



HAYWARDS HEATH TOWN COUNCIL

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20th November 2018

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 26th November 2018** in the Council Chamber, 40 Boltro Road, Haywards Heath at 7.30pm when the following business will be transacted.

Yours sincerely
Steve Trice
Town Clerk

A G E N D A

1. Council Prayer.
2. 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.*
3. To note any apologies for absence.
4. To make Declarations of Interest.
5. To confirm the Minutes of the Meeting of the Town Council held on 10th September 2018.
6. Matters Arising.
7. To note the Mayor's List of Engagements and any announcements.
8. To receive and consider adoption of the Resolutions of the following Committees.
 - a) Planning Committee held on the 17th September 2018
MINS. 62 - 69
 - b) Planning Committee held on the 10th October 2018
MINS. 70 - 77
 - c) Planning Committee held on the 29th October 2018
MINS. 78 - 86

d) Environment & General Purposes Committee held on the 22nd October 2018
MINS. 29 - 40

e) Policy & Finance Committee held on the 12th November 2018
MINS. 28 - 40

9. Update upon and future of 'Town Council Priorities' through the 'Art of the Possible' document and working groups.
- Development of a Country Park on land located off Hurstwood Lane.
 - Development of a Cemetery on land located off Hurstwood Lane.
 - HH Commercial Offer Document and Business estates and office space protection.
 - South Road shared space scheme.
 - Development of an integrated road network.

 - Working Groups.
 - Bluebell Railway Working Party.
 - 2018(19) Working Group.
 - Environment Working Group
 - Communications and IT Working Group
10. To consider a report that seeks authority to enter negotiations for the Hurst Farm Section 106 agreement in relation to community facilities being pursued by the Town Council.
11. To consider a changing of the date of the 2019 Annual Town meeting.
12. To consider any urgent items the Mayor has received.
13. To consider the exclusion of Public and Press.
14. To receive a verbal update on staffing matters by the Town Clerk.

*'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.'*

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

Minutes of the meeting held on Monday 10th September 2018

**Councillors: Christopher Ash-Edwards
Jonathan Ash-Edwards
Anne Boutrup **
Clare Cheney
Rod Clarke
Emma Clayton **
Ruth de Mierre
Sandy Ellis
Stephen Hillier
Matthew Jeffers
James Knight
Clive Laband
Alastair McPherson
Howard Muddin
Mike Pulfer
Sujan Wickremaratchi ****

Apologies Absent***

Also present: Mr Steven Trice (Town Clerk) Ms Pilar Cloud (Dame Vera Lynn Children's Charity), Mr Andrew Sturgeon (Deputy Clerk and RFO) Mrs Helen Hewett (Assistant to the Town Clerk), Maria Horne (Marketing and Publicity Officer) and Ms Diana Morgan.

Before the meeting commenced a number of presentations were made.

Firstly, Ms Pilar Cloud (Dame Vera Lynn Children's Charity) received a cheque from the Town Mayor for £650 raised by Cllr Matthew Jeffers and the Town Clerk Steven Trice from their efforts in the 10-mile Haywards Heath Leg of the Mid Sussex Marathon.

This was followed by the main presentation to Ms Pilar Cloud, which was the money raised at the Mayors Gala Twinning Dinner totalling £8,091.21. The Town Mayor and the Town Council was thanked for their support for the charity by Ms Cloud and it was noted that all funds raised go a long way to help the 52 families supported by the charity on a weekly basis. At the end of the presentation the Mayor presented Maria Horne (Marketing and Publicity Officer), for her efforts in organisation the dinner, with a bouquet of flowers.

The Mayor finally had the privilege of presenting Mr Andrew Sturgeon (Deputy Clerk and RFO) with gifts and a card to mark 25 years of service to the Town Council.

37. Council Prayer

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

38. Public Forum

None.

39. Apologies

Cllr S. Wickremaratchi – Holiday.
Cllr A. Boutrup - ill Health.
Cllr E. Clayton - Personal Matter.

40. Declarations of Interest

None

41. Minutes

The Minutes of the Council meeting held on the 23rd July 2018 were taken as read, confirmed as a true record and duly signed by the Town Mayor.

42. Matters Arising

None.

43. Mayor's Engagements and Announcements.

The Town Mayor echoed the sentiments of the presentations made before the meeting. The Town Mayor also made special mention of the Sgt, Arthur George Knight VC recipient stone service held on the 2nd September 2018 and Town Day on the 8th September 2018 with special noting of the efforts of the Wing Parachute Team.

