



HAYWARDS HEATH TOWN COUNCIL

Town Hall, 40 Boltro Road, Haywards Heath, West Sussex, RH16 1BA

Tel: 01444 455694 **Email:** town.clerk@haywardsheath.gov.uk

Website: haywardsheath.gov.uk

6th May 2025

To all Councillors

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 12th May at 7:00pm** at the Town Hall in the Council Chamber when the following business will be transacted.

Yours Sincerely
Steven Trice
Town Clerk

AGENDA

1. A moment of reflection.
2. To elect a Town Mayor for the Council year 2025/2026.
(The Town Mayor to make Declaration of the Acceptance of Office.)
3. To note any apologies for absence.
4. 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.*
5. To appoint a Deputy to the Town Mayor for the Council year 2025/2026.
(The Deputy Mayor to make Declaration of the Acceptance of Office.) (pages 4-6)
6. To appoint the Town Council's Leader for the Council year 2025/2026.
7. To appoint the Town Council's Deputy Leader for the Council year 2025/2026.
8. To confirm Committee memberships for the Council year 2025/2026. (To be tabled at the meeting)
 - a. Environment and General Purposes Committee (8)
 - b. Planning Committee (8)
 - c. Policy and Finance Committee (8)



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9. To confirm appointments of Committee Chair and Vice Chair for the Council year 2025/2026. (to be tabled at the meeting)
 - a. Environment and General Purposes Committee Chair
 - b. Environment and General Purposes Committee Vice Chair
 - c. Planning Committee Chair
 - d. Planning Committee Vice Chair
 - e. Policy and Finance Committee Chair
 - f. Policy and Finance Committee Vice Chair

10. To confirm membership of the following Working Groups/Parties for 2025/2026. (To be tabled at the meeting.)
 - a. Haywards Heath In Bloom (1)
 - b. Communications and IT Working Group (5)
 - c. Planning/Consultation Working Group (5)
 - d. Staff Working Party (5)
 - e. Chairman's Working Group (5)
 - f. 2025/2026 Working Group (4)
 - g. Environment Working Group (5)
 - h. Active Haywards Heath (1)
 - i. Haywards Heath Arts and Culture Board (1)

11. To confirm Council representatives on the following outside bodies for 2025/2026. (To be tabled at the meeting.)

12. To receive Declarations of Interest (Personal or Pecuniary Interest) from Members in respect to any matter on the agenda.

13. To confirm the Minutes of the Meeting of the Council held on 31st March 2025. (pages 7-9)

14. To dispose of any business outstanding from the last meeting.

15. To note the Mayor's List of Engagements and any announcements. (page 10)



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16. To receive for noting the resolutions of the following Committees. (pages 11)

a. Planning Committee held on the 7th April 2025

MINS. 139 – 147

b. Planning Committee held on the 22nd April 2025

MINS. 148 – 156

c. Environment and General Purposes Committee held on the 14th April 2025

MINS. 50 – 61

d. Policy and Finance Committee – No meeting held.

17. To undertake the annual review of the Council's Standing Orders and Financial Regulations. (page 12 and associated document)

18. To undertake the annual review of the Councillor's Code of Conduct. (page 13-14 and associated document)

19. To receive the calendar of the Town Council meetings for the Council year 2025/2026. (pages 15-16)

20. To consider the Town Council's priorities for 2025-2027 as tabled by the Leader of the Town Council. (pages 17-20)

21. To consider any urgent items the Mayor has received.

*'During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.'*

Town Mayor Cllr Stephanie Inglesfield Town Clerk Mr Steven Trice

Committee Meeting: Annual Meeting of Haywards Heath Town Council

Report of: Town Clerk

Date: 12th May 2025

Subject: Appointment of Deputy Mayor, Leader, Deputy Leader and Committee Membership 2025 - 2026

Purpose of Report:

1. The purpose of this report is to enable Members to consider nominations for the Membership of Council Committees and official individual appointments for the forthcoming Council year 2025 - 2026.

Summary:

2. Members are firstly asked to agree the appointment of the Deputy Mayor, Leader of the Council and Deputy Leader of the Council for the 2025 – 2026 Council year. Members will then be required to agree to the Council’s committee membership, working party/group membership and representation on outside bodies as laid out in this report including new positions that have been developed. Members will also be asked to appoint a Chairman and Vice Chairman for the Council’s Planning Committee, Policy and Finance Committee and the Environment and General Purposes Committee.

