



## HAYWARDS HEATH TOWN COUNCIL

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21<sup>st</sup> February 2018

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

Dear Councillor,

You are hereby requested to attend a meeting of the **Environment and General Purposes Committee** to be held on **Monday 5<sup>th</sup> March 2018** at 6pm in the Council Chamber, 40 Boltro Road, when the following business will be transacted.

Yours sincerely,  
**Steven Trice**  
Town Clerk

### AGENDA

1. To receive apologies for absence.
2. To confirm the minutes of the Environment and General Purposes Committee meeting held on the Monday 11<sup>th</sup> December 2017.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. Matters Arising.
6. To consider the Muster Green Management Plan.
7. To consider a design for the new 'Welcome to Haywards Heath' signage'.
8. To receive a report on the activities of the Community Liaison function of the Council.
9. To receive a verbal report on the activities of the Haywards Heath in Bloom Committee.
10. To consider any items that the Chairman agrees to take as urgent business.
11. Exempt To consider the exclusion of Public and Press
12. To consider a matter relating to a request to make an interment in an unpurchased grave.

**Committee Members: Environment & General Purposes Committee: Cllrs: M. Jeffers (Chairman), S. Ellis (Vice Chairman), C. Cheney, R. Clarke, E. Clayton, A. McPherson, H. Mundin, J. Knight.**

## HAYWARDS HEATH TOWN COUNCIL

### ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

#### Minutes of the meeting held on Monday 11<sup>th</sup> December 2017

M Jeffers (*Chairman*)  
Mrs S Ellis (*Vice Chairman*)  
Mrs C Cheney  
R Clarke  
E. Clayton  
J Knight  
A McPherson  
H Mundin

\* Absent \*\* Apologies

Also Present, Mr Murray Crump and Mr John King.

Due to Mr Crump and Mr King both wishing to speak on item 8, Allotment Matters and Mr Crump also wishing to speak of on item 9, Environment Policy for the Town Council the Chairman brought both items to the top of the agenda.

With regards to Allotment Matters Mr Crump stated that the Management Plan was welcomed by the America Lane Plotolders and fully supported the document. Mr King added that he felt that inspection should be bi-monthly all through the year not February through to October and felt an inspection should be undertaken in January 2018 to get the process started.

With regards to the Environment Policy Mr Crump welcomed such a document, but felt that the wording relating to Allotments was not clear and slightly bizarre. Mr Crump suggested on alternative and more comprehensive wording, which Members welcomed as resolved under minute 43.

**35. Apologies**

There were none.

**36. Minutes**

The Minutes of the meeting of the Environment and General Purposes Committee held on Monday, 16<sup>th</sup> October 2017 were taken as read, confirmed as a true record and duly signed by the Chairman.

**37. Substitutes**

There were none.

**38. Members' Declarations of Interest**

Councillor Mrs Ellis declared a personal interest in agenda item 11, being Chairman of the Haywards Heath in Bloom Committee.

**39. Matters Arising**

There were none.

**40. Committee Budget 2018/2019**

The Town Clerk presented the Environmental and General Purposes Committee budget for 2018/2019. It was noted that the budget presented was a standstill budget in terms of the overall costs compared to the previous financial year. In terms of income it was noted that Cemetery income had been forecasted to fall against projection, but there was an uplift in roundabout sponsorship income due to the Town Council taking on the relief road roundabouts from the Haywards Heath Town CIC in

April 2018. With regards to expenditure, as agreed at the meeting dated 16<sup>th</sup> October 2017, the events budget had been increased to help meet the aspirations of the 2018 Working Group. It was noted that the street lighting budget had been reduced because a healthy reserve was in still in place due to 2017 lighting schemes being paid for via Section 106 monies. It was also noted that there has been an increase to the Haywards Heath in Bloom budget. Members questioned the amount paid for Town Christmas Lights each year. The Town Clerk responded by saying the contract for the lighting was procured every three years and the costs from the companies that quoted was very much like for like so the added value to the scheme year on year was crucial. It was noted that the last procurement process allowed the introduction of lights on The Broadway and this year an extra three lights were placed on South Road. It was suggested that sponsorship could be sourced for the lights. The Town Clerk responded by saying that he, the Leader and the Mayor were looking at an inward investment mechanism for the Town Council with a third-party company. Thoughts also turned to other initiatives such as the use of Muster Green and the re-introduction of Christmas Trees in the Town. With this Members agreed the budget and then;

