



**HAYWARDS HEATH  
TOWN COUNCIL**

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29<sup>th</sup> August 2023

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 **4<sup>th</sup> September 2023** 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 3<sup>rd</sup> July 2023. (pages 4 – 6)
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 activities of the Events and Community Officer. (pages 7 - 9)
6. To consider matters at America Lane Allotment Site. (pages 10 - 12)
7. To consider and review the Town Council's existing Environment Policies. (pages 13 - 21)
8. Cllr Pascoe's motion (02-23/24) - 'Sun Safety through an awareness campaign'. (page 22)
9. To consider a report relating to the arrangement for the Mid Sussex Marathon 2024. (page 23)
10. To review and adopt the 2023/2024 Haywards Heath Winter Management Plan. (pages 24 - 29)
11. To note Haywards Heath in Bloom activities. (verbal)

12. To consider the need for a Christmas 'Leave No One Behind Campaign' 2023. (pages 30 - 31)

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

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

*'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 held on 3<sup>rd</sup> July 2023.

**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, Events and Community Officer and Mr Crump and Ms Harris (part of meeting).**

Before the meeting commenced in the absence of the Vice Chair, Cllr Pascoe was nominated and seconded to take the position of Vice Chair for the evening and duly accepted.

#### **1. Apologies**

S. Inglesfield – Holiday

A. Rees – Work Commitments

#### **2. Minutes**

The minutes of the Environment & General Purposes Committee dated 3<sup>rd</sup> April 2023 were taken as read, confirmed as a true record and duly signed by the Chairman.

#### **3. Public Participation**

Haywards Heath in Bloom Committee (HHiB) members, Mr Murray Crump (also America Lane Plotholders Chair) and Ms Harris (also Vice Chair of Haywards Heath Horticultural Society) presented on the recent South and South East in Bloom (SSEiB) judging day, initiatives that are currently being undertaken by the HHiB Committee and other matters.

Ms Harris stated that the judge who had attended that morning was very impressed with the Town and enjoyed visits to Grove Garden, the Bentswood Hub, Muster Green and the Cemetery as part of the judging Tour. The HHiB Committee are therefore eagerly awaiting the results later in the Autumn. Ms Harris added that it was incredible to see the transformation of the Bentswood Hub from a concrete driveway to a planted area. Furthermore, other HHiB activities were promoted such as the best business, allotment, balcony, front gardens awards, which nominations were open for. Members were asked to help nominate worthy entries as people do not want to nominate themselves. It was noted that judging was planned for the last week in July. It was asked if Member or others just approach people? This was confirmed and/or just nominate them by email to Brenda Gulliver at the Town Hall, or use the QR code on the promotional material. It was noted that these competitions built community awareness as competition, especially amongst businesses, was growing, which only benefitted the environment of the Town. It was felt that encouragement was key to the success of the competitions. The Chair of HHiB Cllr Ellis added that demand for the awards tea party was growing and was grateful for the securing of sponsorship for the event as it saved the public purse and enabled more people to be invited. Mr Crump then presented a strategy map, which pulled together the work of HHiB and acted as a guide for future work. The strategy, which was also presented to the SSEiB judge included heritage skills such as hedge laying, civic organisation input, community values and input from organisations such as the Friends of Ashenground Woods. Furthermore, the output of the HHiB committee such as litter picks, wild flower planting, graffiti removal, dog fouling, work on verges,

organisation of contractors in the Town to reduce environmental damage, planting regimes, events and allotment maintenance was document for evidence. It was noted that the strategy map would evolve and they would be kept up to date with issues. At this point Mr Crump reminded Members of the invite to the America Lane Plotholders BBQ. In closing the Town Clerk added the work of Mr Crump and Ms Harris to support the Assistant to the Town Clerk with allotment inspections at America Lance and Oathall Avenue was appreciated then Ms Harris was presented with thank you gesture from the Town Council for her efforts in securing sponsorship for the Carers Event, and her support and hanging basket work shop on the day of the event, this was presented by the Deputy Mayor Cllr Pascoe.

The Chair thanked Mr Crump and Ms Harris for their input and effort to support the Town Council.

**4. Substitutes**

A. Basher for A. Rees

**5. Declarations of Interest**

None

**6. Events and Community Officer Update (ECO)**

The ECO presented the update report as tabled in the agenda. Reference was made to the programme of events during the current year including the success of the King's Coronation event with Members noting the overwhelming attendance by residents, the take up of commemorative medals by residents and the procession to Victoria Park from the Town Hall. The Town Council's Spring into Summer Event was also a great success as was the Mid Sussex Marathon, Haywards Heath Get Active Event and Greater Haywards Heath Bike Ride which the Town Council also supported. It was also noted that those who attended enjoyed the Carers Event, which gave those present respite and the chance to interact with service providers which included Carers Support West Sussex, Places for People, Age UK, Sussex Police and NHS Carers Health Team. Stall holders felt the informal event made the interaction with the carers much easier and the raffle and lunch was welcomed. Finally, it was noted that planning for Town Day on the 9<sup>th</sup> September 2023 was well under way with event sponsorship of £3,150 having been secured at the date of the meeting. Members praised the events delivered especially the Carers Event. It was also asked about the likely date of next year's Spring/Summer event. The ECO responded that the date, which was a change from taking place in early spring, this year fitted in well due to the volume of events to be organised, so it be would prudent to hold it around the same time next year. The Clerk added that the whole events programme along with budgeting considerations would be tabled in December so Members could input further on dates then.

