk

Date: 21st February 2022

Subject: Haywards Heath Cemetery Risk Management and Maintenance Plan

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 Risk Management and Maintenance Plan for Haywards Heath Cemetery.

Members are recommended to;

- (a) Consider and approve the Risk Management and Maintenance Plan for Haywards Heath Cemetery as presented.**

Background:

- 3) Haywards Heath Town Council is the burial authority for the town, and as such has a duty to have controls in place to ensure the safety of all employees, contractors and members of the public whilst working, or visiting the cemetery.
- 4) The attached Risk Management and Maintenance Plan has been produced in conjunction with the Town Council groundsmen, who have written their own risk assessments for the work they do within the cemetery and nature reserve, but this plan covers the cemetery as a whole for anyone visiting the cemetery, and tries to demonstrate that the Town Council is doing its duty to protect the safety of all.
- 5) The Risk Management and Maintenance Plan is a new document and as such is a working document that can be amended, updated and added at any point if necessary.
- 6) The Town Council groundsmen will now have greater responsibility for identifying risks and reporting the remedial actions taken to mitigate the risk in addition to their regular maintenance of the cemetery to the high standard expected.

Financial Implications

- 7) The maintenance and assessment of risk for the cemetery falls within the remit of the groundsmen's regular workload and therefore does not incur additional expenditure. If additional work requiring an external contractor is required, i.e. tree work, fencing etc, monies would come from the Cemetery budget. Grave digging is undertaken by external contractors and paid for from the Cemetery budget.

Assistant to Town Clerk

HAYWARDS HEATH CEMETERY

RISK MANAGEMENT POLICY

Risk management

Haywards Heath Town Council is the Burial Authority for the town and is responsible for the management and maintenance of the cemetery in Western Road, Haywards Heath. This policy has been developed to ensure that the Town Council has adequate risk management in place at Haywards Heath Cemetery, and that risk is properly managed.

All contractors working for the Town Council will be required to provide proof of public liability insurance and will have their own risk assessments.

Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require that risk assessments be made of all work activities and therefore, the Town Council has a duty to have controls in place to ensure the safety of all employees, contractors and members of the public. A detailed risk assessment is attached as Appendix A.

A regular risk assessment will identify the potential to cause harm by the following procedure:

- Identify the hazard
- Identify who might be harmed and how
- Evaluate the risk
- Record significant findings
- Take steps to implement any precautions required from the findings
- Review risk assessments periodically and update if necessary. Risks will be recorded on the risk assessment form.

Site Inspections

Periodic site inspections will be carried out on a regular basis, at least at 6-monthly intervals, in order to identify any hazards that may be present on the cemetery site. All hazards will be recorded on the Hazard Report Form (Appendix D) and assessed for action.

The following property will be inspected for hazards and defects:

- Gates
- Water taps
- Paths and driveway
- Grave stones/memorials and kerbstones
- Walls and steps
- Trees
- Cemetery grounds
- Seating
- Fencing
- Newly dug graves

The aim of the inspection is to record any findings, identify required actions, and show that regular maintenance checks have been carried out.

Memorial safety

All memorials installed in the cemetery must be installed by a NAMM approved fixing method and secured with ground anchors which conform to the required British Standard 8415.

Memorial masons who cannot provide proof that they are NAMM registered will not be allowed to install memorials in the cemetery.

Memorials will be inspected periodically to identify:

- Damaged or eroding bonding
- Movement from original position
- Undermined or unstable foundations
- Leaning, structural damage, or disturbance e.g. cracks
- Presence of vegetation which may lead to cracks or widening of cracks already present
- Kerbstones breaking apart

Visual inspections will help determine which memorials require a hand test or a specialist assessment. Hand tests in areas more frequently visited will have higher priority than will be required in less frequented areas.

Hand tests on memorials will be conducted by standing to one side of the memorial and a firm and steady pressure applied in various directions to determine stability. Hand testing should be sufficient for modern memorials but where much larger, heavier and older memorials and columns appear to be hazardous then a specialist engineer or competent memorial mason will be asked to carry out appropriate testing.

Those carrying out tests for memorial stability must have regard for their own health and safety in so doing.

If instability is detected from the hand test, but insufficient to present a high risk to people's health and safety, the movement will be recorded and monitored at regular intervals. If the memorial shows signs of significant movement the Town Council will contact the owner and insist that immediate action is taken to stabilise the memorial and prevent further movement. If the owner cannot be reached, or the owner refuses to undertake the necessary action, the Town Council reserves the right to effect repairs and re-claim the costs.