Recommendation(s):

Members are recommended to nominate and agree the membership of the Council’s Standing Committees, working groups/parties and make the individual appointments laid out in the background of this report;

- (a) **Appoint the Deputy Mayor for 2025 - 2026;**
- (b) **Appoint the Leader of the Council for 2025- 2026;**
- (c) **Appoint the Deputy Leader of the Council for 2025 - 2026;**
- (d) **Agree to the membership of the Council’s Environment and General Purposes Committee, Planning Committee and Policy and Finance Committee and for 2025 - 2026;**
- (e) **Agree to each of the Committee’s Chairman and Vice Chairman;**
- (f) **Agree the membership of the Council’s working parties/groups;**
- (g) **Agree to the appointment of Members to represent the Council on outside bodies.**

Background

3. **Town Mayor 2025– 2026** will have been appointed under **item 2 of the agenda** and duly will have made their Declaration of Office.
4. **Deputy Mayor 2025 – 2026 (Agenda front sheet item 5)**
Nominations are sought for the position of Deputy Mayor. The duly elected Deputy Mayor will then make his/her declaration. *Both the Mayor and Deputy Mayor are ex-officio on all committees with full voting rights.*

5. Leader of the Town Council 2025 – 2026 (Agenda front sheet item 6)

Nominations are sought for the Leader of the Council.

6. Deputy Leader of the Town Council 2025 – 2026 (Agenda front sheet item 7)

Nominations are sought for the Deputy Leader of the Council.

7. Committee Membership 2025 – 2026 (Agenda front sheet item 8)

Nominations are sought for the following Committees,

- (a) Environment and General Purposes Committee (8 Members)
- (b) Planning Committee (8 Members)
- (c) Policy and Finance Committee (8 Members)

8. Committee Chairman and Vice Chairman (Agenda front sheet item 9)

Each Committee only will vote for its respective Chairman and Vice Chairman by show of hands (Chairman first then Vice Chairman).

- (a) Environment and General Purposes Committee
Chairman Vice Chairman
- (b) Planning Committee
Chairman Vice Chairman
- (c) Policy and Finance Committee
Chairman Vice Chairman

9. Working Groups (Agenda front sheet item 10)

Nominations are sought for Members to serve on the following informal internal working groups.

- (a) Haywards Heath In Bloom.
One nomination is sought.
- (b) Communications and IT Working Group.
Five nominations are sought.
- (c) Planning Working Group.
Five nominations are sought.
- (d) Staff Working Party.
Five nominations are sought.
- (e) Chairman’s Working Group (Devolution matters also)
Five places are agreed by virtue of prior appointments (Committee Chairman, the Leader and the Mayor).
- (f) 2025/2026 Working Group.
Drawn from the E and GP Committee when required.
- (g) Environment Working Group.
- (h) Drawn from the E and GP Committee when required.
- (i) Active Haywards Heath
One nomination is sought.
- (j) Arts and Culture Board
One nomination is sought.

10. Representative(s) on Outside Bodies (Agenda front sheet item 11)

Nominations are sought to represent the Council on the following outside bodies.

- (a) Mid Sussex Association of Local Councils and West Sussex Association of Local Councils (2) these appointments will allow both representative to have voting rights on behalf of the Town Council.
- (b) Mid Sussex Association of Town Councils (4) (Mayor, Leader, Chair of P and F plus 1, which should be from the minority party).
- (c) Haywards Heath Twinning Association (1)
- (d) Blunts/Paiges Meadow Reserve and Scrase Valley Reserve (2)
- (e) Ashenground Park & Bolnore Open Spaces Steering Group (2)
- (f) Woodside Pavilion Management Committee (1)
- (g) Haywards Heath Business Association (1)
- (i) Burgess Hill Northern Arc Liaison Group (1)
- (j) Mid Sussex Cycle Forum (2)
- (k) Clair Hall working group (4)
- (l) Bentswood Hub (1)
- (m) Mid Sussex Voluntary Action (1)

11. Please note – If there are more nominations for a committee, appointment or working group than is allowed by Standing Orders on the evening, Members will vote by a show of hands, which will be recorded by the Town Clerk. All placements must be filled.

