



**HAYWARDS HEATH
TOWN COUNCIL**

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15th September 2020

To all Councillors,

Dear Councillor,

You are hereby summoned to attend a **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 21st September 2020** via Zoom Video Conferencing at **7.30pm** when the following business will be transacted. Please use the following Zoom link.

<https://us02web.zoom.us/j/84008746233?pwd=dFFnbDJDQVFqdkwwR2lUZjhMYlp2Zz09>

Yours sincerely
Steve Trice
Town Clerk

A G E N D A

1. Town Council Prayer
2. To note any apologies for absence.
3. Public Forum - *Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. Notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.*
4. To confirm the Minutes of the Meeting of the Council held on 20th July 2020.
(pages 3 - 10)
5. To dispose of any business outstanding from the last meeting.
6. To note the Mayoral Engagements and any announcements.
7. To receive and consider and adopt the Resolutions of the following Committees.
(pages 11 - 12)
 - a) Planning Committee held on the 27th July 2020
MINS. 25 – 32
 - b) Planning Committee held on the 17th August 2020
MINS. 33 – 40
 - c) Planning Committee held on the 7th September 2020
MINS. 41 – 48

d) Environment and General Purposes Committee held on the 1st September 2020.

MINS. 10 – 18

e) Policy and Finance Committee 7th September 2020

MINS. 12 – 21

8. To consider arrangements for Remembrance Sunday and Schools Remembrance Service 2020. **(pages 13 - 15)**
9. To receive a motion (1/2020) from Cllr M. Pulfer regarding the Town Council's position in relation to Clair Hall. **(page 16)**
10. To consider a consultation from Mid Sussex District Council on a request, by a third party, for Clair Hall to be considered to be of value to the community and be included by Mid Sussex District Council on its List of Assets of Community Value (Community Right to Nominate') **(pages 17 and 18)**
11. To consider any urgent items the Mayor has received.
12. To consider exclusion of Public and Press.

This meeting is being held under the provisions made on the 4 April 2020, when the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

*'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 Alastair McPherson

Town Clerk Mr Steven Trice

**HAYWARDS HEATH TOWN COUNCIL
MEETING OF HAYWARDS HEATH TOWN COUNCIL**

Minutes of the meeting held on Monday 20th July 2020, which was held virtually by Zoom under the provisions of the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

Councillors: Christopher Ash-Edwards

Richard Bates

Clare Cheney

Rachel Cromie **

Sandy Ellis

Christopher Evans

Howard Mundin

Stephanie Inglesfield

Matthew Jeffers

James Knight

Clive Laband

Jack Langley

Alastair McPherson

Richard Nicholson

Mike Pulfer

Sujan Wickremaratchi

Apologies Absent***

Also present, Ms Emily Carr, Mrs M Baker, Mr Andrew Sturgeon (RFO) (part of the meeting) and Mr S Hiller (part of meeting).

Before the meeting commenced Ms Emily Carr made a presentation to the Town Council on her proposals with regards to anti-racism in Haywards Heath and the role of the Town Council in the process. The proposal can be found in the associated documents below these minutes on the Town Council Website. As back ground an introduction to the proposal Ms Carr stated that she appreciative the opportunity to be able to speak and have a dialogue on the matter, but it was only the beginning of a journey with the community. And the pledges made by the Town Council needed to be sustained and honoured through the Council words and actions. Ms Carr also took a moment to thank the Cllrs who had taken time out to respond to her email personally and asked Member what they were doing in their position of power and influence, to do the right thing, and be actively anti-racist. Ms Carr stated that she was not speaking on behalf of nor able to speak on behalf of people of colour nor to make comment on such or speak on experiences that she had not had. She was simply there to use her white privilege to stand in solidarity and to promote action. She felt that the Town Council needs to review its internal policies, the 10 point plan UNESCO plan (to see what is in the Town Councils jurisdiction) and the way it externally acts within the community, review what it puts on social media and look at how Town Events can be more inclusive. It was also felt that twin hatted Members should take these issues into the WSCC and MSDC.