With regards to project development work this had centred around trying to relaunch the Dementia Friendly Community. It was noted that there was a large turn out for a zoom meeting in February and there was a considerable amount on enthusiasm regarding a Dementia Action week and setting up a group with a constitution. Unfortunately, none of it was followed up and there had been no willing volunteers, so nothing had been moved forward. It was noted that funding has been cut for the Alzheimer's Society, but the Dementia Friendly Community Coordinator for West Sussex still had some funding so hopefully something can be developed in conjunction with the project manager. Members were surprised by the funding cuts but asked to be kept updated locally. It was asked what the objective of any group would be? The ECO stated it be would about people, their place and how they can be accommodated in the community. Furthermore, and most importantly it would be to raise awareness.

The ECO was then praised for her work and then.

Members **NOTED** the report.

**7. Haywards Heath Foodbank Teddy Bears Picnic**

The Town Council had been approached by the Foodbank who had a huge number of donated toys along with a concern that children were not receiving school meals during the summer holiday. So, the event proposed would allow for free toys to be handed out, food to be provided and provide generally a fun event for families. It was noted that a contribution of £1,000 would be within the existing events budget as sponsorship and underspends on the programmes of events had been secured. It was asked if two smaller events would be better to give more opportunities for children. The Clerk stated that Members can award the money and then take advice from the Foodbank on their resources. Members agreed they didn't need to get into such detail. It was asked if Harvest Food could be engaged as part of the event as they distribute surplus food across the County. It was agreed that this would be suggested with the knowledge that Harvest Food provide fresh surplus food and also deliver to the Bentswood Hub. With this Members were all supportive of the contribution and noted that the ECO would work with the Foodbank manager on the delivery of the Picnic event, with this;

Members **RESOLVED** to **make a financial contribution of £1,000 towards the Haywards Heath Foodbank Teddy Bears Picnic from the underspend in the Town Council events budget.**

**8. Active Haywards Heath**

It was noted that the next meeting of Active Haywards Heath was to be held on the 26th July 2023. Members had before them the Terms of Reference which had been agreed by the forum at its last meeting for approval. There had been a large number of differing views so the Town Clerk and ECO had tried to implement all views. Main issues included the scope of the Active Haywards Heath being the Town and surrounding area as resident travel to places outside of the Town to be active. It was agreed that the make-up of the Executive Board was to be seven, two Town Council representatives and five volunteers and that the Executive Board was needed to drive the Active Haywards Heath agenda forward as it should not be for the Town Council to set the agenda. With this unanimously;

Members **RESOLVED** the **Terms of Reference for Active Haywards Heath.**

**9. Haywards Heath in Bloom**

It relation to the entry into South and South East in Bloom led by the Haywards Heath in Bloom Committee Cllr Ellis stated that all had been covered in the presentation made by Mr Crump and Ms Harris so she thanked the fantastic Haywards Heath in Bloom committee, the Town Council's Groundstaff, Brenda Gulliver who led on the administration of the entry into South and South East in Bloom along with all of the Town Council staff who supported the initiative and judging day.

Members **NOTED** the report.

**10. Environment and General Purposes Committee Business Plan**

Without comment, noting that Active Haywards Heath had been omitted from the Business Plan which would be added;

Members **RESOLVED** to **adopt the Environment and General Purposes Committee Business Plan.**

**11. Motion Cllr Sandy Ellis**

Cllr Ellis presented her motion that presented the ability for the Town Council to offer volunteering roles, which can be offered in a safe environment. Activities could relate to Haywards Heath events and Haywards Heath in Bloom for people to be able recover from illness or those who have disabilities to take part in. Members were happy with the motion and without comment;

Members **RESOLVED** to **open itself to offering social prescribing opportunities including projects that could actively allow for the community to be directly involved in Town Council greening projects.**

**12. Living Bus Shelter**

The Town Clerk explained that Clear Channel provide all of the bus shelters in the Town Centre free of cost and derive funding to pay for them from advertising. As a result, the Town Council has been approached to see if, as part of a programme to replace all shelters they own, that a living bus shelter which has a planted roof could be placed. The placement would require a contribution as tabled in the report and could be an addition to the Council environment agenda and South and South East in Bloom entry. Members questioned how the shelter would be maintained and the Town Clerk stated that Clear Channel would look after the shelter. It was also asked if the shelter would be there permanently and if the payment would be a one off? The Town Clerk confirmed that it would be permanent and only one was proposed and the cost would be a one-off payment. Members asked how the shelter would be paid for? It was confirmed that the Town Fund had monies available. However, there was concern relating to the project and it was asked that the Town Clerk seek further advice on the planting and seek advice on how other Living Bus shelters worked in practice, with this;

Members **RESOLVED** to **defer the consideration of funding the introduction of a living roof bus shelter in Haywards Heath at the cost of £1,890.34 and asked the Town Clerk to seek further information on their implementation and success.**

**13. Urgent Items**

There was one item, which the Town Clerk used to inform Members that the Town Council had maintained its Green Flag status for Muster Green for 2023/2024.

