



**HAYWARDS HEATH
TOWN COUNCIL**

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16th August 2021

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

Dear Councillor,

You are hereby requested to attend an informal meeting of the **Environment and General Purposes Committee** to be held on **Tuesday 24th August 2021** via Zoom Video Conferencing at **7.30pm** when the following business will be transacted. Please use the following link.

<https://us02web.zoom.us/j/89503794980?pwd=TGVaRmo0QjJndVMwNkxvVFdBWEJtUT09>

Yours sincerely
Steven Trice
Town Clerk

AGENDA

1. To receive apologies for absence.
2. To note the minutes of the Environment and General Purposes Committee meeting held on Wednesday 21st April 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 receive the Haywards Heath Winter Weather Management Plan 2021 for review.
7. To consider an application for Town Initiatives funding from Haywards Heath Business Association.
8. To receive an update on the actions of the Environment Working Group.
9. 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.'*

This meeting will be conducted and recorded using the Zoom video conferencing application. It was not a formal meeting of the E and GP Committee as virtual meetings may not take place after 7th May 2021. However, face to face meetings have been suspended until the Government lifts the restrictions on social distancing which will allow a return to the Council Chamber and/or the Town Hall is ready to host a physical meeting with Members and staff fully vaccinated. The Town Council has agreed not to hold any meetings before 1st September 2021. Therefore, this Advisory Group meetings allows Councillors to have discussions on decisions that are needed to be made via delegated authority. The delegation is to the Clerk in consultation with the Chairman and Vice Chairman, as the Town Council can delegate authority to an officer but not to an elected member.

Town Mayor Cllr Howard Mundin

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

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

Councillors: Matthew Jeffers (Chair)
Sandy Ellis (Vice Chair)
Clare Cheney
Rachel Cromie
Stephanie Inglesfield
Jack Langley
Alastair McPherson**
Sujan Wickremaratchi
Apologies Absent***
Also present: Town Clerk, ECO, Cllr Bates

49. Apologies

Alastair McPherson – family commitments.

50. Minutes

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

51. Substitutes

None.

52. Declarations of Interest

None.

53. Events and Community Officer Report (ECO)

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

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

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

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

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

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

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

54. Tree Management Plan for Haywards Heath Cemetery

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

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

- a) undertake a tree and ecological study of Western Road Cemetery and Nature Reserve, which will be met from the Cemetery Reserve budget, including;**
 - I. Detailed topographic survey: £3,800 (estimate – to be confirmed through obtaining 3 quotes by Allen Scott).**
 - II. Tree Survey: £1,270 (The cost to update the arboricultural assessment and associated reporting are as follows. Tree Survey in Accordance with BS 5837:2012 - £820.00, Drawings Tree Constraints Plan - £ 270.00 and Interim Report £180.00.**

(to be undertaken by Allen Scott recommended arboriculturist)

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

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

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

And,

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

55. Town Council's Street Lighting Energy Contract

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

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

56. Adoption of Land off Syresham Gardens

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

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

57. Urgent Items

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

Meeting Closed 8.30pm

Committee Meeting: Environment and General Purposes

Report of: Event and Community Officer

Date: 17th August 2021

Subject: Events and Community Officer Report (July/ August 2021)

Purpose of Report:

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

Summary:

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

Recommendation(s):

Members are recommended to;

- a) **Comment as appropriate.**
- b) **To offer support with any organisation required towards Town Day and the Covid Awards**
- c) **Note the success of inward investment. 8 sponsors this year, 5 more than 2019. Successfully bringing strong inward investment for the Town Council.**
- d) **Read Pilot Project proposal – Power 4 Parents**

Background:

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

4. Event co-ordinating and planning

4.1 Spring Festival – This event has been cancelled for 2021 due to restrictions regarding the Covid pandemic.

4.2 Town Day –

Planning for the day

- Victoria Park has been booked.
- New separate form is needed to be filled in for the event – **Risk assessment and event plan required**
- MSDC carpark for the day - **Risk assessment needed.**
- Team of marshals ready and a few individual volunteers offering their time. Security booked
- Toilets - booked.