In making safe any memorial or monument the Town Council will have regard to potential upset and distress amongst mourners and the bereaved, as well as the potential for disfiguring the appearance of the burial ground.

Whilst Haywards Heath Town Council has overall responsibility for the safety of the cemetery, including risks from unstable memorials, it does not own the memorials. The owner of the memorial will be the grave owner. An owner, the Deed Holder or successor in title of a memorial, has the responsibility to maintain it so as not to present a hazard.

Appendix B is a record of graves that have been topple tested.

Grave-digging

All graves must be dug by trained grave-diggers who are suitably dressed in compliance with health and safety regulations. Newly dug graves are properly shored to ensure no risk of collapse, and a suitable platform is placed at the graveside to prevent visitors from falling into the grave.

The grave digging in Haywards Heath Cemetery is currently being undertaken by KPS Contractors Ltd and they are responsible for providing their own Health & Safety risk assessment and to ensure that their risk assessments are being adhered to.

Funerals

The Town Council will ensure that, prior to each interment, the correct body and/or ashes are being buried in the correct grave plot.

Funeral Directors will be requested to provide their risk assessments, safe systems of work and staff training information together with a copy of their public liability insurance certificates.

Managing safety in the cemetery

The management of risk will be prioritised. The Town Council groundsmen will follow a Maintenance Plan attached as Appendix C. This detailed Maintenance Plan produced in conjunction with the Town Council's groundsmen shows the frequency of maintenance in the cemetery to ensure the safety of anyone visiting Haywards Heath Cemetery.

Hazard Reporting forms will be provided to the Town Council groundsmen for them to record any issues within Haywards Heath Cemetery that could affect the health and safety of anyone visiting or working in the cemetery.

An audit trail will be maintained to demonstrate that good risk management is in place. Proper and regular checks will identify risks and significant risks will be dealt with as a matter of urgency.

The audit trail will also record that necessary precautions have been put in place to reduce risk to users of the cemetery.

Memorial seats

Memorial seats installed in the cemetery must be of good quality and standard and suitably robust. They will be checked periodically for wear and tear and to ensure that they are safely secured to the ground.

The Town Council reserves the right to remove any seat which reaches a state beyond repair or poses risk to users.

Trees and hedges

A comprehensive tree survey has been undertaken to assess the health and condition. Branches will be checked periodically to ensure that they do not pose any danger to users of the cemetery. Findings of the inspections will be recorded for future reference. Tree work deemed necessary will be arranged with an external contractor and again, the work undertaken recorded. Boundary hedges will be cut on a regular basis.

Access and walkways

In the event of snow and ice, the driveway and paths will be gritted. In the autumn the driveways will be kept clear of leaves. Driveway and paths will be sprayed to prevent moss growing. This will be undertaken in accordance with the risk assessment for weed spraying and done by an appropriately trained member of staff.

Damage to driveway and paths will be reported and repairs carried out by Town Council groundsmen if possible, or a contractor if this is not possible.

Visitors to the Cemetery

Visitors are welcome to enter the cemetery at any time, but the main gates will open for vehicle access between 8.00am to 5.00pm Monday to Thursday and 8.00am to 3.30pm on Fridays. The gates can be opened at other times by request only to the Town Council.

Nature Reserve within the Cemetery

The northern side of the cemetery is a nature reserve for local residents to enjoy. It is less formally maintained, but has been designated a Site of Nature Conservation Interest (SNCI). It contains many species of flora and fauna which need to be managed in a sympathetic way to allow them to continue to flourish. The groundsmen have produced a separate risk assessment specific to the maintenance of the nature reserve.

