

# HAYWARDS HEATH TOWN COUNCIL

THE TOWN HALL, 40, BOLTRO ROAD, HAYWARDS HEATH  
WEST SUSSEX, RH16 1BA

Tel. 01444 455694 Fax 01444 455075

Town Mayor – Cllr Mrs Margaret Baker Town Clerk – Mr Steven Trice

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16<sup>th</sup> March 2011

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 21<sup>st</sup> March 2011** in the Council Chamber, 40 Boltro Road, Haywards Heath at 7.30pm when the following business will be transacted.

Yours sincerely

**Steve Trice**

Town Clerk

## A G E N D A

1. To note any apologies for absence.
2. To make Declarations of Interest.
3. To confirm the Minutes of the Meeting of the Council held on 17<sup>th</sup> January 2011.
4. To note the Mayor's List of Engagements and any announcements.
5. To receive and consider adoption of the Resolutions of the following Committees:
  - a) Planning Committee held on the 10<sup>th</sup> January 2011  
**MINS. 99 - 108**
  - b) Planning Committee held on the 31<sup>st</sup> January 2011  
**MINS. 109 – 118**
  - c) Planning Committee held on the 21<sup>st</sup> February 2011  
**MINS. 119 – 130**
  - d) Environment & General Purposes Committee held on the 7<sup>th</sup> February 2011  
**MINS. 41 - 49**
  - e) Policy & Finance Committee held on the 28<sup>th</sup> February  
**MINS. 50 - 62**

6. To consider a report on the future arrangement for the management of The Yews. (Report to Follow).
7. To consider a report on priorities for Section106 and Planning Levy contributions for Haywards Heath.
8. To receive and adopt the Town Council's revised Grant Form and accompanying Terms and Conditions.
9. To consider a verbal report on arrangements for 2011 Annual Town Meeting.
10. To consider and make comment upon transport arrangements for pupils from Haywards Heath who travel to St Paul's Catholic College in Burgess Hill.
11. To consider any urgent items the Mayor has received under S.O 11.
12. To consider exclusion of Public and Press.

## HAYWARDS HEATH TOWN COUNCIL

### MEETING OF HAYWARDS HEATH TOWN COUNCIL

#### Minutes of the meeting held on Monday 17<sup>th</sup> January 2011

C Ash-Edwards  
J Ash-Edwards  
M Baker  
R Bates  
D Bedding  
S Bedding  
J Belsey\*\*  
C Furminger\*\*  
R Goddard  
S Griffin  
C Jones  
J Keel  
C Mclean  
V Northorpe  
G Wall\*\*

#### Apologies\*\* Absent\*

Before the meeting commenced Members received a presentation from Jo Saady Managing Director of Ecotecture who outlined her vision for a community cafe/facility in Victoria Park. A minutes silence was then held for Cllr Paddy Henry who had passed in December 2010; this was followed by the Council Prayer.

#### 70. Apologies

G Wall – Holiday  
J Belsey – Work Commitments  
C Furminger - Work Commitments

#### 71. Declarations of Interest.

None

#### 72. Minutes

The Minutes of the Council Meeting dated 15<sup>th</sup> November 2010 were presented with one matter arising; Cllr C Jones asked that the following line be removed from minute 63. as follows,

*It was countered that politics should not get in the way at Town level, which works very well, this statement, was contested by the group proposing the motion.*

The revision was requested on the grounds that the minute could be misinterpreted, as the group proposing the motion, saying that the Council did not work very well, which was not at all the case. Members had no objection to the removal of the line and an amendment, and then the minutes were then confirmed as a true record and duly signed by the Mayor.

#### 73. Mayor's Engagements and Announcements.

Members noted the list of Mayoral engagements. The Mayor had no further announcements.

**74. Adoption of Planning Committee Minutes 81 - 98**

The reception and adoption of the resolutions of the Planning Committees, dated 29<sup>th</sup> November 2010 – **Mins 81 – 89** and Planning Committee, 13<sup>th</sup> December 2010 - **Mins 90 - 98** were moved, seconded and agreed without discussion by Council.

**75. Adoption of Policy and Finance Committee Minutes 38 - 49**

The reception and adoption of the resolutions of the Policy and Finance Committee 6<sup>th</sup> December 2010 **Mins 38 - 49** were moved, seconded and agreed without discussion by Council.

