

Muster Green Haywards Heath



Management Plan 2019

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1. Purpose of the Management Plan

- 1.1 The purpose of this management plan is to present information and set objectives for the management and maintenance of Muster Green located in Haywards Heath, West Sussex, which is owned by Haywards Heath Town Council.
- 1.2 The Plan will assist those who are responsible for the management of the site, the day to day maintenance of the site and third parties who contribute to making Muster Green a safe and attractive place to visit.
- 1.3 It allows the Town Council to be held to account by Green users and the residents of Haywards Heath who contribute to the upkeep of the Green via the collection of their Council Tax.
- 1.4 This management plan also provides clear guidance for the development and enhancement of Muster Green over the next year (2018) and look back at the actions from 2017). The plan sets out the following aspects of the Green and its future management. This plan will be reviewed on an annual basis.
- 1.5 This plan will:
 - Provide background information about the Green.
 - Summarise the existing management and maintenance arrangements.
 - Explores future opportunities for improvements,
 - Identify key issues affecting the management of the Green, set out under the eight Green Flag criteria headings,
 - Create an overall vision for the Green and an associated action plan with an indication of resource requirements and the timescale involved.
 - Confirm how the plan will be monitored and reviewed.

2. The Extent and Location of Muster Green.

- 2.1 Muster Green is located to the west of Haywards Heath and sits on the path of the B2272 off Butlers Green Road and adjacent to Muster Green North. The Green acts as the main westerly entrance to Haywards Heath. This road was formally the main A272 taking traffic from Lewes to the east through to Crawley in the west before the opening of the Haywards Heath relief road in September 2014.