Appendix A

Risk Assessment for Haywards Heath Cemetery

| No | Activity | Hazard | Risk | Control | Level | Additional Measures |
|----|---------------------|--|--|---|--------|---|
| 1 | Grass Cutting | Grass cutting in cemeteries using ride on mowers, strimmers and other tools. | Injury to operator; burns, cuts, bruises, damage to hearing and eyes, including broken bones, dust inhalation, and being hit by projectiles. | Groundsmen to have their own Risk Assessment in place. Groundsmen to use equipment fit for purpose and ensure it is well maintained and used to manufacturer's specification. Groundsmen to wear PPE and ensure area is clear of litter, stones, and debris before commencing any cutting/trimming. | Low | Separate Risk Assessment produced by the groundsmen for use of mowers Risk Assessment to be reviewed annually. |
| 2 | Memorial Inspection | Checking memorials for stability and repair | Injury to members of the public, Groundsmen and grave digging contractors, funeral directors and visitors to the cemetery | Once every five years memorials are hand checked to ensure stability. | Medium | Record of graves needing attention recorded and grave owners notified. |
| 3 | General Maintenance | General maintenance of vegetation, flower beds, footpaths, litter picking. | Injury to members of the public, groundsmen, and contractors. | Groundsmen to maintain all green areas and footpaths. | Low | Groundsmen to be made aware of any risk within the site and ideally to be immunised against tetanus. |

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|---|--------------------------|---|---|---|-----|---|
| 4 | Tree or Branches Falling | Working on trees with machinery, ladders and hoists including felling, pruning, and lopping. | Injury to groundsmen, contractors, members of the public | Tree survey has been undertaken and all trees are maintained by a qualified tree surgeon contracted to the Town Council. Groundsmen to carry out a regular tree survey to check for defects, to ensure the safety and health of the trees. If defects can be undertaken by the groundsmen with appropriate chainsaw qualifications, then this should be undertaken and the work recorded for future reference. Defects which cannot be undertaken by the groundsmen should be reported to their line manager to allow quotes to be sought for any remedial work to be carried out by a qualified tree surgeon. Again work should be recorded for future reference. Appropriate PPE to be worn when undertaking any tree work. | Low | Record of tree health recorded and record of remedial work done recorded for future reference. |
| 5 | Grave digging | Infectious disease control | Infection of employees of grave digging contractors | The Town Council ensures they employ reliable and competent contractors | Low | The grave digging contractors will be liable for their own Health and Safety measures and providing their own risk assessments. |
| 6 | Funerals | Greeting the funeral party | Injury to members of the funeral party, slips, trips, back injury, sprains. | The Town Council ensures they employ reliable and competent grave digging contractors and the funeral directors are responsible for the supervision of the funeral party. | Low | Funeral directors and contractors will be responsible for their own health and safety measures |
| 7 | Hedge cutting | Injury to operatives Fires/operating accidents Falls Injury to members of the public | Injury to operatives, burns, cuts, foreign bodies in eyes, smoke inhalation | Town Council groundsmen to have full PPE to safely carry out task. Groundsmen to only use equipment that is fit for purpose and maintained to the manufacturers specification. | Low | Separate Risk Assessment for hedge cutting produced by groundsmen. Risk Assessment to be reviewed annually |

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|----|---|--|---|--|---|-----|--|--|
| | | | | | Operatives to be fully ladder trained and to follow training if using a ladder. Area being worked on to be cordoned off to prevent members of the public being injured. | | | |
| 8 | Weed killing | Chemical burns/breathing problems | Injury to groundsmen and members of the public | | Only appropriately qualified groundsmen to undertake weed spraying using appropriate chemicals suitable for the task. | Low | | Separate Risk Assessment for Weed killing produced by groundsmen. Risk Assessment to be reviewed annually |
| 9 | Weather | Sun burn or cold wet conditions | Sun burn or hypothermia affecting groundsmen, contractors | | Groundsmen and contractors advised to wear appropriate clothing, use sunscreen, and keep hydrated. | Low | | |
| 10 | Uneven and/or slippery surfaces | Slips, trips, and falls. Walking on walls. | Injury to members of the public, groundsmen, contractors. | | Groundsman to ensure all footpaths are kept clear of trip and slip hazards such as branches, and dead leaves. | Low | | |
| 11 | Disregard to cemetery, and its contents | Disrespect of the cemetery. | Dogs being exercised off their leads. Anti-social behaviour resulting in bottles, cans, and other litter. Drug related activities and associated litter. Gravestones being vandalised. | | Notices have been installed informing all visitors of the rules. Groundsmen to call the Police if there is an incident of anti-social behaviour, drug activity, or active vandalism. | Low | | Regular review of the burial ground to ensure rules are being followed. Work closely with the Community Warden and local PCSOs to ensure the area is visited regularly and problems dealt with swiftly. |

