

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

Minutes of the meeting held on Monday 15th May 2017

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

Apologies Absent***

Also present: Mrs N Wickremaratchi, Mrs L Knight and Mrs I Balls.

1. Council Prayer

Members stood for the Council prayer, which was read by the departing Town Mayor Cllr Sujan Wickremaratchi.

2. Election of Town Mayor for 2017/2018

The Town Clerk asked for nominations for the Town Mayor for the 2017/2018 Council year. There was one nomination for Town Mayor, which was duly seconded and without challenge;

Cllr James Knight was the duly declared Town Mayor for the Council year 2017/18.
Cllr Knight made his declaration of acceptance of office stating that it was a great honour and a privilege be Town Mayor for the ensuing Council year.

Cllr Wickremaratchi was then presented with a Haywards Heath Town Council shield and past Mayor's badge. Cllr Wickremaratchi was invited to speak and he thanked all those who supported him over his two years as Town Mayor with special thanks going to Cllr Knight, as Deputy Mayor, for his support, Maria Horne as his secretary and his family, including wife Nadeeka. Cllr Wickremaratchi also thanked groups and organisations in the Town, his fellow Councillors and all the residents of the Town. At the end of his address the Town Clerk added one last thanks from the Haywards Heath Women's Institute who Cllr Wickremaratchi had visited the week before.

Cllr Knight praised Cllr Wickremaratchi for his services to the Town and presented him with a House of Commons notepad as a present. At the same time the Town Clerk presented Nadeeka Wickremaratchi with flowers and in turn Nadeeka passed the Mayor's consort badge to Mrs Laksanaree Knight.

Before the new Town Mayor moved into formal business he congratulated Cllrs Mrs de-Meirre and Mrs Cheney on their recent election to the Town Council and welcomed them to their first Council meeting.

3. Apologies

None

4. Public Forum

Mrs Irene Balls, on behalf of the Haywards Heath Twinning Association, welcomed Cllr James Knight to his role as Town Mayor and hoped that the excellent relationship developed with the former Mayor Cllr Wickremaratchi would continue.

5. Appointment of Deputy Town Mayor for 2017/2018

There was one nomination for Deputy Town Mayor, which was duly seconded and without challenge;

Cllr Alastair McPherson was duly declared Deputy Town Mayor for the Council year 2017/18. Cllr McPherson signed his declaration of acceptance of office.

6. Appointment of the Leader of the Council for 2017/2018

There was one nomination for the Leader of the Council, which was duly seconded and without challenge;

Cllr Michael Pulfer was duly declared as the Leader of the Council for the year 2017/18.

7. Appointment of the Deputy Leader of the Council for 2017/2018

There was one nomination for Deputy Leader of the Council, which was duly seconded and without challenge;

Cllr Matthew Jeffers was duly declared as the Deputy Leader of the Council for the year 2017/18.

8. Committee membership for the 2017/2018

The following names were put forward and agreed for the Committee membership for the Council year 2017/18

(ii) Environment & General Purposes Committee

C. Cheney
R. Clarke
J. Dwight
S. Ellis
M. Jeffers
J. Knight
A. McPherson
H. Mundin

(ii) Planning Committee

C. Cheney
R. Clarke
J. Dwight
C. Laband
A. McPherson
H. Mundin
M. Pulfer

(iii) Policy & Finance Committee

J. Ash-Edwards
C. Ash-Edwards
A. Boutrup
R. de-Meirre
S. Hillier

C. Laband
M. Pulfer
S. Wickremaratchi

9. To confirm appointments of Committee Chairmen and Vice Chairmen for the Council year 2017/2018.

It was **RESOLVED** that the following Members were appointed as Committee Chairman and Vice Chairman for the Council year 2017/18. None of the posts were contested.

(i) Environment & General Purposes Committee

Chairman: M. Jeffers
Vice Chairman: S. Ellis

(ii) Planning Committee

Chairman: C. Laband
Vice Chairman: M. Pulfer

(iii) Policy & Finance Committee

Chairman: J. Ash-Edwards
Vice Chairman: S. Wickremaratchi

10. Membership of the Sub Committees/Working Groups:

It was **RESOLVED** that the following Members would serve on the following Sub Committee working groups for the Council year 2017/18.

(i) Haywards Heath in Bloom
S. Ellis

(ii) Editorial/Media/Website Working Party
C. Cheney, S. Ellis, J. Knight, C. Laband

(iii) Planning Working Group
H. Mundin, M. Pulfer, S. Hillier, A. McPherson, C. Laband

(iv) Staff Working Party
J. Knight, S. Wickremaratchi, J. Ash-Edwards, S. Ellis, M. Pulfer

(v) Chairman's Working Party
S. Wickremaratchi, J. Ash-Edwards, C. Laband, M. Jeffers, M. Pulfer

(vi) Parking, Roads and Town Environment
This working party was deleted by resolution of the Council.

(vii) Transport Partnership
M. Pulfer and R. Clarke

11. To confirm Council representatives on the following outside bodies:

It was **RESOLVED** that the following Members would be the representatives on the following outside bodies. None of the posts were contested.

(i) Citizens Advice Bureau
This position was deleted by resolution of the Council.