Members **RESOLVED** to;

**Agree the Environment and General Purposes Committee Budget for 2018/2019 and to resolve that it be included in the Town Council's budget, which will be presented to the Policy and Finance Committee on the 15<sup>th</sup> January 2018.**

**41. Placement of Trees along South Road**

The Town Clerk informed Members that the report presented sought formal resolution, even though the background to the project had been reported to Full Council verbally, from the Committee to progress the project. Cllr McPherson updated that the project cost had been reviewed and reduced considerably, that he was talking to the West Sussex County Council arborculturalist, and companies such as Hilliers and Barcham Trees about species of the trees to be placed. In addition, Beacon Fencing has designed a one metre square planter, which would hold trees that would be four meters high when planted and grow to a maximum of eight meters in height. It was noted that a full consultation would be required along with the placement being future proofed by the planters being movable if any further works are undertaken to develop a shared space scheme on South Road. Again, sponsorship was suggested, which would if it was agreed, be looked into. Members of the committee thanked Cllr McPherson for all of his hard work to bring the project to its current position and unanimously,

Members **RESOLVED** to;

**Adopt a project to place up to 36 trees along South Road and;**

- 1. Instruct the Town Clerk to make an application to Mid Sussex District Council's Economic Development fund for £10,000 towards the project.**
- 2. Authorise the Town Clerk to undertake a consultation with businesses/shops on South Road.**
- 3. Authorise the Town Clerk to execute a legal agreement with West Sussex County Council to place, maintain and be liable for the 36 trees.**
- 4. Note that any procurement process will be undertake with financial regulations and standing orders and that match funding to the tune of £10,000 will be recommended in the**

**2018/2019 budget when it is considered by Policy and Finance in January.**

- 42. Allotment Matters – Management Plan and Notes of Allotments Holders Meeting.**  
The Chairman thanked Mr Crump and Mr King for their representations. With advice from the Town Clerk an inspection in January was agreed but only as an informative to enable bi-monthly inspections from February onwards. The January inspection could only be such because warning letters issued at the last inspection gave those issued with notices until February to undertake works to rectify their plots. With no other matters raised;

Members **RESOLVED** to;

**Adopt the Allotment Management Plan and note of the Allotment Holders Meeting dated 2<sup>nd</sup> October 2017.**

- 43. Environment Policy for the Town Council**  
Members considered a proposed Environment Policy for the Town Council, which had been recommended for adoption by the Council's Green Flag judge. Mention was made of a representation mad by Cllr Laband on the Policy, which the Clerk had taken into account, but the idea of reducing the number of newsletters, as suggested, was some way off. It was also noted that the Town Clerk, on presentation of the Policy to Full Council, would add Neighbourhood Plan policy references and the 'Art of the Possible' policy references where appropriate so to make the document more robust and relevant to the priorities of the Town Council. Members also endorsed the additional wording suggested by Mr Crump and then;

Members **RESOLVED** to;

**Adopt the Environment Policy for the Town Council with the following additional wording.**

***'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.'***

- 44. Community Liaison Officer Report**  
In the absence of the Community Liaison Officer the Town Clerk introduced the report and took Members through each section of the report. Members noted the report and had a brief discussion on the number of homeless people in the Town and what support they received. The Town Clerk stated that the Community Warden had a good relationship with the known homeless residents of the Town, but in experience some did have places to go and others sometimes refused help. It was noted that local churches kept an eye on the individuals and statutory agencies were involved. With no other substantive matters arising.

Members **NOTED** the report.

