



# HAYWARDS HEATH TOWN COUNCIL

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

**Tel:** 01444 455694    **Email:** [town.clerk@haywardsheath.gov.uk](mailto:town.clerk@haywardsheath.gov.uk)

**Website:** [haywardsheath.gov.uk](http://haywardsheath.gov.uk)

23<sup>rd</sup> September 2025

To all Councillors

Dear Councillor,

You are hereby summoned to attend the **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 29<sup>th</sup> September** 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 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 Full Council meeting held on 28<sup>th</sup> July 2025. (pages 3-8)
5. To receive Declarations of Interest from Members in respect to any matter on the agenda.
6. To dispose of any business outstanding from the last meeting and Town Clerk updates.
7. To note the Mayoral Engagements and any announcements. (page 9)
8. To receive for noting the resolutions of the following Committees: (pages 10-11)
  - a. Planning Committee held on 4<sup>th</sup> August 2025  
MINS. 34-42
  - b. Planning Committee be held on 26<sup>th</sup> August 2025  
MINS. 43-54
  - c. Planning Committee held on 15<sup>th</sup> September 2025  
MINS. 55-64



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- d. Policy and Finance Committee held on 22<sup>nd</sup> September 2025  
MINS. 17-31
- e. Environment and General Purposes Committee held on 8<sup>th</sup> September 2025  
MINS. 15-27
- 9. To review the Town Council's Financial Regulations. (report to follow)
- 10. To receive for consideration the draft recommendations of the Community Governance Review of Haywards Heath. (pages 12-31)
- 11. To receive a report regarding the formalisation of ward surgeries run by the Town Council. (pages 32-33)
- 12. 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 Duncan Pascoe    **Town Clerk** Mr Steven Trice

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

**Minutes of the meeting held on Monday 28<sup>th</sup> July 2025**

**Councillors: Abdul Bashar**

**Mohtesem Billah**

**Nick Chapman**

**Anne-Marie Cooke**

**Sandy Ellis**

**Stephanie Inglesfield \*\***

**Barbara King**

**Anne-Marie Lucraft**

**Paul Lucraft**

**Allan Murray**

**Alison Rees**

**Duncan Pascoe**

**Anthony Platts**

**Kirsten Sutton \*\***

**Sinead Walsh**

**Leila Wilson**

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

**Also present: Town Clerk, Committee Clerk**

Before the meeting commenced, there was a short presentation by the Dame Vera Lynn Children's Charity, the Mayor's chosen charity for 2025-2026.

**1. A Moment of reflection**

Members paused for a moment of reflection, which was led by Town Mayor Cllr Duncan Pascoe.

**2. Apologies**

<b>Member</b>	<b>Reason</b>
Cllr S Inglesfield	Personal commitment
Cllr K Sutton	Holiday

Cllr K Sutton observed the meeting via Zoom. As such, she did not vote on any matters on the agenda.

**3. Public Forum**

There were no members of the public present.

**4. To confirm the minutes of the Full Council meeting held on 13<sup>th</sup> May 2025**

There was one amendment requested to the minutes by Cllr AM Lucraft, to include words spoken verbatim by West Sussex County Councillor Sujan Wickremaratchi. This was agreed with the Town Clerk due to being a factual addition and not the interpretation of officers as the independent person in the room.

This amendment was proposed by Cllr AM Lucraft and seconded by Cllr P Lucraft.

The amended minutes were taken as read, confirmed as true and duly signed by the Town Mayor.

**5. To receive Declarations of Interest from Members in respect to any matter on the agenda**

There were none.

**6. To dispose of any business outstanding from the last meeting and Town Clerk updates**

There were none.

**7. To note the Mayoral Engagements and any announcements**

Town Mayor Cllr Pascoe spoke about events he had recently attended, highlighting the reception he hosted at the Town Hall for volunteers who have supported the Princess Royal Hospital on 5<sup>th</sup> June, the Rotary's Annual Charter Night on 7<sup>th</sup> June, Mid Sussex Martial Art School's summer presentation evening on 10<sup>th</sup> June, the Town Council's Spring Into Summer and Carer's events on 8<sup>th</sup> and 19<sup>th</sup> June, Girlguiding Sussex Central's awards evening on 30<sup>th</sup> June, the Mid Sussex school's STEM Challenge on 4<sup>th</sup> July, the Sussex Young Musician of the Year Award with Coro Nuovo on 5<sup>th</sup> July and the opening of the new Giggleton Children's Role Play centre on 5<sup>th</sup> July.

Deputy Mayor Cllr Bashar spoke briefly about the Ariel Company Theatre's annual summer showcase at The Hawth in Crawley on Sunday 13<sup>th</sup> July and how much he had enjoyed the event.

The Town Mayor welcomed new RFO/Deputy Clerk Barry Gilham and new councillors, Cllr M Billah and Cllr K Sutton.

He spoke about the works scheduled to start on Muster Green on 1<sup>st</sup> September. The Town Clerk advised that the delayed works on the Green will begin on 1<sup>st</sup> September and finish on 24<sup>th</sup> October. He said that meetings had been held with West Sussex County Council regarding communication of the works and that interpretation boards will be required to inform residents of what is happening and why. He added that Muster Green had returned its Green Flag, despite the works.

The Mayor reminded Members of upcoming council events; the Open Day on 9<sup>th</sup> August featuring a pop-up Haywards Heath Museum and Town Day on 13<sup>th</sup> September and encouraged Members to volunteer for these events.

Regarding attendance at events, Cllr Ellis spoke about the anti-terrorism training circulated to Members by the Community Engagement Manager. The Town Clerk again encouraged Members to complete this training, as the Town Council prepares for the new Martyn's Law.

The Mayor and Town Clerk briefly mentioned the Haywards Heath CIC's cinema event being held on Friday 12<sup>th</sup> September, showing Paddington 2 for free, which had sold out.

#### **8. To receive for noting the resolutions of the following Committees**

(i) Planning Committee - **MINS. 1-33**

The reception and note of the resolutions of the Planning Committees, dated 13<sup>th</sup> May 2025 – **MINS. 1-9**, 2<sup>nd</sup> June 2025 – **MINS. 10-20**, 23<sup>rd</sup> June 2025 – **MINS. 21** and 14<sup>th</sup> July 2025 – **MINS. 22-33** were agreed without discussion.

(ii) Environment & General Purposes Committee

The reception and note of the resolution of the Environmental and General Purposes Committee dated 7<sup>th</sup> July 2025 – **MINS. 1-14** were agreed without discussion.

(iii) Policy & Finance Committee

The reception and note of the resolution of the Policy and Finance Committee dated 16<sup>th</sup> June 2025 – **MINS. 1-16** were agreed without discussion.

#### **9. To appoint Councillors to Committees**

It was **RESOLVED** that the following Members were appointed to the following Committees;

(i) **Environment & General Purposes Committee**

Cllr Mohtasem Billah

Cllr Kirsten Sutton

(ii) **Planning Committee**

Cllr Mohtasem Billah

Cllr Kirsten Sutton

(iii) **Policy & Finance Committee**

Cllr Mohtasem Billah

#### **10. To receive a report on a Community Governance Review for Haywards Heath**

The Town Clerk stated that this review would impact elections in 2027. He added that in early July the Town Council has delivered letters to residents in the affected north and south neighbours of the town. Members discussed the report.

Cllr P Lucraft spoke about the Community Governance Review (CGR) and said that the southern town expansion had been built with a view to being in Haywards Heath. He said that the Rocky Lane developments were part of the Haywards Heath Neighbourhood Plan in 2016 and that at that time there was no opposition to them being included within the Haywards Heath town parish. He added that there was a lack of services within/provided by Ansty & Staplefield Parish and residents of the developments used services in Haywards Heath.