- Police are on board and will be there for the day and also bringing a vehicle.
- Fire brigade to attend – possible demo
- First Aid – BM Ambulance are booked and invoice paid
- No bin service – to be booked through private company – **Still waiting for confirmation**
- Covid signs and Town Day banners in design stages and will be placed at the entrances to the park for the event.
- Sanitising stations
- Plans and rotas for helpers on the day - **to be done**
- Groundsman helping on the day is organised – Planning for the day and equipment list
- Photographer recently graduated from college – Experience for her and free service
- Possible volunteers from 1st central insurance on the day – **Waiting confirmation**
- St Francis agreed to provide beer again this year - Beer tent booked
- Stalls have been booked through Brad and the fairground.
- HHTC marquee for Bounce back promotion – Councillors to collect publicity from businesses in town and ask them to display poste - **Becky to arrange display to go in the tent**
- Bolnore marquee for the Beer tent organised – **To arrange collection and return**
- **Site map to be finalised and sent out when suitable**
- **To arrange for deck chairs**
- 3 drink companies attending – one developing a Titan Cocktail and Mocktail for the day. Proceeds to Mayor Charity.
- 5 food stalls confirmed – Brad
- Charity stalls confirmed so far – Volunteering village – **Still waiting for some**
- Business stalls confirmed so far – Business Boulevard - **Still waiting for some**

Marketing, publicity and promotion

- The ECO went on the hospital radio for an interview about both events on Wednesday 2nd June.
- Posters are going up around town, community boards, and on our social media.
- PSP homes making boards for Muster Green and South Road (edge of park)
- Banners currently being designed to go up nearer the time. (Environmentally friendly material and recyclable, no PVC)
- Both bands are promoting on social media
- ECO has done two press releases
- Advert in the Sussex Living Magazine – Spotlight event box
- Organising Advert on More Radio to be played all day from 3rd September to morning of 11th September
- ECO will send to schools for Parentmail closer to the time
- Programme in process that will be given out on the day and enlarged to scatter across the park on the day.

Performances

- Opening act to start pre-event to create atmosphere – Paul Stanmore (Singer) he has kindly offered to host the day as well for no extra cost.
- Main Stage – booked and organised how to dress it for the day, equipment needed for the bands and PA systems have been organised
- Arena Area – x2 marked with metal stakes and bunting
- Bands – 2 booked for 3 hours Revamp and Soul Kats – These bands are performing for free with the ask that the Town Council donate some money to the Princess Royal Hospital instead.

- Popchoir booked for band change over of 30 mins
- The main act is Titan the Robot is booked and plans for him and his requirements are under way.
- Plans with Poi passion (Circus skills, Fire show and stilt walkers) confirmed.
- Barratt Wilson homes have confirmed they will be bringing their digger again this year.
- Mewes Vets will be doing a dog show this year
- Marco the Magician confirmed
- Fairground is booked
- Mini Railway confirmed
- X2 Donkeys confirmed
- Debutots now cancelled
- Ardingly Solar Car confirmed
- Air Cadets plane confirmed
- Spanish dancing flash mob
- Dance with Emily – Waiting confirmation
- The ECO is working on a collaboration with Poi Passion to include the community in a raising money performance. Dancers and Fore skills. Dancers will have sponsorship forms to raise money for their performance on the day to donate to the Mayor's Charity.
- Other ideas ongoing
- Climbing wall
- Haywards heath Football club activities
- PFP activities
- Berry creative
- Little Kickers

Sponsorship

In the last couple of weeks the ECO has managed to secure 3 more sponsors for Town Day. Total sponsors for the day including the Covid Awards is – 8 Sponsors. 5 more than 2019.

- Barratt Wilson home – payment received - £1000
- Orchards Shopping Centre – £1000
- A-Plan Insurance – £500
- Broke Taylor – £250
- PSP Homes - £500
- Haywards Heath Football Club – **Waiting amount confirmation**
- P&S Gallagher – Sponsor Punch and Judy Show

Please note – Total sponsorship received is £4,250 with Haywards Heath Football club to contribute as well – Waiting for this donation amount for final amount received this year.