**76. Adoption of Environmental and General Purposes Committee Minutes 31 - 40**

The reception and adoption of the resolutions of the Environment & General Purposes Committee 6<sup>th</sup> December 2010 **Mins 31 - 40** were moved, seconded and agreed by Council.

During this item the Clerk informed Members that the resolution under Minute 24 of the Environment & General Purposes Committee 11<sup>th</sup> October 2010 had not been progressed to date as negotiations and business planning had taken longer than envisaged.

**77. Town Council Budget 2011-2012**

In opening discussions it was suggested that the proposed budget, which had been recommended to Council showed a lack of vision for the future of the Council. The budget did not support the Council's aspirations and support the Forward Plan which was to be considered the same evening. It was also envisaged that the manipulation of the budget would lead to savings having to be found before the financial year commenced. In addition, the stand still budget would mean that the Council would not be able to build up reserves, for capital and revenue projects that Council will need to undertake in the future.

This claim was countered on the grounds that no other proposals had been presented for consideration. It was also difficult to justify a raise in Council Tax in the present climate with the Council showing an under spend for 2010-2011 financial year. In addition, the budget still enabled the continuation of Ward budgets, a Town Fund, events budget and finances to potentially support a new officer to work within the community.

At the conclusion of the discussion, those opposed to the budget asked that a vote be taken. The ensuing vote ratified the budget as presented with a 0% rise in Council Tax with a Vote of 7 for and 5 against. With this the budget was ratified and then,

Members **RESOLVED** to;

**Adopt the Council's Budget for 2011-2012 with a precept of £439,371.**

**78. Town Council Forward Plan 2011-2014**

Members welcomed the definitive Haywards Heath Town Council Forward Plan. The Clerk clarified that the document would be subject to ongoing review and amendment when necessary. The Forward Plan would act as a high level strategic document to govern the Council's work. Any project born out of the Plan would be subject to an individual project planning and to public consultations at the appropriate time. The

Clerk clarified that the financial considerations were only for the first year of the plan and the financing of the action plan would be subject to review year on year in line with the budget.

Turning to the document two major points were identified by Members;

- The inclusion of reference to contact with businesses other than retail. The Clerk agreed to a link to the business park area of the Town.
- The removal of the last part of the final sentence on Page 6 was requested (from the word *but*) because it was deemed political in light of the budget. Members deemed this not to be necessary and added the following to make the sentence broader and could address years when Council Tax could be increased: *each year the Town Council sets its budget to meet the needs of its commitments.*

Members also identified a number of typing errors and with the amendments discussed,

Members **RESOLVED** to;

**Adopt Haywards Heath Town Council's Forward Plan 2011-2014.**

**79. National Association of Local Councils (NALC) Executive Summary - Localism Bill**

Members thanked the Clerk for bringing the document to their attention and noted the content of the two papers. It was agreed that the summary was an excellent document, which covered the main points of what is a complex and important piece of legislation for local government, with this,

Members **AGREED** to;

**Note the report and the NALC Executive Summary.**

**80. Verbal Update on the Future of The Yews**

The Clerk updated Members on the position of the embryonic Haywards Heath Community Partnership (HCP) at its attempt to negotiate alternative arrangements for the future management of The Yews. It was noted that at the present time there was no formal decision needing to be made by the Town Council and due to the sensitivities of the matter the ongoing negotiations would carry on confidentially. The Clerk continued to update Members on the HCP's attempts to activate West Sussex County Council's Asset Transfer Policy and formally constitute itself. Members welcomed the initiative and looked forward to ongoing updates as the project reaches its conclusion, which the Clerk suggested would need a report to be considered by Council.

Members **AGREED** to;

**Note the Clerks update.**

**81. To consider any urgent items the Mayor has received under S.O 11.**

The Mayor had nothing to report.

**82. Exclusion of Public and Press**

None

Meeting Closed at 8.55pm

**MAYOR'S LIST OF ENGAGEMENTS**

**17<sup>th</sup> January – 20<sup>th</sup> March 2011**

On 22<sup>nd</sup> January the Mayor along with her husband attended the Annual Charity Civic Ball hosted by the Mayor and Mayoress of Crawley.

On 25<sup>th</sup> January the Mayor was invited to the Soroptomists meeting at the Town Hall.

On 29<sup>th</sup> January the Mayor attended Mid Sussex Choir's Winter Concert.