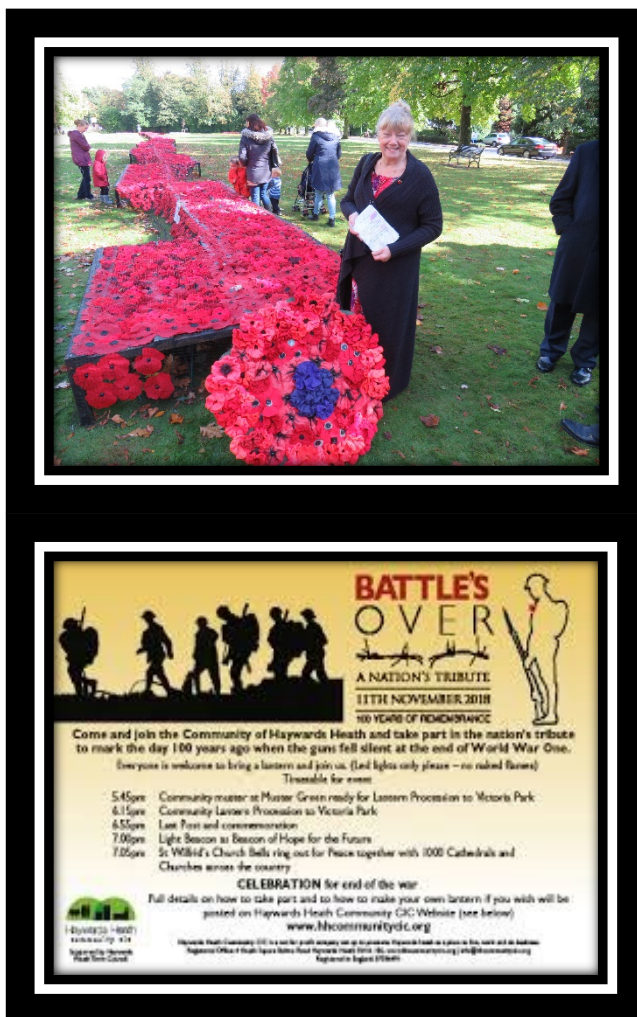
3. History of Muster Green

- 3.1 Muster Green was designated a Conservation Area in 1979 and devolved down to the Town Council in 1987. It is now maintained to a very high standard by the Town Council. With its traditional flowerbeds, this impressive tree lined green, bordered by Victorian and Edwardian houses with the War Memorial at the apex, makes a fitting entrance to the town.
- 3.2 At the Western end of the green opposite the War Memorial, is one of the Town's oldest buildings, formally the Sergison Arms Public House, by which name people have known it for some 130 years. It was built in the 16th Century and was originally known as "Vinalls". It was the Sergisons, through marriage to the Warden family, who owned most of the land, which makes up the Haywards Heath of today. Opposite the Sergison Arms Public House, is the Sussex Police Northern Division building and Police Station opened in 1992.
- 3.3 Muster Green was also the home to a minor battle during the English Civil War between the Royalists and Roundheads. The battle stopped the accessing of the steel located in Lewes, which if accessed by the Royalists could have led to their victory and England having very different history. The history to the site is much a part of the town's history and is recognised by in our town logo and mayoral chains of office.
- 3.4 Muster Green is a premier green space and is the jewel in the crown of open spaces in Haywards Heath. It serves as a fitting entrance to the town and is recognised as a landmark by residents and visitors to our town.



4. Community Usage of Muster Green

4.1 Muster Green has many community usages. It is open every day of the year for members of the public and visitors alike to enjoy. It hosts the annual Town Council run Spring Festival and Remembrance Sunday Service. It also hosts one off events such as, this year, a Victoria Cross Winner Commemoration. This commemoration has also led to a Maple Tree being planted on Muster Green this year due to links of the winner to a Canadian Regiment. The Green is also home to a swathe of Crocuses planted by Haywards Heath Rotary Club paid for by the community and local business so to raise much needed money to help the battle against Polio. There are also annual tidy up events run by Town Council and the Haywards Heath in Bloom.



Furthermore, three significant events/projects were hosted on Muster Green in the year.

- A **River of Poppies** was placed on Muster Green by Haywards Heath Horticultural Society in October, which stayed in place until the Remembrance Service held 11th November 2018. 10,000 hand made material poppies were created and placed on the green forming a river effect of poppies.

- Residents gathered for a lantern led procession on the evening of the 11th November 2018 as part of the Battle is Over event to commemorate the end of World War I.

- Five new trees were also planted on Muster Green, which were donated by the Woodland Trust to the Queen via the Local MP as part of the Queen's Commonwealth Canopy.

4.2 As previously stated the Green is open to the general public every day with around 30 -40 people using the site at peak times (lunch time) in the summer.

The site also acts as thoroughfare for staff from the Council campus and offices nearby, which adds 20 – 30 people per day Regular Uses

The site is used annually for two community events organised by Haywards Heath Town Council;

- 1) Spring Festival (April/May annually) – which attracts over a 1000 people throughout the day.
- 2) Remembrance Sunday Service (November annually) – which attracts around 800 people.



- 4.3 As custodians of Muster Green the Town Council wishes to protect the special nature of the site, so only allows other events if they significant to Town or a national occasion. The Haywards Heath in Bloom Committee along with the Town Council's Groundstaff work hard to maintain Muster Green. To this end, improvements have been made to the standing area around the War Memorial located on Muster Green with decorative paving being placed, along with commentative stones and new benches. The following pictures show the improved area being used.



6. Haywards Heath Town Council Policy and the Aims and Objectives related to Muster Green.

5.1 Neighbourhood Plan

In setting out a vision for the future of Haywards Heath, this Plan envisages a co-ordinated approach to green infrastructure that:

- Enhances existing open spaces
- Improves multi-functional spaces
- Integrates sustainable urban drainage to help manage localised flooding issues
- Provides opportunities for improving the health and wellbeing of the community
- Provides wildlife corridors
- Maintains Local Gaps between neighbouring communities

As part of its rural location, Haywards Heath is a very 'green' town with many mature trees within the town itself and large areas of woodland surrounding it. The open spaces within the Town are key features which contribute to the quality of the local environment, land biodiversity and helps ensure that the community have local spaces to play and socialise. Proposals for development which would result in the loss of an existing open space will not be permitted save in a limited number of circumstances as set out in the National Planning Policy Framework.

5.2 Art of the Possible – Haywards Heath Vision Document

Lifestyle (sports and entertainment) - Vision - To encourage residents and visitors to engage further with the facilities Haywards Heath has to offer.

