



**HAYWARDS HEATH
TOWN COUNCIL**

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26th June 2024

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

Dear Councillor,

You are hereby requested to attend a meeting of the **Environment and General Purposes Committee** to be held on Monday **1st July 2024** at the Town Hall in the Council Chamber at **7.00pm** when the following business will be transacted.

Yours sincerely

Steven Trice

Town Clerk

AGENDA

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

To commence not later than 7.45pm

3. To receive the minutes of the Environment and General Purposes Committee meeting held on 22nd April 2024.
4. To note Substitutes.
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To receive a report on the potential for a 80 years since VE Day (8th May 2025) event.
7. To receive an update on the Active Haywards Heath Executive Board Meeting.
8. To consider the adoption of a Town Council in-house Environmental Policy and associated Action Plan. (Action Plan attached as a separate document. If you are viewing on the website please look under additional documents).
9. To consider a Cllr Motion to consider the creation of a community board for arts and culture in Haywards Heath.
10. To consider funding of Twinning Finger Post at Haywards Heath Town Hall.

11. To receive a verbal update on South and South East in Bloom.

12. To consider any items that the Chairman agrees to take as urgent business.

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

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

Town Mayor Cllr Stephanie Inglesfield

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

Minutes of the Environment and General Purposes Committee 22nd April 2024.

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

Apologies Absent***
Also present: Town Clerk, Committee Clerk

64. Apologies

Member	Reason
Cllr Inglesfield	Holiday
Cllr Ellis	Ill health

65. Public Participation

There were no members of the public present.

66. Minutes

The minutes of the Environment & General Purposes Committee dated 26th February 2024 were taken as read, confirmed as a true record and duly signed by the Chairman.

67. Substitutes

None.

68. Declarations of Interest

There were no declarations of pecuniary or other interests.

69. Events and Community Officer's update (February 24- April 24)

The Clerk referred to the ECO's report.

He highlighted that the poppies made from recycled plastic bottles have had a good response. After use at the Town Councils event the poppies are to be shared with other local towns for reuse.

Plans were well under way for 'Spring into Summer' and the D Day anniversary events. The ECO and PO are working on the Towns Christmas event.

Cllr Nicholson advised the best time to engage with secondary schools and 6th form colleges was between June and July. This information will be passed onto the ECO and PO.

Members **NOTED** the report.

70. Environmental Policy and associated action plan

The Clerk shared the policy and action plan explaining that it was a fluid document.

Cllr Wilson thought the policy suggestions were sensible.

Cllr Pascoe thanked the Project Officer for her work. After a short discussion

Members RESOLVED to take the Environmental Policy and action plan to the next Policy and Finance meeting for discussion.

71. Weald to Waves project

Cllr Nicholson presented her motion, the Weald to Waves project.

The Weald to Waves project is a plan to create a 20,000 hectare, 100 mile long wildlife corridor stretching from the Ashdown Forrest to the south coast. Cllr Nicholson noted that although Haywards Heath was outside the area of the initial project the Town Council, along with neighbouring parishes could create a 'local branch', a connected local corridor. The idea behind the project is that anyone can sign up and designate their own green space 'giving' 30% of their land to be a connected wild space.

Cllr Nicholson suggested that HHTC could identify suitable owned land for the project.

The Weald to Waves project would fit in well with the Environmental policies. The Town Council could advertise the project on their social media and website, encouraging schools, organisations and local residents to sign up.

Cllr Pascoe thought the project could also be tied in the Neighbourhood Plan, where open and green spaces have been designated.

Members thought it would be useful to try to lobby the District Council and involve organisations such as Network Rail and other 3rd parties.

After the discussion:

Members RESOLVED to form a working group and report back at the next E & GP meeting.

72. Active Haywards Heath

The Clerk referred to his report saying both he and the ECO were concerned at the lack of engagement from members of Haywards Heath Active. The Clerk asked for members views on future arrangements and ideas for the Town Councils involvement.

After a short discussion:

Members Resolved that the board should be approached to decide upon a chairman, with Active Haywards Heath becoming more community led.