- 45. Updates regarding Haywards Heath in Bloom (HHiB)**  
In her capacity as Chairman of the Haywards Heath in Bloom (HHiB) Committee, Cllr Ellis updated Members on the plans of the celebration of the VC award to Sergeant Knight, which included the planting of a Maple Tree on Muster Green and a ceremony in September. Thanks, were also conveyed to all those who attended the Haywards

Heath Town Council litter pick in the Bentswood Ward the weekend before the meeting. Special thanks were made to the Haywards Heath Youth CIC who had representatives attend on the day.

**46. Items Agreed as Urgent by the Chairman**

There were none.

The meeting closed at 8:51pm.

**Committee Meeting: Environment and General Purposes Committee**

**Report of:** Town Clerk

**Date:** 26<sup>th</sup> February 2018

**Subject:** Muster Green Management Plan

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**Purpose of Report**

- 1) The purpose of this report is for Members to consider a policy document.

**Summary:**

- 2) The following report asks for Members to formally adopt a revised 2018/2019 Management Plan for Muster Green.

**Members are recommended to;**

- (a) Consider and comment upon the Management Plan for Muster Green as present as Appendix 1.**

**Background:**

- 3) As Members are aware, under the direction of the Environment and General Purposes Committee, the Town Council has successfully put Muster Green forward for Green Flag Status over the past three years. This application for this year, which will be judged in July has been submitted.
- 4) As part of the application and for good working practises the Clerk has developed a management plan for the site, which has to be reviewed and adopted annually.
- 5) This report asks that Members consider and make comment upon the management plan and with amendment, if necessary, adopt the document and the policies included.

**Town Clerk**

**Committee:** Environment and General Purposes  
**Report of:** Town Clerk  
**Date:** 26<sup>th</sup> February 2018  
**Subject:** Welcome to Haywards Heath Signage

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**Purpose of Report**

- 1) The purpose of this report is for Members to review town signage.

**Summary:**

- 2) Haywards Heath Town Council has resolved to replace and add to the 'Welcome to Haywards Heath' signage across the Town and in some cases, due to housing development, moving the signage so it sits alongside new development. The following report presents designs for consideration.

**Members are recommended to;**

- a) **To consider and agree to the design of the 'Welcome to Haywards Heath' signage.**

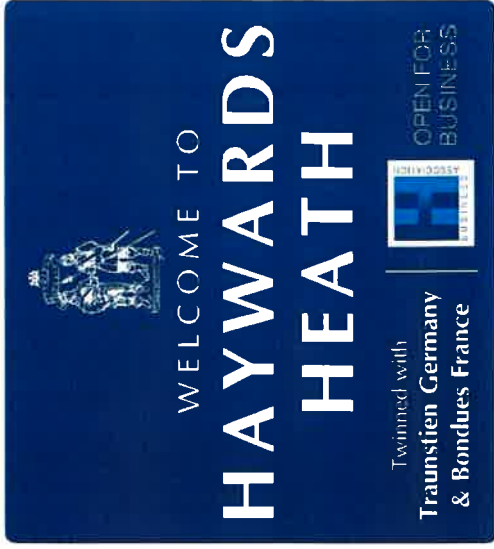
**Background**

- 3) As Members of the Environment and General Purposes Committee are aware the Committee sanctioned the purchase of new 'Welcome to Haywards Heath' signs under minute 22<sup>nd</sup> of the Committee dated 14<sup>th</sup> August 2017.
- 4) The Town Clerk and Chairman of the Committee and the Chairman of the Policy and Finance Committee progressed the design and agreed it. The design was then shared in the Town Clerk's November update. The design of the signage was deemed to be crisp, clear and uncluttered.
- 5) As a result of the update the signage design was in essence called in to Committee for consideration on the basis that the matter needed to be discussed by the Town Council and the designs suggested were not supported by all Councillors.
- 6) Members will find attached a number of designs to consider. All designs are white writing on a blue background. This colouring is not favoured by WSCC highway officers. This is not on legal grounds but they wish to keep signage constant across the District and County. The original idea and colour scheme was to make Haywards Heath bespoke and individual and the blue represents the Town Council's corporate colours. Highway officers would not block the colours if there was support from the Town's three divisional Members. This has been sought and they were all agreeable to the colours, so this option or conventional black and white is open for discussion.