Town Clerk

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

Minutes of the meeting held on Monday 31st March 2025

Councillors: Abdul Bashar
Nick Chapman
Anne-Marie Cooke
Sandy Ellis
Stephanie Inglesfield
Barbara King **
Anne-Marie Lucraft
Paul Lucraft
Allan Murray
Deanna Nicholson
Alison Rees
Duncan Pascoe
Anthony Platts **
Sinead Walsh
Leila Wilson

Apologies Absent***

Also present: Town Clerk, Committee Clerk

Before the meeting commenced, a presentation was made to Josefa Figuera in recognition of 25 years of service at the Town Hall.

69. Moment of Reflection

The Town Mayor lead Members in a moment of reflection before the meeting commenced.

70. Apologies

Members	Reason
Cllr B King	Ill health
Cllr A Platts	Ill health

71. Public Forum

None.

72. Minutes

The Minutes of the Council Meeting held on 27th January 2025 without comment, were taken as read, confirmed as true and duly signed by the Town Mayor.

73. Declarations of Interest.

None.

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

The Town Clerk advised that:

- The budget had been sent to MSDC and half of the precept would be received in the following weeks.

- The Council were now a member of the Co-Operative Council's Network, as agreed at the Full Council meeting held on 27/01/2025.
- Applications had been received for the two Town Hall officer vacancies and the closing date for applications was 9th April for the Deputy Clerk/RFO role and 20th April for the Publicity Officer.
- Discussions with SNG and Landbuild were ongoing regarding compensation due to the works on Muster Green South. The Town Clerk had been in touch with the Green Flag judging team regarding Muster Green. To retain its Green Flag accreditation, the site was due for a visit this year, however the situation had been explained and judges were satisfied that accreditation could still be given, providing information boards/displays were placed on the green to explain to residents what was going on and why.
- Homes England had been in contact with the Town Clerk regarding the Hurst Farm development and legal agreements should be signed shortly.
- The County Council had been working with Trevor Leggo at SALC to get information about devolution out to Town and Parish Councils. The Town Clerk and Cllr P Lucraft had recently attended a meeting with the Leader of the County Council, the PCC and the CEO of MSDC, which had been attended by 23 out of the 24 Mid Sussex Town and Parish Councils.

The Town Clerk reminded Members that Declarations of Interest were still outstanding and asked for these to be completed as soon as possible. He said that these would need to be completed every 6 months going forwards, due to it being an audit requirement.

75. Mayor's Engagements and Announcements.

The Mayor began by extending the Council's well wishes to Cllr A Platts during his time in hospital.

The Deputy Mayor spoke about the Youth Entrepreneurs Academy of Haywards Heath (YEAHH) which had been running in collaboration with The Orchards, Haywards Heath Business Association and local schools. The sessions, aimed at students in years 10-12, had been masterclasses run by local community business owners, to help teach the students about how to set up and run a business. He added that the course was currently halfway through and the end result would be a space for each student in The Orchards for them to pitch their ideas to the public. He thanked Community Engagement Officer Hermione Davidson for her work in organising these sessions. Councillor Pascoe added that this year was a pilot year for the scheme, with feedback being gathered each work, to determine how it may look in future.

The Deputy Mayor spoke about the Brighton Marathon, which he would be running on Sunday 6th April, raising money for the Alzheimer's Society. Members asked that the link to his fundraising page be shared with them all, the Town Clerk confirmed this would be done.

The Mayor spoke about the upcoming VE Day event on 8th May and re-enforced the ECO's plea to Councillor's to volunteer to help with the parade and evening celebrations, where the Town's beacon would be lit at 9.30pm. More volunteers were needed to ensure the event could be held safely.

The Mayor advised that the Annual Town Meeting would be held on Monday 28th April at 7pm and that attendance was mandatory for Members.

The Mayor spoke about the upcoming visit from the French Twinning Contingent, which would be held over the weekend of the 26th-27th April. She added that a Mayoral reception would be held at the Town Hall on Saturday 26th April at 3pm which members would be invited to. Cllr A Bashar stated that he would be available to provide transport for the visitors that weekend, free of charge.

The Mayor spoke about several events she attended, including: the Holocaust Memorial Day ceremony, the groundbreaking ceremony at the new Barn Cottage building, the Town Council's Community Awards and the Mayor's Civic Service at St Wilfrid's church. She thanked the Town Hall staff for organising these.

The Deputy Mayor spoke about joining the revived Friends of Scrase Valley group in February to help prune the fruit orchard at the Scrase Valley Reserve, so fruit will be available later in the year. He added that last year the Bentswood Hub used some fruit from the orchard with their youth group.