73. South and South East in Bloom

The Clerk and ECO had attended a meeting earlier in the day where promotion of the event had been discussed. The Town Council will be promoting dates via social media, press releases and other marketing.

The judging date for Britain in bloom will be 31st July, the Clerk reminded the committee that the Town has the honour of representing the whole region.

Members RESOLVED to note the update.

74. Urgent Items

There were none.

Report of: Events and Community Officer

Date: 1st July 2024

Subject: VE Day Event

Purpose of Report:

1. The purpose of this report is to consider whether the Town Council will run a VE Day event in 2025 to celebrate the 80th Anniversary of VE Day.

Summary:

2. The following report asks for members to consider running a VE Day event in 2025.

Recommendation(s):

Members are recommended to;

- a) Note this report.
- b) Comment as appropriate.

Project Outline:

3. The ECO would like approval to run a VE Day event, prior to the budget setting process. The ECO is awaiting guidance from Bruno Peak CVO OBE OPR, Pageant master, but would like to be able to act in a timely manner once the guidance is received.
4. VE Day is on Thursday 8th May 2025, with there being the possibility of the early May Bank Holiday being moved, as it was in 2020 for the 75th anniversary.
5. The ECO would like to have the event confirmed with the date of the event, time of the event and event format to be decided upon once further guidance has been received.
6. Following on from the D-Day 80 years anniversary event, the ECO would like to arrange for The Spinettes to be part of the VE Day event due to their popularity and the positive feedback received.

Legal Implications

7. N/A

Financial Implications:

8. Budget to be agreed in the budget setting process.

Community and Events Officer

Meeting closed at 8.22pm

Committee Meeting: Environment and General Purposes**Report of:** Events and Community Officer**Date:** 1st July 2024**Subject:** Active Haywards Heath**Purpose of Report:**

1. The purpose of this report is to provide Councillors with an update on Active Haywards Heath

Summary:

2. The following report is to update Councillors on Active Haywards Heath.

Recommendation(s):**Members are recommended to;**

- a) **Comment as appropriate**

Background:

3. Active Haywards Heath was originally run as the Haywards Heath Sports Forum, it fell dormant prior to COVID and was revived in 2022 when the Events and Community Officer came to post. The ECO chose to rename to Active Haywards Heath to try to attract a bigger audience. It was introduced to give local sports groups, organisations and professionals a space they can speak with likeminded individuals. It failed originally due to lack of engagement from members.

Summary:

4. There was a meeting of the Executive Board on Wednesday 19th June. All Executive Board Members were in attendance. The meeting allowed Cllr Pascoe to introduce himself as the new Chair and for the Town Council to explain the engagement issues it has faced and how we can reengage members moving forwards.
5. Cllr Pascoe introduced the idea of a Community Co-Chair to help lead the group, Esther Featherstone from Swoove nominated herself and the Executive Board agreed with her nomination. Esther Featherstone was confirmed at the Co-Chair.
6. It was agreed to have themes for all the meetings going forwards. The themes discussed were facilities, funding, training (first aid, safeguarding etc) and volunteers.
7. It was agreed, as always been envisaged, a dedicated page will be put on the new website, with the help from the Executive Board. The page will be a one stop page for all information on 'Active' in Haywards Heath, formed from best practice examples, including Active Birmingham.

Financial Implications:

8. N/A

Legal Implications:

9. The Town Council can undertake this project using 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 15th May 2023 under minute 20.

Events and Community Officer

Committee: Environment and General Purposes Committee

Report of: Project Officer

Date: 24th June 2024

Subject: Environmental Policy and Action Plan – Updated

Purpose of Report

- 1) The purpose of this report is for Members to consider an updated policy document, as originally seen and approved at the meeting on 22nd April 2024.

Summary

- 2) As part of the Town Council's commitment to the Environment the Project Officer has developed the attached Internal Environment Policy and associated Action Plan to guide the Town Council in its operations. This is in line with a commitment to improve Town Council working practises so to be best in class and to practice what it expects of and will be promoting to the community. The Action Plan has been updated and revised. Members are asked to consider the policy and action plan.