(ii) Mid Sussex Association of Local Councils
S. Wickremaratchi

- (iii) Mid Sussex Association of Town Councils
J. Ash-Edwards, M. Pulfer, C. Laband and R. Clarke
- (iv) Haywards Heath Twinning Association
S. Wickremaratchi
- (v) Blunts/Paiges Meadow Reserve
M. Jeffers and R. Clarke
- (vi) Scrase Valley Reserve
S. Hillier and C. Cheney
- (vii) Ashenground and Bolnore Woods Steering Group
A. Boutrup and A. McPherson
- (viii) Haywards Heath Community Partnership (Observer Role Only)
R. Clarke
- (ix) Haywards Heath Sports Forum
S. Hillier, R. Clarke and M. Jeffers
- (x) Gatwick Liaison Group
This position was deleted by resolution of the Council.
- (xi) Woodside Pavilion Management Committee
M. Jeffers
- (xii) Haywards Heath Business Association
S. Hillier
- (xiii) Haywards Heath Town Team
C. Laband
- (xiv) Northern Arc Liaison Group
M. Pulfer

12. Declarations of Interest.

None.

13. Minutes

The Minutes of the Meeting of the Council held on 20th March 2017, without comment, were taken as read, confirmed as true and duly signed by the Mayor.

14. Matters Arising

None.

15. Mayor's Engagements and Announcements.

Cllr James Knight, Town Mayor, outlined his vision for his Mayoral year and presented the Council's objectives, which would be updated upon at each meeting of the Council. These priorities would be based on seeking to deliver and/or progress the delivery of the seven priorities agreed in the 'Art of the Possible'.

- To consider, at the appropriate time, the future of the **Clair Hall site** in line with the Haywards Heath Neighbourhood Plan.
- The opportunity for the development of a **Country Park** on land located off Hurstwood, which also affords the opportunity to provide allotments and protect an ancient woodland.

- Haywards Heath, as the burial authority for the Town, requires a new **Cemetery**, which will also be provided on land identified off Hurstwood Lane.
- **HH Commercial Offer Document** – This document will act as a roadmap developed by the Town Council and stakeholders to ‘sell’ the Town with an aim to proactively engage new business to the town.
- To protect our **business estates and office space** to provide one high value job per home.
- **South Road shared space scheme** - to enhance and attract sustainable retail business to the vicinity of South Road, we require a delivery plan to make the Haywards Heath retail quarter into a destination that people want to return to again and again. South Road must be smartened-up and sympathetically enhanced
- Develop an **integrated road network** that will further enhance Haywards Heath and the villages beyond, creating an uplift in economic activity for the area.

And

- Improving interaction and relationships with principal authorities – three tier working Hurst Farm Development – Best in Class Development working with MSDC to deliver.
 - School, Cemetery, Country Park and Road Network (as per The Art of the Possible)
- Relaunch of Town Council Website and Social Media.
- Re-look at staff accommodation. Review of IT Systems including the implications of moving to the cloud and a review/procurement of existing IT services.
- An update on staff matters will be an exempt item on the Council agenda.
- Existing initiatives including the Highways Cluster and Community Warden.
- Planning for 100th Anniversary of World War 1 and the Town’s Victoria Cross commemorative tablet event in 2018, which would be led by Cllr Ellis through a working party.
- Promotion of the Bluebell Railway reaching Haywards Heath, which would be led by Cllr de-Meirre through a working party.

Cllr Knight concluded his address by announcing his Mayoral charity, which was to be Dame Vera Lynn Children’s Charity

16. To receive and consider adoption of the Minutes of the following Committees:

It was noted that in a change to normal procedure the Town Clerk would read out the minute numbers for Members to agree under the guidance of the Town Mayor.

- (i) **Planning Committee - MINS. 127 - 151**
The reception and adoption of the resolutions of the Planning Committees, dated 27th March 2017 - **Mins 127 – 134**, 18th April 2017 - **Mins 135 – 144** and 8th May 2017 – **Mins 145 – 151** were moved, seconded and agreed without discussion by Council.
- (ii) **Environment & General Purposes Committee – MINS 60 - 69.**
The reception and adoption of the resolutions of the Policy and Finance Committee 3rd April 2017 **Mins 60 - 69** were moved, seconded and agreed by Council.
- (ii) **Policy & Finance Committee - MINS. 68 - 79**
The reception and adoption of the resolutions of the Policy and Finance Committee 10th April 2017 **Mins 68 - 79** were moved, seconded and agreed by Council.

17. Standing Orders and Financial Regulations Annual Review.

Members noted the report of Council’s standing orders and wished to make no fundamental changes, but agreed to the following administrative updates;

- Removal of the Parking, Roads and Town Environment as agreed under minute 10.
- It was asked if thought could be given to the remit of the Media Working Group as it was envisaged it’s remit with grow. The Town Clerk stated that this would be decided outside of Full Council and if, agreed the matter would return to the next meeting, then,

Members **RESOLVED** to;

Adopt the Town Council Standing Orders and Financial Regulations as presented.

18. Code of Conduct

Members noted the report of the Clerk and without comment.

Members **RESOLVED** to;

Adopt the Councillor Code of Conduct as presented.

19. Town Council Signatories and Internal Auditing

Under this item Members were asked to consider the report tabled and:-

Members **RESOLVED** to **appoint Cllr Sujan Wickremaratchi as the Council's fourth Cheque signatory and note that the Mayor (Cllr Knight) and Deputy Mayor would sign off and audit the monthly bank reconciliation.**

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

The Town Clerk informed Members that he had been informed of the ill health of former Councillor David Bedding. Members were saddened to hear the news of his illness. Members recalled that David served the Town, along with his son Simon, as a Councillor with the remit of Chairing the Council's Planning Committee during the period of 2007-2011. The Council's thoughts were with David and his family at a very sad time.

21. Members RESOLVED to exclude the public and the press then the Policy & Finance Committee 10th April 2017 – EXEMPT MINUTE number 80 resolutions were moved, seconded and agreed by Council.

Meeting Closed at 8.12pm