**Financial Implications**

- 7) The cost of the signage has been agreed to be met from the Town Fund budget.

**Town Clerk**





**Committee:** Environment and General Purposes

**Report of:** Town Clerk

**Date:** 14<sup>th</sup> August 2017

**Subject:** Welcome to Haywards Heath Signage

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### **Purpose of Report**

- 1) The purpose of this report is for Members to consider changes to Town signage.

### **Summary:**

- 2) There has been an ongoing desire to change/increase the 'Welcome to Haywards Heath' signage located at a number of entrances to the Town. The following report seeks authority to enter into a project to replace the signage and/or place new signage. It also outlines the implications of the project, which will include authorisation to take licences to place the signage from West Sussex County Council, application for third party funding and requests the allocation of Town Fund monies to pump prime the project.

### **Recommendations;**

#### **Members are recommended RESOLVE the;**

- a) Placement of new 'Welcome to Haywards Heath' signage at the seven locations outlined in point four of this report.
- b) Allocation of £2,000 from Town Fund to pump prime the project.

#### **And to;**

- c) Instruct the Clerk, under delegate authority, to;
  - i. Negotiate the exact placement of the signage and enter into legal licences for the placement of the signage with West Sussex County Council.
  - ii. Apply to Mid Sussex District Council for funding towards the signage.

### **Background**

- 3) As Members are aware the existing welcome to Haywards Heath signage is old, tired and sporadic in its placement around the Town. As a result, it has been suggested that a small project be undertaken to replace those that exist and add signage to those entrances that do not have signage.
- 4) After review it is suggested that there is a need for seven signs to be located at main entrances to the Town. Actual location in the of each sign in area will subject to agreement with West Sussex County Council. The locations suggested are;
  - a. Butlers Green Road,
  - b. Fox Hill
  - c. Lewes Road
  - d. Oathall Road
  - e. Balcombe Road
  - f. Rocky Lane in vicinity of the Wivelsfield Station Roundabout
  - g. Gander Green.

- 5) The Town Clerk has discussed the matter with Area Manager Highways (Mid-Sussex) who has stated whether the signage is a replacement or a new sign the sign is not deemed to be highways critical or for safety reasons so the Town Council will have to take a licence for each one. To this end the Town Council via the Town Clerk under delegated authority, if agreed, will need to enter into a legal agreement to enable placement. Furthermore, there will also be a requirement to ensure any design meets highways specifications.
- 6) The size of the existing signage, as attached to this report, is 42 inches wide and 38 inches tall. It suggested that the signage size be kept at the same but be replaced/introduced with a new design. The process to agree the design is to be agreed but it is suggested that this be agreed outside of the meeting as the design cannot be agreed by Committee. However, the Town Council's corporate colour of blue be the base.
- 7) On this basis cost of each sign will be in the region of £500 ready to install. Along with the artwork the project will be circa £4,000. It is suggested that the project be funded 50/50 through the Town Fund and a grant to Mid Sussex District Council (£2,000 each).

### **Financial Implications**

- 8) The cost of each sign will be £3,500 along with the art work at £500 totalling a project cost of £4,000. As suggested the Town Council is requested to put £2,000 into the project and seek the rest from Mid Sussex District Council
- 9) At the present time there is £6709.59 available in the Town fund for the current financial year. If the expenditure is approved there will still be £4,709.59 available for other projects or initiatives. Please note a further £1,400 expenditure is being considered as part of this agenda, which if both expenditures are agreed would actually leave £3,309.59 for the rest of the Council year.

### **Town Clerk**

**Committee Meeting: Environment and General Purposes****Report of:** Community Liaison Officer**Date:** 26<sup>th</sup> February 2018**Subject:** Community Liaison Officer Report (December 2017/January 2018)**Purpose of Report:**

1. The purpose of this report is to update Councillors on the work of the Community Liaison Officer (CLO).

**Summary:**

2. . The work of the CLO is varied and generally falls under the following work streams:

- Event co-ordination and planning
- Project development
- Community Safety
- 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) Note this report.
- b) Authorise the CLO to investigate the formation of a 'plastic-free' town as in 4.1
- c) Comment as appropriate.