Recommendation(s)

Members are recommended to adopt the Internal Environment Policy and Action Plan (updated) as attached in the appendices of this report.

Background

- 3) The purpose of this policy is to reduce the impact that Haywards Heath Town Council (HHTC) has on our environment through recognising that the day-to-day operations of the council impacts directly on the local environment and setting out an action plan to reduce such impact. Specifically, this is relating to the internal working operations of the officers and Councillors within the Town Hall.
- 4) Whilst the Environmental Policy as a whole considers everything we do in the wider context, such as adopting best practice with regards to outdoor services and land ownership. The Internal Environment Policy promotes good management by adopting best practice within the operation of the Town Council, specifically at the Town Hall. Overall, these policies will demonstrate our commitment to enable HHTC to be the best in class and practise what we are signposting and asking our residents and local businesses to consider in their day-to-day lives/operations.
- 5) The basis of the Internal Environment Policy is to improve and streamline some of the everyday processes we should be implementing in order to make a greater positive contribution to the environment. Many of the items are rooted in simple actions such as turning lights off when leaving a room and turning the heating down over the weekend when the building is not in use.

- 6) The main Action Plan has been updated, with additional information and approximate costings, where appropriate, for consideration.

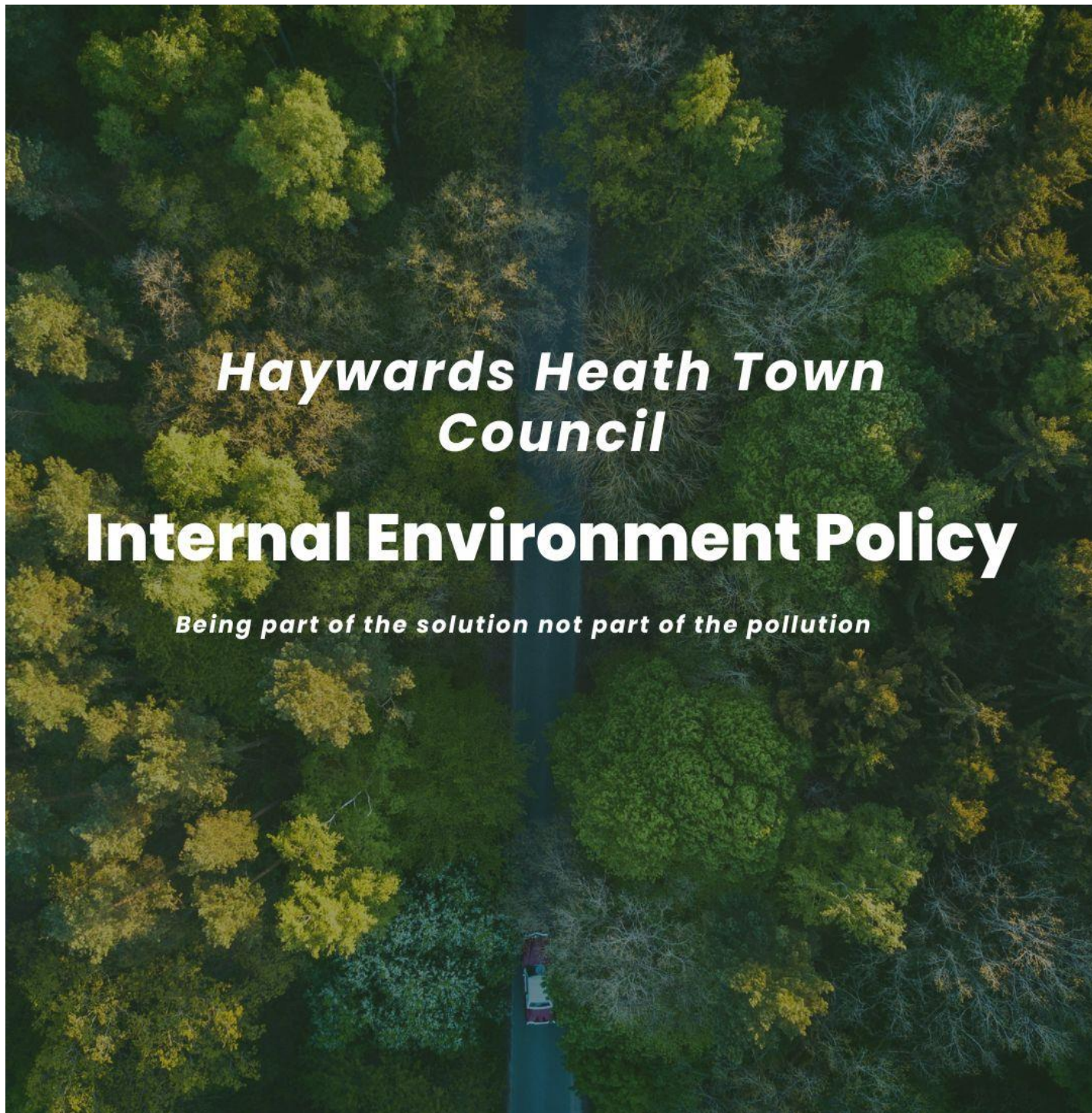
Financial Implications

- 7) The funding of each action will primarily be met from operational budgets and any major capital project will return to the committee for consideration and will be subject to Town Council Standing Orders and Financial Regulations during its delivery.

Legal Implications

- 8) Further to section 137 legislation, the Town Council can make a grant 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 15th May 2023 under minute 20.

Project Officer



*Haywards Heath Town
Council*

Internal Environment Policy

Being part of the solution not part of the pollution

HAYWARDS HEATH TOWN COUNCIL INTERNAL ENVIRONMENTAL POLICY

PURPOSE AND BACKGROUND

This policy has been created in response to the main Environmental Policy to be adopted by Haywards Heath Town Council. It purposely only looks at the processes and procedures we currently have in place internally at Haywards Heath Town Council. It has examined and investigated current working practices, and has highlighted changes we can make, as a Council, to improve our environmental credentials.

SUMMARY