44. To receive and consider the adoption of the Minutes of Council standing committees.

- (i) **Planning Committee - MINS. 43 - 61**
The reception and adoption of the resolutions of the Planning Committees, dated 6th August 2018 - **Mins 43 – 53** and 28th August 2018 - **Mins 54 – 61** were moved, seconded and agreed by Council.
- (ii) **Environment and General Purposes Committee - MINS. 16 - 28**
The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 20th August 2018 **Mins 16 - 28** were moved, seconded and agreed by Council.
- (iii) **Policy and Finance Committee - MINS. 16 - 26**
The reception and adoption of the resolutions of the Policy and Finance Committee dated 3rd September 2018 **Mins 16 - 26** were moved, seconded and agreed by Council.

45. Town Council Priorities and Working Groups

The following updates were given,

- Development of a Country Park on land located off Hurstwood Lane.
Cllr Jeffers, via the Town Clerk, reported that there was no update on the matter as the Town Council was awaiting direction from Mid Sussex District Council.
- Development of a Cemetery on land located off Hurstwood Lane.
Cllr Jeffers, via the Town Clerk, reported that there was no update on the matter as the Town Council was awaiting direction from Mid Sussex District Council.
- Haywards Heath commercial offer document and business estates and office space protection.
Cllr McPherson reported that the follow up meeting to that held in June with Mid Sussex District Council Planning Policy Officers, disappointingly, had not been convened.
- South Road shared space scheme.
Cllr McPherson reported that the South Road Trees Project would commence on the 1st October 2018 taking approximately three weeks to complete.
- Development of an integrated road network.
Cllr Laband stated that the work to complete the proposed 'Destination Haywards Heath' initiative was still to be completed and that there needed to be more work around the background data with most Councillors having been briefed on the document. Mention was made to the add completion of the potential traffic movements from the Northern Arc. Once completed 'Destination Haywards Heath' it would be fed into the appropriate Town Council committee process.

- Working Groups.
 - Bluebell Railway Working Party.
Cllr de Mierre reported that a further meeting had been held with Mid Sussex District Council officers to talk about the technicalities of the Bluebell Railway reaching Haywards Heath with a view to a planning application being made.
 - 2018 Working Group.
Cllr Ellis updated on the work of the group. Before the update, it was noted that through the appropriate process the Working Group would move to be known as the 2019 Working Group as the event for 2018 had been successfully delivered. This would be a process that will start through budget setting and events programming, which would be ratified in January and the Committee be re-appointed at the Annual Meeting of Full Council. With regards to the current year projects their success was celebrated.
 - 1) Sgt, Arthur George Knight VC recipient stone – 2nd September 2018. It was noted that the event was a great success and well attended. It was asked that the work by Paul Masson in relation to the commemorative stones be noted as he made no profit from them and goes out of his way to help with changes to Muster Green around the War Memorial. Mrs Helen Hewett was thanked for all her work in helping organise the event.
 - 2) 100th year of the RAF – 8th September 2018 within Town Day.
Again, another successful event with special mention of the Wing Parachute Team.
 - Communications Working Group
It was reported by the Town Clerk that Chairman Cllr Clayton of the working group had resigned due to the Policy and Finance Committee resolution to not use the questionnaire recommended to the Committee. There has been another resignation from the Working Group by Cllr Ellis so its future would be reviewed by the Chairman's Working Group.

Members **NOTED** the updates.

46. To consider any urgent items, the Mayor has received under S.O 11.

None.

47. Members RESOLVED to enter into Exempt Business and exclude the Public and Press to consider the exempt resolutions of the Policy and Finance Committee dated 3rd September 2018 under minute 27 in relation to the Community and Events Officer post and to receive a verbal update on staffing matters.

Meeting Closed at 7.58pm

Mayor's Engagements

7 Sept 2018 – 21 Nov 2018

On Saturday 8th September, the Mayor and his wife attended Haywards Heath Town Day. The Mayor officially opened the event with MSDC Chairman, Cllr Bruce Forbes and Mel from the Wings Parachute Display Team announcing the take off of the Wings plane.

On Saturday 8th September, the Mayor and his wife attended the first Haywards Heath Festival of Talents at St Wilfrid's Church to coincide with Town Day.