Meeting closed at 20.51pm

**Committee Meeting: Environment and General Purposes**

**Report of:** Events and Community Officer

**Date:** 4<sup>th</sup> September 2023

**Subject:** Events and Community Officer Report (July- September 2023)

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**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

**Recommendation(s):**

**Members are recommended to;**

- a) Comment as appropriate.
- b) Under 5.1 see there is a formal request to form a working group for the Dementia Friendly Community

**Background:**

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

**4. Event co-ordinating and planning**

**4.1 Teddy Bears Picnic**

The Teddy Bears Picnic took place on Friday 11<sup>th</sup> August at Muster Green. The event ran from 12pm-2pm and was in partnership with the Haywards Heath Foodbank. Heather and her team of volunteers worked incredibly hard to organise the event with such a quick turnaround and their hard work was evident on the day. 100 tickets were available, those who booked tickets were given a packed lunch, teddy bear and a free ice cream. Others who had not been able to book a ticket, were able to turn up on the day to take part in the activities on offer, but were unable to receive the lunch etc. The afternoon consisted of a mafic show from Nolan Davis, Safe and Well checks from West Sussex Fire and Rescue Service as well as a visit from a fire engine. HOPE were in attendance to offer free sensory play and Bintems Crazy Golf kindly attended free of charge. Mid Sussex Super Creams were there to provide the ice creams and Heather had event arrange a coffee van to attend for the parents! Special guest Billy the Bear from Mid Sussex Radio was a very popular addition. The day was a real success and it is definitely an event to consider returning on a yearly basis.

## **4.2 Town Day**

The performance schedule is completely full, with an afternoon of musical and dance performances from local groups and an evening of music and a fire show. The Mewes Vets are returning with their popular dog show. This year, for the first time, the programmes are being professionally printed. The ECO has sold advertising space in the programme that has brought in £455, sponsors have also been able to play and advert in the programme as part of their sponsorship agreement. £4,150 has now been secured in sponsorship, which will go towards the delivery of activities and entertainment on the day. This year's sponsors are Sigma Homes, Batcheller Monkhouse, Orchards Shopping Centre and CSL Behring. Tick Boom facepainting and balloon modelling have been booked as well as ABBA Re-Bjorn and Rent-a-dinosaur who are bringing Tiny the Triceratops and baby dinos. There are over 70 stalls and pitches booked to attend, there is as a Classic Vehicle Show that will be taking place at the top of the park, this is being organised by The Weald Classic Vehicle Club. Assistance from Councillors on the day is vital for the event to be able to run successfully.

## **5. Project Development**

### **5.1 Haywards Heath Dementia Friendly Community**

The ECO arranged a meeting between the Alzheimer's Society Dementia Friendly Communities Coordinator for West Sussex and Councillors. It was a very informative meeting to discuss what could be done as a Council and attendees were given examples of other successful communities operating locally. A further meeting is required between interested Councillors, the Town Clerk and the ECO to discuss a further plan of action. It is advised that a working group be formed of four Environment and General Purposes members is created to develop this project further.

### **5.2 Active Haywards Heath**

The 3<sup>rd</sup> Active Haywards Heath meeting took place on Wednesday 26<sup>th</sup> July. The Executive Board was introduced, with nominations for the Community Representative received. Only one nomination came through for the Community Representative, which stopped the need for a vote. In breakout groups, members discussed the Role of Active Haywards Heath, the aims and objectives as well as what can be achieved.

## **6. Liaison with Voluntary and Community groups**

The ECO attends regular meetings with MSVA as well as their forums, with a view to find out what the needs of the community are.  
The ECO is working with MSVA to organise a networking meeting for local groups.

## **7. Representation of Town Council at external meetings**

The ECO has attended meetings with MSDC and Burgess Hill/ East Grinstead Town Council amongst others. The ECO is keen to set up meeting with the local schools during the next school year, with a view of developing a better relationship.

## **8. Administration of the Town Council's Small Grants**

**8.1** The ECO believes some work needs to be completed on the grants programme, with an intent to make the forms easier to complete. The ECO also thinks the funds available need to be reviewed as they have no increase and therefore are not in line with inflation.

**8.2** Six grant applications have come in for the next round. These will be discussed at P&F on 18<sup>th</sup> September. This round of applications has required a lot of time looking at each individual application and contacting applicants due to changes updates and further information needed.



**8.3** Three grant applications came in for the last round. All the grants were awarded.

**8.4** The ECO is currently working on grant monitoring and is asking previous grant awardees to provide feedback on their grants. This has included the Cost-of-living grants.