**Background:**

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

4. *Event co-ordination and planning*

4.1 Event preparation has begun with confirmation of 2018 dates and the production of the Town Council's Events Calendar. The calendar is widely circulated to partnership agencies, community groups and individuals who find the information useful for planning and to avoid duplication.

Invitations for Spring Festival have been sent out and planning for the event has begun. Further to an email exchange with Cllrs Knight, Laband and Ellis, Charlotte's Cupboard, a packaging-free shop on wheels have been invited to Spring Festival. Further to confirmation with Cllr Knight, Charlotte's Cupboard will be invited to speak at Full Council on reducing the use of plastic in the town and working towards a 'plastic-free Haywards Heath'.

The Koorana Centre have for the second year kindly agreed to organise the Carers Day, which will take place on 13<sup>th</sup> June, during National Carers Week.

Victoria Park has been booked for Town Day and this year's Christmas Festival Fireworks.

5. *Project development – Dementia Work Programme*

Along with a Committee member of the Haywards Heath Dementia Action Alliance (HHDA), the CLO presented a Dementia Friends session to 30 members of Cuckfield Deanery Synod. Other local churches are showing an interest and a Dementia Friends session is also being planned for members of the Ascension Church in Ashenground. Engagement with faith groups has previously been a challenge and this is a positive development.

The Memory Moments Café at the Town Hall is well attended and popular. Cllrs Ellis, Laband and Ash- Edwards utilised some of their Ward Budget to purchase games suitable for people with dementia for the café.

Members of the HHDA supported the opening of a second Memory Moments Café at St Richards Church, Sidney Road, which opened on 30<sup>th</sup> January. Know Dementia provided training for volunteers from the Church. The monthly café, which takes place on the 3<sup>rd</sup> Tuesday afternoon of each month, will be run entirely by volunteers.

The CLO continues to attend the Support Group at the Dolphins Practice in order to provide information on local services and to promote the aims of the HHDA to patients with dementia.

The CLO also attended a meeting organised by the Alzheimer's Society on engaging and consulting those with dementia.

The CLO continues to provide support to the HHDA and is working with members and local organisations on a project to create safe havens across the town. HHDA is investigating the procedure and guidance for creating safe havens. Haywards Heath Library are keen to be a safe haven, although there is more need for havens in the town centre.

Attendance at regular meetings, organised by MSDC is also required to collaborate on initiatives across the three towns, particularly for National Dementia Awareness Week which is in May.

## 6. *Community Safety*

- 6.1 The CLO receives regular Crime Statistics from Sussex Police which are circulated to all Town Councillors, Town Clerk and the Community Warden. The CLO regularly liaises with the Community Warden on community safety issues that arise. The Warden works closely with the Anti-Social Behaviour Officer at MSDC and with PCSOs and keeps the CLO up-to-date on developments.

The CLO and Community Warden gave a talk on Town Council services to residents at Petlands Lodge, which was well received. Residents are keen to have a zebra crossing on Church Road, so that they can cross safely into the Town Centre, via St Wilfrid's Churchyard. Heath Ward Councillors are aware of the issues raised by residents and are liaising with officers at WSCC to take this forward.

## 7. *Liaison with voluntary and community groups*

- 7.1 West Sussex County Council are changing the way community and voluntary groups may apply for funding and a brief report is attached at Appendix 1.
- 7.2 Shabash Cricket Club, who regularly use Whiteman's Green have been supported to develop their Constitution with help from Horsham and Mid Sussex Voluntary Action. The CLO has been working with Shabash Cricket Club to encourage them to attend Spring Festival in order to promote their club and its activities.
- 7.3 The CLO is supporting The Yews Toy Library which has seen a reduction in membership and is re-branding to become The Yews Parent and Toddler Group with Toy Library. The group will be promoted on the Town Council's website and in the Spring newsletter.