On 5<sup>th</sup> February the Mayor along with her husband attended Mid Sussex Sinfonia's Orchestral Concert.

On 26<sup>th</sup> February the Mayor was invited to the Rotary's Awareness and Focus on the Crocus follow up in The Orchards.

On 19<sup>th</sup> March the Mayor along with her husband attended Horley Town Mayor's Charity Curry.

**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 21<sup>st</sup> March 2010

**Subject:** Minutes of Committee Meetings

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**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 Chairman will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committees held on the 10<sup>th</sup> January 2011 - **Minutes 99 – 108**, the 31<sup>st</sup> January 2011 - **Minutes 109 – 118** and the Planning Committee held on the 21<sup>st</sup> February 2011 - **Minutes 119 – 130**, Environment & General Purposes Committee held on the 7<sup>th</sup> February 2010 - **Minutes 41 - 49** and Policy & Finance Committee held on the 28<sup>th</sup> February 2011 - **Minutes. 50 - 62**.

**Recommendation(s):**

**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, 10<sup>th</sup> January 2011 - **Minutes 99 – 108 resolutions;**

MIN. 105 - To RESOLVE the recommendation to with the approval of the family to name the development behind Hazelgrove Gardens (off Oathall Road) as Henry Mews.

MIN. 106 - To RESOLVE the recommendation to advise Mid Sussex District Council of the Committee's comments on Planning Application 10/30704/REM (Bolnore 4A – Reserved Matters) as indicated in the body of this minute.

MIN. 107 - To RESOLVE the recommendation to note the contents of the SHLAA document and Members comments as indicated in the body of this minute and to instruct the Clerk to liaise with Mid Sussex District Council Planning Policy Officers with a view to agreeing a process to review and understand the detail included in the document.

4. Planning Committee, 31<sup>st</sup> January 2011 - **Minutes 109 – 118 resolutions;**

MIN. 116 - To RESOLVE the recommendation to note the Better Mid Sussex Advisory Group Update report and authorised the Clerk to state the Town Council's position as outlined in the report presented.

5. Planning Committee, 21<sup>st</sup> February 2011 - **Minutes 119 – 130 resolutions;**

MIN. 126 - To RESOLVE the recommendation to instruct the Clerk to inform West Sussex County Council's Traffic Regulation Order Team that the Town Council had no objection to the Order relating to Fox Hill.

MIN. 127 - To RESOLVE the recommendation to the Clerk preparing a report for Full Councils on the prioritisation of projects that could be funded through Levy contributions.

MIN. 128 - To RESOLVE the recommendation to instruct the Clerk to make a representation to West Sussex County Council on the Schools Safety Zone Consultation Oathall School as per the body of this minute.

MIN. 129 - To RESOLVE the recommendation to note the revised application for Bolnore 4A and liaise with the LCO and instruct the Clerk to make representation on the matter.

MIN. 130 - To RESOLVE the recommendation to stand by its decision to name the development Henry Mews.

6. Environment & General Purposes Committee held on the 7<sup>th</sup> February 2010 - **Minutes 41 - 49 resolutions;**

MIN. 47 - To RESOLVE the recommendation to instruct David Edwards (Tree Surgeon) to undertake works at America Lane, Oathall Avenue and Summerhill Lane at the cost of £1,875.

7. Policy & Finance Committee held on the 28<sup>th</sup> February 2011 - **Minutes. 50 - 62 resolutions;**

MIN. 54 - To RESOLVE the recommendation to recommend the list of payments for income and expenditure for the period 1<sup>st</sup> October 2010 – 31<sup>st</sup> January 2011 to Full Council for approval.

MIN. 55 - To RESOLVE the recommendation to adopt the timetable of Council meetings for the 2011-2012 Council year.

MIN. 56 - To RESOLVE the recommendation to instruct the Clerk to prepare a definitive Grant application form and accompanying documentation for Full Council's consideration.

MIN. 57 - To RESOLVE the recommendations to;

- (a) Appoint a Community Liaison Officer contracted for 18.5 hours per week with an annual starting salary of £9,226.50.
- (b) Agree the job description and specification for the post.
- (c) Authorise the Clerk to advertise the post.

- (d) Authorise the Clerk to undertake the interview process and make appointment in liaison with three Members of the staff working party.

MIN. 58 - To RESOLVE the recommendation to continue to offer a £4 discount for a senior rail voucher and not to offer a discount for a disabled rail voucher.