In response the Mayor thanked Ms Carr and hoped the responses she had received from Councillor has started to build a picture the Councils stance on the matter she raised. The Mayor also commended her for challenging the Town Council on such an important issue.

Cllr McPherson then stated that; *Haywards Heath Town Council stands united against every form of discrimination, racism and injustice. The killing of George Floyd in Minneapolis has reminded us once again that we cannot and should not tolerate racism in any form or from any person. Furthermore, Haywards Heath Town Council is committed to the promotion of equality of opportunity and equality of treatment. It aims to ensure that in its recruitment, employment, business practice and service delivery, no employee or member of the public will be treated less favourably than another on the grounds of gender, marital status, domestic circumstances, race, nationality, ethnic origin, colour, religion, creed, politics, age, disability, sexual orientation or is disadvantaged by conditions or requirements without justifiable cause. In context of the Town Council the way this matter can be seen is at three levels,*

- *The first level is at an individual's level. As alluded to earlier it is hoped you now have an idea of where we are as a group of individuals, when it comes to our thoughts regarding the racism question and the need for change.*
- *Second level is looking at the internal perspective of Town Council policies and training. In the Town Council we have Equal Opportunity and Equality and Diversity policies that are reviewed every year. We will undertake a review and update these policies and also review and upgrade where necessary the training of our employees and councillors with respect to Diversity and Inclusion, and Racism.*
- *On a third level, Town Council's external perspective. As a proactive Town Council, we are keen to engage with our community groups when it comes to the issues within our town. It is vital for young people to learn about their own history, regardless of race and background and they should have access to truthful, non-discriminative education. The need to improve and broaden education and tolerance for all children around these subjects is crucial and will play a vital role in helping us dismantle any systemic racism in our society, but the Town Council would hasten to add that education provision is not the remit of this level of local government. Our MP has raised this with the Secretary of State for education recently, and we wait to hear any news on this issue in the coming months ahead.*

Education and development should be a continual aspiration for all of us and with this in mind the Town Council would like to propose the setting up of a 'Community Conversation' Forum. This will be a platform for invited community leaders, individuals and groups to come together and discuss issues that affect our town. The Town Council's aspiration would be for those attendees to engage and return to their groups with new ideas and thoughts that could lead to a wider level of engagement and understanding. The Town Mayor would lead on this strategy and aim for the first meeting to be set up for September/October with a title very much geared around the discussion we are having now. With regards the paper presented, the Town Council want to pick up on some points.

- *The Town Council too believe in open dialogue and discussion on all issues within our councils and public.*
- *And the Town Council too agree with your sentiment, 'as a white person of not having to face discrimination because of the colour of my skin', which is why this is a real opportunity to reflect on our thoughts and the interventions the Town Council could make, with regard racism.*

Other Matters

- ***Social Media Presence and Website** - we will review our postings.*
- ***Town Days to promote inclusivity, antidiscrimination and celebrate cultural diversity**- there is an established committee to discuss this for 2020/2021 - Food and Culture element of Spring festival already being discussed.*

- ***Inclusive community schemes and multicultural celebration learnings** - the Environment and General Purposes Committee to look into through its event planning later in the year.*
- ***HHTC to encourage local libraries** – this will be discussed with WSCC directly as not in the Town Council’s remit.*
- ***10 Point plan of action to fight racism on the municipal level** - Policy and Finance Committee to deliberate at an appropriate time.*
- ***Twinhatted MSDC/WSCC Members** - Cllrs to discuss 10-point plan with colleagues for West Sussex adoption and lobby for change*

Finally summing up and returning to the initial question ‘what can we do at this pivotal moment in history’ there is still a lot to do including training, reviewing policy, The Town Council will set up the Community Conversation forum in late September/October.

Ms Carr was asked if she had any question relating to the response made by the Town Mayor and if any Members had anything to add to the conversation. There were none so Ms Carr left the meeting.

The Town Mayor then asked for each Member to confirm that they were present, which is reflected above.