In summary, each item below has been taken from the main Environmental Policy. The items are clearly stated, along with an 'Action' and a 'How', both of which detail clear recommendations and guidelines as to the steps being put in place to improve our environmental processes.

SAVING ELECTRICITY

ITEM 2B – Equipment Switched Off when building is closed and 2C – Heating

ACTION: To ensure the lights, and devices such as computers and printer are turned off when the building is not in use.

HOW: Each staff member is responsible for turning off their own device. The last person to leave the office at the end of the working day also needs to check that the printer and lights are all turned off, and the heating turned down to save electricity.

Posters have been created for each action, which will act as a reminder to be as mindful as possible with regards to saving electricity. They will be laminated and placed in prominent places throughout the office area and suite of rooms that are hired to third party external hirers, to jog the memory of staff and inform the hirers of the actions required as part of their hire. The caretaker/last staff member in the building will need to double-check that any hirers have turned lights off etc.

ITEM 2D - 'Screensaver' Mode

ACTION: To request that all staff members and Councillors utilising the Town Hall implement 'screensaver' mode on their devices.

HOW: Each officer is responsible for activating the 'screensaver' mode on their devices, the suggestion is to set it to activate after 5 minutes of inactivity. This is a one-off action and does not require maintenance, once set up.

Posters have been created for this action, which will act as a reminder to be as mindful as possible with regards to conserving electricity. They will be laminated and placed in prominent places throughout the office area.

OFFICE EQUIPMENT

ITEM 3B – Movement towards a paper free office

ACTION: To reduce the overall volume of paper used in the office by all officers.

HOW: Introduce the motto, 'think before you print', to be supported by laminated posters and placed at strategic locations across the downstairs offices to encourage officers to question the need for printing and to only print documents that are vital and cannot be utilised or easily understood 'on screen'. Does the document really 'need' to be printed?

ITEM 3C – Paper usage at council meetings

ACTION: To minimise the volume of paper used at Council Meetings.

HOW: Councillors are encouraged to print any necessary documents for Council Meetings at home using their own devices, rather than use those in the office. The Council Chamber has the facility of a large screen which could be used to display documents for meetings, should they not be able to be printed at home.