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|----|----------------|---|---|--|-----|--|
| 12 | Lone Working | Accidents, aggression, or intimidation from others. Illness. | Psychological and physical injuries. | All groundsmen and contractors are advised to carry a charged mobile phone with them. They should notify another member of council that they are to work alone in the cemetery and to contact the Police if they experience unwanted or aggressive behaviour from members of the public. | Low | |
| 13 | Cemetery gates | Falling over stays, trapping fingers in hinges. | Injury to members of the public, groundsmen, contractors and funeral directors. | Town Council groundsmen to regularly check all gates are in good working order and stays are solid. | Low | |
| 14 | Water Butts | Wooden stands rotting and collapsing. Water leaks causing wet ground increasing the risk of slips especially in winter weather when the ground and path may freeze | Injury to members of the public, groundsmen, contractors and funeral directors. | Town Council groundsmen to regularly check the condition of the wooden stands and the condition of the water butt especially the tap fittings to ensure no leaks | low | |

Appendix D

**HAYWARDS HEATH CEMETERY
REPORTING FORM**

| DATE | DETAILS OF ISSUE | ACTION TAKEN | SIGNED |
|-------------|-------------------------|---------------------|---------------|
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Committee Meeting: Environment and General Purposes Committee

Report of: Town Clerk

Date: 21st February 2022

Subject: Muster Green Management Plan

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.

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 20th 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 and for good working practices the Town Clerk has developed a management plan for Muster Green, which is entering its seventh year. This report, with the 2022 application for Green Flag Status already being made, (with the Management Plan needing to be submitted by the end of this month) asks that Members consider and make comment upon the management plan with amendments, if necessary, and adopt the document and the policies included.

Town Clerk

Muster Green Haywards Heath



Management Plan 2022

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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 (2022) and look back at the actions from (2021). 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.



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 Carole 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 striating point of the growing and winter and summer planting season. 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 90th 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 1st World War and 2nd 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
- 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 May 2020. The finance of the Greens 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 13th January 2020.

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 advised 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"> • Fencing • Structure of Memorial | 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 2020

There were no upgrades projects for Muster Green in 2020 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 |
|--|---|---|---|
| Further perennial planting. | To meet Environment Policies. | Additional review of planting regimes. | End of October 2021. Completed. |
| Illumination of War Memorial and site generally. | To enhance and illuminate the Memorial. | Deliver solar powered lighting at the memorial. | End July 2021. Deferred. |

9. 2022 Maintenance and Upgrade Actions Plan

| 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 |
| 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. |
| Purchase of Gobo projector. | For use to promote activities and poignant events. | Purchase from Blachere Illuminations as resolved. | End of May 2022 |
| Further perennial planting. | To meet Environment Policies. | Additional review of planting regimes. | End of October 2022. |
| Illumination of War Memorial and site generally. | To enhance and illuminate the Memorial. | Deliver solar powered lighting at the memorial. | End July 2021. |

10. **Future Long Term Planned Works**

None planned at present. Continuous review of bedding plants and the gradual mover 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**

| Works | Timing | Frequency |
|---|--|---|
| Grass Cutting and Leaf Removal | Winter - Spring - Summer - Autumn - | Nov – March no cut By-weekly By-weekly By-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 plan 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 dose no 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)**¹ 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.

HHTC 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 HHTC 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 practicably possible after Listed Building consent is approved.
- The VC winner stone and supporting stone will be placed approximately six weeks before the 2nd 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
2019/2020 and 2020/2021 Council/Financial years.

Town Environment

Environment Framework References 12 & 15.

- **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. In addition, the Town Council will investigate the purchase of tree at nil cost from Carbon Footprint Ltd

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

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.

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

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: 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

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 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

- **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

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: 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.

Committee Meeting: Environment and General Purposes Committee

Report of: Town Clerk
Date: 21st February 2022
Subject: First Floor Art Gallery

Purpose of Report:

- 1) The purpose of this report is for Members to consider use of the Town Hall.

Summary:

- 2) The Town Clerk has been approached by Creative Mid Sussex CIC who have asked if the Town Hall can be used as a gallery to showcase local artists. The following report outlines the request, as presented in Appendix 1, and outlines operational matters regarding the proposal in terms of the use of the Town Hall.

Recommendation:

That Members resolve to support Creative Mid Sussex CIC's use of the Town Hall as an art gallery, and note that the Town Clerk will deal with all operational matters.