On 10st September, the Mayor presented the cheque of £8,091.21 for the funds raised from the Twinning Anniversary Gala Dinner to the Dame Vera Lynn Children's Charity at the Full Council Meeting. At this meeting Cllr Jeffers and the Town Clerk also presented a cheque to the charity for £650 for money they raised by taking part in the Mid Sussex Marathon.

On 11th September, Maria Horne attended the Connections Business Lunch Club Meeting at Borde Hill Gardens on behalf of the Mayor and gave a speech about the Town Council events and the announcement of the sum raised at the Gala Dinner.

On 13th September, Cllr Sandy Ellis represented the Town Council in greeting and talking to the German Exchange Students as part of their Traunstein to Oathall School visit.

On Saturday, 15th September, the Mayor and fellow Councillors took part in the Litter Pick around Barn Cottage Pavilion as part of World Clean Up Day 2018.

On Sunday 15th September, the Deputy Mayor attended the Battle of Britain Parade for RAFA at Muster Green, laying a wreath on behalf of the Town Council.

On Sunday 15th September, the Mayor attended the MSDC Chairman's Community Service Awards.

On 20th September, the Mayor attended the official opening of Mike Oliver & Associates new Office at Spencer House, Mill Green Business Park. Speeches were given by the Rt Hon Sir Nicholas Soames MP, Gary Wall, Leader of MSDC and the Mayor.

On the afternoon of 20th September, the Mayor attended the launch of the 2018 STEM Award Challenge at MSDC, along with the Town Clerk and fellow Councillors.

On the evening of 20th September, the Mayor attended the Haywards Heath Library Reading Challenge Volunteers evening to hand out awards to the volunteers.

On 21st September, the Mayor attended the preview night of the Lindfield Arts Festival.

On Sunday 23rd, the Mayor jointly laid the 10,000 poppy in the River of Poppies ceremony at Muster Green.

On 24th September, the Mayor attended the Chairman's Working Group meeting at the Town Hall.

From Friday 28th to Sunday 30th September, the Mayor and his wife and Maria Horne attended the Twinning Anniversary celebrations in Bondues and the inauguration of the Square d'Haywards Heath there.

From 10th October to 19th October the Mayor was on annual leave.

On Saturday 13th October, the Deputy Mayor and his wife attended an Evening of Appreciation for Time4Children at Lindfield Golf Club.

On Sunday 14th October, the Deputy Mayor attended and took part in the Living Well Day at the Dolphin Centre. This was a joint MSDC/HHTC and Places for People Leisure.

On 17th Oct, the Deputy Mayor attended the YEWS AGM

On Sat 27th Oct, the Mayor and his wife attended the Formal Launch of the HH Royal British Legion's 2018 Poppy Appeal at the Orchards Centre

On the evening of Sat 27th Oct, the Mayor and his wife attended the Filipino Cultural Show at the Methodist Church in Haywards Heath for the Haywards Heath/Burgess Hill Filipino Association

On 5th Nov, the Mayor attended the Mewes Vets to assist with the judging of the Super Pets Calendar competition.

On 9th Nov, the Mayor attended the Schools' Remembrance Service at St Wilfrid's Church.

Additionally, on 9th Nov, the Mayor attended the Queen's Commonwealth Canopy Tree Planting by Sir Nicholas Soames at Muster Green.

On Sunday 11th Nov, the Mayor and Town Councillors attended the Haywards Heath Remembrance Sunday service at Muster Green and the Town Hall.

On Sunday 11th Nov, the Deputy Mayor and Town Councillors attended the Lighting of the Beacon of Hope for the Future in Haywards Heath as part of the Haywards Heath CIC Battles Over celebrations for the end of the war.

Additionally, on Sunday 11th Nov, the Mayor and his wife attended the Ardingly Choral Society Remembrance Concert in aid of the Royal British Legion at the Dolphin Leisure Centre.

On Tuesday 13th November, the Mayor attended the Orchards to help judge the Orchards Centre Annual Primary School's Christmas Card Design Competition.

On Mon 19th Nov, the Mayor attended the Orchards Centre Annual Primary School's Christmas Card Awards to help present prizes.

On the evening of Mon 19th Nov, the Mayor attended the Networking Event of the HHBA at Warden Park Secondary Academy.