Action: Town Clerk to email Members with information about the Mayor's reception and sign unveiling during the Twinning Visit on 26/04/2025.

76. To receive resolutions of the following Committees:

- (i) Planning Committee – **MINS. 108-138**
The resolutions of the Planning Committee held on the 3rd February 2025 – **Minutes 108-117**, Planning Committee held on the 24th February 2025 – **Minutes 118-127** and Planning Committee held on the 17th March 2025 – **Minutes 128-138** were noted without discussion by the Council.
- (ii) Environment & General Purposes Committee – **MINS. 38-49**
The resolutions of the E&GP Committee held on 10th February 2025 were noted without discussion by the Council.
- (iii) Policy & Finance Committee **MINS. 61-74**
The resolutions of the Policy and Finance Committee meeting held 24th March 2025 were noted without discussion by the Council.

77. To consider and update to the Town Council's Equality and Diversity strategy.

Members considered the strategy and requested slight amendments to the wording of point 8 from 'assignment to equality'.

Members **RESOLVED** to **ADOPT the Town Council's Equality and Diversity strategy with the amended wording.**

78. To consider the Town Council's response to the Mayoral Combined Authority consultation.

Without comment;

Members **RESOLVED** to **DELEGATE TO THE CLERK** to **provide the suggested response to the consultation.**

79. To consider any urgent items the Mayor has received.

The Town Clerk stated that Cllr R Cromie had resigned from the Council, effective immediately.

80. Exempt Business.

Members **RESOLVED** to enter into Exempt Business to **RESOLVE the Exempt Minutes (Minute 75) of the Policy & Finance Committee dated 24/03/25.**

Meeting Closed at 7.40pm

Mayor's Engagements

25th March – 5th May

- **Thursday 17th March:** The Mayor attended the Alzheimer's Society Memory Café.
- **Saturday 29th March:** The Mayor hosted her Civic Service at St Wilfrid's and raised money for the Alzheimer's Society.
- **Wednesday 2nd April:** The Mayor was interviewed on Mid Sussex Radio regarding the Alzheimer's Society Time for Dementia programme. She was joined by a family and student who had participated in the scheme.
- **Saturday 5th April:** The Deputy Mayor attended the Haywards Heath Horticultural Society Spring Show.
- **Sunday 6th April:** The Deputy Mayor ran the Brighton Marathon and raised money for the Alzheimer's Society.
- **Friday 11th April:** The Mayor hosted a Quiz Night at the Town Hall to raise money for the Alzheimer's Society.
- **Sunday 13th April:** The Mayor attended Ardingly Choral Society's Spring Concert and raised money for the Alzheimer's Society.
- **Friday 18th April:** The Deputy Mayor attended the annual Lions Swimathon at The Dolphin, which raised £20,000 for this year's chosen charity – Rockinghorse Children's Charity.
- **Thursday 24th April:** The Mayor attended an Alzheimer's Society Memory Cafe.
- **Friday 25th – Sunday 27th April:** The Mayor hosted a visit from the French Twinning contingency, which involved; the revealing of the new Twinning Sign and a reception at the Town Hall.
- **Sunday 27th April:** The Mayor and the Deputy Mayor attended and awarded medals at the annual Great Haywards Heath Bike Ride.
- **Sunday 4th May:** The Mayor and the Deputy Mayor attended the Mid Sussex Marathon.
- **Sunday 4th May:** The Mayor and the Deputy Mayor attended the Grove Garden Spring Open Day.

Committee Meeting: Annual Meeting of Full Council

Report of: Committee Clerk

Date: 12th May 2025

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 standing committees.

Summary:

2. The Town Council is asked to note the decisions (resolutions) of the Council's standing committees as allowed under delegation from Full Council in line with Standing Orders. These resolutions relate to the Planning Committee held on the 7th April 2025 - **Minutes 139-147**, Planning Committee held on the 22nd April 2025 - Minutes **148-156**. Environment and General Purposes Committee held on the 14th April 2025 - **Minutes 50-61**.

Members are recommended to;

(a) Note the resolutions of the Council's Standing Committees as laid out under points 3, 4, and 5 of this report.

3. Planning Committee – 7th April 2025 - **Minutes 139-147 resolutions;**
Nothing to report other than the planning application comments.
4. Planning Committee – 22nd April 2025 - **Minutes 148-156 resolutions;**

MIN 155. – Members **RESOLVED** to OBJECT to Planning Application DM/25/0827 (Land East of Lunce's Hill).

