

## HAYWARDS HEATH TOWN COUNCIL

**Minutes of the meeting of the Environment and General Purposes Committee held on 21<sup>st</sup> 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 15<sup>th</sup> 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 11<sup>th</sup> 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 11<sup>th</sup>. 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 at 8.30pm**