He said that, in terms of the proposed northern boundary change, Lindfield Parish Council had no plan to provide extra services for those properties involved. Adding, that residents of these use services in Haywards Heath, particularly due to their close proximity to the station. He said that there were economic benefits of keeping these houses within the Haywards Heath town parish and suggested that the Town Council object to the proposed northern boundary change.

Cllr Rees asked whether the proposed 'Cuckstye' development would be impacted by the proposed boundary changes. The Town Clerk stated that as Mid Sussex District Council would still be the Planning Authority for the area, the changes would have no impact.

The Town Clerk stated that a response would be written up based on Members' comments, which would be passed to the Chairs Working Group before being submitted.

**Action:**

- Response to be written and passed to the Chair's Working Group
- Delegate to officers to provide response

Members **RESOLVED** to **DELEGATE to the Town Clerk to provide the Town Council's response to the Community Governance Review stating their strong support for the proposed southern boundary change and their objection to the northern boundary change.**

**11. To receive a report on Section 106 contributions for Haywards Heath:**

The Town Clerk presented the report, stating that additional data has since been received regarding some of the Section 106 monies and he would review this.

Members discussed the report and made comment on several areas.

Cllr P Lucraft said the monies included in the report were not monies that belong to the Town Council, but the report has been commissioned to establish what monies were available and what projects these were allocated. He added that the Town Council would now need to work with Mid Sussex District Council and West Sussex County Council to ensure these monies would be spent on projects in Haywards Heath. The Town Clerk added that there were third party organisations with Section 106 monies allocated to them and the Town Council should ensure these organisations know this money is available to them.

Cllr Ellis said that the report was a good starting point and the Town Council should now see where funding was actually needed. She added that, while community centres were long-known for holding events, many local churches also held a lot of groups and events. For example, the church in Sydney Road holds dementia and Alzheimer's groups, Neil's Club, Ric's Bench etc. She said that the churches were functioning as community buildings, but lacked the money to sustain these groups and events. She added that, as such, she believed these should be included in the Section 106 monies. She asked if the Town Council could push this forward as local churches were lacking, eg: St Richards did not currently have a disabled toilet. She further said that the town's parks should have disability access for children, included appropriate play equipment. She said that the Town Council should first establish what facilities and equipment were already available and find out if these suited the whole needs of our community for now and the future.

Cllr Walsh asked about the resources needed to run/manage/complete the activities listed in the report. The Town Clerk stated that the running of these projects would predominantly sit with MSDC or third parties and HHTC's main role was to ensure organisations knew these monies were available to them, and to lobby MSDC and WSCC to ensure allocated money was actually spent.

The Town Clerk said that Section 106 monies were allocated at time of development and new projects could not be requested for existing Section 106 monies. He said that the Planning Committee can and does recommend aims and projects for Section 106 funds and that this would continue to be done in future.

Cllr Bashar, Cllr Pascoe, Cllr P Lucraft and Cllr Walsh thanked the Town Clerk for collating the data on the existing Section 106 monies.

Members **RESOLVED** to;

- **AGREE** the Section 106 monies allocated in the report
- **MAKE REPRESENTATIONS to Mid Sussex District Council and West Sussex County Council regarding the Town Council's wish for Section 106 monies to be spent on the projects identified in the report**

## **12. To consider the Town Council's membership of West Sussex Association of Local Councils and National Association of Local Councils.**

The Town Clerk spoke about the benefits of remaining a member of the West Sussex Association of Local Councils and the National Association of Local Councils and stated that membership could not be separated; to be a member of one you had to be a member of the other.

Cllr P Lucraft spoke about his support for continued memberships, saying he believed it served the Town Council well to be able to work with neighbouring councils on an organised basis on common issues. He added that this would be particularly important in the face of proposed local government reorganisation and devolution, to ensure the best outcome for the town's residents.

Without comment;

Members **RESOLVED** to **RENEW The Town Council's membership of the West Sussex Association of Local Councils and the National Association of Local Councils at a total cost of £3,795.09.**

## **13. To consider a consultation on the Future of Local Government in Sussex**

The Town Clerk presented the consultation presentation and data, and the proposed options available. The RFO added that the final decision would not be made by the District or County Councils, but the Secretary of State. He also highlighted the Area Neighbourhood Committees mentioned in the presentation and said that the Town Council should highlight that they were aware of these and could be keen to work with these in future.

Cllr AM Lucraft asked if council tax increases would exceed the existing cap if council tax amounts were to be unified across the proposed new authority. The Town Clerk stated that there was, as yet, so information available regarding this. Cllr Pascoe stated that in the Town Council's response they could state that the Town Council was interested in how council tax would be calculated and whether restrictions would be lifted, or whether additional funding would be required.

Members discussed the consultation.

Cllr P Lucraft spoke about the current uncertainty about the situation, with unknown questions and answers that would only be known as the legislative process continued. He spoke about the proposed options and how finances could potentially be balanced across the county. He spoke about the potential pros and cons of each option and stated his preference for the Two Unitary Model – Variation 1 as he believed this would best support the local community, although further information would be required. He further mentioned the recently announced Fair Funding review, adding that this could have an impact on council tax across West Sussex.

Cllr Ellis said that she supported Cllr P Lucraft's opinion that a Two Unitary Model would be most beneficial, but she would require more in depth detail to provide an informed opinion.

Cllr Rees asked whether Adur District Council had any preference on their inclusion in either option. The Town Clerk said that all West Sussex District/Borough Councils had been consulted prior to this stage, so Adur District Council was happy to be considered in all the proposed options.

The Town Clerk stated this was a first stage consultation and encouraged Members to also make their own personal representations to the consultation.

**Action:** Town Clerk to re-send link to more in depth data on the models (29/07). Town Clerk to draft response as agreed and to send this to the Chairs Working Group before passing to all Members. Town Council to encourage residents to also have their say by putting the consultation on the Town Council's website homepage and social media.

Members **RESOLVED** to **DELEGATE to the Town Clerk to provide the agreed response to the consultation, stating the Town Council's preference for a Two Unitary model (either variation 1 or variation 2 specified in the consultation).**

**14. To consider any urgent items the Mayor has received.**

There were none.

Part Two

**15. To resolved to enter into exempt business to consider the exempt minutes and resolutions (Minute 14) of the Environment and General Purposes Committee meeting held on 7<sup>th</sup> July 2025 in relation to a commercially sensitive matter.**

The Town Clerk presented a small update to the matter.

Without discussion;

Members **RESOLVED** to enter into exempt business to discuss the exempt minutes and resolution (Minute 14) of the Environment and General Purposes Committee meeting held on 7<sup>th</sup> July 2025.