### **Events and Community Officer**

**Committee Meeting: Environment and General Purposes**

**Report of:** Town Clerk  
**Date:** 4<sup>th</sup> September 2023  
**Subject:** America Lane Allotments

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**Purpose of Report:**

1. The purpose of this report is to consider matters at America Lane Allotments.

**Summary:**

2. There are a number of issues at America Lane Allotments, which need Member's consideration. These relate to site security and the ongoing review of the bank to the stream on the Allotment site that borders The Hollow. The following report outlines these issues and asks for Member's feedback and a decision on the scope of works to be authorised in relation to the stream.

**Recommendation(s):**

**Members are recommended to;**

- a) **Consider site security issues at America Lane Allotments.**
- b) **Review the proposed work to the stream adjacent to The Hollow.**

**Background:**

3. It has been reported that tenants are concerned and unhappy about the insecurity of their plots with successive waves of sheds being broken into with vandalism, pilfering and damage to crops. A spate of these activities took place in March. Police were notified and gave advice on reporting. In the last two weeks several further incursions into the site have taken place and have been made the subject of crime reports.
4. There is a pattern to these events that has been observed several times over at least the last seven years. In October 2016 a shed lock was forced open and contents turned over but items of real value were left in place. Similar cases were reported in March 2016 and again in May 2018. In late summer 2020 a plothead's apple tree was completely stripped of its fruit just at the time of harvesting. The same plot was targeted in March this year when once again valuable items, such as mechanical tillers, were ignored but items of little worth, screwdrivers and small tools, were taken from sheds and some of them redistributed elsewhere on the site. Most recently crops have again been stolen and this time a pumpkin was carved and smashed.
5. All allotment holders value the peace and contentment of this important part of their lifestyle. Many live in flats or small houses without gardens and the allotment represents an opportunity to enrich their lives, and the lives of their children, with peaceful and productive work. A strong sense of community unites them, reflected in that Community Garden which is recognised as an asset to the town's In Bloom activities. Allotment Holders are happy to cooperate with Police suggestions for enhanced security and of course they recognise the vulnerability of the site location. Allotment Holders urge the Council to review the arrangements it can make to ensure the security of their right to peaceful enjoyment of this activity which benefits physical and mental health.
6. It must also be noted that West Sussex County Council have committed to replace the fence over the stream where it goes under America Lane with a higher fencing solution.

7. As said, in line with these concerns the Police have written to the Town Council to advise, inform and suggest ways of making the site more secure. This can be found in appendix 1 of this report.

### **Stream Works – Adjacent to The Hollow**

8. Tenants at America Lane with plots adjacent to the stream bank have worked closely with the Town Council over the last three years to find a solution to concerns that the bank is gradually eroding and plots are in danger. The view of the West Sussex County Council Flood Risk Management Team Leader, Mid Sussex District Council Drainage Officer and the contractors (3) who have attended the site have all advised that the bank is not in danger of collapse and have questioned the value of any bank rebuilding.
9. The impact of building a new embankment would also require three metres of access to provide access for the works and when complete a metre or so would be lost, which would deprive plot holders of a large part of their current plots and would result in the movement of number of sheds and composting areas. This is deemed not to be acceptable by plottolders.
10. It is suggested that the Town Council considers a new approach to the problem. The bankside opposite, at the end of the gardens of houses in The Hollow, is heavily overgrown, principally with scrub trees and bushes. These have a serious impact on the course of the stream so a letter to householders is suggested, then cutting back of overhanging vegetation and trees. On the allotment side it suggested that a possible solution would be the culling of trees, bushes and overhanging branches and a drive to push plots holder away from the edge of the bank. Alongside this it is suggested that a programme of planting hazel and willow be implemented. These trees would knit together the banks and allow the stream to run smoothly once more. Furthermore, this kind of planting is highly sustainable as the young branches of these trees can be thinned and make excellent pea and bean sticks.

### **Financial Implications:**

11. The Town Council has budgeted £10,000 for works to the stream bank. Any solutions and works to improve safety would need to come for Allotment reserves.

### **Legal Implications**

12. The Town Council has a statutory duty to provide Allotments and keep them in good order for the residents of the Town.

### **Town Clerk**

## **Item 6 Appendix 1**

*Apologies if you have already been made aware, however it has been brought to my attention that there have been recent break ins taking place again at America Lane allotments.*

*A few of the plot holders have had their sheds or poly tunnels broken into, whereby a messy search has taken place, as well as some tools stolen, and vegetables damaged.*

*I am already aware that this allotment has had issues with break ins previously due to it having been brought to my attention by yourselves at the beginning of the year, however it seems the issue is still very much happening, therefore I am wanting to discuss this issue with yourselves again.*

*Since we spoke about these issues last, were either of you able to get the plot holders together to offer crime prevention advice or were any measures put in place? I vaguely remember yourselves stating you were going to speak with the Bentswood Community about the issues, did this ever take place and if so, what was the outcome?*

*Are we able to look into implementing more security measures to provide more safety and security to plot holders and work towards making the allotments less vulnerable?*