23. Council Prayer

Members stood for the Council prayer, which was read by Town Mayor Cllr Alastair McPherson.

24. Apologies

Cllr R. Cromie – personal commitments.

25. Minutes

The Minutes of the Annual Meeting of the Council held on 11th May 2020, without comment, were taken as read, confirmed as true and duly signed by the Mayor.

26. Declarations of Interest

None

27. Public Forum

None

28. To Dispose of any Business Outstanding from the Last Meeting.

None.

29. Mayor’s Engagements and Announcements.

The Town Mayor, informed Members of the sad news of the passing of Mrs Claudette Furminger who had served as a Town Councillor for four years 2007-2011 who had fought a long-term illness. Since the last meeting the Town Council had continued to support the Food Hub with Covid 19 Mutual Aid Haywards and there was good level of food stock if required in the future. It was noted that there had been thanks from the Dame Vera Lynn Childrens Charity for the donation grant made by the Policy and Finance Committee to provide a monies for project in memory of the Dame Vera Lynn who had sadly passed away. The Mayor added that his engagements had, as to be expected, remained low due to the difficult circumstance the Country find ourselves in,

but he had been uploading blogs and made statements and announcement on Facebook with the assistance Maria Horne who he thanked and who developed a wonderful new website for the Town Council. Getting out and about he where he could had been able to visit Specsavers and work with Haywards Heath Business Association to set up shop local and support business campaign. Finally, the Mayor thank the Town Clerk, Deputy Clerk and all Member of staff for their efforts over some very difficult months and it was noted they and should be returning to the office slowly in August/September.

30. To receive and consider adoption of the Resolutions of the following Committees:

- (i) Planning Committee - **MINS. 1 - 24**
The reception and adoption of the resolutions of the Planning Committees, dated 26th May 2020 - **Mins 1 – 8**, 15th June 2020 - **Mins 9 – 16** and 6th July 2020 - **Mins 9 – 14** were moved, seconded and agreed by Council.
- (ii) Environment & General Purposes Committee - **MINS. 1 - 9**
The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 22nd June 2020 **Mins 1 - 9** were moved, seconded and agreed by Council.
- (ii) Policy & Finance Committee - **MINS. 1 - 11**
The reception and adoption of the resolutions of the Policy and Finance Committee dated 29th June 2020 **Mins 1 - 11** were moved, seconded and agreed by Council.

31. Equality and Diversity Policy and Equal Opportunities Statement Review.

Members noted the Equality and Diversity Policy and Equal Opportunities Statement as presented and without comment,

Members **RESOLVED** to re-affirm, through the annual review, the **Town Council's Equality and Diversity Policy and Equal Opportunities Statement Review for 2020/2021.**

32. Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2020 - Internal Audit Report 2019/2020

Members noted that the Internal Auditor had signed off the report of Town Council for the year ended 31st March 2020 and made no comment. Without comment.

Members **RESOLVED** to adopt the year ended 31st March 2020 - **Internal Audit Report 2019/2020.**

33. Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2020 – Section 1 Annual Governance Statement 2019/2020

Noting full compliance by the Town Council to the Governance Statement Members made no comment and then,

Members **RESOLVED** the year ended 31st March 2020 – **Section 1 Annual Governance Statement 2019/2020.**

34. Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2020 –Section 2 – Accounting Statements 2019/2020.

In noting that the Accounting Statements balanced and had been agreed and signed off by the Internal Auditor Members made no comment and then,

Members **RESOLVED** the year ended 31st March 2020 – Section 2 – Accounting Statements 2019/2020.