Meeting closed at 8.42pm



**Mayor's Engagements**  
**22<sup>nd</sup> July – 22<sup>nd</sup> September**

- **Wednesday 23<sup>rd</sup> July:** The Mayor and Deputy Mayor attended the Rotary Club's cheque presentation of monies raised for local support group Bipolar UK, at The Yews.
- **Thursday 31<sup>st</sup> July:** The Mayor met with Jay Finch the Customer Relations Manager at Martlet Manor Care Home.
- **Wednesday 6<sup>th</sup> August:** The Mayor and Deputy Mayor attended the West Sussex International Jamboree, an international camp for Guides and Scouts, at the South of England Showground.
- **Friday 8<sup>th</sup> August:** The Mayor attended Ashton House Nursing Home's annual Summer BBQ Party.
- Also on **8<sup>th</sup> August**, the Deputy Mayor attended The Yews Community Centre AGM and presented a Tisshaws Community Award to recognise a volunteer's longstanding commitment to the centre.
- **Saturday 9<sup>th</sup> August:** The Mayor and Deputy Mayor attended the Town Council's Open Day and Pop-up Museum event at the Town Hall.
- **Friday 15<sup>th</sup> August:** The Mayor and the Deputy Mayor attended the Town Council's 80<sup>th</sup> anniversary VJ Day commemoration.
- **Saturday 16<sup>th</sup> August:** The Mayor attended Handcross Hardware and Craft's 25<sup>th</sup> birthday celebration.
- **Wednesday 27<sup>th</sup> August:** The Mayor spent the day with John Bines of Good Neighbours CARE.
- **Sunday 31<sup>st</sup> August:** The Deputy Mayor joined St Francis Rangers Juniors FC to present trophies at the Mid Sussex Under 7s Pre-Season Tournament.
- **Thursday 4<sup>th</sup> September:** The Mayor and Deputy Mayor joined the Onam festival celebrations at the Princess Royal Hospital.
- **Saturday 6<sup>th</sup> September:** The Mayor and Deputy Mayor completed the Dame Very Lynn Children's Charity Walk Together event.
- **Friday 12<sup>th</sup> September:** The Deputy Mayor attended South East Coast Ambulance's Annual Meeting at K2 in Crawley.
- **Saturday 13<sup>th</sup> September:** The Mayor and Deputy Mayor, along with other Members, attended the Town Council's Town Day event in Victoria Park.
- **Sunday 14<sup>th</sup> September:** The Mayor and Deputy Mayor attended the 85<sup>th</sup> Battle of Britain commemoration on Muster Green.
- **Thursday 18<sup>th</sup> September:** The Deputy Mayor attended a 100<sup>th</sup> birthday celebration for a resident at Crossways Residential Home.
- **Friday 19<sup>th</sup> September:** The Mayor and Deputy Mayor hosted a Q&A session about local government for Oathall College's German exchange students.
- **Sunday 21<sup>st</sup> September:** The Mayor visited the Haywards Heath Pétanque Club at Beech Hurst to try his hand at playing pétanque.

**Committee Meeting: Full Council**

**Report of:** Committee Clerk

**Date:** 29<sup>th</sup> September 2025

**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 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 4<sup>th</sup> August 2025 – **Minutes 34-42**, Planning Committee held on the 26<sup>th</sup> August 2025 – **Minutes 43-54** and Planning Committee held on the 15<sup>th</sup> September 2025 – **Minutes 55-64**. Environment and General Purposes Committee held on the 8<sup>th</sup> September 2025 – **Minutes 15-27**. Policy and Finance Committee meeting held 22<sup>nd</sup> September 2025- **Minutes 17-31**.

**Members are recommended to;**

- (a) **Note 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 – 4<sup>th</sup> August 2025 – **Minutes 34-42 resolutions;**  
No resolutions, beside the planning comments.

4. Planning Committee – 26<sup>th</sup> August 2025 – **Minutes 43-54 resolutions;**

MIN 50. – Members **RESOLVED** to SUPPORT Planning Application DM/25/1977 (21 Wivelsfield Road).

MIN 51. – Members **RESOLVED** to SUPPORT Mid Sussex District Council's proposed Street Trading Policy.

MIN 52. – Members **RESOLVED** to SUPPORT Mid Sussex District Council's Gambling Act 2005 Policy.

MIN 53. – Members **RESOLVED** to SUPPORT the community request for a Traffic Regulation Order to introduce double yellow lines on Bentswood Crescent at its injunction with Barn Cottage Lane.

5. Planning Committee – 15<sup>th</sup> September 2025 – **Minutes 55-64 resolutions;**

MIN 62. – Members **RESOLVED** to SUPPORT Planning Application DM/25/2041 (North Haven, Fox Hill).

MIN 63. – Members **RESOLVED** to SUPPORT the community request for a Traffic Regulation Order to introduce double yellow lines along the length of St John's Road.

6. Environment and General Purposes Committee – 8<sup>th</sup> September 2025 – **Minutes 15-27 resolutions;**

MIN 21. – Members **RESOLVED** to ADOPT the draft Management Plan for community facilities at Hurstwood Lane as detailed in the report.

MIN 22. – Members **RESOLVED** to DELEGATE to the Town Clerk to conduct procurement for bus shelters and benches.

MIN 23. – Members **RESOLVED** to SUPPORT the proposed ‘Live on the Broadway 2026’ event in principle but request further information about funding and how much had already been secured.

MIN 24. – Members **RESOLVED** to SUPPORT the Young Entrepreneurs Academy Haywards Heath (YEAHH) running in 2026 with an appropriate budget allocated in the 2026/27 budget

MIN 25. – Members **RESOLVED** to DELEGATE to Town Hall officers the research of potential set up and running of a Town Council youth club.

**7. Policy and Finance Committee – 22<sup>nd</sup> September 2025 – Minutes 17-31 resolutions;**

MIN 22. –Members **RESOLVED** to recommend to Full Council to approve the list of payments and receipts for the period to 31<sup>st</sup> May 2025.

MIN 23. – Members **RESOLVED** to recommend to Full Council to approve bank balances and reconciliation statements as at 31<sup>st</sup> May 2025.

MIN 24. – Members **RESOLVED** to recommend to Full Council to approve the income and expenditure report as at 31<sup>st</sup> May 2025.

MIN 25. – Please see agenda Item 9 (Financial Regulations).

MIN 26. - Members **RESOLVED** to **SUBSCRIBE to the Virtual College Training Package for staff development.**

MIN 27. – Members **RESOLVED** to award;

1. A grant of £500 to Family Support Work to assist with running costs
2. A grant of £500 to Air Ambulance Charity Kent, Surrey, Sussex to assist with running costs.
3. A grant of £500 to Haywards Heath Division Guides (Guide HQ) to assist with running costs.
4. A grant of £500 to Mid Sussex Radio CIC to assist with running costs.
5. A grant of £500 to Citizens Advice in West Sussex to assist with running costs.
6. A grant of £500 to Lifecentre UK to assist with running costs.
7. A grant of £1000 to The Skate Farm CIC to assist with capital costs for the transformation of a dis-used area behind the Skate Farm.

MIN 28. - Members **RESOLVED** to ;

- invest the total legacy funds sum of £403,793.32 in the Town Council’s CCLA investment account
- set up a clear budget heading to ensure that the monies can be clearly monitored within the Town Council’s budget moving forward

MIN 31. - Members **RESOLVED** to enter into exempt business to consider matters relating to the Town Council’s advisors’ fees budget.

**Committee:** Full Council

**Report of:** Town Clerk

**Date:** 29<sup>th</sup> September 2025

**Subject:** Community Governance Review for Haywards Heath

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**Purpose of Report:**

1. To consider governance arrangements for Haywards Heath.

**Summary:**

2. The final recommendations for the Community Governance Review for Haywards Heath were published on the 15<sup>th</sup> September 2025 by Mid Sussex District Council with a deadline for response being the 18<sup>th</sup> November 2025. The following report presents the recommendations made set against the Town Council response to the first consultation made in August. The consideration of the Town Councils position on the first consultation against the final recommendation will enable the Town Clerk to formulate a final representation on the matter and allow for an evidence base to be built. The final decision is due to be made in early 2026 to enable new arrangements to be in place for the May 2027 local elections.