MIN. 60 - To RESOLVE the recommendation to authorise the Clerk to purchase a Renault Traffic phase 3 Van at the cost of £13,161 and to liaise with the Chairman if the cost varies by more than £500 from the quote received.

MIN. 61 - To RESOLVE the recommendation to;

- (a) Award a grant of £1,000 to Haywards Heath Basketball Club towards the purchase of a new kit.
- (b) Award a grant of £750 to Girlguiding Haywards Heath towards access improvements to their guide hall with the condition that full project funding is demonstrated before the funding is released by the Council.
- (c) Not to award a grant to Disability Awareness UK.

**Committee Meeting: Full Council**

**Report of:** Town Clerk  
**Date:** 21<sup>st</sup> March 2011  
**Subject:** Future of The Yews

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**Purpose of Report:**

1. The purpose of this report is for Members to consider and note the current situation and potential financial implications relating to the future of The Yews.

**Summary:**

2. The future of The Yews has been under review by West Sussex County Council (WSCC) since September 2010.

**Recommendation(s):**

**Members are recommended to;**

- (a) **To note the report.**
- (b) **To reserve its position on the matter until the outcome of West Sussex County Council's Cabinet consideration on the future of The Yews is known.**

**Background:**

3. West Sussex County Council called for a meeting of interested parties who agreed that there was a will to look at how best to secure the services housed in the building. After an options appraisal it was felt that the best way forward would be to try and save the building, retain existing users and generate new income. It was then agreed by the interested parties, to drive this project forward that they would form as the Haywards Heath Community Partnership (HHCP) and progress an application for an asset transfer through WSCC's Community Asset Transfer Policy.
4. This way forward falls into line with Big Society, Localism and WSCC's Community Directed Support Directive.
5. Members will have received three updates from the Clerk on the matter dated the 9<sup>th</sup> March 2011, 11<sup>th</sup> March 2011 and 18<sup>th</sup> March 2011.

**Current Position**

6. The HHCP met on Thursday 17<sup>th</sup> March 2011 to review the outcomes of the meeting with West Sussex County Council and were concerned that there had been no correspondence from West Sussex County Council on the matter since the meeting held at County Hall on Friday 10<sup>th</sup> March 2011. A representative of the group contacted the Community Development and Big Society Manager and expressed the partnerships concern regarding the apparent lack of communication following the

meeting. Concerns were also raised over the lack of time remaining to secure the running of The Yews particularly after the news that an interim arrangement had to be in place by the 31 March 2011 to bridge the potential gap in service while formal documentation for any transfer of the HCP were drawn up and agreed.

7. The Community Development & Big Society Manager was fully appreciative of the situation and confirmed that the proposal had been forwarded for comment before being presented for decision at a Cabinet meeting on Tuesday 22<sup>nd</sup> March 2011. The HCP will be informed of the decision straight after the meeting.

### **Way Forward**

8. Members may wish to consider the philosophy of the financial implications of supporting the interim arrangements for the Yews and/or the set up costs of the Yews if the Haywards Heath Partnership takes over the management of the building.
9. It is felt that the Council cannot make an informed decision on the level of funding without knowing the outcome of WSCC deliberation on the matter.
10. Due to the timescales on the matter an extra-ordinary meeting of the Council may need to be called.

**Town Clerk**

Confidential 18/11/11

**NOTES ON MEETING WITH WSCC OFFICERS AT COUNTY HALL, MARCH 11<sup>th</sup> 2011  
CONCERNING THE FUTURE OF THE YEWS**

**Present:** Steve Trice (HHTC), Ian Sanderson, Elizabeth Peel (Yews Management Committee), Duncan Barratt, Policy & Partnerships Director, Graham Glenn, Property Dept., Sue Weston, Policy & Partnerships Manager (West Sussex County Council).

The meeting followed an agenda that Sue W. had prepared.

- 1) Revenue budget, income generation and difference between revenue and capital costs in business case document.

It was explained the rationale behind the figures given on the various budgets in the Business Case document and answered several questions from the WSCC Officers. It was pointed out that it was an interim document and noted that figures for VAT on the maintenance work had not been included. Questions were also answered regarding the use of volunteer and staff resources in the plan.