35. Policies and procedures for the safe re-opening of the Town Hall in light of the Covid 19 Pandemic.

In introducing the item, the Town Mayor thanked the Town Clerk for undertaking a monumental piece of work for the Town Council. The Town Clerk in turn then thanked all of the Town Hall staff who had supported him every step of the way and who had signed off the documentation to confirm that they were happy and understood the procedures. The Town Clerk added that procedures were aimed at making Town Hall safe for staff, visitors, hirers and Councillors when it re-opened and explained the how the Town Hall would look and what was being put place to meet CV-19 safety requirements. This included a mandatory requirement for track and trace information for hirers of the Town Hall to be provided to officers before the hire takes place. The Town Clerk made reference to a questioned asked of him prior to the meeting in relation to salary payment arrangement for any member staff who had to self-isolate for any reason. It was noted with the technology embraced during lockdown that office staff could work from home and that there would be have to leniency with the Groundstaff. It was noted that two Members of Groundstaff had been tested and the results were turned round in 48 hours with their working bubble closed down whilst waiting for results. Thanks, was echoed by Member for what was a comprehensive and thorough document and a further question was asked if a paragraph would be included in document regarding the use of thermometers had it was understood from the Town Clerks updated had been purchased. The Town Clerk said he would add a paragraph, but caution on their use was raised another Councillor due to guidance stating that individuals may be caught out if they had a temperature from exercise, stress or another incidence on the way to the Town Hall, which give a false reading on any symptoms. It was asked whether there would any form of catering on site in line with the procedure. The Town Clerk responded that there would be no food and drink making facilities in the coming months and that the kitchen is only open for access to to the Jubilee Room. Furthermore, not many weddings had catering at the Town Hall. In closing the Town Clerk stressed that if the was a health and safety issue the Health and Safety Executive would be at his door, but the Town Council needed, as the collective body, to take ownership of the procedure and adopt them. With this,

Members **RESOLVED** to;

- a) **adopt the Return to Work Policy, Risk Assessment and Hirers information form**
- b) **note that documents would be subject to change on Government advice and practical experience, which will be undertaken by the Town Clerk.**
- c) **note that all track and trace personal data would be held for 21 days, which would be reflected in GDPR and Data retention policies.**

- d) **Allocate £10,000 of funding from unrestricted reserves to allow the Town Clerk, within his delegated powers and within Standing Orders and Financial Regulations, to manage the cleaning and day to day management of the Town Hall.**

36. Memorial Bench and Tree to be placed on Muster Green.

Without comment and objection Members welcomed both requests and unanimously,

Members **RESOLVED** the **placement of memorial tree and bench on Muster Green.**

37. Victoria Park – Draft Masterplan.

Members considered the consultation, as presented in the agenda, made comment and asked that the following points and matters be raised in a representation formulated by the Town Clerk,

- With regards to the removal of the South Road hedge, there was general support and enthusiasm for the removal on the grounds that it would open the park up and welcome the wonderful vista of the park and the South Downs. There was note of the historical objection to such from residents, but it was felt times had changed so it would be interesting to see the feedback gathered from the consultation from residents.
- The Town Council supports any form of sustainable planting and wild flower beds, which will be important if the hedge is removed.
- Members wished to see the introduction of pop electric points for events in the park.
- Members would like to see a water station(s) to promote the filling of bottles and reduction in plastic waste.
- Thought was given to refuge and recycling, as there is a historic problem with bins overflowing and KFC wrappers etc. Increase capacity of bins with re-cycling options would be welcome along with a review of the collection frequency.
- It was queried if enough thought had been given to disabled users in wheel chairs and those with other disabilities? Have local access groups been consulted on the plans? Thoughts around a sensory garden etc.
- The revisiting of the idea of the placement of a Christmas Tree as previously requested by the Town Council was requested.
- New play equipment was welcomed as it was deemed that the current equipment was dated and needing of replacement.
- The formalisation, improved access, pathways and thinning of trees in the plantation was also welcomed as the area is rather cut off from the rest of the park, is not very welcoming and sometimes lends itself to anti-social behaviour.
- Improved drainage on the pitch welcome as there have been problems when hiring the Park for Town Day during inclement weather.