*Security measures to consider could include increasing lighting and/or installing motion-sensor lighting, installing CCTV cameras, as well as improving the fencing/boundaries around the allotments (these particular allotments seem to be more vulnerable than others due to the fence over the stream into the allotments being very low and easily jumpable), installing a lock or pin code entry on gates and instructing plot holders to have locks on their sheds or poly tunnels.*

*Are any of the above options something you are able to look at implementing? as well as educating plot holders on crime prevention tactics and encouraging plot holders to ensure they keep their security measures up to scratch.*

*Kind regards,*

*PCSO Raphaela Winterton 41190*

*Police Community Support Officer*

**Committee Meeting: Environment and General Purposes**

**Report of:** Town Clerk  
**Date:** 4<sup>th</sup> September 2023  
**Subject:** Environment Policies

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**Purpose of Report:**

1. The purpose of this report is to consider a Town Council policy document.

**Summary:**

2. The Town Council has an existing raft of policies relating to Environmental issues, which are formally adopted. The following report presents the adopted policies, asks for ratification of the existing policies and invites suggestion for new polices/activities to be introduced.

**Recommendation(s):**

**Members are recommended to;**

- c) **Note the existing Environmental Policies.**
- d) **Ratify/remove any of the existing Environmental policies.**
- e) **Suggest new policies if required.**

**Background:**

3. Members will find attached the existing raft of environmental policies for consideration and comment.
4. Special note should be made of the criteria and basis for the Plant Based Treaty as this has become quite a sensitive subject with some sectors of the community.  
<https://plantbasedtreaty.org/>
5. All of the policies in Appendix 1 are supported by the Environment Framework document, which is attached to the summons email or which can be found on the environment page of the Town Councils website.

**Financial Implications:**

6. Each policy's financial implication will be considered at it is brought forward.

**Legal Implications**

7. The Town Council can adopt these policies 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.

**Town Clerk**

**Environment Framework Priorities**  
**2023/2024 Council year.**

**For all framework references see accompany excel document.**

**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 form Carbon Footprint Ltd

**Target Date: End of October annually** 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:** Programme to be agreed.

**Projected Costs:** Nil.

**Staff Resources:** None for litter but Groundstaff time for yellow signs.

**Policy Development and Planning Framework**

**Environment Framework References 31, 33, 36, 42, 44, 45,52, 57 -58, 61, 71, 73, 79 & 80**

- **Planning – – local council should be wedded with.**

**Target date:** TBC. 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:** Completed. Needs to be reviewed and implemented.

**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**
  - HHTC to use existing and acquired land to re-forest and increase biodiversity. Ongoing.
  - Explore working with <https://www.carbonfootprint.com/plantingtrees.html> - to create local Haywards Heath Carbon offset strategy. Completed needs to be formally launched with Business Association. *Completed see website.*
  - Start by using existing land (i.e. Hurstwood) to offer a Carbon Offset as part of Tree Planting strategy. *Pending with Homes England application.*
  - 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 (TBC) low effort if HHTC works with an established program. Completed
  - Link activity into <https://www.westsussex.gov.uk/land-waste-and-housing/public-paths-and-the-countryside/how-we-support-conservation-and-biodiversity/> To be reviewed

**Target Date:** Various

**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 on social media, Council stand at Town Day and School involvement including spreading best practice between schools after September 2023.

**Target Date:** TBC

**Projected Costs:** Already in budget.

**Staff Resources:** Marketing Officer already producing forums to convey the information.

- **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:** Completed

**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 and School Award (added) Please Appendix 2 for the current draft Schools Criteria.**

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** Needs to be picked up – update to be sought. Request MSDC to implement a food waste service similar to Lewes. <https://www.lewes-eastbourne.gov.uk/bins-waste-and-recycling/food-waste-recycling/>

Support Burgess Hill's Maker Initiative.  
Low cost / Low effort.

**Target Date:** End of July 2020

**Projected Costs:** None to HHTC

**Staff Resources:** Minimal

- **Town Council – No Reference In-House Activities**

- HHTC Rooftop Solar Install – Review – was not previously viable due to tree cover.
- 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:** TBC

**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 – Not actioned. Revisit bigger picture
  - Petition MSDC / WSCC for traffic calming in HH town centre - more cycle friendly environment for HH Town Centre. – This has been tried but no luck. Waiting for Town Centre Masterplan (MSDC) and Atkins Report (WSCC)
  - 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
- Air pollution monitor. This has been actioned, but needs platform to upload data.

**Target Date:** TBC

**Projected Costs:** Nil

**Staff Resources:** Town Clerk.

**Environment Framework References TBC Electric Van**

- Purchase of Electric Vehicle and Installation of Electric Charging point at HHTC

**Target Date:** Completed

**Projected Costs:** circa £20,000 and £5,000

**Staff Resources:** Town Clerk.

**Plant Based Treaty**

- Sign up to and promote the Plant Based Treaty

- **Target Date:** Completed but there needs to be ongoing commitment to the Treaty.