Committee Meeting: Full Council

Report of: Town Clerk

Date: 26th November 2018

Subject: Minutes of Committee Meetings

Purpose of Report:

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

Summary:

2. The Committee Chairmen will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committees held on the 17th September 2018 - **Minutes 62 – 69**, 10th October 2018 - **Minutes 70 - 77** and 29th October 2018 - **Minutes 78 - 86**, Environment and General Purposes Committee held on the 22nd October 2018 - **Minutes 29 - 40** and Policy & Finance Committee held on the 12th November 2018 - **Minutes 28 - 40**.

Recommendation(s):

Members are recommended to;

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

3. Planning Committee, 17th September 2018 - **Minutes 62 - 69**;
Nothing to report other than the planning application comments.
4. Planning Committee, 10th October 2018 - **Minutes 70 - 77**;
Nothing to report other than the planning application comments.
5. Planning Committee, 29th October 2018 - **Minutes 78 - 86**
Nothing to report other than the planning application comments.
6. Environment & General Purposes Committee, 22nd September 2018 - **Minutes 29 – 40 resolutions**;

MIN. 34 – To RESOLVE the recommendation to continue with roundabout maintenance for all roundabouts located in Haywards Heath after the 31st March 2019.

MIN. 35 – To RESOLVE the recommendation to;
(a) authorise the use of earmarked reserves, for the development of a new Cemetery for Haywards Heath, on professional studies and reports to gain

the support of the Environment Agency through the Reserved Matters of the approved Outline Planning Permission.

- (b) Delegating authority to the Town Clerk to spend the monies, in liaison with the Chairman of the Committee, within Standing Order and Financial regulations.

MIN. 36 – To RESOLVE the recommendation to note the minutes and actions from the Annual Allotment Holders Meeting and approve the Allotment Site Management Plan as presented.

7. Policy and Finance Committee, 12th November 2018 - **Minutes 28 - 40 resolutions;**

MIN. 33 – To RESOLVE the recommendation to recommend to Full Council for approval, the list of payments and receipts, and income and expenditure for the periods 1st August 2018 – 31st August 2018.

MIN. 34 – To RESOLVE the recommendations to Full Council the formal minute noting the report of the external auditor for the year ended 31st March 2018.

MIN. 35 – To RESOLVE the recommendation to adopt the Committee Timetable for the Council year 2019 - 2020.

MIN. 36 – To RESOLVE the recommendations to,

- a) Award a grant of £250 to 4SIGHT towards running costs to enable home visits to residents of Haywards Heath.
- b) Award a grant of £250 to St Catherine's Hospice towards running costs.
- c) Award a grant of £750 to St Peter and St James Hospice towards the capital costs of an Air Conditioning Unit for Beacon View Wellbeing Centre on condition that full project funding can be demonstrated to the Town Council.
- d) Award a grant of £250 to Revitalise towards the running costs of their respite holidays service.
- e) Award a grant of £500 to Haywards Heath Town Team towards the costs of the STEM project.

MIN. 37 – To RESOLVE the recommendation to, as of the 1st April 2019, that the following price rises for Council Services are implemented,

- (a) To increase cemetery fees for single burials by 3% and double depth by 3%.
- (b) To increase hiring charges to users of the Town Hall by 3%.
- (c) To increase allotment fees by 3%.
- (d) To increase wedding fees to £350.

MIN. 38 – To RESOLVE the recommendation to agree the revised Office Refurbishment project cost of £21,000 of which £16,412 plus a 10% contingency was included for the build out costs for the Closewall Ltd.

Committee Meeting: Full Council

Report of: Town Clerk

Date: 26th November 2018

Subject: Arrangements for Hurst Farm Section 106 Negotiations

Purpose of Report:

1. The purpose of this report is for Members to consider legal arrangements for a land transfer.

Summary:

2. Haywards Heath Town Council (the Council) is pursuing the transfer of land off Hurstwood Lane for use as a Country Park along with the development of a Cemetery and Allotments. This transfer will be included within or be the subsequence of the Section 106 agreement for the approved Outline Planning Permission for Hurst Farm.