5. Environment and General Purposes Committee – 14th April 2025 – **Minutes 50-61 resolutions;**

MIN 56. - Members **RESOLVED** to APPROVE the updated Muster Green Management Plan as presented.

MIN 57. - Members **RESOLVED** to recommend to the Policy and Finance Committee to explore a plan to enable the installation of Solar Panels on the roof of the Town Hall, including agreeing procurement terms and setting goals, with longevity being a priority.

MIN 59. - Members **RESOLVED** to ADOPT the Town Council's policy on the Keeping of Chickens on Town Council allotments.

Committee Clerk

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk
Date: 12th May 2025
Subject: Review of Standing Orders

Purpose of Report:

1. The purpose of this report is for Members to review the Council's standing orders.

Summary:

2. The Town Council's Standing Orders and Financial Regulations regulate the actions of the Council as a corporate body, the Members of the Council and its staff. The document also governs the financial processes of the Council and its functions. The document is now due for its annual review.

Recommendation(s):

Members are recommended to review the Council's Standing Orders, and Financial Regulations and adopt the document with amendments if required, that are lawful, for the Council year 2025 – 2026.

Background:

3. The Town Council's Standing Orders and Financial Regulations, as attached as separate document, need to be reviewed annually as a requirement of the Internal Auditor. It is normal practise and advised to do this at the Annual Council meeting.
4. Members may wish to note the following points to help them in reviewing the document.
 - Review the level of authorised expenditure under point 49.
 - Review the Town Council's procurement processes.
 - Note the delegated authority of the Town Clerk (pages 22-23).

5. In addition, the following legal changes as advised by the National Association of Local Council (NALC) have been made. NALC advice.

We have updated Model Standing Order (England) 18 to comply with new procurement legislation and ensure consistency with our Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d, and 18.f. We've also updated Model Standing Order (England) 14 to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed.

6. Members may wish to note that the Town Council has looked at the National Association of Local Council (NALC) Model Standing Orders and feels that the Town Council's current document covers everything and is more user friendly. Notwithstanding this, the Town Council's document is based upon this model and has been reviewed with no concerns being raised by the Internal Auditor. Please also note that the Council does not have to adopt the NALC Standing Orders. If Members are interested in looking at the NALC document, please visit the Sussex Association of Local Council's website <http://www.sussexalc.org.uk> and refer to the reference documents page of the website. **This document can be found on the policies pages of this website.**

_Town Clerk

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk
Date: 12th May 2025
Subject: Councillors Code of Conduct

Purpose of Report

1. The purpose of this report is for Members to consider a governing document of the Town Council

Summary:

2. The following report asks for Councillors to review the Council's Code of Conduct, that is in line with the Local Government Association Model Code of Conduct, which sets out rules to govern the behaviour of Councillors.

Recommendations;

Adopt the Councillors Code of Conduct as presented with no changes being recommended.

Background:

3. Local Authorities are required to adopt a Councillors Code of Conduct which sets out rules governing the behaviour of their Councillors and satisfies the requirements of the Localism Act 2011. All elected, co-opted and independent Members of local authorities, including Town and Parish Councils, are required to abide by their own, formally adopted, Code of Conduct.
4. The Code of Conduct seeks to ensure that Members observe the highest standards of conduct in their civic role. The Code is intended to be consistent with the seven principles of public life:
 - a) **Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
 - b) **Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
 - c) **Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards or benefits, holders of public office should make choices on merit.
 - d) **Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
 - e) **Openness** - Holders of public office should be as open as possible about the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
 - f) **Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
 - g) **Leadership** - Holders of public office should promote and support these principles by leadership and by example, and should act in a way that secures or preserves public confidence.