- **Projected Costs:** N/A

- **Staff Resources:** Town Clerk.

**Ends**

## **ITEM 7: Appendix 2**

HHTC Schools Award – Draft - Suggested areas that the award should cover:

### Energy and water usage.

By auditing the current use of water, gas and electricity the schools can establish a baseline from which improvements can be made. Maintenance staff and students can be involved in identifying potentially wasteful practices and suggesting solutions. From this a list of actions can be formed and priorities set. Any potential costs can be identified and possible external sources of funding explored. The key deliverable will be to show a percentage reduction in the usage of energy and water - saving money and reducing climate impact in the long term. If the school has been involved in other environmental projects such as EcoSchools this process may well have been worked through already, so for this award we would be looking for an up to date review of changes that have been made, evidence of savings made and suggestions for how to improve things further.

### Food waste

One of the key climate science messages is to reduce food waste so we would be looking for a two-pronged approach - how can food waste be reduced to a minimum - and where waste cannot be avoided how can it be separated out and passed on to the food waste collection service that will be starting in this area soon. Schools will already have data on how often the bins are collected and catering staff should have a good idea of how much currently is wasted and what that waste is made up of. Reducing food waste will tie in heavily with the next section of the award on Food Options as the menu offering has to be attractive to students and the quality of the food high so it is eaten and not wasted. If not already done, offering different portion sizes should be considered as the food requirements of students vary significantly with age and activity level. The key deliverable for this section will be to show a percentage reduction in the volume of waste generated and that where waste is unavoidable it is separated and passed to the county food recycling scheme.

### Food Options

Another key climate science message is that our food system needs to be reformed and that a wholesale transition to plant based eating has a significant impact with reducing CO<sub>2</sub> output. Tying in with HHTC being the first Town Council in Europe to sign the Plant Based Treaty this section of the award will allow measurable progress towards that goal to be achieved. Drawing on the expertise of schools who have already made this change, and working with the catering staff and students, a range of attractive and tasty plant based meal/snack options should be on offer every day. There should be a good rotation of offerings to keep up variety and interest and for special “themed” weeks that schools often run and celebration meals such as Christmas dinner, there should be an alternative that is as special as the standard offering. The key deliverable for this section will be not only broadening the plant-based offering but - crucially - showing an increase in the number of students selecting these menu items. Another important aspect to this part of the award will be the student's gaining the well-researched health benefits that an increased intake of fruits, vegetables, whole grains and pulses brings.

### Outdoor Habitat

School grounds are often reasonably extensive and usually offer many varied potential habitats. Areas are needed for sports but often there is a lack of relaxation space that is sheltered from the sun and offers sufficient chairs and tables for student demand. There will be two aspects to this part of the award - providing a variety of habitats to encourage local wildlife to thrive, and providing varied student “habitats” to allow them to gain the benefits of relaxing outdoors or even having lessons outside. Where possible there should be some all-weather areas so even in the winter students can get outdoors and get some fresh air and destress. The aims of this part of the award will be to encourage nature to thrive in the school grounds but also to encourage students to engage with their natural environment in various ways - both educationally and recreationally. As no two school grounds are the same, this part of the award

should allow for a wide variety of possible projects based on the aims stated above. One example locally is a school orchard that will in time provide healthy foraged food for the students as well as shaded and relaxed seating areas away from the bustle of the sports areas of the fields - appealing to students who may need quieter areas to unwind in breaks. Key deliverables of this section will be based on the projects chosen by the school, but they should show significant progress in increasing and diversifying both wildlife and student habitats.

Other award areas for consideration:

These could be separate sections or rolled onto one "wider school" section of the award

Transport to/from school

Most schools have well developed plans to encourage use of public transport/lift sharing/walking and cycling to school, however anyone driving around school drop off and pick up times will notice the increase in traffic as busy parents shuttle their children before heading to work themselves. This is a difficult one to show significant progress with as schools have been working on this for a long time and obviously safe walking and cycling routes to the school are needed - something beyond the power of the school to provide. For this area of the award, we can look at what a school is doing to encourage non sole occupancy car-based journeys and whether they are taking part in well-established campaigns such as Walk to School Week and what impact these initiatives have had.

Participation in other national/global environmental projects

To encourage schools to take part we should be crediting work that they have undertaken for projects such as EcoSchools for example but where the project is longstanding and has maybe stalled, the HHTC award can be a motivator to revive interest and conduct an up-to-date review of the areas covered with a priority list of areas for improvement being produced. Key deliverables can be action taken on items from this list.

Promotion of the work undertaken for the award

The school website and events such as Christmas fairs etc should have prominently featured information on the work the school is/has undertaken to work towards the award, ideally in the case of a fair, a stall with student representatives to answer questions and explain what is being done within the school to reduce their climate impact. Schools should also actively encourage the aims and objectives of this award to reach beyond the school gates and into students homes and communities. This can be done via a variety of ways - for example parents sharing energy/food saving tips on school newsletters. Evidence of achieving this aspect of the award can be from what is seen on the schools website and ideally its impact on the local community. This could also tie in with HHTC Britain in Bloom entry as schools are encouraged to contribute to the town's entry as it is.