Background:

- 3) Members will find attached a proposal from Creative Mid Sussex CIC who wish to use the Town Hall to showcase local Artists. The proposal outlines the background to the CIC, what they are trying to achieve and the operational aspects of exhibitions.
- 4) The proposal is simply in terms of using the communal areas of the Town Hall and the rooms upstairs to display art with either an exhibition of one artist or a number of artists at one time.
- 5) The directors of the CIC have met with the Town Clerk and agreed in principle that a trail exhibition commences on the 5th March 2022, but the matter is before the Committee for sign off.
- 6) As stated, the operational considerations are looked at within the document, but the following are important issues that the Town Clerk has made the CIC aware of;
 - Where the art will hang in areas unsupervised by staff, the art is left at the Artist's own risk.
 - What is in essence a gallery concept will be only be open to the public during times where no hirers are booked in at the Town Hall and if a substantial hire arises the hire will take precedent and the gallery will not be open.
 - If the gallery is open during office opening hours and or when no caretaker is present, then reception/caretaker will welcome guests, but the if the Town Hall is to be opened outside of these hours, then designated volunteers under the auspice of the CIC will have to man the building.
 - A percentage of any sales will be given to the Mayor's Charity. This negotiation will be delegated to the Town Clerk.
 - All costs to place work and any works to make good any of the walls in the Town Hall will be borne by the CIC.

- The CIC will insure any matters that arise if required.
- The Town Clerk will reserve the right to cease exhibitions if the trial does not work or any implication arise in the future. Any decision would be taken in liaison with the Town Mayor.

7) To the Town Clerk's mind this proposal is manageable on an operational basis, the increased footfall would be welcomed and the gallery will increase the Town Hall's status as a community venue and should be welcomed.

Financial Implications

8) There will be no direct financial benefits nor cost to the Town Council, but the Mayor's Charity should benefit.

Legal Implications

9) None.

Town Clerk

PROPOSAL for 'THE FIRST FLOOR ART GALLERY' at HAYWARDS HEATH TOWN HALL



Nigel Allyson-Ryan & Alastair McPherson

Creative Mid Sussex CIC

January 2022

HAYWARDS HEATH TOWN HALL, Boltro Road, Haywards Heath



Engagement with the arts can improve mental health, wellbeing and aspects of physical health, and can provide opportunities to boost social connections and prevent isolation.

68%

of people report that the arts have affected them positively during the pandemic, with one in five people getting more involved in the arts since the effects of Covid-19 began to be felt in 2020.

These new figures add to a growing body of evidence that highlights how being creative and connecting with the arts can benefit us in ways that go beyond enjoyment and pleasure.

‘THE FIRST FLOOR GALLERY’

SUMMARY PROPOSAL

WHAT?

The proposal is that, with the permission of Haywards Heath Town Council, the first-floor rooms at Haywards Heath Town hall be used as a pop-up Art Gallery space to enable residents to have a place to go, to see and appreciate, local, regional artwork and art from further afield.
Work by young emerging artists and established, professional artists.

WHY?

Because there are currently no gallery spaces, facilities or opportunities for emerging artists or established artists to exhibit their work in the Haywards Heath area. And because engagement with the arts is proven to improve mental health, wellbeing and aspects of physical health, and can provide opportunities to boost social connections and prevent isolation.

WHO?

This initiative will be facilitated and curated by Nigel Allyson-Ryan, FRSA and Alastair McPherson of Creative Mid Sussex CIC and Creative Reach Ltd. Both of whom will work closely with Haywards Heath Town Council, coordinate volunteers and work closely with the artists.

WHERE?

The first-floor office spaces at Haywards Heath Town Council building, Boltro Road, Haywards Heath, Mid Sussex.

WHEN?

The proposal is that the ‘First Floor Art Gallery’ could set up to exhibit artwork and receive visitors and art lovers by end of February 2022. Exact days and times to be confirmed.

HOW?

The First Floor Art Gallery will work through the collaboration with Haywards Heath Town Hall, Artists, volunteers and the Creative Mid Sussex Team. The curators already have a list of established local artists with work available, who are prepared to exhibit and help oversee exhibitions at the ‘First Floor Art Gallery’.

THE PROPOSAL:

- Haywards Heath Town Council (HHTC) to agree to the use of the wall spaces in first floor rooms at the Haywards Heath Town Hall building for the purposes of artwork displays and exhibitions.
- These to be artworks by local, regional, national and international emerging and professional artists.
- The arrangement to be between Creative Reach Ltd. (CRL) and Haywards Heath Town Council.
- A trial period to be agreed (tbc) to enable two exhibitions of different mediums and genres for the purposes of a trial period to test the initiative and to determine if it can for a longer period to be agreed between the two parties.