The Officers appeared to be satisfied with the financial information given and said that, as far as they were concerned, Stage 1 of the Transfer process had been concluded satisfactorily. They explained that the Transfer process had been experimental and that it was not being following too closely --The Yews was a pilot project for testing out the whole process. HHCP members also got the impression that, in fact, the whole process including Stage 2 had been accepted as completed satisfactorily, although neither this nor the procedure for final signoff were clearly stated.

Costs of maintenance work on the building (which link to the terms of any lease) were also discussed and the WSCC Officers appeared to accept the HHCP suggestion that a subsidy of £80,000 spread over the first 3 years was necessary to make the Transfer work. They said that they would take this back to Members to see if this money could be found from sources other than the Yews budget.

Transport costs were raised by Sue W. – Elizabeth explained that these were entirely a matter for The April Club, not for The Yews as a whole, but that she would welcome some information about what was going to happen about the Club's minibus arrangements as a matter of urgency, since she had been unable to get any information from Transport staff.

- 2) Interim arrangements

WSCC staff confirmed that there was no Yews budget after March 31<sup>st</sup> for staff or transport. HHCP representatives explained that time was necessary for the Partnership to become an incorporated body able to take on management responsibilities such as recruiting and employing staff (a 3 month process), checking through and signing a lease, and going through hand-over procedures. Various possibilities were discussed and it was agreed that the best options would be:

- a) that WSCC would offer the Yews Manager a temporary contract through Manpower for part-time employment for 3 months from 1<sup>st</sup> April which would be paid for out of the remaining funds in the WSCC Yews Amenity budget and any further cost would be met through The Friends of the Yews to whom the invoice would be sent.
- b) WSCC Property Dept. would remain responsible for the Yews during this interim period and they would produce a licence for HHCP/FOY to use it.
- c) WSCC would ensure by 31<sup>st</sup> March that there were written procedures in place for all aspects of the operation of the building.
- d) If the Yews Manager did not accept the contract emergency cover would have to be provided by FOY and/or HH Town Council using the above procedures.

WSCC officers would now, as a matter of urgency, check over the figures to produce a proposal to discuss with the Cabinet Member responsible and would copy the three HHCP representatives for information within a few days. This proposition would then be formally presented to Councillors. If agreed, a formal letter would then be sent confirming the position for the interim period as far as finance, public liability insurance etc. was concerned.

### 3) Press statements

It was agreed that a joint press statement should be prepared for issue as soon as possible. Each party would prepare a draft of the statement that they would want to include so that an agreed joint statement could be produced. This will only be signed up to if the outcome of WSCC was satisfactory to all Members of the HHCP.

**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 21<sup>st</sup> March 2011

**Subject:** Section 106 and Levy Contributions for Haywards Heath

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**Purpose of Report:**

1. The purpose of this report is for Members to consider the implications of future Section 106 and Community Infrastructure Levy (CIL) allocations for Haywards Heath.

**Summary:**

2. As per the recommendation of the Planning Committee the following reports requests that Members, as starting point, consider potential areas of infrastructure or specific projects that may warrant requests for the allocation of Section 106 monies or allocations of the pending CIL.

**Recommendation(s):**

**Members are recommended to;**

- (a) **To suggest areas of infrastructure or specific projects that the Council may wish to prioritise for planning gain contributions.**
- (b) **Instruct the Clerk to investigate the suggested infrastructure improvements and specific projects and return to Council via the Planning Committee with a definitive list for further consideration.**

**Background:**

3. At the meeting of the Planning Committee dated the 21<sup>st</sup> February 2011 Members noted the outcome of the 73 Victoria Road, Burgess Hill appeal (10/01053/COU). This issue was considered in light of a request from Mid Sussex District Council planning officers that projects/infrastructure needs be identified, when commenting on planning applications which yield financial gain through Section 106 contribution and the impending CIL,
4. Members agreed that in light of the request and the inspector's decision, that a more robust and factually based response by the Town Council to planning applications, of six new dwellings, was needed, to ensure that developer contributions are allocated appropriately to the Town. It was also agreed that it was important that the Town needed to know what infrastructure requirements were needed and what were priority.
5. As a result it was resolved by the Planning Committee that a report should be brought before Full Council, so a list of priority projects, could be drafted. These allocations would embrace the existing 'Local Community Infrastructure', 'Formal Sport' and 'Community Buildings' which will be determined through the CIL. The Planning

Committee can then refer to this adopted list and request funding as part of their planning representation.