5.3. The above will be achieved by:

- Meeting the needs of its different users.
- Encouraging non-users to use the green spaces.
- Providing high quality maintenance, as well as providing 'litter free' and 'dog-mess free' green space.
- Providing a safe and secure environment for users to enjoy themselves.
- Having well-kept, well-maintained and imaginative planting schemes.
- Improving health and safety for the benefit of the visitors to Muster Green.
- Making the park accessible by managing, maintaining and developing for the future enjoyment of the community at large.
- Enhancing the history of the site by adding information signs and holding educational living history re-enactments.
- Involving businesses, schools and colleges and community based organisations in gaining knowledge of their heritage, culture and appreciation of their local history and to help towards encouraging new visitors to the area.
- Protecting against unnecessary changes and stopping long term decline by maintaining high standards of groundwork.

- Involving stakeholders, officers, elected members and the community in consultation to promote interest and to develop manageable work programmes.
- Muster Green being used for Town Council Festivals and used by local voluntary organisations to hold fetes and fund raising opportunities.
- The Remembrance Sunday and military services being held on the Green and that the schools and local community are very much a focal point of these gatherings as well as our churches and religious organisations.
- Developing viable working programmes and setting annual budgets to address these projects.
- Having the frame work in place to apply for additional financial resources and to set realistic management targets.
- Entering South and South East In Bloom - Haywards Heath Town Council enters Muster Green into the South and South East In Bloom year on year.
- Enhancing the work undertaken by the South and South East In Bloom committee working closely with the community to improve the area.

6. Meeting the Aims of Green Flag Status

6.1 A Welcoming Place.

Signage is available at both ends of the site to welcome visitors to the Green. The site is accessible from both ends of the site and has excellent equal access for all visitors. The Green is very small so signage within the park is minimal in line with Council's policy of reducing street furniture.



6.2 Healthy, Safe and Secure.

The Green has a low level of equipment and facilities, which is outlined under point 7 of this plan. The maintenance of Muster Green's infrastructure is monitored on a monthly basis formally by the Town Council groundstaff and during their daily maintenance programme. Dog fouling is managed by the placement of dog bins, which are regularly emptied by the local waste contractor Serco. Please see Appendix 1 for the Health and Safety policy for Muster Green. Haywards Heath Town Hall is located two hundred metres from the site and has the provision of toilets, drinking water, first aid, public telephones and emergency equipment. Muster Green has a minimal number of

reported anti-social behaviour incidents and is located adjacent to Haywards Heath Police Station. The Town Council within the last six months has also employed its own Community Warden, who visits the site daily and has an electronic application to report incidents on the site and indeed around the Town, which is linked to the Police Headquarters. This is innovative partnership working project with local businesses, the Police Crime Commissioner and a private security company.

6.3 Clean and Well Maintained Site

To address this criteria please see section 7 and Appendix 2 of this Management Plan. Haywards Heath Town Council takes the cleanliness and general upkeep of the Muster Green very seriously and has a 'zero-tolerance policy on litter by ensuring that the site is clean and clear from litter at all times'. The Council has the luxury of a Community Warden meaning the Town Council's efforts are doubled because of their daily attendance. It will also be noted, on a visit to the site, that maintenance of Muster Green is undertaken to a very high standard with the use of efficient and modern garden equipment by well trained and highly experienced Members of staff. The works to achieve this high standard by forward planning through liaison between Town Hall management and the Head Groundsman based on a striating point of the growing and winter and summer planting season. This planning is reviewed weekly and can be adapted to meet the needs of the site. (Volunteers litter pick Muster Green as part of Queen's 90th Birthday Celebrations.



6.4 Sustainability

- Minimise and justify pesticide use – not used on site.
- Eliminate horticultural peat use – not used on site.
- Recycle waste plant material – green waste system (green skip), tulip bulbs given to community when they are dug up each year.
- Demonstrate high horticultural and arboricultural standards – two gold and two silver awards for the Green awarded by the South and South East in Bloom Competition in the last four years.

- Have energy conservation, pollution reduction, waste recycling, and resource
- The groundstaff always use up to date machinery, which reduces pollution.
- All green waste is recycled. A small nature reserve has been created at end of site.

6.5 Conservation and heritage

The site does not have any buildings or structures apart from the War Memorial, which has minimal maintenance requirements. Wildlife is being catered for through the initiative to place bat and bird boxes. The site is established so no landscaping takes place unless there is a specific project being undertaken which would be reviewed independently on a case by case basis. The Council is committed to replacing any tree lost due to disease. This is demonstrated through the Jubilee Tree initiative that replaced a tree that had to be removed. Nothing is planned in the coming year in landscape terms. The Town Council has sensitively placed a number of benches and litter bins on the Green. These pieces of furniture are placed so not to spoil the main swathe of the Green. The Council also celebrates the history and heritage of the site and has placed signage to educate people on history of the Green sympathetically. The site is also home to the Town's War Memorial. Two new benches depicting the 1st World War and 2nd World War have been placed to replace worn seating that has been removed.