Members **RESOLVED** to **instruct the Town Clerk to make representation on the Draft Victoria Park Masterplan in line with the body of the minute above.**

38. Local Government Association Model Member Code of Conduct Consultation

Members considered the consultation, as presented in the agenda, and felt that the Model Code of Conduct was a good document and an improvement of what is currently in place. However, the following points and matters were raised that would be included in a representation formulated by the Town Clerk,

- The Code of Conduct where it tries its hardest does not meet the need of the Town/Parish Sector and is more aligned to principal authorities.
- The Code of Conduct does not have much teeth in regulating Councillors and does not aspire to mandatory training.
- Sanctions are missing, and it is left that without a sanction/consequence for a Councillor's action, or indeed in general life, there is no point in such a Code of Conduct.

Members **RESOLVED** to **instruct the Town Clerk to make representation on the Local Government Association Model Member Code of Conduct Consultation in line with the body of the minute above.**

39. 20mph zone from Butlers Green Road Roundabout to the Birch Hotel Roundabout

The Town Clerk informed Members that he had been made aware that there was will to put forward a representation to its principal authorities that the Town Council would like to see a 20mph zone in the aforementioned area of the Town and was asked to prepare a report for consideration. In addition, it was noted that West Sussex County Council was about to launch round two of the 'Covid 19 Safer Places Fund', which was being led by the Cabinet Member for highways, which could potentially fund the zone. However, to put matter into perspective regarding the funding the Town Clerk informed all that the first round of funding attracted 245 applications with only 7 being taken forward. The Town Clerk then asked for Members comments as the recommendation before the Council was made on what he was led to believe the position on the matter and required Members leadership on the way forward. It was the stated by the Leader of the Town Council that matters had moved forward slightly since the report was written so he proposed a change to the wording of the recommendation, which a was seconded as follows;

To note the aspiration of Haywards Heath Town Council to place a 20mph zone between Butlers Green Road Roundabout to the Birch Hotel Roundabout and if appropriate apply to West Sussex County Council for the second tranche of the Covid 19 Safer Places fund.

It was also noted the that 20mph had been an aspiration in the Town Council's adopted Destination Haywards Heath document. It was asked where the wish for the is change to the Town Centre came from and there worries about the length of 20mph zone because there were many roads feeding onto the zone from higher speed roads. It was felt that traffic calming would be better. At this point Cllr Wickremaratchi apologised for not declaring an interest as Senior Advisor to the West Sussex Cabinet Member for Highways so he made this known. He then added that he had a number of residents had made representations from Franklyn on the speeds in the area so there seemed to be a will for such changes and he fully supported such. The Leader welcomed this support and added the reasoning for the length of the zone was to try and supported elderly accommodation along Butlers Green Road who have limited

crossing points to get to the Town Centre. All Councillors were urged to look at 20 plenty campaign, which talks about the benefits of traffic calming and the environmental benefits of having a slower stretch of road. The safety perspectives of the project were then promoted along with fact that South Road should not be used as a short cut for motorists against the relief road. It was stressed that it should not be badged as a limit but a zone as zones are proven to reduce speed and are easier for the police to manage. It was hoped the idea, if implemented, would promote cycling, healthier styles and support the Town so to be a better place to visit and hopefully make the Town Centre more economically viable. In addition, as the plan would be place under Covid 19 restrictions) the Town Council can see if the zone works or not. With the Leader of the Town Council re-reading his change to the recommendation, which again was seconded, then unanimously,

Members **RESOLVED** to.

note the aspiration of Haywards Heath Town Council to place a 20mph zone between Butlers Green Road Roundabout to the Birch Hotel Roundabout and if appropriate apply to West Sussex County Council for the second tranche of the Covid 19 Safer Places fund.

40. To consider any urgent items, the Mayor has received.

None,

41. Members RESOLVED to exclude the public and the press.

None.

Meeting closed at 9.01pm

Committee Meeting: Full Council

Report of: Town Clerk

Date: 21st September 2020

Subject: Minutes of Committee Meetings

Purpose of Report:

1. The purpose of this report is for Members to receive and adopt the resolutions of the Council's Planning Committee, Policy and Finance Committee and Environment and General Purposes Committee.