7.4 The CLO has liaised with the Filipino-British Association to support their application for use of Muster Green for an Easter egg hunt. An agreement has been written which can be used for any future applications, by local community groups, for use of Muster Green.

7.5 The CLO continues to attend Bentswood Community Partnership (BCP) meetings to provide support particularly for planning the group's annual Fun Day. Due to financial constraints, the Saltworks Café run by Christ Church has closed. Although no longer run as a café, a number of local community groups continue to meet at the venue, which is also available for hire. Clarion Housing, working with Christ Church are hoping to utilise the building as a community hub, employing a part-time community worker and delivering a range of activities including advice surgeries.

8. *Representation of Town Council at external meetings*

During the period covered by this Report, the CLO attended the following meetings to provide information, advice and support and to work better in partnership with local agencies:

8.1 Mid Sussex Health and Wellbeing Network - presentations were given by MSDC officers on the Heat for Health project and the Hospital Discharge, Safe and Warm Home Grants. Although the Heat for Health Project has ended, MSDC have said they will continue to provide advice and information on the Energy Sussex tariff, switching energy providers and how older and vulnerable people can ask to be included on energy provider's Priority Services Register.

The Environmental Protection and Housing Standards Team, at MSDC administer the Hospital Discharge Safe and Warm Home Grants. These grants are provided so that patients who are being discharged from hospital can go back to a safe environment. Grants can pay for items such as 'grab rails' and other adaptations, which support the transition from hospital to home.

8.2 Better Young Lives meeting – organised by MSDC. Between 10 to 25 different agencies who work with children and young people attended the meeting to share information and to develop good working links. An officer from MSDC gave information on grants available. An officer from Clarion Housing gave information on Clarion Futures, the charitable arm of the organisation.

9. *Administration of the Town Council's Small Grants*

9.1 Four applications were received and three awards made after the Policy and Finance Committee meeting on 15<sup>th</sup> January 2018. These are as follows:

Impact Foundation Equipment costs	£499.72
Haywards Heath Town Football Club Equipment costs	£200
Mid Downs Radio Equipment costs	£250

An award was not made to the Mid Sussex Choir.

The Town Council's Small Grants scheme has been well utilised this year, with a further six applications received for the last Policy and Finance Committee meeting for this financial year. This is the first year since the Grant Scheme was established, that we have had more applications than we are able to support.

Financial Implications:

12. None.

13. Policy Context:  
None - Officer update.  
**Community Liaison Officer**

**Committee Meeting: Environment and General Purposes**

**Report of:** Community Liaison Officer  
**Date:** 26<sup>th</sup> February 2018  
**Subject:** West Sussex County Council Funding

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**Purpose of Report:**

1. The purpose of this report is to update Councillors on West Sussex County Council's changes to grant funding.

**Summary:**

2. As from April 2018, the way community and voluntary groups are funded will be changing, with the use of a crowdfunding platform.

**Recommendation(s):**

**Members are recommended to;**

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

**Background:**

3. Currently, West Sussex County Council (WSSCC) administer three different funding schemes; the Members Big Society Fund, Community Initiative Fund (CIF) and the Small Grants Fund. The total annual budget for the three schemes is £660,000. These three funding schemes will be rolled into one as from April 2018. The new scheme will be supported by a crowdfunding platform and currently negotiations are taking place between WSSCC and Spacehive, a provider of a crowdfunding platform.

One of the reasons for the change, is to streamline the application process and to avoid duplication and reduce the cost of administering three separate grant schemes.

Community and voluntary groups will submit their applications as before. Verifications such as the existence of a constitution and a bank account with two signatories, will be made before any project goes online. WSSCC's pledge to support the project will be displayed online. Residents, organisations and businesses will then will be able to donate via PayPal or another online payment method.

The budget for 2018/2019 for the new scheme is £330,000 and County Local Committees will continue to make decisions on which project receives an award.