ITEM 3E – Double sided printing

ACTION: To utilise double-sided printing on any documents that require printing.

HOW: Encourage officers to print any necessary documents using the 'double sided' print function, and to utilise the 'Custom Print' function by selecting only the vital pages needed from a document. This will help to eliminate paper waste, as less paper will be used per print. Laminated posters will be placed by the printer to remind officers to follow best practice.

ITEM 3G – Use of non-toxic writing equipment

ACTION: To undertake an audit of the current stock of materials within the stationery cupboard and promote the use of non-toxic materials.

HOW: Once the current supplies have been used, to explore purchasing from a brand such as Faber-Castell as they are carbon negative. Wooden pencils would be an ideal purchase, but mechanical pencils are also a sensible purchase as the refills they require are supplied in plastic containers. With regards to pens, a fountain pen could be recommended but the practicality of refilling it is not always ideal. The ink contained within a ballpoint pen is non-toxic, making this a good all-round choice. Highlighter pens and Sharpie type markers are also non-toxic writing materials found frequently within the office environment.

ITEM 3H – Use of plastic stationery materials

ACTION: To audit the amount of plastic re-usable materials that are used within the office environment.

HOW: Having audited the number of products we currently utilise, there are very few plastic items used. The most common items are the punched pocket file and laminating pouches. Whilst the punched pocket files are made from plastic, they are re-usable many times, making them a cost-effective item. It is difficult to ascertain whether the multiple different types of pockets we have are environmentally friendly or not. However, upon re-purchasing, when necessary, there are now 100% biodegradable and recyclable products in the marketplace.

The laminating pouches we are currently using are not environmentally friendly. This is not an item that is frequently used, but it would be best practice, when re-purchasing to order a more environmentally friendly alternative. There are suppliers in the marketplace who manufacture laminating pouches from polyester, ethylene vinyl-acetate (EVA) and polyethylene, which is considered more environmentally friendly as they are free from plasticizers and solvents.

ITEM 3J – Use of catering supplies at Council run events

ACTION: To review current arrangements for purchasing catering supplies for Council run events.

HOW: Where possible, and appropriate, events are to use the existing supply of crockery and cutlery to maintain environmental credentials, as they can be re-used multiple times. The use of the in-house dishwasher means any items used are cleaned to a professional level, ready for their next use. The recent audit highlighted that there is a requirement to purchase some large serving platters and utensils as these are not currently part of the inventory and would be useful at larger events such as the Carers Event. Should any event require disposable crockery and cutlery, these must be able to be fully recycled.

ITEM 5I – Desk Plants

ACTION: To utilise indoor plants to increase the oxygen flow within the office environment and to see if they assist in removing chemicals from the air.

HOW: A portable air quality sensor needs to be purchased to measure the quality of the air prior to and after purchasing indoor plants. A supply of indoor plants need to be purchased, which

should include varieties such as; dracaena, aloe vera, sansevieria zeylanica (snake plant) and peace lily, as these have all been proven to be effective air purifying plants.

ITEM 9

Committee Meeting: Environment and General Purposes

Report of: Town Clerk

Date: 1st July 2024

Subject: Motion Cllr Pascoe – Formation of a community board for arts and culture

Purpose of Report:

1. The purpose of this proposal is for Members to consider a motion put forward by a Councillor.

Summary

2. The following report outlines a motion that has been made by Cllr D. Pascoe in relation to the formation of a new community body focussed on arts, history and culture. Members are asked to consider and decide whether they wish to accept and agree to the motion.

Recommendation:

Members are recommended to consider the Motion as tabled by Cllr Pascoe.

Background:

3. There are passionate members of our community in Haywards Heath that want to encourage arts and exhibitions within our town. However, some of these groups are not well connected with one another or may have differing levels of resources for organising and promoting arts events. From larger events like the Haywards Heath Arts Festival, to grassroots ideas like the idea presented at the annual town meeting to consider an alleyway sponsorship arts project. These types of activities could be channelled through a community arts board that help local organisations (including this council) to coordinate efforts in supporting arts across the town.