6.6 Community involvement

To address this criteria please see section 4 of this Management Plan.

6.7 Marketing

To market the site Council undertakes the following activities;

- on the Town Council's Website at www.haywardsheath.gov.uk
- in the Town Guide
- on the Mid Sussex District Council Website
- through the Town Council's Newsletter (four times per year)
- through the events and initiatives
- Muster Green is the Town Council's jewel in the crown and the Green is normally the back drop of all Town Council literature, such as the Town Guide, the Councils Forward Plan and Annual Report. Most recently for the Town Council's Neighbourhood Plan.

6.8 Management

This management plan meets the requirement of the Green Flag Status, which clearly addresses all of the criteria and for the Management of Muster Green. The plan is implemented and is due to be reviewed in February 2015. The finance of the Greens upkeep is managed through the Town Council's Environment and Purposes Budget ratified by the Full Council. This budget

apportions the cost of general works, staffing, materials, equipment and administrative support. There is also a budget for the South East in Bloom Committee to undertake projects. These budgets are contained in the Council's overarching budget agreed annually and last set on the 19th January 2015.

7. Management and Maintenance of Muster Green

7.1 Muster Green is maintained and managed by Haywards Heath Town Council in house with external contractors employed on an adhoc basis to undertake work outside of the Groundstaff's expertise. This includes tree management work.

7.2 Muster Green's working programmes are updated annually and improvements are ongoing, but we do not undermine the characteristics of the site and its value to the residents and visitors to our town. Through regular consultations with bodies such as the South and South East in Bloom Committee we try to clarify our management aims and objectives to sustain quality and seek value for money for the tax payers of our town.

7.3 Our groundstuffs are offered opportunities to learn new skills and are actively supported to express ideas and suggestions for improving the site for the enjoyment of the community at large.

7.4 - Inventory of Facilities and Furniture

	Number	Maintenance and Checking	Frequency
Flower Beds	14	Planting and preparation of each flower bed.	Seasonal Planting Summer (May) and Winter (October)
Seats	14	Checking condition and defects.	Monthly
Dog Bin	1	Checking condition and defects.	Monthly
Litter Bins	2	Checking condition and defects.	Monthly
War Memorial <ul style="list-style-type: none"> • Fencing • Structure of Memorial 	1 1	Checking condition and defects.	Annual
Trees	46	Assessment.	Annual

Irrigation System	1	System tested.	Service Spring closed down Autumn
Signage	3	Checking condition and defects.	Monthly

8. Maintenance Plan 2017

Maintenance Actions Results from 2017/2018.

Works	Reason	Action	Works to be undertaken.
Remove, clean and reset the steps to the Haywards Heath War Memorial to the West facing side WW1.	Allow the placement of two memorial stones at the base of the WW1 side of the memorial.	Works to be undertaken by professional stone mason.	Completed
To lay a path from the WW1 side of the memorial from the reset steps to the public path,	Improve access to WW1 memorial face.	Works to be undertaken by professional stone mason.	Completed
To upgrade path from WW2 side to mirror improvements to WW1 side.	Bring access onto line with WW1 side.	Works to be undertaken by professional stone mason.	Completed
Additional work to improve the Crocus swathe on Muster Green.	To assist Rotary Club in planting more bulbs.	To maintain the growth and display.	Completed via Rotary Club

9. 2019 Maintenance and Upgrade Actions Plan

At the present time there are no upgrades projects planned for Muster Green as there has been a large amount of activity and project on the site

10. Routine Works

Works	Timing	Frequency
Grass Cutting and Leaf Removal	Winter - Spring - Summer - Autumn -	Nov – March no cut By-weekly By-weekly By- weekly **weather dependant.
Planting	Summer Winter	May/June October
General Site Assessment of furniture, trees and planting.	All year round	Monthly
Check site for litter, vandalism	All year round	Daily (Mon-Fri)