Covid Awards – Judging completed – Presentation on Town Day

The Covid- 19 Community support Awards are well under way and final preparations are being made for the presentations on Town Day.

Winners

MSVA – category 1

Caremark – Category 2

Haywards Heath Library – Category 3

Fay Flude – Bolnore Pre-school staff – Category 4

There are also two certificates to award for two individuals to recognise their hard work.

Plans for the day

- Mayor confirmed for the presentation
- Ryan Andrews will also be there - Sponsor of Awards
- Awards judged and letters to the winners have gone out
- Business contacted to engrave the awards ready for the day.

Please note - Mims Davis will attend on the day – Tme to be confirmed around other her commitments.

Publicity and promotion

Posters around, banners, HHTC Website, HHTC social media, Ryan Andrews website, Parentmail in schools. Sussex Living spotlight event box and More Radio.

Sponsorship - Ryan Andrews Business performance – £1000

4.3 Christmas Fireworks – The ECO has booked Frontier Fireworks for the Christmas display Saturday 27th November in Victoria Park. The ECO has informed the Fire Brigade of the event well in advance.

4.4 Mid Sussex Marathon – This is being held as a virtual event this year.

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

5. Project Development

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

Now the HHDFC is functioning as a constitution, the ECO has been asked to be secretary. This will involve attending the 4 meetings a year, providing agendas and doing the minutes.

Please note - Update with regards to HHDFC – The Chairman (Jacqui Smith) Is stepping down from her role and a replacement is needed. A meeting is being held to discuss the future of HHDFC. Jacqui is hopeful someone will take her place but if nobody can be found the constitution will be demolished. The ECO will update when there is more information.

6. Liaison with Voluntary and Community groups

6.1 MSVA - The ECO has been in contact with Lauren Lloyd with regards to Volunteers and support from MSVA for the Power 4 Parents Pilot Programme. She is very keen to get involved where she and her team can.

6.2 The ECO has been invited and will be attending an event being held at the Koorana Centre in Ardingly on 16th August to help raise awareness of the Koorana Foundation.

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. Detail to follow.

7.2 The ECO attended many Health and Well-being network Sub-Group meetings via zoom over the course of the last two months This group is to talk about Children's mental Health and organisations that offer support. It was created with the influence of the ECO and remains to be useful. 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. The project is now being noticed by other organisations and the ECO now has the support from Early Help, WSCC Children's services, Burgess Hill and East Grinstead Town Councils, Haywards Heath College, Regina Choudhary and Sally Blackmore from MSDC, Sussex Oakleaf, and other groups which form the sub working group. The ECO has done much research and work with-in her role as Community Officer for HHTC and has identified a real need that needs to be addressed urgently. The ECO has discovered a fresh way to distribute the work of this project to reach all families in the community without fail. (Explained in Project plan)
The ECO has found new organisations on our doorstep here in Haywards Heath who are keen to be involved. iSpace Wellbeing and Thumbs up World would like to contribute towards the project they are extremely fresh and exciting.

Paul Turner from the Health and Wellbeing Team is pushing this project to achieve more funding. The ECO has currently secured £11,000 for the working group from The Wellbeing team as they decided to put their whole 2021 financial budget towards the project.

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

The ECO is extremely happy as she is managing to pull together many organisations to work together as a team and produce a professional and well thought out project for the community to benefit from.

The ECO wonders just how successful this Pilot project could be in time.

Please note - The ECO is happy to explain more if needed but all the information is in the documents attached to support this report.

8. Administration of the Town Council's Small Grants

8.1 There is 1 grant to go the next Policy and Finance meeting on 21st June 2021. One grant was awarded last time.

9. Inward Investment

9.1 The ECO has secured 8 sponsors with £4,250 and more to come through sponsorship for 2021 events. The ECO is extremely happy with this achievement.