5. The actions of a Town Councillor, if reported to have broken the adopted Code of Conduct, is firstly brought to the Town Clerk's attention and then passed on to the Monitoring Officer at Mid Sussex District Council who is the Solicitor to the Council, under the name of the Town Mayor (as recommended by Committee of Standards in Public Life).
6. It is then discussed with one of the independent persons nominated by Mid Sussex District Council and if they think there is a potential breach of the Councillors Code of Conduct it goes to an assessment sub-committee. If they believe there is a potential breach of the Code of Conduct, they will ask whether it is in the public interest for an independent report to be prepared at public expense. That report is prepared by an independent investigator. If the report discloses a breach of the code it goes to a Hearings Sub-Committee who decide whether or not there has been a breach and if so what penalty to impose. They no longer have power to suspend or disqualify. In limited circumstances there is the possibility of a prosecution with leave of the Director of Public Prosecutions (DPP) but there have only been three in the last six years. Someone aggrieved by this process can challenge by way of Judicial Review on a point of law in the High Court.
7. Mid Sussex District Council have also adopted the Local Government Code of Conduct as have West Sussex County Council. It is sensible to have the same code across all three tiers of local authorities so that any breach can be considered on the same basis. It may also be that the Councillor in question may be a Councillor of two or all three authorities thus making Code of Conduct investigations and proceeding easier to administer.
8. The Town Council cannot discipline or sanction Councillors from within. This was tested in case law by the findings of the case of R (Harvey) v Ledbury Town Council and Hertfordshire County Council in 2018 where Ledbury Town Council were deemed to be acting outside of their authority by suspending R. Havery as a Councillor.
9. As a result of the above, the Code of Conduct as presented is recommended to be continued to be adopted.
10. **This document can be found on the policies pages of this website.**

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk
Date: 12th May 2025
Subject: Council Committee Timetable 2025 - 2026

Purpose of Report:

1. The purpose of this report is for Members to consider and agree the Council's committee timetable.

Summary:

2. Members will find attached the proposed calendar of meetings for the 2025 - 2026 Council year for approval and a suggested date for the 2026 Annual Town Meeting.

Recommendation(s):

- (a) **Formally agree the timetable of Council meetings for the next Council year 2025 - 2026.**
- (b) **Consider the start time of Standing Committee and Full Council meetings.**

Background:

2. This report is presented in line with the view of the Policy and Finance Committee in January 2025, which was where the Committee agreed meeting times and dates for 2025/2026.
3. The Council's meeting timetable is set on an annual basis, please note the following issues, which have directed the production of the timetable attached.
 - Six Full Council meetings have been programmed for the year. These meetings will be serviced by one Policy and Finance meeting, one Environment and General Purposes meeting and three Planning meetings. Extra-ordinary meetings are of course available if required.
 - Planning meetings have been set on a three-weekly basis to ensure comments are made within the statutory timescale for response as required by Mid Sussex District Council.
 - It is suggested that the 2026 Town Meeting be held on the 27th April 2026.
5. The normal start times for all meeting is 7.00pm. If Members wish to consider an earlier start time, for some or all of meeting then this will need to resolved by the Council.

Town Clerk

CALENDAR OF MEETINGS 2025 - 2026

Meeting of the Council
Planning Committee

Environment & General Purposes
Policy & Finance Committee

Town Meeting
Bank Holidays

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Committee: Full Council

Report of: Leader of the Town Council

Date: 12th May 2027

Subject: Town Council's priorities for 2025-2027

Purpose of Report:

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

Summary:

2. The following report presents the Town Council's priorities for 2025-2027 as tabled by the Leader of the Town Council, which builds upon and updates upon the Green Paper entitled Haywards Heath Town Council – A plan for the future, which was adopted by the Town Council in July 2023.

Recommendation(s):

Members are asked comment upon and to consider the adoption of the revised priorities 2025 – 2027 as presented in Appendix 1 of this report.

Background

3. The Leader of the Town Council Cllr Paul Lucraft will present and move that the document as per Appendix 1 of this report is adopted by the Town Council.

Financial Implications

4. None directly to this report. Any matters arising from this document that will require to be funded will be apportioned within the current budget or included in future year's budgeting process,

Legal Implications

5. The Town Council can make such a resolution 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 15th May 2023 under minute 20.

Town Clerk

Strategic Priorities for Haywards Heath Town Council 2025-27

This paper builds on the green paper which the Town Council adopted in June 2023.

In addition to the commitments made in the 2025/26 budget to community outreach and engagement and the continued management of its day-to-day operation, there are several strategic initiatives which the council should look to progress.

The Town Council should focus on the delivery of the following key projects over the next twenty-four months. Some of these were envisioned in the green paper but now at the halfway stage of the term of this council it is right to take stock of the wider context including proposed changes to local authorities announced by the government and refocus on projects that the Town Council wants to prioritise for its remaining term.