**Recommendation(s):**

**Members are recommended to consider and make comment upon the formal Draft Recommendations for the Community Governance Review for Haywards Heath as presented in Appendix 2 of this report and delegate the Town Council's response to the Town Clerk.**

**Background**

3. As Members are aware the Town Council submitted its response to the '*Initial Scope of the Review*' for the Haywards Heath Town Council Community Governance Review in early August after consideration was made at the last meeting of Full Council dated 28<sup>th</sup> July 2025. The scope of review was in essence a first consultation.
4. From the discussions of the Town Council the Town Clerk, under delegation, made its response to Mid Sussex District Council on behalf of the Town Council, which is presented in Appendix 1.
5. As a reminder the '*Initial Scope of the Review*' included the following (alongside high-level position of the Town Council as per its response);
  - **Haywards Heath Town Council – Whether to move the south-western boundary to include the existing parish wards of Rocky Lane North and Rocky Lane South. The proposal is that these parish wards would move from Ansty & Staplefield Parish Council to Haywards Heath Town Council. This was supported by the Town Council.**
  - **Lindfield Parish Council – Whether to move the existing Town Council ward of Haywards Heath North East to Lindfield Parish Council. This proposal is that this Town Council ward would move from Haywards Heath Town Council to Lindfield Parish Council. This was not supported by the Town Council.**
  - **Other related matters which may arise during the review in response to representations received, will be considered as appropriate. The level of democratic representation was raised as an issue.**

6. The initial consultation closed on the 8<sup>th</sup> August 2025 and subsequently Mid Sussex District Council's Community Governance Review Evaluation Panel met and agreed its Draft Recommendations for the review. These were presented to the Scrutiny Committee for People & Communities on the 3<sup>rd</sup> September 2025. As a result of the meeting of the Scrutiny Committee, Mid Sussex District Council has now published recommendations for a second final consultation. The recommendations are as follows and the full report that accompanies the final consultation as published by Mid Sussex District Council is presented in Appendix 2.
- **Draft Recommendation 1: Haywards Heath North East remains within Haywards Heath Town Council.**
  - **Draft Recommendation 2: Rocky Lane North and Rocky Lane South remain within Ansty & Staplefield Parish Council.**
  - **Draft Recommendation 3: That Haywards Heath Town Council is served by 17 Councillors, representing 5 wards. This includes an increase of representation on the Haywards Heath Franklands ward, increasing the Councillor numbers from 3 to 4.**

#### **Matters to Note**

7. In reviewing the Draft Recommendations as presented it is suggested, in line with the initial first consultation response made by the Town Council that at a high level and subject to debate by the Town Council, that the Town Council supports Recommendation 1 that Haywards Heath North East remains within the Town. However, Recommendation 2 is not in line with the Town Council's position and it does not support that Rocky Lane North and South Wards do not come into the Town. This will have to be backed by evidence to make the Town Council's case, which can be built by the Town Clerk with Member support. With regards to Draft Recommendation 3, where this recommendation takes the number of Wards in Haywards Heath back to 5 (pre May 2023) from 9 Wards which came into effect during the last review of Ward Boundaries by the Local Boundary Commission, this should be supported. There needs to be thought to whether increasing the level of Town Councillors to 17 especially as it would from the data provided by the Town Council, an extra Councillor would be more sensible in the Asheground Ward rather than Franklands Ward due to the ratio of Councillors to residents. Furthermore, if the Town Council was successful in reversing Recommendation 2 then there would be a need for more Councillors.
8. **As stated above please refer to Appendix 1 for the Town Council's initial response and Appendix 2 for the formal Recommendations of Mid Sussex District Council.**

#### **Financial Implications**

9. None.

#### **Legal Implications**

- 5) The Town Council can make the response by exercising 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 15<sup>th</sup> May 2023 under minute 20.

#### **Town Clerk**

## **Appendix 1 – Haywards Heath Town Council Response to first consultation.**

### **Community Governance Review (CGR) Mid Sussex District Council for Haywards Heath Town Council.**

#### **Haywards Heath Town Council Response**

Haywards Heath Town Council welcomes the opportunity to respond to the Community Governance Review (CGR) initiated by Mid Sussex District Council for Haywards Heath Town Council. As the first tier of local government, we are committed to ensuring that governance arrangements reflect the identity and interests of our community and deliver effective and convenient local governance. The Town Council considered the proposal consultation at its meeting of Full Council dated 28<sup>th</sup> July 2025.

Haywards Heath Town Council also supports the implementation of the governance review to ensure that community representation remains fair, effective, and aligned with local needs. In particular, we believe the CGR should uphold the following principles:

- **Community Identity:** Boundaries and structures should reflect natural communities and historical identities.
- **Effective Representation:** The number and distribution of councillors should ensure residents are properly represented.
- **Efficient Governance:** Governance structures should enable clear decision-making, resource allocation, and accountability.

#### **Proposed Parish Boundary Changes**

Change 1 - Lindfield Parish Council – Whether to move the existing Town Council ward of Haywards Heath North-East to Lindfield Parish Council. This proposal is that this Town Council ward would move from Haywards Heath Town Council to Lindfield Parish Council

#### **The move of Haywards Heath North East Ward to Lindfield Parish Council is not supported by Haywards Heath Town Council for the following reasons:**

- Although there is apparent logic for updating the boundaries to make the parish and district boundaries coterminous, the benefit for doing so would be limited.
- The order will take effect from May 2027 when the scheduled local government elections are due to take place. However, taking into consideration the impact of Local Government Re-organisation, district councils/boundaries are currently expected to be removed from vesting day of a new Unitary Authority (UA). This is expected to occur April/May 2028.

From considering the information obtained from other areas that have already been through a re-organisation program, any elections for a UA are expected to be run using the existing County division boundaries. Only following the first elections for a new UA can the LGBCE undertake a review. As a result, this change if implemented will result in the same anomaly coming into effect for the UA when it is formed that this Community Governance is suggesting be resolved.

Therefore, it would appear more appropriate to maintain an alignment with the County division boundaries as closely as possible. Consequently, Haywards Heath Town Council proposes that the Haywards Heath North East Ward is not transferred to Lindfield Parish Council on the following grounds.

- Residents in this area are more likely to use Haywards Heath as their main town. This is due to the presence of a main railway station a five-minute walk away, GP practices are in Haywards Heath (Lindfield does not show up as being in the catchment area on the NHS website), and main supermarkets (Waitrose and Sainsburys 5/10-minute walk away) and other key shops are in Haywards Heath.
- Historically this area has been a part of Haywards Heath since its creation as a town.

- The Haywards Heath North East Ward is a part of the Haywards Heath Neighbourhood Plan that was made in 2016 and this is also reflected in the Mid Sussex District Plan made in 2018. Haywards Heath is a Category 1 settlement.

Change 2 - Haywards Heath Town Council – Whether to move the south-western boundary to include the existing parish wards of Rocky Lane North and Rocky Lane South. The proposal is that these parish wards would move from Ansty & Staplefield Parish Council to Haywards Heath Town Council.

**Haywards Heath Town Council supports the proposed boundary adjustments proposed that moves the Haywards Heath boundary to include the existing parish wards of Rocky Lane North and Rocky Lane South currently sat with the Ansty and Staplefield Parish for the following reasons:**

- The movement of these wards into Haywards Heath would make logical sense. Currently, they are both surrounded by Haywards Heath to the North and East, with no residential development to the South.
- Access points into both Rocky Lane North and South are all from Haywards Heath.
- There is a natural geographical break in the housing density that would support their inclusion within Haywards Heath, with a river tributary and a wooded area to the South of the wards and the railway line to the West, which would prevent further development occurring.
- Due to the access points and geographical break, residents of these areas use the services of Haywards Heath as their main town as opposed to other areas.
- The main facilities for residents are expected to be within the Haywards Heath area, as opposed to in the Ansty and Staplefield Parish Council area.
- The Haywards Heath Town Council Neighbourhood Plan area (adopted 2016) includes both Rocky Lane North, and Rocky Lane South. The estate was built on the premise that it was a part of Haywards Heath.