9.2 The ECO created and completed a Sponsorship Brochure for Haywards Heath Town Council a while ago now. The ECO would like to add to the brochure with regards to the

latest way to gain sponsorship. Working in partnership seems to be a good way of achieving sponsorship and has proven to work well with regards to Ryan Andrews and Co and the Covid Awards. This could be another type of package to offer to the right businesses in the future.

10. Financial Implications:
None.

11. Policy Context:
None - Officer update.

Community and Events Officer

Committee Meeting: Environment and General Purposes

Report of: Town Clerk

Date: 24th August 2021

Subject: Winter Weather Management Plan 2021

Purpose of Report:

1. The purpose of this report is for Members to review the winter weather arrangements for Haywards Heath.

Summary:

2. Members will have received with this report, for comment, the Town Council's Winter Management Plan.

Recommendation(s):

Members are recommended to;

- (a) Review the existing Haywards Heath Winter Weather Management Plan and adopt it for the 2021/2022 winter months.**

Background:

3. At a meeting of the Environment and General Purposes Committee dated the 23rd August 2010, Members considered a report that proposed arrangements for severe winter weather events, in light of feedback from residents and principal authorities, after the heavy snowfall earlier in that year. The report also considered the outcome of the West Sussex County Council (WSSCC) snow summit. Subsequently, the report enabled the adoption of the Town Council's Winter Weather Management Plan, which was complementary to plans produced by both Mid Sussex District Council and West Sussex County Council.
4. Drawing the snow plans together the three tiers of authorities are able work in partnership to provide a strategic response to snowfall. There is always room for improvement, so with arrangements being well underway for the planning of a response to the potential of heavy snow during any given winter, the following report seeks Member's views on how the Council can build upon its policies and apportion its resources.
5. For 2021 WSSCC maintains its position that they will not fill up salt bins after they come out in October to do the annual fill. So that means if snow falls in November that we are on our own for the rest of the winter. WSSCC will this year also be resisting the placement of new salt bins where ever possible due to resources.
6. The Town still has an amount of salt in mass storage to deal with early snowfall, which is held in partnership with Serco at Bridge Road depot and at the West Sussex County Council depot at Burgess Hill. Furthermore, as a result of there being no snowfall, but heavy ice in the last year, the Town's salt bins will be re- stocked with salt. An audit has

been carried out and WSCC will be furnished with HHTC needs plus a request for a five ton top up of our mass salt stock, to be held in the Town Hall Car Park.

General Information on Town Salt stocks

7. The audit of salt bins in Haywards Heath is attached for Member's information and review.
8. As said, it is hoped that because there has been no major snowfall over the last two years, that the Town remains well stocked with salt. For the avoidance of doubt the following will be undertaken.
 - a) An audit of Salt Bins has been undertaken with any bins in the Town that were not full being reported to WSCC for filling.
 - b) Members may wish to check their local bins. If there are any problems, please let the Town Hall know. All bins should be numbered so the number and the road name is all you should require.
 - c) Furthermore, the Town Council's mass storage of salt is located back at Bridge Road in part, WSCC Burgess Hill depot and the HHTC car park.

Financial Implications

9. Please note that the Town Council holds a severe weather budget. This budget is for strategical equipment that will serve the whole Town, not for individual salt bins. Expenditure may involve the purchase of equipment for Groundstaff or, as in 2012, an independently purchased top up of salt for the Town.

Haywards Heath Winter Weather Management Plan 2021

This policy outlines the actions that Haywards Heath Town Council (HHTC) will undertake to counteract the effects of severe winter weather in Haywards Heath.

These measures are intended to complement road gritting and salting carried out by West Sussex County Council (WSCC) and the Emergency Planning Advice for such events produced by Mid Sussex District Council (MSDC). It is not the intention of the Town Council to replace the efforts made by our principal authorities, but the adoption of a plan is to complement their activities so that a joined up approach is developed to provide the best response possible for the residents of the Town.

1) Haywards Heath Severe Winter Weather Management Co-ordinators

The following coordinators have been nominated by the Town Council to act as the administrator(s) of this policy. The named co-ordinator is the Town Clerk, although a deputy will be available to take the Town Clerk's place when necessary. The co-ordinator will be the Town Council's main point of contact, and will co-ordinate the response to the event on behalf of the Town Council.