Recommendation(s):

- a) **That delegated authority be given to the Town Clerk to enter into negotiations for a Section 106 agreement for Hurst Farm and any subsequent land transfer agreements, for land off Hurstwood Lane for which the Town Council intends the land to be used as a Country Park along with the development of a Cemetery and Allotments, under the scrutiny of the Chairman's Working Group with recommendation to Full Council for sign off.**
- b) **The Town Clerk also be given delegated authority to appoint legal representation to assist with the formulation and execution of the legal documentation when required.**

Background:

3. As Members are aware the Council has been pursuing, as per its Neighbourhood Plan and long-term policy, the transfer of land for use as a Country Park along with the development of a Cemetery and Allotments.
4. The aforementioned community facilities were approved in an Outline Planning permission for the development of Hurst Farm in early August 2018, which will see HHTC become party to the Section 106 agreement for the planning application. After patiently waiting there seems to be considerable movement with the Section 106 agreement in the past number of weeks with complex negotiations about to commence formally.
5. Most notably to the Council, during the negotiations, is the land it wishes to take ownership of and issues relating to the access road and associated parking for the community facilities and potential teachers/school parking drop offs. The negotiation will include WSCC, the Department for Education, most likely Lewes District Council and ESCC, MSDC planning department and legal team along with Crosstone who are leading of the S106 for the applicants.

6. As a result of the aforementioned, the Town Clerk feels it appropriate at this moment in time that a report is tabled to formally authorise him as the Proper Officer to the Council to enter negotiations for the S106 and any land transfer agreement and access arrangements as there is no authority for him to do so at the present time.
7. Subsequently, at the conclusion of the negotiations, if Members give such delegated authority the Town Clerk would assume that Full Council would want to see the final agreement to sign off. Therefore, this is recommended that this be undertaken via consideration, agreement and recommendation of the Chairman's Working Group.
8. Alternatively, the Council could give full delegation to negotiate and execute all legal agreements to the Town Clerk directly in liaison with the Chairman's Working group, but for transparency it is felt that the first process be the best way forward as per the recommendations of this report. This will ensure that the Council has the correct Governance in place for this major piece of work to secure new Community facilities for the future of the Town.

Financial Implications

9. The Environment and General Purposes Committee have already signed off the use of £82,500 for the progression of such shared ancillary facilities and directly to the development of the Cemetery.

Town Clerk

Committee Meeting: Full Council

Report of: Town Clerk
Date: 26th November 2018
Subject: Annual Town Meeting

Purpose of Report:

1. The purpose of this report is for Members to consider a change of date for a meeting.

Summary:

2. The Annual Town meeting held each year is not a formal Town Council meeting, but as the administrator of the Town, the Town Council has the power to organise, host and chair the meeting. The following report seeks authority to change the date of next years meeting from that set in the Town Council's committee timetable along with the associated effect on the Policy and Finance Committee to be held the same evening.

Recommendation(s):

- a) **That the date of the Annual Town Meeting 2019 be changed from Monday 29th April 2019 to Monday 11th March 2019 at 7.30pm.**
- b) **That the start time of the programmed meeting of Policy and Finance that evening be changed to 6pm.**

Background:

3. The date set at the present time for the Annual Town Meeting 2019, that being the 29th April 2019, is only three days before the Town Council elections with elections taking place the following Thursday 2nd May. As a result, the meeting falls within the purdah period so it is suggested that the meeting be taken out of the purdah period completely, which commences on Thursday 14th March 2019.
4. Where the Purdah period allows the Town Council to continue with its normal business, which the Town Meeting undoubtable is such, there is always a grey area about what can be can be communicated at the meeting during the Purdah period.
5. The Town Council has in the past held the Annual Town Meeting during the purdah period, which gave cause for concern because Town Council policy was being promoted, which is linked to one political party having control of the Town Council. Town/Parish Councils in their purest terms should not be political, but there is such a case here at HHTC, which can be interpreted in many ways thus giving opportunity for challenge to what is promoted, what questions can be asked and what answers can be given to third parties. This suggested change of date is fair to the Council and fair to third parties and will be a regularly moved to the month of March in any election year.
6. What is clear is that during the Purdah period, that the Town Council cannot promote the work of a political party/run Council nor the activities of an individual who is standing for election.

7. As a result, it recommends that the meeting is moved to Monday 11th March 2019.
8. This recommendation has taken into account programmed meetings of the Mid Sussex District Council during March, that the meeting is not able to be sensibly held in February and taking into account that the Town Council has a meeting every Monday in the month of March 2019. As a result of the aforementioned the Policy and Finance Committee is recommended to be still held on the same night with a limited agenda of important items at 6pm lasting for no more than one hour.

Financial Implications

9. None