Appendix 1 Grounds Maintenance Policy

- This policy covers all aspects of keeping the Town Council’s Muster Green in a clean and tidy state, as well as being a safe environment.
- This Policy provides the Council with a process through which to respond to any problems of litter, vandalism and general maintenance.
- Haywards Heath Town Council spot checks its grounds for litter and vandalism. Response time is immediate to help keep the area clean, tidy and safe. All litter bins are emptied on a daily basis.
- The Town Council will repair any damage caused by vandalism. If works require the purchase of materials causing delay the area will be made safe and cordoned off.
- Any graffiti will be removed immediately, to deter further problems in this area.
- All pathways and walkways are cleaned and swept on a regular basis. All surface water drains are reviewed regularly to stop water from pooling and creating slippery surfaces and standing water becoming stagnant.
- All equipment is maintained and kept in good working order to facilitate the most efficient use of working time and ensure the health and safety of staff. The head groundsman will devise weekly work plan to assist in the most efficient way of using staff time.
- Volunteers from the local community and schools are encouraged to assist with and complete various community projects during the year.
- Haywards Heath Town Council will undertake clean up events to assist in maintaining a clean environment and to encourage the community, to participate and take pride in their town.

- All grounds maintenance staff and volunteers are asked to keep a look out for litter, vandalism and any maintenance issues that need to be responded to. Haywards Heath Town Council will promote and educate with a view to changing behaviours to reduce the amount of dropped litter, vandalism, fly tipping and dog fouling.
- Haywards Heath Town Council and its Town Highways Team will support and request that Mid Sussex District Council to investigate fly tipping and littering and where appropriate prosecute or issue a fixed penalty notice in accordance with the Environmental Protection Act 1990.
- If serious incidents occur, they will be reported to the local Police and/or Mid Sussex District Council, as appropriate.

Appendix 2 – Pesticide Policy

1. Introduction

- 1.1 Pesticides have been developed primarily for their ability to act on living tissue. Through sophisticated development they are able to target their effects on a limited range of plants and animals. Increasing concern about the hazards that pesticides present to humans and the environment has led to the introduction of legislation designed to control the type of chemical available, the sale and supply, storage, application methods and disposal of pesticides. This is primarily controlled under The Food and Environmental Protection Act 1985 (FEPA), Control of Pesticides Regulations 1986 (COPR) and the Health & safety at Work Act.

2. Definition of Pesticides

- 2.1 Under The Food and Environmental Protection Act 1985 (FEPA), a pesticide is any substance, preparation or organism prepared or used, among other uses, to protect plants or wood or other plant products from harmful organisms; to regulate the growth of plants; to give protection against harmful creatures; or to render such creatures harmless. The term pesticides therefore have a very broad definition that embraces herbicides, fungicides, insecticides, rodenticides, soil-sterilants, wood preservatives and surface biocides among others.

A pest is defined as any organism harmful to plants, wood or plant products, any undesired plant or harmful creature.

3. Legislation

- 3.1 In Great Britain, the storage, supply, advertisement, sale and use of pesticides are regulated by:
- The Control of Pesticides Regulations 1986 (as amended) (COPR).

- The Pesticides (Maximum Levels in Crops, Food and Feeding stuffs) (England and Wales) Regulations 1999 (as amended).
- In Scotland by The Pesticides (Maximum Levels in Crops, Food and Feeding stuffs) (Scotland) Regulations 2000, and commonly referred to as the MRL Regulations.
- Similar legislation exists in Northern Ireland. This legislation implements Part III of The Food and Environment Protection Act 1985 (FEPA).

In addition, further regulations:-

- The Plant Protection Products Regulations 1995 (as amended)
- The Plant Protection Products (Basic Conditions) Regulations 1997 (PPPR)

The Control of Substances Hazardous to Health Act 2002 (COSHH) requires that exposure to substances hazardous to health is either prevented or, where this is not reasonably practical, adequately controlled.

4. Legal Implications

- It is illegal to use a pesticide unless ministerial consent has been given for the intended activity, and that the relevant conditions of consent are complied with. Consent is only given:
 - If all reasonable precautions are taken to protect human health, creatures, plants, the environment and pollution.
 - That no unapproved mixtures or adjuvant are used
 - That formal training of users is required
- Pesticides can only be purchased through approved and certificated suppliers
- Pesticides must be stored in a structure designed for that purpose, and controlled by a certificated storeperson.
- Pesticides for Agricultural and Amenity Horticulture can only be applied by a person with a certificate of competence (NPTC)
- Pesticides must be disposed of in a manner that will not damage human health or the environment.