Summary:

2. The Committee Chairmen will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committees held on the 27th July 2020 - **Minutes 25 – 32**, 17th August 2020 - **Minutes 33 – 40** and 7th September 2020 - **Minutes 41 - 48**, Environment & General Purposes Committee – 1st September 2020 – **Minutes 10 - 18** and Policy and Finance Committee 14th September 2020 – **Minutes 12 - 21**.

Members are recommended to;

(a) Adopt the resolutions of the Council's standing Committees as laid out under points 3, 4, 5, 6 and 7 of this report

3. Planning Committee, 27th July 2020 – **Minutes 25 – 32 resolutions;**
Nothing to report other than the planning application comments.
4. Planning Committee, 17th August 2020 – **Minutes 33 – 40 resolutions;**
Nothing to report other than the planning application comments.
5. Planning Committee, 7th September 2020 – **Minutes 41 – 48 resolutions;**
Nothing to report other than the planning application comments.
6. Environment & General Purposes Committee 1st September 2020 - **Minutes 10 – 18 resolutions;**

MIN. 14 – To RESOLVE the recommendation to adopt Haywards Heath Winter Weather Management Plan for 2020/2021.

MIN. 15 – To RESOLVE the recommendation to adopt the Haywards Heath Cemetery Policy.

MIN. 16 – To RESOLVE the recommendation to make improvements to the land at the entrance to Bridge Road Industrial Business Park' and delegate authority to the Town Clerk to;

1. Obtain a licence to plant from West Sussex County Council.
2. Agree to expenditure of up to £250 from the Council's Environment Budget.

7. Policy & Finance Committee 14th September 2020 - **Minutes 12 – 21 resolutions;**

MIN. 16 - to RESOLVE the recommendation to recommend to Full Council for approval, the list of payments and receipts, and income and expenditure for the period 1st April 2020 – 30th 2020.

MIN. 17 – To RESOLVE the recommendation to award a grant of £250 to Sussex Association of Spina Bifida and Hydrocephalus towards running costs.

MIN. 18 – To RESOLVE the recommendation to adopt the Town Council’s Accessible Website Policy.

MIN. 19 – To RESOLVE the recommendation to adopt the Town Council’s Health and Safety Policies for 2020/2021

MIN. 20 – To RESOLVE the recommendation to adopt and note the position of Town Hall usage in light of Covid 19 restrictions introduced on the 14th September 2020.

Committee Meeting: Meeting of Full Council

Report of: Town Clerk
Date: 21st September 2020
Subject: Arrangements for Remembrance Sunday and School Remembrance Services 2020

Purpose of Report:

1. The purpose of this report is for Members to consider the holding of a community event organised by the Town Council in light of CV19 restrictions

Summary:

2. The following report looks for guidance on the manner in which the Remembrance Sunday Service and Schools Remembrance Service are held this coming November in light of the restrictions that have been imposed by the Government in response to the Covid 19 pandemic.

Recommendation(s):

- a) **Members are asked to consider and agree whether to cancel or resolve an alternative way to hold this year's Remembrance Sunday Service and Schools' Remembrance Service 2020.**
- b) **That the Town Council reserves its right to change its position and the decision made in line with changes to Government advice.**
- c) **That the Town Council make an acknowledgement to Reverends Ray Smith for his service to the Town to the maximum of £100 from the hospitality budget.**

Background:

3. As Members are aware the Town Council organises the Town's Remembrance Sunday Service and Schools' Remembrance Service. Both of these events include mass gatherings, which is now precluded by the 'rule of 6' legislation brought in by the Government on the 14th September 2020. Even before this legislation came into place there were concerns about the event in terms of the previous guidance that was in place.

Remembrance Sunday

4. To the Town Clerk's mind there is no possible way that this event can be held in its normal manner. The Town Band, the formation of groups, the parade and the reception at the Town Hall cannot be accommodated this year. It is also suggested that the formal procession of wreath layers cannot be invited as per normal as this is a large number of people and it will most likely mean that others gather in association with the wreath layer.