**Further strategic arguments for the rejection of Change 1 and support of Change 2 are as follows:**

1. The Local Government Boundary Commission guidance on Community Governance Reviews (published March 2010) states that:

*“in many cases making changes to the boundaries of existing parishes, rather than creating an entirely new parish, will be sufficient to ensure that community governance arrangements to continue to reflect local identities and facilitate effective and convenient local government. For example, over time communities may expand with new housing developments. This can often lead to existing parish boundaries becoming anomalous as new houses are built across the boundaries resulting in people being in different parishes from their neighbours.” (para 15, p10)*

We contend that this guidance applies to the developments to the South of Haywards Heath and supports the retention in Haywards Heath of the long-established housing area in North-East Haywards Heath.

2. The Mid Sussex District Plan was adopted on 28<sup>th</sup> March 2018 and much of the work that led to the Town Wide Neighbourhood Plan Strategy was incorporated into it.
3. DP6 of the District Plan sets the context for housing development based upon the categorisation of settlement hierarchies. Significant development in the District Plan is directed towards Category 1 settlements which are Burgess Hill, East Grinstead and Haywards Heath.

Lindfield is a Category 2 settlement and moving a significant area of housing from Haywards Heath to Lindfield would arguably change the nature of the village and compromise the District’s policy on avoiding coalescence.

4. A Category 1 settlement is defined in DP6 as a:

*“Settlement with a comprehensive range of employment, retail, health, education, leisure services and facilities. These settlements will also benefit from good public transport provision and will act as a main service centre for smaller settlements.”*

It can be clearly seen how Haywards Heath meets the definition of a Category 1 settlement. When considering where the developments South of Rocky Lane naturally fit in terms of structural identity it is appropriate to view it as part of Haywards Heath given that it is an extension of this settlement. Also, this policy supports the retention of the long-established housing area of North-East Haywards Heath within the town.

5. Residents on the South of Rocky Lane look towards Haywards Heath for a wide range of private, public, and voluntary services that simply will not be available if it was a stand-alone community or if they remain part of Ansty and Staplefield. Indeed, you could not expect these two villages to be able to support the needs of these housing estates where they have no obvious structural connection and do not have an infrastructure base capable of supporting the area (in population terms the new estates are now of near equal size to Ansty and Staplefield).
6. In North East Haywards Heath residents also look towards Haywards Heath for a wide range of private, public, and voluntary services
7. Haywards Heath Town Council has an active Community Engagement Team (2 full time member of staff) that provide a wide range of community events. It has a Town Hall with Help Point & Information Centre which is staffed and open 5 days per week providing extensive community support. Residents from the South of Rocky Lane will be able to access all these services and fully participate in the town's active community life.
8. Under the Localism Act 2011, Haywards Heath Town Council has a General Power of Competence giving it the ability to invest in and operate a wider range of services compared to smaller parish authorities. It means that the Council is better equipped to support the needs of residents on the South of Rocky Lane and in North-East Haywards Heath.
9. Haywards Heath Town Council has a budget of around £1m and 15 full time equivalent members of staff. It has a strong service ethos delivering a wide range of community services and a vision to expand these. It can continue to support residents in North-East Haywards Heath and accommodate the inclusion of the estates South of Haywards Rocky Lane into its services providing value for money and effective delivery in a way that a smaller parish cannot.
10. Haywards Heath's town centre is the natural destination for residents in both North-East Haywards Heath and South of Rocky Lane. In addition to the public services provided by the Council, provision for the wider catchment area is supported with:
  - a) Health services.
  - b) Education provision.
  - c) Banks and other financial services.
  - d) Professional services.
  - e) Employment opportunities at industrial estates and in the town centre.
  - f) Retail with town supermarkets and a traditional town centre with a mix of independent and national chains. The Masterplan includes a major regeneration proposal for the town centre.
  - g) A post office.
  - h) The Dolphin Leisure centre plus other privately run leisure businesses.
  - i) Churches and Chapels.
  - j) Community Centres.
  - k) Community organisations.



All of these businesses, organisations and groups are able to support the area south of Rocky Lane. Helping to strengthen the obvious links between the development and the existing town including North-East Haywards Heath.

11. Moving North-East Haywards Heath into Lindfield goes against policy DP13 in the District Plan, it would potentially change the nature of Lindfield, undermine the District wide strategy of preserving the separate identities and natures of existing towns and villages and overturn the policy of seeking to avoid coalescence of neighbouring areas.

### **Number of Councillors**

Haywards Heath Town Council believes that if it's position on the proposals is agreed the current number of 16 councillors would not be proportionate to the revised population and workload.

Any reduction or failure to increase the number of Councillors could impair representation. This is on the grounds of the increase in population from Rocky Lane North and Rocky Lane South coupled with the amount expected from proposed new development in the South of the Town in Hurstwood Lane. Therefore, the Haywards Heath Town Council proposes the addition of 3 Councillor taking the number of Councillors at Haywards Heath Town Council to 19 This will correspond proportionately with the other town councils in Mid Sussex, Burgess Hill and East Grinstead and within the guidance provided by the NALC.

### **Ward Structures**

Haywards Heath Town Council recommends adding Rocky Lane North and Rocky Lane South to the Ashenground Ward within the Town of Haywards Heath and that this enlarged ward be served by 2 additional Councillors being elected to the Town Council.

Several current Town Council wards are anomalous in terms of the population and ratio of Councillors to electors. For instance, Lucastes Boltro Ward has only 311 electors and elects 1 Councillor, whereas the current Ashenground Ward elects just 2 Councillors with a population of 4,448, a ratio of 2,224 electors per councillor.

To address these issues, the Haywards Heath Town Council proposes the following polling district alignments to achieve 5 wards of similar size. These can be achieved without any changes to polling districts within Haywards Heath and could therefore be put into effect for the 2027 Town Council elections.

<b>Haywards Heath Town Council</b>	Current	Cllrs	Electors	Cllr ratio	Total	Proposed Cllrs	Proposed Ratio
<b>Haywards Heath Ashenground</b>							
Haywards Heath Ashenground	HHTC	2	4448	2224			
<i>Rocky Lane North</i>	<i>A&amp;S PC</i>	<i>2</i>	<i>704</i>	<i>352</i>			
<i>Rocky Lane South</i>	<i>A&amp;S PC</i>	<i>1</i>	<i>252</i>	<i>252</i>			
					5404	4	1351
<b>Haywards Heath Bentswood &amp; Heath</b>							
Haywards Heath Bentswood & Heath East	HHTC	3	4543	1514			
Haywards Heath Bentswood & Heath West	HHTC	1	1080	1080			
					5623	4	1406
<b>Haywards Heath Franklands</b>							
Haywards Heath Franklands	HHTC	3	4330	1443			
					4330	4	1083
<b>Haywards Heath Lucastes &amp; Bolnore</b>							
Haywards Heath Lucastes & Bolnore	HHTC	3	4908	1636			
Haywards Heath Lucastes Boltro	HHTC	1	311	311			
					5219	4	1305
<b>Haywards Heath North</b>							
Haywards Heath North Central	HHTC	1	2206	2206			
Haywards Heath North West	HHTC	1	578	578			
Haywards Heath North East	HHTC	1	649	649			
					3433	3	1144
HHTC current		16	23053	1441			
HHTC proposed					24009	19	1264

Notes:

1. Numbers of electors are from the 2025 local council elections by polling district.
2. Two additional Councillors are added to Ashenground to reflect the additional parish wards from Ansty and Staplefield and to address a current underrepresentation in this ward compared to the rest of the town.
3. An additional Councillor is added to Franklands Ward to reflect the increased housing, 370 units expected to start being built from 2026 before the proposed change would come into effect.
4. The average ratio of Councillors to electors aligns reasonably with those of Burgess Hill (1,246) and East Grinstead (1,325)

Haywards Heath Town Council is committed to working collaboratively with Mid Sussex District Council to ensure that local governance remains responsive, democratic, and rooted in community identity. We thank you for the opportunity to participate in this review and look forward to contributing to any next steps.

ends



# **Haywards Heath Town Council**

## **Community Governance Review**

### **Draft Recommendations**

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## Contents

<b>Introduction.....</b>	<b>21</b>
<b>The Review .....</b>	<b>21</b>
Initial Scope of the Review .....	21
Aim of the Review .....	22
<b>Initial Consultation.....</b>	<b>22</b>
Background .....	22
Responses to the Initial Consultation.....	22
<b>Draft Recommendations .....</b>	<b>23</b>
<b>Final Consultation.....</b>	<b>25</b>
Responding to the Review.....	25
<b>Further Information &amp; Contact Details.....</b>	<b>26</b>

# Introduction

A community governance review is taking place for the area of Haywards Heath Town Council.