5. How Parks Operations implements this into working practice

- Only approved Ministerial chemicals are used
- All application equipment is regularly tested, maintained and replaced as required
- Personal protective equipment is regularly tested, maintained and replaced as required
- All chemicals are applied in accordance to the label requirements
- All staff involved in chemical application are trained to the required certification i.e. NPTC PA-1, PA-6A, PA – 2 and PA – 6AW.
- Areas to be treated are secured from public access, or information notices are posted during application periods.
- Staff undergo regular refresher courses as required
- COSHH assessments are carried out for all chemicals, with only those proving to have the least hazard to the user and environment being used.

Regular reviews of COSHH assessments are carried and stock changed as required

- All chemicals are stored in bunded structures that are secure, fire resistant and designed to stop chemical leakage.
- Stock records are kept on site with these stores
- Chemical containers are disposed of through an approved contractor or as designated by legislation.
- Pesticide applications are recorded and kept at East Cemetery Lodge for reference and public information.

6. Parks Operations Pesticide Usage Policy

6.1 Whenever practical the use of pesticides will be minimised and alternative solutions sought. Within Parks, Gardens and Open spaces there is a continual reduction in the use of Pesticides. This has been achieved by:

- Using the principles of Integrated Pest Management.
Prevention > Cultural > Bio-Control > Chemical Control
- Carrying out environmental risk assessments to determine the best method of pest control, only use chemical applications as a last resort.
- Using site generated and/or locally chipped compostable material as shrub border mulch.
- By minimising the use of residual herbicides.
- Challenging traditional working practices and introducing new practices which minimise the need to apply pesticides or herbicides.
- Replacing plants, shrubs and grass mixes with cultivars that are less susceptible to pests and diseases.
- Improved staff training, in order to inform and prevent poor practice.
- Linking chemical control to Council Plans and Strategies.

Appendix 3 - Haywards Heath Environmental Policy

Haywards Heath Town Council is committed to continuing to turn Haywards Heath into a cleaner and greener town and a more prosperous place to live and work. We commit to making Haywards Heath a low carbon town and a healthy and active town - with a high quality built and natural environment.

Our Environment Policy supports these goals. Through it we will use our powers and influence to protect and improve the environment and make continual improvement in our own environmental performance, as set out below.

A Low Carbon Town

- Ensure all of our vehicles are serviced and maintained to a high standard
- Use clean fuel sourced locally

A Quality Built and Natural Environment

- Prevent or minimise pollution to air, water or land (including noise pollution, litter, fly tipping and the impact of car travel).
- Protect and, where possible, enhance the quality, extent and accessibility of Haywards Heath open space, trees and natural environment along with working for and with our principal authorities on their land ownership.
- Contribute to the creation of a sustainable built environment through the planning process and our own developments through the Council's Neighbourhood Plan.

The Wise Use of Natural Resources

- Minimise energy and water demand across our building and landholdings and reduce the fuel used by vehicles on Council business, promoting equivalent measures across the Town.
- Encourage the appropriate generation and use of renewable and low carbon energy.
- Minimise waste and the impact of its disposal by applying the 'waste hierarchy': reducing, reusing, recycling or composting and energy recovery before landfill of what remains.
- Use products and materials such as paper efficiently and specify goods that, wherever possible, have a minimal environmental impact in the extraction or sourcing of materials, manufacture, use and disposal.

Scope of the Policy

We affect the environment through our services and policies, enforcement of laws and regulations, the choices we make when buying goods and services – as well as our role as a community leader.

Environmental Management

We will manage our impact and monitor implementation of this Policy, fulfilling our environmental responsibilities and ensuring that all Council activities, and those carried out on our behalf, comply with or exceed statutory environmental requirements and any other relevant commitments we make.

We will take steps to understand and control any risks of harm to the environment resulting from our activities.

Involvement

We will enable the full involvement of Councillors and employees by providing information, training and other support. We will work with our contractors and suppliers to help them improve their environmental performance and ensure that, when working for the Council, they adopt equivalent environmental standards.

We will encourage the public and partners to take action too, through environmental information, advice and services.

Environment Actions - Haywards Town Council is committed to action in the following, specific areas:

Water will be used efficiently for Council activities and on Council premises. In the Council's owned land, green spaces and planting schemes using technology that minimise the need/amount watering needed.