5. To this end, it is recommended that the event be cancelled, but there should be a small gathering at the War Memorial that can be virtually broadcast via YouTube and Facebook. This suggested gathering would comprise of six people including, The Town Mayor, Rev Ray Smith, Rev Charles Sargent, Charles Solomon and Danny Kington (RBL) and the Queen's Representative Sir Richard Kleinwort. It is also felt that maroon can be sent up, as a significant action, also as part of the small gathering. All of the aforementioned persons have been consulted with regarding this idea with feedback outlined in para 8. Other issues to be thought about include.
 - a. There will need to be management of the potential number of people gathering at 11am who ignore, or are not aware of the advice given about not gathering.
 - b. Members views are sort on the potential for a day's rota for attendance of groups organisations/groups attending under their own volition.
6. Common sense should make this a very easy decision to make, but this report is brought forward because of the significance of the event and the fact that it is an event that the Town Council has no need to advertise, but still sees a large number of people gather. So, in essence the Town Council needs to communicate that the event will not be held in the normal way and ask people to stay away from Muster Green on the Sunday. The Town Council can manage the 11am timing and the rest of the day residents/groups can at their own volition visit the War Memorial, as said.

Schools Service

7. This event includes circa 30 children from each of the Town's Schools including Warden Park Secondary Academy and Oathall Community College in St Wilfrids Church. This service should be cancelled as schools are working in strict year bubbles within their own setting and mixing with other schools would not be acceptable, or more likely allowable. Furthermore, due to CV19 restrictions only 50 people can attend St Wifrids Church at any one time.

Further Information

8. As said, those suggested in the small gathering are being consulted with, namely
 - a. Sir Richard Kleinwort as Queen's representative. He is happy to attend a small gathering in line with Government Guidance.
 - b. Royal British Legion – Charles Solomon and Rev Charles Sargent. They are happy to attend a small gathering in line with Government Guidance.
 - c. St Wilfrids Church – Rev Ray Smith. Rev Smith has informed the Town Clerk that he will have retired by November and will not be able to preside over any ceremony. This means that Rev Sargent will be asked to lead. **On the basis that Rev Ray Smith is to retire it is asked that his 24 years of service to St Wilfrids Church and the resident of Haywards Heath, is marked by presentation being made to Rev Smith on behalf of the Town Council.**
 - d. Mid Sussex District Council – Emergency Planning Team. At the present time no guidance has been received from the Government on holding Remembrance Sunday Services.

9. Furthermore, the CEO of SSALC is liaising with the Lord-Lieutenant's Office on what is going to happen nationally and indeed across Sussex. Updates will be provided prior to and at the meeting.

Financial Implications

10. The budget for the two events was agreed by the Environment and General Purposes Committee at £350, which will result in a saving on the budget within year.

Legal Implications

11. The Town Council can make a such an award to a person under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 13th May 2019 under minute 17.

Town Clerk

Committee Meeting: Meeting of Full Council

Report of: Town Clerk
Date: 21st September 2020
Subject: Motion – Cllr M. Pulfer, Future of Clair Hall

Purpose of Report:

1. The purpose of this report is for Members to consider a motion put forward by a Member of the Town Council.

Summary:

2. As Members are aware Mid Sussex District Council has made a decision on the future of Clair Hall. In response to this decision the following motion, put forward by Cllr M. Pulfer, recommends a position that Town Council may wish to take on the matter.

Recommendation(s):

Consider the motion put forward by Cllr M. Pulfer as presented in the background to this report.