In this review, the Council will be guided by the relevant legislation in Part 4 of the Local Government and Public Involvement in Health Act 2007 and the relevant national guidance document. Furthermore, it is guided by the decisions made by the Scrutiny Committee for People and Communities on both the Terms of Reference adopted on the 28 May 2025, and draft recommendations approved on the 3 September 2025.

This community governance review is being undertaken to take account of electoral boundary changes being applied because of the Local Government Boundary Commission for England's review of Mid Sussex District Council in 2021. The outcome of the LGBCE review can be found on their website [here](#).

## The Review

### Initial Scope of the Review

The initial scope of the review, as approved in our Terms of Reference at the Scrutiny Committee for People and Communities on the 28 May 2025, set out to consider the following:

- Haywards Heath Town Council – Whether to move the south-western boundary to include the existing parish wards of Rocky Lane North and Rocky Lane South. The proposal is that these parish wards would move from Ansty & Staplefield Parish Council to Haywards Heath Town Council.
- Lindfield Parish Council – Whether to move the existing town council ward of Haywards Heath North East to Lindfield Parish Council. This proposal is that this town council ward would move from Haywards Heath Town Council to Lindfield Parish Council.
- Other related matters which may arise during the review in response to representations received, will be considered as appropriate.

Please refer to the maps in Appendix 1 and 2, which show our initial proposals with the existing and proposed new boundaries. Dynamic maps can also be found online by visiting [Electoral Boundary Map - Mid Sussex District Council](#).

## Aim of the Review

The aim of this review is to bring about:

- improved and stronger community engagement
- more cohesive communities
- better local democracy
- efficient, more effective and convenient delivery of local services ensuring residents across the respective areas are treated equally and fairly

In addition, we aim is to complete this review and give effect to any new boundaries at the next ordinary local government elections in May 2027

## Initial Consultation

### Background

On the 9 June 2025, an 8-week consultation commenced, requesting the views of interested parties in relation to the initial scope of the review. The consultation closed at midnight, on 8 August 2025. The review was widely publicised through the Council's website, social media and leafletting to properties throughout Haywards Heath, Lindfield and Ansty & Staplefield.

We welcomed responses from registered local government electors, and any other person or body, including a local authority, who appears to have an interest in the community governance review.

### Responses to the Initial Consultation

The Council convened a panel to carefully review and consider all responses to the consultation between the 9 June and 8 August 2025 (the first of two public consultations planned for the community governance review). 102 responses were received during the consultation period from a wide range of stakeholders, a breakdown by type of respondent can be seen below:

Type of Respondent	Total No of Responses (per Type)
Local Resident	94
Local Organisation	1
Local Authority	4
Political Party	0
Councillor	2
MP	1
<b>Total No of Responses</b>	<b>102</b>

A full summary of responses received can be viewed on our website [here](#). In addition, a full analysis of responses was presented to the Scrutiny Committee for People and Communities on the 3 September 2025, the report and appendices can be found [here](#).

## Draft Recommendations

Following the initial consultation on the scope of this review, the proposals were revised and subsequently approved by the Scrutiny Committee for People and Communities on 3 September 2025. The following matters are now under consideration, and are subject to public consultation:

### **Draft Recommendation 1: Haywards Heath North East remains within Haywards Heath Town Council.**

Having carefully considered all the representations made to the Council, we recommend that the town ward of Haywards Heath North East remains within the Haywards Heath Town Council area for the following reasons:

- Concerns from residents regarding the increase in Council Tax and their belief that they identified closer to Haywards Heath provided compelling arguments to not change existing and solid parish representation.
- It is considered that aligning District and Parish wards would no longer prove as beneficial to local residents as District wards would no longer exist following local government reorganisation.
- We have noted representations from residents that feel they more closely align to Lindfield. However, this is not a view shared by many other local residents within the ward.

We have also noted representations that suggest amending the existing parish ward boundary so that fewer roads are moved to Lindfield Parish Council. In light of the small number of representations suggesting amended parish boundaries, this does not form part of our draft recommendations.

**Draft Recommendation 2: Rocky Lane North and Rocky Lane South remains within Ansty & Staplefield Parish Council.**

Having carefully considered all the representations made to the Council, we recommend that the parish wards of Rocky Lane North and Rocky Lane South remain within the Ansty & Staplefield Parish Council area for the following reasons:

- Concerns from Ansty & Staplefield Parish Council, West Sussex County Council, Mims Davies MP and local residents regarding the loss of precept if Rocky Lane was to move to Haywards Heath Town Council.
- That residents feel that they are suitably represented by Ansty & Staplefield and feel there is no benefit to changing authority. Additionally, they feel they would encounter reduced representation if they were to make such a move.
- While the use of the facilities and services provided within Haywards Heath have been noted by residents, on balance the financial implications and current examples of good governance within Ansty & Staplefield outweigh any benefit from change.

Following our revised recommendations, which build upon the original Terms of Reference outlined above, and having carefully considered all representations submitted to the Council, we are also seeking views on the following additional proposals:

**Draft Recommendation 3: That Haywards Heath Town Council is served by 17 Councillors, representing 5 wards. This includes an increase of representation on the Haywards Heath Franklands ward, increasing the Councillor numbers from 3 to 4.**

- We believe that the above electoral structure will provide suitable representation to each town ward and provide town councillors manageable workloads.
- The increase in representation in Haywards Heath Franklands is recommended due to an expected increase in housing, which are due to begin construction in 2026.

A map which presents the existing and proposed new warding can be found in Appendix 3.

In addition, full details of the proposed new warding compared to existing arrangements can be found in Appendix 4.