### **Consideration of Projects**

6. When considering projects/infrastructure needs for suggestion, Members may wish to note the following.
7. With an agreed policy/list the Council can start planning for the future of the Town's infrastructure. However, as the Town Council at the present does not have a Town wide development plan and with no Local Plan in place, the Town Council needs to ensure that through this process it does not fall foul of piecemeal development, by ensuring that the projects agreed fit into Council priorities, as set out in the Forward Plan 2011/14 (Cemetery and Allotments) and meets strategic documentation outcomes included in documents such as Planning Policy Guidance 17 (Leisure Needs) or the District Council's Supplementary Planning Document. West Sussex County Council have just produced its West Sussex Transport Plan 2011-16 and will be undertaking infrastructure audits in the near future. This information can be drawn upon by the Town Council when necessary.
8. Members may wish to consider how tied down the Council want to get with the allocation of money. This is due to the risk of losing money if projects do not come to fruition within the timescale for expenditure set down, or not enough money being generated to meet project needs. This will be a fine balancing act as we need a prescriptive to satisfy the planning authority or more likely the inspector, but don't want to lose contributions such as monies allocated to a Town Museum, which look unlikely to be used.
9. This work will support the ongoing work to produce a Town wide plan for Haywards Heath and liaising with Mid Sussex District Council when they produce a District Plan.
10. In addition, the Council even with a definitive adopted list may need to be flexible as individual projects may throw up unforeseen infrastructure needs.
11. Members may also wish to consider requests for land as part of a contribution, as piecemeal development is resulting in cash payments going into existing facilities. This is not a bad thing, but on the flip side as the population grows the amenity land stays the same and deficiencies increase in terms of facilities versus population.

### **Town Clerk**

**Background Papers – Planning Committee 21<sup>st</sup> February 2011 – Item 7 – minute 127**

**Committee Meeting:**

**Report of:** Town Clerk  
**Date:** 21<sup>st</sup> March 2011  
**Subject:** Town Council Grants – Application Form and Criteria

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**Purpose of Report:**

1. The purpose of this report is for Members to consider the Town Council's discretionary grants procedure.

**Summary:**

2. The Town Council allocates monies on an annual basis to enable the award of grants to third party organisations that endeavour to enhance the well-being of the local community. The ethos of the grants provided by this Council is for 'pump priming' in the context of enabling the applicants to lever in monies from other organisations, grant-giving charities and national schemes. To assist with the administration of the programme, the Council has adopted Guidelines and Application Form. These forms have been in existence for a long time and have been considered by Policy and Finance with suggestions for additions and amendments.

**Recommendation(s):**

**Members are recommended to;**

- (a) Consider and adopt the revised Grant Application and Guidance notes.
- (b) Decide whether the Council wish to put a cap on the amount an applicant can apply for as per points 7 and 8 of this report.

**Background:**

3. At a meeting of the Policy and Finance Committee dated the 28<sup>th</sup> February 2011 Members considered a report, which outlined changes and additions to the Town Council's Grant application form and supporting criteria and submission documentation.
4. At the conclusion of a lengthy debate it was agreed there were a substantial amount of amendments needing to be made to the document. As a result it was agreed that the documents should be subject to further review, with Members comments incorporated in addition to those made by the Clerk.
5. Members then Resolved that a final version of the documentation should presented to Full Council for ratification.
6. Members will find attached the revised document, which will
  - a. Still enable revenue funding to be considered.
  - b. Include the ability to submit application with independently examined accounts.

- c. Provide a document with no reference to the award of subsidies.
  - d. Provide a document with no reference of grants being made to individuals.
  - e. Include a slightly revised procedure for successful applicants section.
  - f. Make reference to additional information being needed for capital projects.
  - g. Include a revised policy on the submission of Child Protection documentation.
  - h. Include of a requirement to meet one of the Town Council priorities.
  - i. Make reference to the Localism Bill and Big Society.
7. During the Policy and Finance meeting, discussion centred on grants for running costs. Opinion was divided with reference being made to the uniqueness of the Council in its ability to consider a wide range of grants. As a compromise the following is suggested, which will need to be agreed under recommendation (b) of the report. Please note the following suggestion, which is incorporated in the attached document under General.