Contact(s): Steven Trice – Town Clerk
Andrew Sturgeon – Deputy Town Clerk

Address: The Town Hall
40 Boltro Road
Haywards Heath
RH16 1BA

Tel: (01444) 455694 or out of hours 07863154631

Email: town.clerk@haywardsheath.gov.uk
Website: www.haywardsheath.gov.uk

2) West Sussex County Council offer in line within its role as the Highway Authority. (Appendix 2 outlines the WSCC Winter Management Community Resilience offer.)

- Monitor the daily forecast provided by its weather forecast provider between October and April and take appropriate actions. Issue of a Daily Weather Decision to the Town Council.
- Treat the Precautionary Salting Network – approximately 1,600km of the county's roads.
- Purchase and store at five depots at least 10,000 tons of de-icing road salt during the summer months when prices are advantageous.
- Liaise with the Government's "Salt Cell" and actively participate in Mutual aid with adjacent Highway Authorities.
- Maintain a fleet of 24 gritters (bulk spreaders) between October and April.
- Fill salt bins in pre-winter.
- Deliver, pre winter, Bulk Bags to locations identified in Local Winter Maintenance Plans and fund farmers to distribute the bulk bags to locations identified in the agreed Local Winter Maintenance Plans.
- Fund local farmer / local contractor to fill salt bins as required during the winter with salt from the bulk bags stored locally.

- Fund farmers to clear local roads identified in the agreed Local Winter Maintenance Plans

3) West Sussex County Council does not undertake any of the following:

- Treat any roads not identified as part of the Precautionary Network.
- Hand treat footways / cycleways / precincts as a precautionary exercise.
- Treat private, 3rd party or non-highway land.
- Refill salt bin or replace Hippo Bags during the winter period.
- Deliver salt bins or hippo bags once winter has started.
- Fund farmers to clear roads that have not been identified in the agreed Local Winter Maintenance Plan.
- Undertake, or support, any supplemental proposals that are not identified in the agreed Local Winter Maintenance Plans.
- Consider Local Winter Maintenance Plans submitted after 1st August.

4) Mid Sussex District Council role.

Whilst District Councils are not obliged to clear snow or ice from public highways, pavements, precincts and private roads, Mid Sussex District Council will, in the most extreme circumstances, work with local Town and Parish Councils and assist in the clearance of snow and ice, in agreed priority areas. They will, where possible, re-deploy contractors (e.g. grounds maintenance and street cleaning) to undertake snow clearance, as agreed between the contractor, the Council and its local partners.

5) To meet the gap left by West Sussex County Council – Haywards Heath requires the following resources:

- 5 tons of salt to be placed at Jobs Deport Burgess Hill.
- 5 tons of salt to be placed at Haywards Heath Town Hall.
- Surplus supplies of salt are located at Serco Depot, Bridge Road.
- The Town Council provides 116 salt bins in the Town as laid out in appendix 1, which need to be filled by West Sussex County Council contractors.
- The Town Council requests that Heath Road is added to the WSCC Treat the Precautionary Salting Network priority list and would like a response to this request.
- To clear Town Council land holdings.
- To work on pavements, footways / cycleways / precincts when appropriate and in line with Council resources.
- To assist the vulnerable when possible.
- Be a one stop information shop during snow weather events.

6) Process to HHTC Administer Office Resources:

Receipt of Warning: MSDC and WSCC to inform HHTC via Severe Weather Warnings received by the MSDC Emergency Planning Team and through WSCC daily updates containing adverse winter weather warnings.

In liaison with WSCC and MSDC the level of publicity will be agreed on the forecasted event and links to MSDC's and WSCC's website will be made to complement HHTC's. This

will include advice on the Town Council's Winter Management page and the Homepage of HHTC's website.