1. Local government reorganisation and devolution.

- 1.1 Central government's announcements in the autumn of 2024 underlined the importance of the strategic approach which the Town Council adopted in the green paper in 2023. Haywards Heath Town Council should be championing the interests of the town's residents generally in seeking to support the vitality of the town.
- 1.2 The Council should seek to involve itself in the governance and management of local public realm assets. These include Victoria Park, Clair Hall and Park, Beech Hurst Gardens as well as the numerous smaller parks and parcels of land around the town.
- 1.3 There are contracts with WSCC and MSDC and potential new collaborative initiatives in which the Town could work with the new, to be created, unitary body and combined Sussex wide mayoral authority.
- 1.4 Devolution of powers from central government to the new authorities should include engagement including through local town, parish and neighbourhood councils to inform and educate their communities to ensure they benefit from the changes in Health Services, Transport and Housing etc.
- 1.5 The town council should work with neighbouring towns and parishes in common cause and to help parishes provide services using the town's resource on an appropriate remunerated basis where relevant.
- 1.6 Allocated but unspent S106 money currently held at MSDC and WSCC should be spent locally to the benefit of the town and HHTC should seek to advance the plans for these funds, ensuring that the town benefits and that they are not lost sight of in the reorganisation of those councils.

2. Clair Hall development

- 2.1 MSDC moved forward with procuring a cinema operator and plans to create a food and drinks venue in a new Clair Hall. The likely development of the site will also encompass additional community space and the Town Council has already indicated its interest in partnering with the participants and working with MSDC to help ensure the success of the scheme and to be potentially involved financially.
- 2.2 A HHTC Clair Hall working group has been set up and this group should in due course work with MSDC and others to help shape the future Clair Hall and look to get the best for the town community in terms of local services and facilities. This may include bringing to the council proposals to invest in the capital and

underwrite revenues of the venture with necessary and appropriate involvement of the Town Council in the governance.

3. Hurstwood Lane development

3.1 HHTC is a material participating body in the build out of the Hurstwood Lane development. Alongside the housing and much needed new local school, the town will gain additional assets: a new burial ground, allotments and country park.

3.2 A working group under the council's Policy and Finance Committee should be formed to oversee this project and review how the council can best support these new assets and the responsibilities that go with them. The council will need to create a financial budget and an operational plan for their management.

4. Footpaths and Cycle routes around town

4.1 Footpaths and Cycle routes around Haywards Heath and into the surrounding countryside need mapping and improved signposting. Encouraging the use of paths and connecting people to the town's key assets and amenities including shops and local open spaces etc.

4.2 The council should create an interactive map on the council website and publish maps around the town.

4.3 Many footpaths, twittens, cycle routes need to be tidied up and aligned with popular walking routes. There is opportunity to create safe and clear crossing points where footpath / cycle ways meet roads. Some road crossing points need to be made safer for pedestrians by installing signage / lighting etc.

4.4 Lighting improvements are needed for some footpaths and cycle routes.

4.5 An active Haywards Heath plan could benefit from the initiative to encourage and support the use of the footpaths and cycle ways around the town.

5. Public Transport

5.1 Review with the providers the local provision of services into and around the town. Particularly for the remoter parts provision of regular services to the town centre and station are important to reduce car journeys, provide assistance to those without cars and help support the local economy.

6. Streetscape and upgrade to the town centre

6.1 WSCC has allocated significant amounts of S106 funds to improving the centre of Haywards Heath. The town centre needs to be attractive to users providing an attractive shopping environment that will continue to draw a strong footfall from the community and be attractive to retailers and other businesses.

7. Business in Haywards Heath

7.1 The council should reach out to the larger businesses in our community alongside working with the business association (HHBA) and look to draw larger business into active policies for the town.

7.2 The council should follow up the initiative from MSDC to help stimulate a Business Improvement District (BID) to discuss with participants ideas for the improvement of the town's commercial attraction and progress local economic plans. These ideas should dovetail with the upgrade of the street scene and improvements to travel in and around the town.

8. Communications

- 8.1 Following on the successful upgrade of the council's website, review all aspects of the council's public communications from newsletters / circular emails and website news column to leaflets, notice boards around town and council leaflet information in the town hall to ensure that these are fit for the future, costs effective and meet the needs of the town community.
- 8.2 Working with partners including the business community to promote the town and local events and activities that help demonstrate the vitality of the town and draw in visitors to Haywards Heath.

9. Accreditation

- 9.1 HHTC aims to obtain an accreditation to demonstrate that it is one of the best local Councils in the country through the National Association of Local Councils (NALC) Local Council Award Scheme.

Ends