*Funding is available for open-ended, unquantifiable running costs to a limit of £250 per annum. A limit of £1,000 applies to the purchase of one off purchases or capital projects. If an applicant wishes to apply for a grant, which is higher than the threshold stated above, then they would be requested to write formally to the Council, who in turn would consider the matter independently.*

*Grants to individuals or groups without a formal constitution, set of rules and published audited accounts will not be considered.*

8. The paragraph above is intended to protect the Council, which undoubtedly see an increase in applications next year. Members may wish to raise or lower the suggested thresholds during discussion.

**Town Clerk**

**Background Papers – Agenda Item 7 Policy and Finance 28<sup>th</sup> February 2011 – Min 56**

# HAYWARDS HEATH TOWN COUNCIL

Town Clerk: Steven Trice



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Tel: 01444 455694  
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## GUIDELINES FOR APPLICATIONS FOR GRANTS

A GRANT IS ANY PAYMENT MADE BY THE COUNCIL TO BE USED BY AN ORGANISATION FOR A SPECIFIC PURPOSE IN THE FURTHERANCE OF THE WELL-BEING OF THE LOCAL COMMUNITY, WHICH IS NOT DIRECTLY CONTROLLED OR ADMINISTERED BY THE COUNCIL.

### GENERAL

The contribution made by the many organisations to the well-being of the local community is an important contribution to our society especially in light of the Big Society philosophy and the Localism agenda. The purpose of any grant given by the Council is to support initiative in the local community and to help create opportunities for the residents of Haywards Heath that are not, as a matter of course, funded by the Council.

Although the Council will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient. Funding is available for open-ended, unquantifiable running costs to a limit of £250 per annum. A limit of £1,000 applies to the purchase of one off purchases or capital projects. If an applicant wishes to apply for a grant, which is higher than the threshold stated above then they would be requested to write formally to the Council, who in turn would consider the matter independently.

Grants to individuals or groups without a formal constitution, set of rules and published audited accounts will not be considered.

The Council's means for funding of this nature are modest. Guidance will be given to applicants as to how much money is available in a specific financial year. It is important that all questions on the application form are fully answered and that any appropriate additional information which supports an application is given. It is expected that applicants will seek advice from Council Officers on these matters.

## **GUIDANCE NOTES**

Each application will be judged on its own merits and will be considered along with any other applications at a meeting of the Council's Policy and Finance Committee or by Full Council if it is deemed to be an urgent matter. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous donations.

All applications must demonstrate clearly how a grant will be of benefit to the local community and how it meets at least one of the Council Corporate objectives.

Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive may be obtained from Council Officers.

The name of the organisation or individual applying for a grant or subsidy must be clearly stated, along with achievable aims and objectives.

An organisation that applies for a grant will be expected to have a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.

Ongoing commitments to award grants in future years will not be made.

The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

## **PROCEDURE FOR SUCCESSFUL APPLICANTS**

A letter of award will be sent by the Town Council to successful applicants, which will ask for a formal letter of acceptance signed by an appropriate member of the organisation. The receipt of this letter will enable the release of funds for projects, which can prove that full project funding has been obtained. If this is not the case the Council will hold the funds until such time as the applicant can demonstrate full project funding.

A written account as to how the grant has been used and an end of project balance/receipt shall be submitted to the Council within three months of the expenditure being made. In the event, for whatever reason, of the grant not being used, in part or in full, the grant will be returned to the Council with a full explanation shall after one year of the grant being made. If the grant is not used for the purpose intended, the Council reserves the right to request its return.

End of year accounts shall be submitted to the Council clearly defining how the grant has been used along with information relating to the number of people benefitting from the project and the amount of additional funding obtained toward the project/purchase.

## APPLICATION FOR A GRANT

Before completing this form, please read the **guidelines** for applications for a grant carefully.

Please attach the following additional information which will support your application.

Revenue Project - annual report, published accounts or independently examined, constitution/set of rules, proof of adherence to child protection and equal opportunities laws.

In addition for capital projects – proof of ownership or tenure of the site, planning permission and three quotes for the work.

An overall budget for the activity or organisation for which the application is being made must be submitted with this form. In addition, for organisations that have been active for more than one year from the date of application, accounts would normally be expected to be produced for the last financial year.

**NAME OF ORGANISATION** \_\_\_\_\_

**DETAILS OF APPLICANT** (to whom all correspondence should be send):

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_

**Fax No.** \_\_\_\_\_

**e-mail:** \_\_\_\_\_

**Website** \_\_\_\_\_

PLEASE DEMONSTRATE WHICH OF THE TOWN COUNCIL'S PRIORITIES YOU PURCHASE/SERVICE MEETS (THIS CAN BE MORE THAN ONE). Please see attached list of Haywrds Heath Town Council's priorities.