Information Sharing: By adopting this policy and publishing it, Haywards Heath Town Council adopts West Sussex County Council's 'Guidance on Preparing a Local Winter Management Plan', which outlines the approved maps relating to snow clearance on the main highways and Mid Sussex District Council's Guidance for Response to Severe Weather, which include contacts to emergency resources.

The Town Council's website will host this policy, the County Council's and Mid Sussex District Council's policies for severe weather. In addition, the Town Council will publish the location of all grit bins in the Town and link to the information pages of the two principal authorities and local transport providers.

The Town Council will have the ability to post severe weather warning on its website homepage and constantly update it through the severe weather events.

The autumn edition of the Town Council's newsletter will contain details of the Town Council's role and emergency contact numbers for the coordinator at the Town Hall, Mid Sussex District Council and West Sussex County Council.

7) Process to HHTC Administer Groundstaff Resources before event:

To ensure that the Town is prepared for such events the following forward planning work will be undertaken. The Town Council on an annual basis will (normally in August/September);

- Audit the Town's stock of salt bins.
- Consider requests for new salt bins in the Town.
- Review the location of all bins to ensure that they are serving the appropriate areas effectively.
- Order new or replace salt bins when necessary.
- Will ensure that bins are filled and replenished via WSCC.
- Audit the equipment available for use in the severe weather conditions.
- Audit which roads can be cleared and linked to those major road treated by the County Council.
- The Town Council openly supports and has supported infrastructure for self-help for residents in the outlying areas of the Town, through filling salt bins that have been purchased by residents. The Council also holds a supply of snow shovels for use by local businesses.

All winter maintenance equipment will be moved from the Council Depot to Boltro Road on the event of a warning of a snow weather event.

8) Distribution of Town Council Groundstaff/Resources after the event.

Where appropriate and if possible the Town Council will deploy its Groundstaff to assist with the efforts to manage heavy snowfall and ice within the Town.

Requests for assistance will need to be made to the co-ordinator(s) who will deploy resources at their discretion. This includes supporting ad hoc requests to meet the needs of the vulnerable, or areas that are needed to be cleared to connect the Town Centre to outer environs of the Town.

The Council in addition to its land holdings has identified schools, nursing homes, access to the Princess Royal Hospital, the Town Centre and Haywards Heath Train Station as priority area for clearance.

With regards to Town Council owned land: Haywards Heath Town Council acknowledges and understands it has a responsibility under the Occupiers Liability Acts 1957 & 1984 towards the safety of all visitors to its premises or land.

'During periods of snow and ice Haywards Heath Town Council will assess all the risks associated with its premises or land and aim to eliminate or reduce these risks as far as is reasonably practicable.

If, in the opinion of the Clerk of the Town Council, the risks associated with clearing the snow or ice are outweighed by the risks posed by not clearing the snow and ice then the Town Council will undertake to clear the access to its premises or land, as far as is reasonably practicable.

If, in the opinion of the Clerk of the Town Council, the risks of not clearing snow or ice are outweighed by the risks posed by clearing the snow and ice then the Town Council will not undertake to clear the snow and ice and an explanation along with photographic evidence supporting this decision will be filed. As a result of this decision the Town Council may decide to close its premises or withdraw access to its land if it is felt that allowing access to continue is not in the interest of public safety'.

9) Process to Deploy Resources

HHTC initial response, once Groundstaff can safely leave the Town Hall, is to help clear snow and ice to compliment the work of Serco (under MSDC leadership). This includes supporting clearance down Boltro Road to Haywards Heath Train Station and up Boltro Road onto The Broadway. Serco staff are instructed to come up Perrymount Road to The Broadway then they leapfrog the Town Council team onto South Road, then up to Franklynn Road.

This works compliments the routes available as a result of WSCC gritting routes priority 1 Strategic (main) A roads and access roads to emergency services except the trunk roads A27, A23, M23 which are the responsibility of the Highways Agency and 2 (remainder of the A and B road network) as per the map attached to assist the Town to stay operational with clear access to shops, services, the hospital.

10) Appendices

1. List of grit bins located in Haywards Heath.
2. WSCC Winter Management Community Resilience offer. See HHTC or WSCC website.
3. WSCC useful information pack. See HHTC or WSCC website.