Suggested emerging and established artists:

- Anthony John Gray Contemporary Abstract artist
- Lucy Faulke Digital landscape painter
- Josh Elphick Young Landscape Photographer of the Year 2021
- Pearl Bates Award Winning Illustrator

Criteria and format:

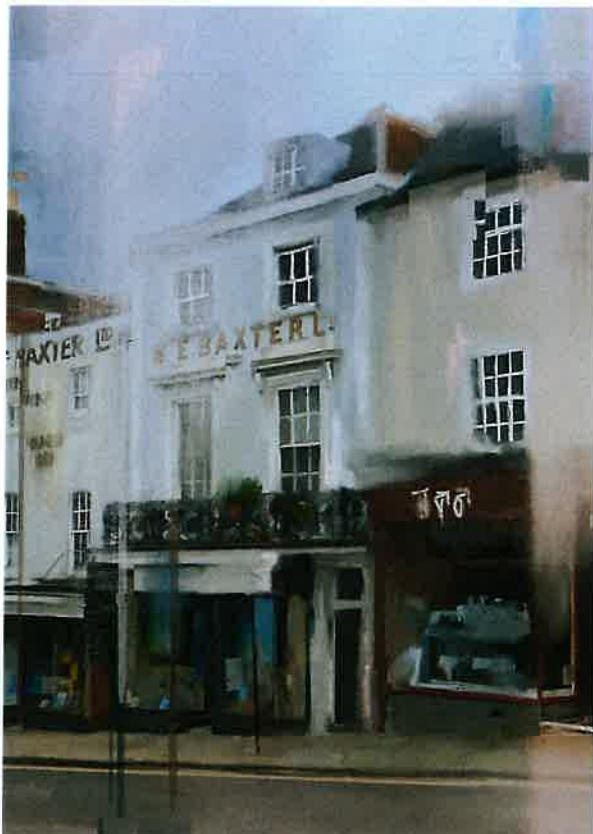
- **The days the gallery will be open** are to be agreed with Haywards Heath Town Council.
- **Opening & closing times** and access to be agreed with Haywards Heath Town Council.
- **Exhibitions will include** work by local, national and international artists.
- **Artwork will include** photography, paintings, illustrations, collages and drawings.
- **All work is to be** inspected and approved by Haywards Heath Town Council prior to hanging.
- **Work to be hung** in agreed locations on walls on the first floor and some walls on the ground floor.
- **The hanging mechanism** to be agreed.
- **System or equipment used to hang** is to make as little damage to existing walls as possible and any marks or damage is to be repaired and made good by the curators.
- **All artwork to be framed and mounted** where necessary in high quality frames
- **All work to be labelled** with title of work, date of artwork, name of artist, medium, artwork produced in, description ie. Original painting, print, limited edition, cost of artwork, etc.
- **A programme** will be produced outlining details of all work on display
- **A private view** can be arranged for each new exhibition/display (times, numbers, invitation details, etc.) to be agreed with Haywards Heath Town Council.
- **Snacks and alcoholic beverages** will be served at private views (tbc)
- **The artist** will be invited to give a short talk about their work at the viewing.
- **The timeframe for each exhibition** will be agreed with Haywards Heath Town Council.
- **Access will be required prior to each exhibition/display** to allow for pre display preparation, measuring up, positioning works, etc.
- **All artworks to be insured by** the artist or Creative Mid Sussex CIC
- **All artworks to be delivered to** and collected from Haywards Heath Town Hall by the artist or Creative Mid Sussex CIC
- **Certificates of Authenticity** will be available validating all artwork.
- **A press release** will be produced by Creative Mid Sussex CIC for approval by Haywards Heath Town Council.
- **All press, PR and media** to be approved by Haywards Heath Town Council.
- **Supervision and monitoring** of each exhibition is to be undertaken on a rotation basis by the artist, Creative Reach Ltd. Representatives and authorised volunteers.

Examples of work by emerging and established artists.



Josh Elphick
Junior National Landscape Photographer 2020
(former school: Cavendish School)
Course: Photography & Film Studies

Counting Sheep



'FIRST FLOOR ART GALLERY' AT HAYWARDS HEATH TOWN HALL, HAYWARDS HEATH.