The Council will implement **water-saving** measures on its allotments and at the cemetery, for example, encouraging tenants to reduce their water usage.

The Council's Planning Committee will consider issues of **water use**, water run-off and water pollution when making comments on planning applications.

The Council will support the use of **Sustainable Urban Drainage Systems (SUDS)**¹ in new developments and redevelopments to reduce flooding risks, manage storm-water, minimise diffuse pollution from surface water runoff and help maintain groundwater levels.

The Council's Planning Committee will consider **sustainability, environmental impact** and biodiversity when commenting on planning applications in Haywards Heath and also when developing or redeveloping any of its own buildings.

The Council will respond to consultations relating to the **Local Planning Authority's District Plan**.

The Council will lobby on the need for developing **sustainable drainage in Haywards Heath**, necessitated by the town's particular topography and urban development, in order to counteract flash flooding. The Council will also press for the use of planning obligations (section 106 agreements) to promote sustainable development and mitigate environmental impacts resulting from developments.

The Council will try to monitor its **energy use and improve upon energy efficiency** within its buildings by adopting energy-saving measures, e.g. purchasing electrical equipment with good energy ratings.

The Council will increase **awareness of energy efficiency amongst employees** and encourage energy-conserving behaviour, e.g. switching off lights that aren't needed and switching off equipment rather than using standby. In the longer term, the Council will investigate the feasibility of sustainable supplies of energy to power its premises.

The Council will minimise its **waste production** wherever possible, by reducing, repairing and reusing resources, and by recycling the waste its activities produce, where facilities exist. Rubbish will be disposed of safely, following the correct procedures, and only licensed contractors will be used to deal with hazardous wastes.

The Council will incorporate the possibility of **pollution in its risk assessment procedure** and will use this system to minimise the risks and implement mitigation strategies.

The Council will work, to undertake **specific highways works** that contribute to the improvement of the town environment. These include issuing hedge-trimming notices, graffiti removal and clearing fly-posted signs.

The Council will work with relevant Town Partners on the issue of **town centre regeneration**.

The Council will continue to encourage **sustainable transport systems, promoting public transport** and non-polluting modes of transport within the town, such as cycling and walking.

The Council will support the **Walkers Are Welcome** project as part of this. As traffic congestion can significantly reduce air quality, which directly impacts upon human health, the Council will also press other tiers of government for the alleviation of traffic congestion within Haywards Heath and around the outskirts of the town.

The Council will, wherever possible, consider the **conservation and promotion of local biodiversity** in all its activities, but particularly with regard to land management.

The Council will seek to **manage green spaces** in a manner that promotes and protects biodiversity.

The Council commits to **using pesticides in an environmentally** responsible manner and to identifying environmentally-friendly alternatives.

The Council is committed to **providing information** (where appropriate) or providing a signposting facility to the relevant authorities, to assist Haywards Heath landowners in the control of invasive species, environmentally sensitive land management and biodiversity conservation.

The Council will **protect and, where possible, enhance the** quality of Haywards Heath's natural environment and open spaces, e.g. by the implementation of the Muster Green and Allotment Management Plans and the further development of Management Plan for Haywards Heath Cemetery.

The Council aims to make its **open space accessible** wherever possible.

HHTC recognises that the provision of **Allotments** for residents is an important contributor to the well-being of the community. A comprehensive and transparent Allotments Policy will ensure HHTC is able to deliver on local and economic agendas for the community which include community cohesion, education, sustainability, health and the environment.

Ends.

Appendix 4 – Haywards Heath War Memorial Heritage Statement

Works to Haywards Heath War Memorial (Grade II Listed Building)

Responsibility for Haywards Heath War Memorial.

- Haywards Heath Town Council is responsible for the upkeep and maintenance as the War Memorial is located on land under the ownership of the Town Council, known as Muster Green.

Memorial Type.

- Stone of Remembrance
- First World War (1914-1918) and Second World War (1939-1945)
- First World War memorial, unveiled on 30 November 1924, with further names added after the Second World War.

Location.