Embedding knowledge of climate change in the curriculum

This is already covered in several subjects in the national curriculum, however resources and information should be provided for lesson ideas and activities to encourage an understanding of the issues facing our planet, but more importantly what the effective solutions are and how as individuals we can play a significant part in reducing further climate damage.

Student leadership and engagement

This is probably one of the most important areas of the award for encouraging schools to participate and also in the benefits it can bring students. Climate change anxiety is a growing issue with school aged children (as well as adults) so it is important that this award is solutions focused - giving the students a sense of agency in their own future and hope that they can make a significant impact on their environmental footprint by making straight forward and achievable changes. As this award is being driven by the data from sources such as the Drawdown Project it has a solid backing in science so students can be secure that their efforts are effective. There should be some sort of student led committee that oversees the progress

towards the different areas of the award and lead the mission to spread the message throughout this school and wider community.

In conclusion

In every area of this award the various department staff from teaching to maintenance, and most importantly the students, must be included and consulted, and their “on the ground” knowledge of the areas of waste particular to their school environment harnessed as a starting point for change. Real change comes from the ground up and “top down” approaches are superficial and rarely bring about lasting change. This award should provide schools with an opportunity to improve the mental and physical health of their students, show parents and carers that they are working with the Town Council to improve the environment for the whole community, and hopefully even save some money in these times of very tight budgets

**Committee Meeting: Environment and General Purposes**

**Report of:** Town Clerk  
**Date:** 4<sup>th</sup> September 2023  
**Subject:** Motion Cllr Pascoe

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**Purpose of Report:**

1. The purpose of this report 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 a Sun Safety program. 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. Promoting Sun Safety through an awareness campaign and wider access sun protection. According to Cancer research UK, in the UK almost 9 in 10 cases of melanoma could be prevented by staying safe in the sun. Any sun damage can increase your lifetime risk of developing adverse health conditions such as melanoma. Change to our climate means we will likely get more intense summers and the use of Sun protection is advised by the NHS. The current cost of living is causing some households to experience financial difficulties, as such, some families may forego sun protection to save money, which could result in adverse health conditions later in life. The aim is to support a campaign that educates people to the risk of sun damage and consider solutions that would improve access to sun protection.

**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**

*That the Town Council seeks collaboration with groups, businesses and health providers to develop a sun safety awareness programme. As part of increasing access to sun protection, the Town Council considers the potential for providing public access to protection such as sunscreen.*

**Financial Implications:**

4. None at the present time.

**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.

**Cllr D Pascoe**

**Committee Meeting: Environment and General Purposes**

**Report of:** Events and Community Officer

**Date:** 4<sup>th</sup> September 2023

**Subject:** Mid Sussex Marathon

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**Purpose of Report:**

1. The purpose of this report is to update councillors on the arrangements for the Mid Sussex Marathon 2024.

**Summary:**

2. The following report asks for members to consider the development of the Mid Sussex Marathon, both financially and as an event.

**Recommendation(s):**

**Members are recommended to consider the continued financial support of £1,000 towards the Mid Sussex Marathon.**

**Background:**

3. The ECO attended a debrief meeting on Monday 5<sup>th</sup> June. At this meeting, Active House Solutions, who are the management company responsible for the overall organising of the event, requested additional sponsorship from MSDC and the three towns. This is with a view of getting the event to run costs neutral.
4. At the Environment and General Purposes meeting on 17<sup>th</sup> October 2022, under minute 18, it was agreed to increase the sponsorship contribution to £1000 for the 2023 event.

**Possibilities**

5. AHS Wellbeing has asked for an increased sponsorship again this year, of an additional £500, totalling £1000 to help with the running costs. The ECO believes this would be a good investment to help guarantee the events Grand Prix status. This request is made in advance of November's events report, but could be agreed to be included
6. It must be noted that BHTC and EGTC contributions were only £500 for the 2023 event, on the grounds EGTC turned down the request for £1,000 (but kept the contribution at £500) and BHTC would only pay £1,000 if both of the other Towns paid such, so with EGTC's decision, they remained at £500.
7. For the 2024 event, BHTC have agreed to raise their contribution to £1000. EGTC have not yet had a meeting to discuss their position.

**Financial Implications:**

8. A £1000 contribution to be included in the events budget when considered by Environment and General Purposes in December.
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.

**Community and Events Officer**

**Committee Meeting: Environment and General Purposes**

**Report of:** Town Clerk

**Date:** 4<sup>th</sup> September 2023

**Subject:** Winter Weather Management Plan 2023/2024

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**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 as per Appendix 1.