Some concerns have been raised regarding the new funding scheme. These are as follows:

- Smaller groups that do not have IT skills or internet access may be at a dis-advantage.
- It may easier to fund for the traditionally 'popular' projects and crowdfunding may not be as successful for projects with challenging themes.
- It may prove difficult to crowdfund in rural communities where there are fewer businesses and where residents may be on low incomes.

The concerns listed, as well as those raised by community groups are being addressed by officers at WSCC. It is hoped that the crowdfunding platform provider will support local groups by holding workshops across the County. There will also be a key role for Horsham and Mid Sussex Voluntary Action to support local groups to access funding through the new scheme.

Some providers of crowdfunding platforms charge a fixed percentage per project, of funds raised. In addition, there may be other charges such as 2.5 % for use of Paypal, or other banking methods. Negotiations with crowdfunding platform providers is currently taking place, before the launch in April.

It has been reported that the scheme will initially be trialled for a year. Further information will be available as the scheme is finalised.

Financial Implications:

4. None.

Policy Context: None - Officer update.

**Community Liaison Officer**



**Committee Meeting: Environment and General Purposes**

**Report of:** Assistant to Town Clerk

**Date:** 26<sup>th</sup> February 2018

**Subject:** Interment of ashes in Haywards Heath Cemetery

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**Purpose of Report:**

1. The purpose of this report is for Councillors to make a decision on whether cremated remains can be interred in an unpurchased grave.

**Summary:**

2. The Town Council has been approached by the sister of a young child who was buried in Haywards Heath Cemetery in 1965. There is concern that the child's mother may wish to inter the ashes of her second husband in the child's grave which would be against the wishes of the rest of the family.

**Members are recommended to;**

**Make a decision as to whether to allow the interment of ashes of a non-resident with no connection to the town, or related to the deceased child, in Haywards Heath Cemetery.**

**Background:**

3. Back in 1965, a young child of six weeks old died and was buried in a grave in Haywards Heath Cemetery. Graves for children are not purchased as it is Town Council policy not charge for the purchase of children's graves, or for the interment. The officer completing the cemetery records at the time did not make a note of the parents, or a person responsible for the grave in the Graves Register. The current practice is to enter the details of the parents in the Graves Register even though the grave is not purchased.
4. The mother and father of the deceased child got divorced and subsequently, both remarried. The father stayed in this area, but passed away two years ago and his second wife arranged his burial in his own plot in Haywards Heath Cemetery. The mother moved to Littlehampton with her second husband and still lives there, although her second husband has passed away and has been cremated and is now wishing to inter his ashes.
5. In 2011 the father of the deceased child applied to the Town Council to place a small headstone as a memorial to his daughter. As there was no reason to object to this application being granted, a small headstone was erected on the grave.
6. The Town Council has now been approached by the sister of the deceased child as she has found out that her mother is planning to inter the ashes of her second husband in the grave of the deceased child. The sister and mother have an estranged relationship and do not communicate, but the sister and her brothers are not happy that a person who had no connection to the deceased child, or to Haywards Heath could possibly be interred in

the child's grave and are asking that the Town Council do not allow the ashes to be interred.

7. If the mother was allowed to inter her second husband's ashes in the child's grave, she would then want her ashes interred at some point in the future to be with her second husband but also to be near her first husband too, which considering they divorced some time ago seems a slightly unusual wish.
8. According to the sister, the mother is only arranging this interment to cause a family rift and make the current strained relationship even worse. Apparently, there is no reason why the mother could not purchase a separate plot to inter her second husband's ashes in, and eventually her own ashes.
9. The second husband's ashes interment would be charged at non-residents fee, i.e. quadruple the residents fee. The mother's ashes would be charged at non-residents fees, unless she could prove a 20-year residence in Haywards Heath as per the current cemetery policy.
- 10. This matter would usually be decided by the Town Clerk and officers, but whatever decision is made, it is likely to result in a formal challenge by a member of the family, so it is felt that a formal decision by Councillors is required to counter any challenge on this matter.**

#### Financial Implications

11. None.