# Final Consultation

## Responding to the Review

Mid Sussex District Council welcomes representations from any person or body who may wish to comment or make proposals on any aspect of the matters under review. If you wish to respond to the community governance review, please refer to our Guidance for Respondents found on our website [here](#). You can submit representations to the review via a number of methods, these include:



**Online Form:** [Response Form Link](#)



**Email:** [communitygovernancereviews@midsussex.gov.uk](mailto:communitygovernancereviews@midsussex.gov.uk)



**Post:**  
HHTC Community Governance Review  
Electoral Services  
Mid Sussex District Council  
Haywards Heath  
West Sussex  
RH16 1SS

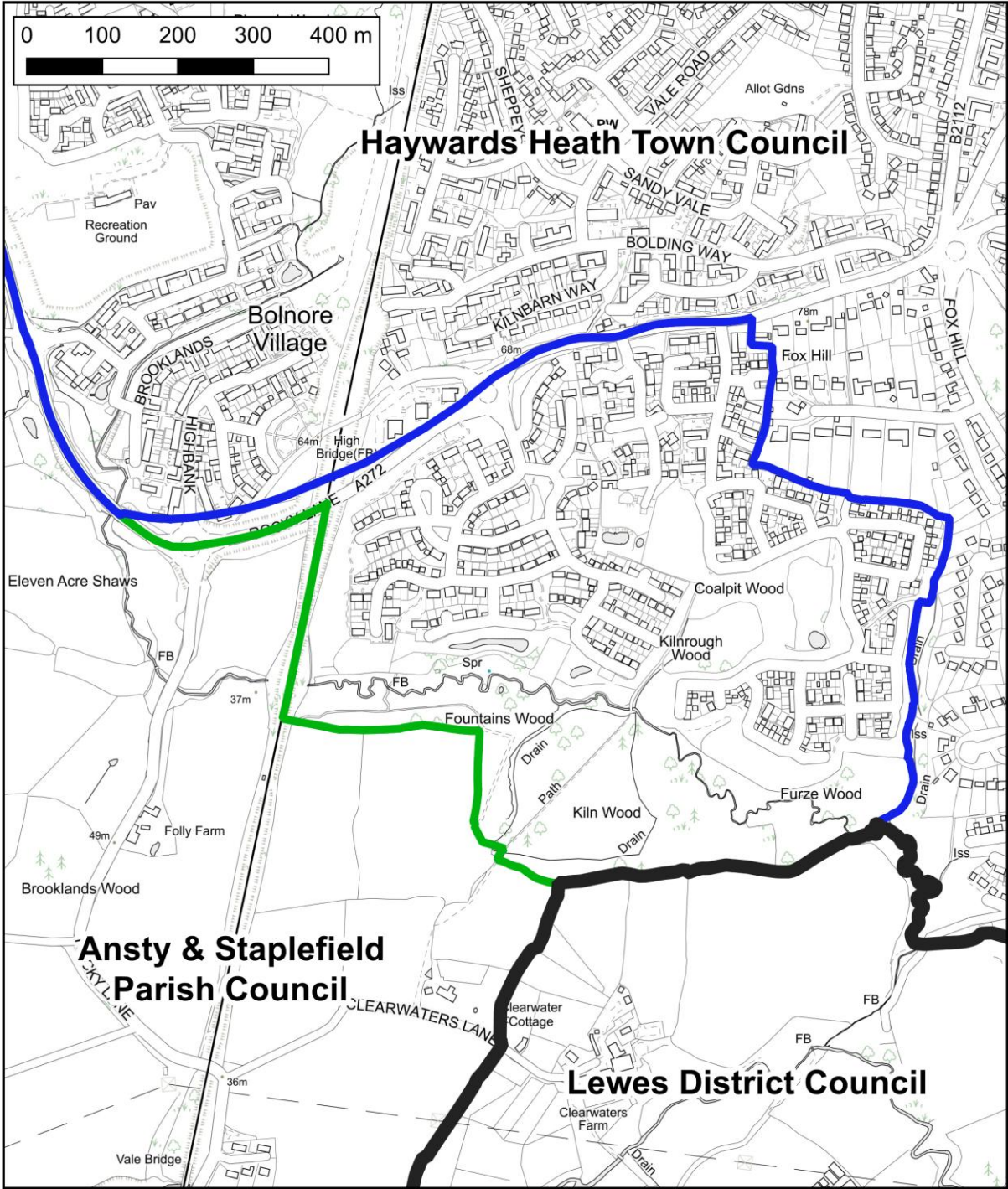
All representations to our first stage of consultation must be received by the 14<sup>th</sup> November 2025. Please note that no decisions will be made until all representations have been carefully considered.

## Further Information & Contact Details

If you require any further information, please don't hesitate to contact the Electoral Services Team via the details below:

- **E-mail:** [communitygovernancereviews@midsussex.gov.uk](mailto:communitygovernancereviews@midsussex.gov.uk)
- **Telephone:** 01444 477003

- District Boundary
- Proposed Parish/Town Boundary
- Existing Parish/Town Boundary