**Recommendation(s):**

**Members are recommended to;**

- (a) Review the existing Haywards Heath Winter Weather Management Plan and adopt it for the 2023/2024 winter months.**

**Background:**

3. At a meeting of the Environment and General Purposes Committee dated the 23<sup>rd</sup> 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 snow fall in earlier 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 snow fall. 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 Members views on how the Council can build upon its policies and apportion its resources.
5. For 2023 WSSCC maintains its position that they will not fill up salt bins again 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 snow fall, which is held at WSSCC Jobs depot in Burgess Hill circa ten tons. Furthermore, there will be a delivery of six tons to the Town Hall car in October



7. An audit will be carried out and WSCC will be furnished with HHTC needs plus a request for five ton top up of our mass salt stock.

### **General Information on Town Salt stocks**

8. The audit of salt bins in Haywards Heath is attached for members information and review.
9. As said, it is hoped that because there has been no major snow fall over the four 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 will be undertaken with any bins in the Town that are not full being reported to WSCC for filling. This has been completed and list of bin locations has been attached to this summons.
  - b) Members may wish to check their local bins. If there are any problems, please let the Town Hall know.
  - c) Furthermore, the Council's mass storage of salt is located back at Jobs Depot and the Town Hall car park

### **Financial Implications**

10. 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.

### **Town Clerk**

## **Haywards Heath Winter Weather Management Plan 2023/2024**

This policy outlines the actions that Haywards Heath Town Council (HHTC) will undertake to counteract the effects of severe winter weather in Haywards Heath and Parishes that we serve through Cluster Working arrangements.

These measures are intended to complement road gritting and salting carried out by West Sussex County Council (WSSCC) 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) Hayward Heath Severe Winter Weather Management Coordinators**

The following coordinators have been nominated by the Town Council to act as the administrator(s) of this policy. The named coordinator is the Town Clerk, although a deputy will be available to take the Clerk's place when necessary. The coordinator 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](mailto:town.clerk@haywardsheath.gov.uk)

Website: [www.haywardsheath.gov.uk](http://www.haywardsheath.gov.uk)

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### **2) West Sussex County Council offer in line within its role as the Highway Authority. (Appendix 2 outlines the WSSCC 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.
- Handtreat 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 1<sup>st</sup> 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 Serco Depot, Bridge Road, Haywards Heath, 5 Tons at Jobs Depot Burgess Hill and 2 tons at Haywards Heath Town Hall.
- The Town Council provides 116 salt bins in the Town as notified to WSCC in the corresponding audit, 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 roads 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 snow fall 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 request 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 complement 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 complements 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.***

**Committee Meeting: Environment and General Purposes**

**Report of:** Events and Community Officer

**Date:** 4<sup>th</sup> September 2023

**Subject:** Leave No one Behind Campaign

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**Purpose of Report:**

1. The purpose of this report is to consider whether the Town Council should relaunch the 'Leave No one Behind' campaign.

**Summary:**

2. The following report asks for members to consider the relaunch of the 'Leave No one Behind' campaign, originally introduced launched in 2020 to combat isolation caused by the COVID pandemic. This campaign restarted in 2022.

**Recommendation(s):**

**Members are recommended to;**

- a) Note this report.
- b) Comment as appropriate.
- c) Decide if they would like to support the campaign and who they would like the campaign to be aimed at.

**Background:**

3. In 2022, the Council committed to helping the elderly and vulnerable, who may be facing the festive season alone. The aim of the campaign was to reach out to the elderly and vulnerable to provide them with information on organisations that could help them over the Christmas period and with rising costs, as well as allowing those who would be celebrating Christmas alone to receive a gift.
4. The ECO secured sponsorship for the project. The Town Council gave £1000 from budget, with an additional £1000 sponsorship from CSL Behring, £250 from The Orchards Shopping Centre and £250 from P&S Gallagher.
5. The campaign was able to allow for 260 people to receive the gift bags and information booklets. The gift bags all contained a hot water bottle, puzzle book, pen, diary, chocolates, tea bags, mince pies and a Christmas pudding. The booklets not only contained much needed information to help with the cost-of-living crisis, but also numbers of helplines, many of who were going to be open on Christmas Day.
6. Age UK and social prescribers were pivotal to the success of the project by nominating people that fit the criteria as well as assisting with the delivery of the bags.

**Project Outline:**

7. Due to the cost-of-living crisis and the potential impact this year being unknown, the ECO would like to launch the campaign once more. It is highly likely that many people will be struggling over the winter period, with many unable to celebrate Christmas again this year due to financial limitations. Whilst many toy appeals are launched throughout the county, there are not such provisions for all generations. The ECO wishes to relaunch

the 'Leave No one Behind' campaign to ensure no one is isolated and that everyone gets a change to celebrate this Christmas.

8. The ECO has provisionally secured £1,500 in sponsorship. This consists of £1000 from CSL Behring and £500 from The Orchards Shopping Centre. The ECO would like to approach additional local businesses to request sponsorship for the campaign, either a monetary value, or a selection of gifts to be distributed by the Town Council as part of the campaign.
9. If Councillors wish to go ahead with the project, a discussion is needed to who the project will help.

### **Implications**

10. N/A

### **Possibilities**

11. N/A

### **Financial Implications:**

12. Possible budget to be agreed.

Legal Implication

- 13.

**Community and Events Officer**