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**A. SOME INFORMATION YOUR ORGANISATION**

1. What is the nature of your organisation?

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2. What are the aims and objectives you wish to pursue with the aid of a grant?

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3. When was your organisation formed? \_\_\_\_\_

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4. How many members does your organisation have or how many people are involved in the activity?

Adult \_\_\_\_\_ Junior (under 16) \_\_\_\_\_

What % of your membership lives in Haywards Heath \_\_\_\_\_

**ABOUT YOUR REASON FOR THIS APPLICATION**

1. Give a brief description of the purpose for which you are seeking a donation:

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2. How will/does your project or activity benefit the residents of Haywards Heath?

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3. If the undertaking is a new endeavour, how have you assessed the need for it?

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**B. ABOUT YOUR FINANCES**

- 1. What is the amount of Grant you are seeking? £ \_\_\_\_\_
- 2. What is the total cost of the project or activity? £ \_\_\_\_\_
- 3. Please itemise expected expenditure, e.g.
  - Equipment costs £ \_\_\_\_\_
  - Hiring fees £ \_\_\_\_\_
  - \_\_\_\_\_ £ \_\_\_\_\_
  - \_\_\_\_\_ £ \_\_\_\_\_
  - \_\_\_\_\_ £ \_\_\_\_\_
  - \_\_\_\_\_ £ \_\_\_\_\_

- 4. Please indicate how you have arrived at the costs detailed in 3. A quotation for revenue is required. In the case of a capital project three quotes are required.

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- 5. If the total cost of the activity for which you require a grant for is more than the donation requested, do you have the balance available?

**YES/NO** *(please delete as applicable)*

It is expected that the applicant makes a contribution to the project cost.

Please indicate how you intend to raise the balance and whether the contribution is secured or still pending:

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6. Have you applied for financial assistance elsewhere? **YES/NO** (*please delete as applicable*)

a) Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration

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b) Please indicate the outcome of the request listed in a) above. If successful, what sums have been granted and when will they be paid? If unsuccessful, were any reasons given?

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7. Please give details of your own fund raising efforts:

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I confirm that the details set out in this application are, to the best of my knowledge, correct and I will notify the Council of any changes to the information provided.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Position in Organisation** \_\_\_\_\_

**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 21<sup>st</sup> March 2011

**Subject:** Transport arrangements for pupils from Haywards Heath who travel to St Paul's Catholic College in Burgess Hill

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**Purpose of Report:**

1. The purpose of this report is for Members to consider transport arrangements for pupils from Haywards Heath who travel to St Paul's Catholic College in Burgess Hill.

**Summary:**

2. St Paul's Catholic College in Burgess Hill has a substantial number of pupils who travel from neighbouring villages, from outside of the District and from Haywards Heath. As a result transport arrangements for these children is not only critical for them and their families, but also has a knock effect on traffic flow in and out of Haywards Heath. The following report focuses on arrangements for pupils travelling to and from Haywards Heath, in light of threat to the service due to funding cuts.

**Recommendation(s):**

**Members are recommended to;**

- (a) **To consider the report and make comment.**
- (b) **Instruct the Clerk to make representation to West Sussex County Council on the matter in line with point six of this report.**

**Background:**

3. At the present time West Sussex County Council provides a bus service from Haywards Heath to St Paul's on a daily basis.
4. Estimates say that two trips of a double decker bus enables the desired demand for children travelling from Haywards Heath to get to the school on a daily basis.
5. West Sussex County Council currently provides this service on a break even basis, but are going to cut the service as of September 2011. At the same time the consultation relating to bus services offered by West Sussex County Council is ongoing, but the timescales for consultation means that alternative arrangements for transporting children cannot be put in place before the proposed withdrawal of the service.
6. The withdrawal of the service with no arrangements for an alternative will not only put pressure on the families, who have been happy to pay for the service, but will, due to the location of the school put a large number of vehicles on the road. This will add to the

grid lock that already exists during school run time between Haywards Heath and Burgess Hill.

### **Suggested Way Forward**

7. It suggested that the Clerk writes to West Sussex County Council to lobby them to retain the service, or ask that they pay a lump sum towards the securing of a contract with a private company to replace the existing service.

**Town Clerk**