Appendix 2 - Haywards Heath North East Initial Scope Map

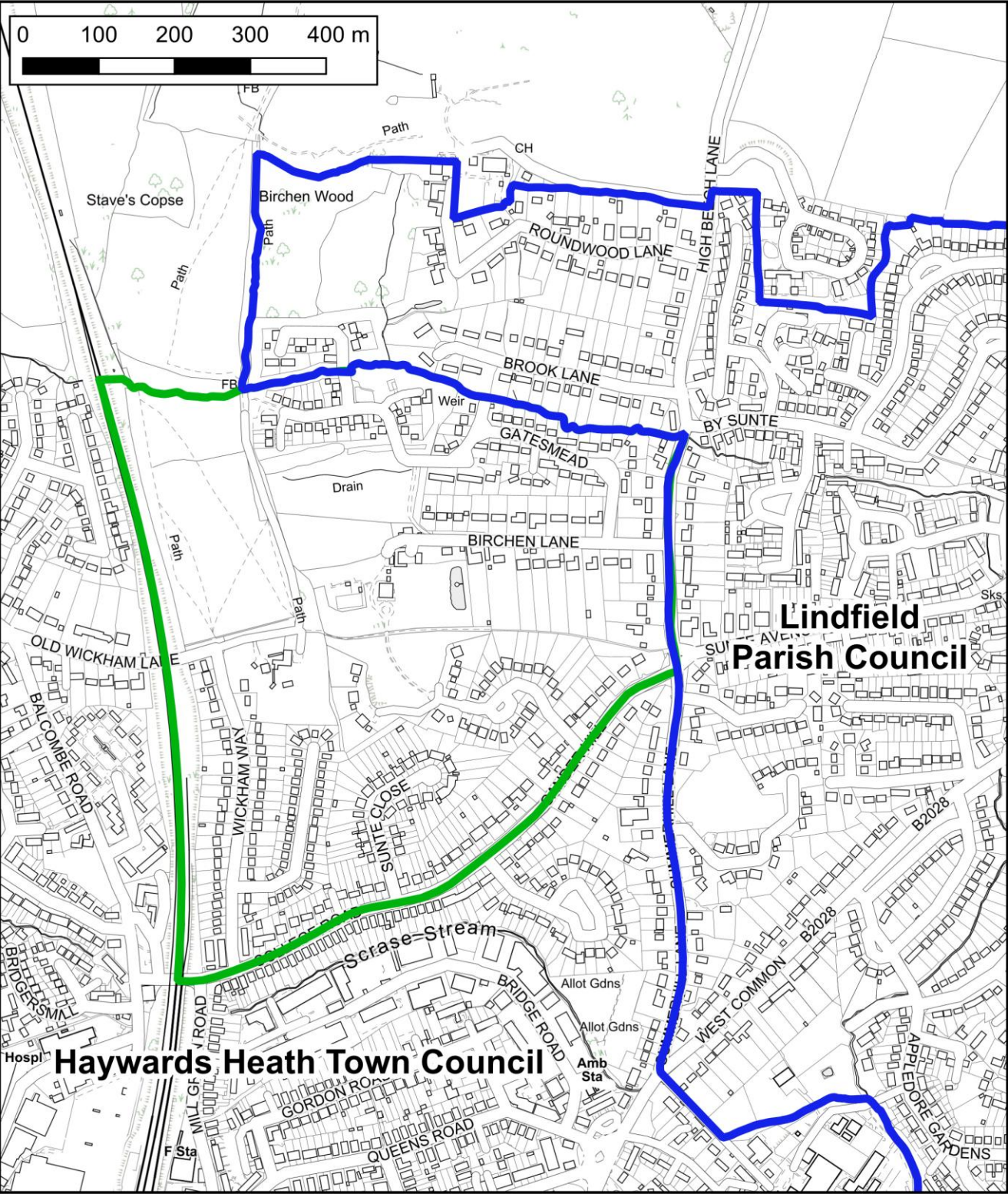


Lindfield Parish Council Boundary Change

May 2025

Not to scale

-  Existing Parish/Town Boundary
-  Proposed Parish/Town Boundary





# Appendix 3 - Proposed Haywards Heath Warding Map



## Community Governance Review

### Haywards Heath Town Council Ward Boundary Changes

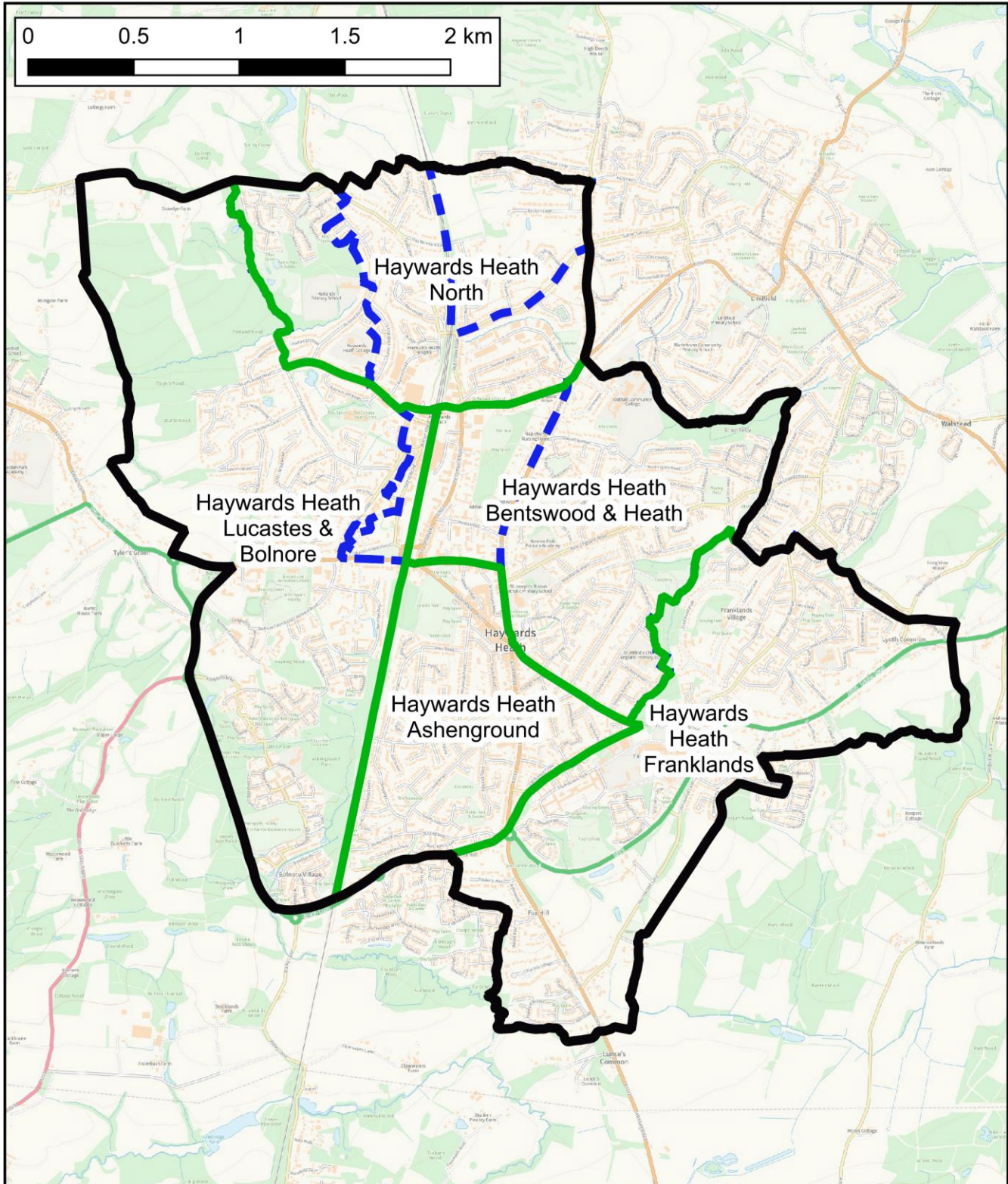
September 2025

Not to scale



-  Town Boundary
-  Proposed Town Ward Boundary

-  Existing Town Ward Boundary



## Appendix 4 – Proposed Haywards Heath Warding Arrangements

Haywards Heath Town Council	Cllrs	Electors	Cllr Ratio	Total Electorate	Proposed Cllrs	Proposed Cllr Ratio
Haywards Heath Ashenground						
Haywards Heath Ashenground	2	4,507	2254*	4,507	2	2254*
Haywards Heath Bentswood & Heath						
Haywards Heath Benstwood & Heath East	3	4,562	1521*	5,862	4	1466*
Haywards Heath Benstwood & Heath West	1	1300	1300			
Haywards Heath Franklands						
Haywards Heath Franklands	3	4,397	1466*	4,397	4	1099**
Haywards Heath Lucastes & Bolnore						
Haywards Heath Lucastes & Bolnore	3	5025	1675	5,371	4	1343*
Haywards Heath Lucastes Boltro	1	346	346			
Haywards Heath North						

Key	
BLUE TEXT / BLUE BOX	Proposed changes
RED TEXT	Current arrangements
*	Rounded up
**	Rounded down

Haywards Heath North Central	1	2298	2298	3,562	3	1187**
Haywards Heath North West	1	618	618			
Haywards Heath North East	1	646	646			
Totals	16	23,699	1481**		17	1394**

Electorate calculated using the August 2025 Register of Electors.

**Committee:** Full Council

**Report of:** Town Clerk

**Date:** 29<sup>th</sup> October 2025

**Subject:** Ward Surgeries Proposal

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**Purpose of Report:**

10. To consider a new proposed mechanism for community engagement.

**Summary:**

11. The following reports suggest the formal introduction of Ward Surgeries (meet your Councillor sessions) that are Town Council branded and advertised. This will enable a formal programme to be introduced, which can be forward planned and marketed in advance of them taking place. This will not only be a great way for Councillors as a collective to meet residents but it is one of the final requirements to enable the Town Council in meeting the National Association of Local Councils Gold Accreditation Scheme criteria.

**Recommendation(s):**

**Members are recommended to authorise the introduction of Ward Surgeries in the Town with the arrangements presented in the background of this report.**

**Background**

12. That the Town Council formally introduces Ward Surgeries on the following basis;

- The current arrangement of nine wards is split into 5 surgeries as follows;
  - Haywards Heath Ashenground
  - Haywards Heath Franklands
  - Haywards Heath North West, Central and East
  - Haywards Heath Lucastes and Bolnore and Boltro
  - Haywards Heath Bentswood East and West
- That the surgeries are held on a two monthly basis starting in November.
- That Members from each Ward/Ward grouping agree their own date(s) facilitated by officers.
- That officers source suitable venues within each Ward.
- Members run the events and feedback issues raised to officers.
- That the programme of dates is advertised in Council marketing literature, Website and social media platforms.

13. The Ward Surgeries can be supported by full membership events, as per the pop-up Museum, when required.

**Financial Implications**

14. Costs for venues will be minimal and can be met from within budget and marketing can be carried out with social media, on the website and in the newsletter.

**Legal Implications**



- 6) The Town Council can introduce the programme of surgeries by exercising 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 15<sup>th</sup> May 2023 under minute 20.

**Town Clerk**