Background:

3. *This Council notes the content of the Neighbourhood Plan and is cognisant of MSDC's proposals to close Clair Hall with immediate effect and their supporting documentation has been in the public realm for some days.*
4. *MSDC had made the public aware of the reasoning for the closure, namely lack of usage, exacerbated by Covid 19, and the ongoing maintenance cost to Council Tax Payers during extended closure, again due to the Covid 19 regulation. Additionally, substantial amounts of taxpayer's money, namely £1 million, will be needed in the immediate future to maintain the fabric of a 50-year-old building, which is acknowledged as not being fit for purpose, and may need demolition.*
5. *This Council is pleased to note that MSDC are finalising the Haywards Heath Regeneration Master Plan which will include commissioning work for re-establishing modern community facilities and this Council will be a consultee.*

Resolution: To note the possible permanent closure and demolition of Clair Hall and to welcome the Town Council's inclusion in re-establishing modern community facilities.

Financial Implications:

6. None.

Legal Implications:

7. None.

Committee Meeting: Meeting of Full Council

Report of: Town Clerk
Date: 21st September 2020
Subject: Clair Hall - To consider a consultation from Mid Sussex District on a request for Clair Hall to be considered to be of value to the community and be included by Mid Sussex District Council on its List of Assets of Community Value (Community Right to Nominate').

Purpose of Report:

1. The purpose of this report is to consider a consultation by Mid Sussex District Council.

Summary:

2. As Members will note, in the attached letter as appendix 1, Haywards Heath Community Interest Company have made a request to Mid Sussex District Council that Clair Hall be considered to be of value to the community and be included by Mid Sussex District Council on its List of Assets of Community Value (Community Right to Nominate'). This request is made under the provisions included in the Local Act 2011.

Recommendation(s)

Members views are sought on the request made by Haywards Heath Community Interest Company that Clair Hall be considered to be of value to the community and be included by Mid Sussex District Council on its List of Assets of Community Value.

Background

3. Members will find attached the letter from Mid Sussex District Council notifying the Town Clerk of the request made and asks if the Town Council has any objection to Clair Hall being added to the list of Assets of Community Value.
4. To ensure Member are aware of what they are being asked attached to this agenda summons is Government Guidance on Assets of Community Value.

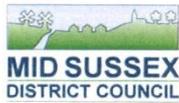
Financial Implications

5. None

Legal Implications

6. To be dealt with by Mid Sussex District Council under the provision of the Localism Act 2011.

Appendix 1 – Item 10 – Full Council 210920



Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Switchboard: 01444 458166
DX 300320 Haywards Heath 1
www.midsussex.gov.uk

Contact:
T: (01444) 477287
E: property@midsussex.gov.uk

Date: 15/09/2020

FAO: Steven Trice, Clerk
Haywards Heath Town Council,
The Town Hall,
40 Boltro Road,
Haywards Heath,
RH16 1BA

SENT VIA EMAIL

Dear Mr Trice

RE: Asset of Community Value Nomination

The Localism Act 2011 provides community groups with the opportunity to nominate public or private land or buildings, considered to be of value to the community, to be included by Mid Sussex District Council on its List of Assets of Community Value. This is referred to as the 'Community Right to Nominate'.

Please accept this letter as notification to you as the local Town Council that Mid Sussex District Council has received a nomination from the Haywards Heath Community Interest Company to list the following:

Clair Hall,
Perrymount Road,
Haywards Heath,
West Sussex,
RH16 3DN

The District Council has written to the nominator to acknowledge receipt of their application and will now begin the process of assessing whether the asset qualifies to be Listed as an Asset of Community Value or not. This involves:

- Notifying the owner(s) and any relevant parties of the nominated Asset.
- Undertaking an appraisal to decide whether the nominated land or building meets the definition of an 'Asset of Community Value' under Section 88 of the Localism Act 2011; it is currently being used to further social wellbeing or the social interests of the community and it will continue to benefit the local community in this way.
- Make a decision within eight weeks of receiving the nomination. We will advise you of this decision in writing no later than twelve weeks from the date of this letter.

If you have any objections to this nomination, please provide the District Council with written details no later than two weeks from the date shown on this letter.

If you require any clarification on this procedure, please contact the Team using the details supplied above.

Yours Faithfully,

A handwritten signature in black ink that reads 's Durber'.

Sarah Durber,
Estates Technical Officer

Working together for a better Mid Sussex



Corporate Estates & Facilities