DISCLAIMER

Whilst every effort has been made to follow official guidance in drafting this Winter Management Plan, Haywards Heath Town Council is not responsible for any event resulting from misinterpretation of or subsequent changes to the guidance.

Meeting: Environment and General Purposes

Report of: Town Clerk

Date: 24th August 2021

Subject: Town Initiatives Fund – Haywards Heath Business Association

Purpose of Report:

1. The purpose of this report is for Members to consider a request for the release of Town Initiatives monies.

Summary:

2. The following report presents request from the Haywards Heath Business Association for funding towards the development of their website.

Recommendation(s): Members are asked to consider;

Allocating £1,500 of Town Initiatives monies to Haywards Heath Business Association towards the development of their website.

Background:

3. The following request for funding has been made by Haywards Heath Business Association (HHBA).

The HHBA website has grown into being an incredibly important part of our 'proposition'. We recently conducted some detailed analysis of its visitors and their behaviours that allowed us to understand how the website was performing - and where we able to identify significant opportunities for improvement.

We can see that elements of the site, such as the Members Directory, are an essential and unique offering enabling HHBA members, other local businesses, and the wider community to connect with each other. Other parts of the site such as the News and Events pages have also proved increasingly popular - with overall website visits up 15% year to date versus the same period last year.

During the pandemic the website became an important instrument to help share and signpost key information. During this time, we enabled parts of the website, such as the 'Meet the Expert' videos to be seen by the wider community and not just for members - and, at a time when many in the community were uncertain about a whole range of issues, we were able to deliver information and guidance about things such as grants and funding to a wide audience.

However, our analysis also showed that the website was starting to show obsolescence. Cosmetically the website is looking dated and isn't utilising the latest thinking in effective site design. Our investigation showed that an increasing number of visitors are accessing the site from mobile devices - which is currently a very poor user experience. Furthermore,

the underlying design means the pages are slow to load as they are written in an 'old' language that doesn't lend itself to optimising the user experience.

We believe that we can redevelop part of / and possibly all of the website in a cost-effective way for circa £3,000.

If we make these changes it will enable HHBA to have a mobile responsive, faster and more easily configurable website that is future proofed - and will ensure that we can continue to be able to offer our members, other local businesses and the wider community a better version of this valuable service.

Financial Implications

4. As Members are aware the Town Initiatives fund is allocated to benefit projects that would benefit the Town generally and the Town Council has a general grants budget managed by the Policy and Finance Committee for individual organisations, which has a cap on funding levels to £750. On the basis that HHBA is an organisation that any business can join and the membership offers services to residents of the Town, it seems appropriate to award monies from the Town Initiatives Fund especially as the fund has been underutilised in the past.
5. On this basis, with a budget of £3,857 plus reserves available, it is suggested that £1,500 at 50% of the project costs be awarded on the basis that HHBA can find match funding.

Legal Implications

6. The Town Council can make such a resolution under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 13th May 2019 under minute 17. Under this power the legal limit for the allowance of section 137 grant funding that can be offered by a Parish Council does not apply to Haywards Heath Town Council.

Town Clerk

Committee: Environment and General Purposes Committee
Report of: Town Clerk
Date: 24th August 2021
Subject: Environment Working Group Update on Actions – 26th June 2021

Purpose of Report:

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

Summary:

- 2) The following report presents the position of the actions as of the Environment Working Group held on the 26th June 2021.

Members are recommended to review and adopt the update on the actions of the Environment Working Group dated 26th June 2021.

Background:

- 3) The following is an **update on the priorities of and actions of the Working Group**, which will be supported by an update from the Chair of the Working Group via the Town Clerk. This report acts as an update for the Committee of the Town Council's commitment to Environmental issues, which are being regulated by the adopted Town Council Environment Policies and Environment Framework as adopted by Full Council 30th September 2019.
- 4) Please see separate documents as attached to the agenda email.

Financial Implications

- 5) None relating to this report.

Town Clerk