PRINCIPAL CURATOR:

Nigel Allyson-Ryan, FRSA:

Fellow of the Royal Society for the Arts

RSA Ambassador for Creative Industries, Mid Sussex

Member of Creative Industries Federation

Director, Creative Reach Ltd.

Director , Creative Mid Sussex CIC

Exhibition & Curatorial Experience over last 15 years:

- Owner: three Art Galleries. 'The Gallery' in Ardingly, Lindfield and Lewes.
- Curator: Gallery 16 at The Dolphin Centre, Haywards Heath.
- Curator: Starbucks Gallery at Sainsbury's Haywards Heath.
- Creative Director: Award winning 'Art on the Line' with Southern Rail (Artwork in 8 waiting rooms)
- Creative Director: Regional art competitions with international artist, Stephen Wiltshire, MBE.
- Curator: Artwork at the St. Lucia High Commission in South Kensington.
- Curator: Art exhibition at Alliance Francaise in St. Lucia, West Indies
- Curator: Art exhibition at Wakehurst Place Ardingly, West Sussex.
- Curator: Art Exhibition at Orleans Gallery, London
- Curator: Tsunami Appeal Art Auction at Jeremy's Restaurant, Bordehill Garden, Haywards Heath
- Exhibition at Commonwealth Institute, London
- Exhibition at The Lighthouse Studios, Brighton
- Exhibition at 35 locations in Brighton for 'Good Food & Healthy Eating Initiative'
- Curator for the Hoardings Artwork around development for Waitrose, Haywards, Heath.

Tel: 07787 534749

Email: nigelallysonryan@aol.com

Current spaces at Haywards Heath Town Hall:





'FIRST FLOOR ART GALLERY' AT HAYWARDS HEATH TOWN HALL, HAYWARDS HEATH. 9



EXAMPLES OF PREVIOUS ART EXHIBITIONS/DISPLAYS CURATED BY NIGEL ALLYSON-RYAN

Art on the Line at Haywards Heath Station with Southern Rail



Mayor Sandy Ellis cutting ribbon for Launch of 'Art on the Line' and a typical waiting room with art by students



National Students Art Exhibition, Mall Galleries, London 2017



Mayor Sandy Ellis Nigel Allyson Ryan, FRSA at Gallery 16, The Dolphin Centre 2015

EXAMPLES OF PREVIOUS ART EXHIBITIONS/DISPLAYS CURATED BY NIGEL ALLYSON-RYAN



Gallery 16, Dolphin Centre 2016



Gallery 16, Dolphin Centre 2013



Lime Gallery, Lewes House 2019

EXAMPLES OF PREVIOUS ART EXHIBITIONS/DISPLAYS CURATED BY NIGEL ALLYSON-RYAN



**Hoarding decoration around Waitrose building site 2014
Haywards Heath Mayor, Coun. Sujan Wickeramachi, Artist and local school children, 2014**

MANAGEMENT OF THE GALLERY:

Items to discuss:

- Insurance (if necessary): Artists or Creative Mid Sussex Insurance)
- Security: (3-4 CCTV cameras active around the building)
- Storage: There is a secure storage room.
- Days, Times. As below (tbc)
- A notice board outside: Agreed
- Launch parties.: Launch party Friday 25th February

Potential Opening times:

As below but tbc.

- Monday: Closed
- Tuesday: 10 -4pm
- Wednesday: 10 – 4pm
- Thursday: 10 -4pm
- Friday: 10- 3pm
- Saturday: 10 – 12midday
- Closed for lunch

Open some evenings (tbc)

Costs to consider:

- Insurance (if required) Artists or Creative Mid Sussex Insurance)
- 2x A1 size A boards: Creative Mid Sussex to supply
- 2x A1 posters in A boards: Creative Mid Sussex to supply
- 4x Pull up banners. Creative Mid Sussex to supply
- Launch (invitations, refreshments) Creative Mid Sussex to supply
- A6 Leaflets Creative Mid Sussex to supply
- A4 posters Creative Mid Sussex to supply
- Van hire for large artworks HHTC can supply.

Note: All of the above are within a £500 budget.

Marketing:

Local press and magazines:

- Mid Sussex Times
- Life Magazines
- Argus

Local radio and TV.

Social media

Miscellaneous:

Layout of Space (to follow)

Logo & Brand (for The First Floor Art Gallery to follow)

***All items in red agreed at meeting on 3rd Feb 2022.**