- Large grassed area beside Muster Green South (B2272) leading into Haywards Heath (West).
Muster Green, Haywards Heath, Mid Sussex, West Sussex, RH16 4AJ, England
OS Grid Ref: TQ 32632 23951

Summary of Memorial - Description

- Large irregular granite block standing on a raised mound. WW2 panel on east face and WW1 on west face. Haywards Heath War Memorial is sited on a low grass mound on a triangular green at the western entrance to the Town. The memorial stands some 3m high and is a large, irregular monolith bearing a raised stone cross on a smooth polished panel recessed into the west face. Underneath are large raised letters in stone reading 1914 – 1918 in memoriam. A large bronze plaque underneath carries the names of the fallen. Unusually, as an apparent afterthought, a small bronze plaque below is inscribed also in memory of all comrades who have since passed over from causes attributable to the great war. A bronze plaque has been cut into the east face of the granite block and is inscribed 1939 – 1945 in memoriam.
- First World War (1914-1918)
 - Total names on memorial: 166
 - Information shown: surname, rank, regiment, forename and decorations
 - Order of information: surname
- Second World War (1939-1945)
 - Total names on memorial: 96
 - Information shown: surname, rank, regiment and forename.
 - Order of information: surname
- **Materials:** Cornish granite with bronze plaques.
- **Memorial:** Plaques / Panels.
- **Measurements:** Height 10ft, width 4ft.

History

- The aftermath of the First World War saw the biggest single wave of public commemoration ever with tens of thousands of memorials erected across England, both as a result of the huge impact the loss of three quarters of a million British lives had on communities and the official policy of not repatriating the dead, which meant that the memorials provided the main focus of the grief felt at this great loss.
- One such memorial was raised at Haywards Heath as a permanent testament to the sacrifice made by the members of the local community who lost their lives in the WW1

- It commemorates 166 local servicemen who died during WW1, and unusually, also those who died subsequently from causes attributable to the war. The fundraising of £300 and the erection of the war memorial was overseen by Major Blaker JP, Chairman of the Urban District Council. The memorial was created by Mr Bridgman of Lewes.
- It was unveiled on 30 November 1924 by the Lord Lieutenant of Sussex, Lord Leconfield and was dedicated by the vicar of Haywards Heath.
- Following the Second World War, a plaque was added to commemorate the 96 fallen of that conflict.

Haywards Heath War Memorial is listed as Grade II Listed Building for the following principal reasons;

- Historic interest: as an eloquent witness to the tragic impact of world events on this local community, and the sacrifice it has made in the conflicts of the C20.
- Architectural interest: a dignified Cornish granite monolith displaying a high level of craftsmanship and good quality materials.
- The memorial was listed on the 27 February 2017 after direction from the Secretary of State for Culture, Media and Sport who decided to add Haywards Heath War Memorial to the List of Buildings of Special Architectural or Historic Interest after consultation with Haywards Heath Town Council. Please find supporting evidence as attached.

Scheme and Schedule of Proposed Works

- To remove, clean and reset the steps to the Haywards Heath War Memorial to the West facing side WW1 and allow the placement of two memorial stones at the base of the WW1 side of the memorial. To lay a path from the WW1 side of the memorial from the reset steps to the public path (see map attached). Works to path on WW2 side of the memorial to match the new path being placed on the WW1 side. This would only be in terms of edging.
- Step reset, and pathway works will be as soon as practicably possible after Listed Building consent is approved.
- The VC winner stone and supporting stone will be placed approximately six weeks before the 2nd September 2018, which is the date that the VC award winner died in service.
- The two stones will be York Stone Scoutmoor and will be 600 mm x 600 mm by 50mm deep and weigh 46k. Full specification attached along with path way materials.

Mitigation

- The works to the steps are to be undertaken by a specialised stone mason who has been recommended by a local funeral director who specialise in stone work and memorials.

Description of the impact on the special character of the building.

- There will be minimal impact on the actual Memorial as the steps are not actually attached to the War Memorial. The steps are only to be moved to accommodate a Victoria Cross winners stone and supporting stone (VC and supporting stone specification – please see attached document), which forms part of the Department for Communities and Local Government initiative to remember those who received such as award. The stone is being given to Mid Sussex District Council who are working in partnership with Haywards Heath Town Council for the appropriate placement.
- The pathway will start from the foot of the reset steps and will mirror that in place on the WW2 side of the memorial. The only noticeable change to the environment will be the new path. It is envisaged the War Memorial will not be directly affected.

Appendix 5 – Health and Safety Assessment – separate document.