This proposal recommends the community board also consider local history and culture in addition to the arts. The preservation and sharing of local history is important for the identity and culture of the town. As our town grows and we welcome new residents to surrounding developments, we should be able to communicate the story of Haywards Heath. However, there is little information on local history that can be accessed easily by the public and there is no Haywards Heath Museum. When speaking with local historians, there is a desire to see this town do more to showcase its history. A community arts and culture board could help co-ordinate this activity in ways that are creative and informative.

The structure of the community body would much like other town council associated organisations, such as Active Haywards Heath. There will be an executive board made up of community members from different backgrounds connected to arts and culture.

The vision of the community body will be to enable better collaboration with arts groups, improve communication of arts events across the town and improve access to arts funding through town council. It also provides a direct connection with the community on arts projects.

Objectives for Haywards Heath Arts & Culture community board could be to:

- Input into arts projects and events throughout the year (e.g. Haywards Heath Arts Festival, Town Day, Christmas events).
- Support grassroots community arts initiatives.
- Signpost local opportunities for people to pursue their passion for arts and culture.
- Work with existing venues and key organisations to champion arts and culture in Haywards Heath.
- Be a channel for preserving the town's history and sharing the story of Haywards Heath
- Present a community vision for arts and culture in Haywards Heath that can be supported by the town council.

It is recommended that the chair of this board is appointed by other members of the executive committee and co-chaired by a councillor representative from the town council. Projects under consideration of the board that are associated with town council activities may require the presence of project officers.

Members are asked to consider the following motion, which has been made under Section 10 of the Council's Standing Orders by Cllr D. Pascoe

Financial implications:

4. None

Legal implications:

5. The Town Council can undertake this project using 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 15th May 2023 under minute 20.

Committee Meeting: Environment and General Purposes

Report of: Town Clerk

Date: 1st July 2024

Subject: Twinning Finger Post at Town Hall

Purpose:

1. The purpose of this report is for Members to consider a suggestion to support Town Twinning.

Summary:

2. Members are asked to consider approving a project, which would see the placement of a finger post at the Town Hall that would state the milage to each of our twin Towns and the direction of the Towns. This has been suggested by the Town Mayor to support twinning and acknowledge the Towns of Taunstein and Bondues.

Recommendation:

(a) To resolve to place a decorative finger post at the Town Hall to symbolise the Town's friendship with its Twin Town's

Background:

3. Statement from the Town Mayor Stephanie Inglesfield; this year has marked the 25th anniversary of our Twinning with Bondues and the 30th anniversary of our Twinning with Traunstein. As Mayor, I have had the joy to celebrate both events in Bondues and Traunstein respectively, renewing our commitment to our two twin towns. I experienced at first-hand how much both towns value their friendship with us, their commitment and enthusiasm for it. It was both a wholesome and a moving experience. A street sign indicating the direction and distance to Bondues and to Traunstein would symbolise this commitment from own end, a solid and lasting expression of our solid and lasting friendship, grounded in front of the Town Hall, for all to enjoy.
4. It must also be noted that the sign which would be a finger post would be placed at the Town Hall and our twinning partners have such in their Towns.
5. To this end, the Town Clerk has undertaken some research to ascertain the cost of installing the finger post at the Town Hall and contacted three companies. Normally under Standing Orders and Financial Regulations it would be in the Clerk's gift to procure the project. On this occasion there is no formal budget in place so Members are asked to consider support and if so, take the monies required from the budget suggested in the financial implications of this report.
6. Quotes; this a very bespoke project and finding three companies was quite challenging. However, in line with the quotes below it is recommend to appoint Falon Nameplates Limited for cost, and after discussions the Town Clerk is comfortable that the company can deliver what is required.

- a) Fingerpost signs - £3,989
- b) Jakkuk.co.uk - declined to tender.

c) Falon Nameplates Limited - £1,500

Financial Implications

7. If Members are minded to support the project the monies are recommended to be taken from the Community Projects budget. At the present time the budget is £15,000 with £7,500 allocated to MSVA leaving £7,500 available.

Legal Implications

8. Town Council can adopt the motion 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 15th May 2023 under minute 20.

Town Clerk