

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

Minutes of the meeting held on Monday 14th May 2018

Councillors: Christopher Ash-Edwards
Jonathan Ash-Edwards
Anne Boutrup
Clare Cheney
Emma Clayton
Rod Clarke
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: Inspector Peter Dommett (part of meeting) to informally introduce himself to Members as the new Inspector for Haywards Heath.

1. Council Prayer

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

2. Election of Town Mayor for 2018/2019

The Town Clerk asked for nominations for the Town Mayor for the 2018/2019 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 2018/19. Cllr Knight made his declaration of acceptance of office. Cllr James Knight thanked his fellow Councillors for putting their trust in him for the next Council year as their Town Mayor and stated that it was a great honour and a privilege to do so for a second Council year.

3. Apologies

Cllr Michael Pulfer - Holiday

4. Public Forum

None

5. Appointment of Deputy Town Mayor for 2018/2019

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 2018/19. Cllr McPherson made his declaration of acceptance of office.

6. Appointment of the Leader of the Council for 2018/2019

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 2018/19.

7. Appointment of the Deputy Leader of the Council for 2018/2019

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 2018/19.

8. Committee membership for the 2018/2019

The following names were put forward and agreed for the Committee membership for the Council year 2018/19

(ii) Environment & General Purposes Committee

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

(ii) Planning Committee

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

This left two vacancies on the Planning Committee, which the Town Clerk asked to be filled, but no volunteers were forthcoming.

(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 2018/2019.

It was **RESOLVED** that the following Members were appointed as Committee Chairman and Vice Chairman for the Council year 2018/19. 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 2018/19.

- (i) Haywards Heath in Bloom
S. Ellis
- (ii) Editorial/Media/Website Working Party – **It was resolved to rename the working the Communications and IT Working Group.**
C. Cheney, S. Ellis, J. Knight, C. Laband, E. Clayton
- (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) Transport Partnership
M. Pulfer, S. Hillier and R. Clarke
- (vi) Chairman's Working Party
S. Wickremaratchi, J. Ash-Edwards, C. Laband, M. Jeffers, M. Pulfer
- (vii) 2018 Working Group
S. Ellis, R. de Mierre, J. Knight, R. Clarke
- (viii) Bluebell Railway Working Group
R. de Mierre, J. Knight, 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) Mid Sussex Association of Local Councils
M. Jeffers
- (ii) Mid Sussex Association of Town Councils
J. Ash-Edwards, M. Pulfer, C. Laband and R. Clarke
- (iii) Haywards Heath Twinning Association
S. Wickremaratchi
- (iv) Blunts/Paiges Meadow Reserve
M. Jeffers and S. Ellis
- (v) Scrase Valley Reserve
S. Hillier and C. Cheney
- (vi) Ashenground and Bolnore Woods Steering Group
A. Boutrup and A. McPherson

- (vii) Haywards Heath Community Partnership (Observer Role Only)
It was resolved to that this membership be returned to an officer role with the Community Liaison Officer being delegated the role.
- (viii) Haywards Heath Sports Forum
S. Hillier, R. Clarke and M. Jeffers
- (ix) Woodside Pavilion Management Committee
M. Jeffers
- (x) Haywards Heath Business Association
S. Hillier
- (xi) Haywards Heath Town Team
C. Laband
- (xii) Northern Arc Liaison Group
M. Pulfer

12. Declarations of Interest.

None.

13. Minutes

The Minutes of the Meeting of the Council held on 19th March 2018, 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.

The Town Mayor updated Members on four matters.

Mid Sussex Marathon Weekend – The Mayor had enjoyed attending the very successful Haywards Heath leg of the weekend, in which a record numbers of runners battled the heat to complete the 10-mile course. In addition, he praised and thanked Cllr Matthews Jeffers and Town Clerk for completing the run for his Mayoral Charity and announced that they had jointly raised over £600 for the Dame Vera Lynn's Children's Charity.

The Mayor announced that the French Twin Town of Bondues was to name a town square after Haywards Heath. It was noted that road signs were being produced to be sent over to be placed on the named road.

Commonwealth Canopy Tree Planting Scheme – it was noted that each MP had been given a tree by her Majesty the Queen. The Mayor was delighted to announce that Sir Nicholas Soames had asked the Town Clerk if it could be placed on Muster Green. Subsequently, the head groundsman had identified a spot and the tree would be planted in the Autumn.

Finally, it was noted that Cllr Sujan Wickremaratchi had been invited to the Queen's Garden Party on the 5th June 2018 for his service as Mayor to the Community. This invitation was made by the Chief Officer to West Sussex Association of Local Councils as the Association gets one invite per year with representatives from Councils from across the County being asked in turn

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. 120 - 135**

The reception and adoption of the resolutions of the Planning Committees, dated 26th March 2018 - **Mins 120 – 127** and 24th April 2018 - **Mins 128 – 135** were moved, seconded and agreed without discussion by Council.

- (ii) Environment & General Purposes Committee – **MINS 59 - 69.**
The reception and adoption of the resolutions of the Policy and Finance Committee 9th April 2018 **Mins 59 - 69** were moved, seconded and agreed by Council.
- (ii) Policy & Finance Committee - **MINS. 62 - 72**
The reception and adoption of the resolutions of the Policy and Finance Committee 16th April 2018 **Mins 62 - 72** 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 amendment to the terms of reference to the Communications and IT Working Group, which related to the omission of the working group having to report to Policy and Finance before Full Council - *'To formulate and recommend as appropriate change to/or adoption to the **Policy and Finance Committee for consideration and ratification by Council.***

Members **RESOLVED** to;

Adopt the Town Council's Standing Orders and Financial Regulations as presented with amended wording for the Terms of reference of the Communications and IT Working Group.

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 Priorities

Under this item Members considered the position of each of the priorities included the Council's 'Art of the Possible' policy document. Cllr McPherson made reference to each of the updates contained in the report of the Town Clerk, who he thanked for his background work on each matter, highlighting a very positive meeting with Mid Sussex District Council's Economic Development Team that he and the Town Clerk had attended on the Economic Strategy. It was also noted that a follow up meeting had been agreed in early summer. Members noted each update and agreed to each of the recommendations contained in the report, which set out whether to pursue or put into abatement the priority, apart from the final recommendation relating to a Shared Road Network scheme for the Town. It was moved that in the light of recent meetings held with West Sussex County Council highways officers with the Leader of the Council and the Cllr Hillier that the Shared Road Network priority be retained and not put into abatement on the grounds that the Town Council, in relation to approved and pending development in the Town, needed to keep on top of the matter by lobbying officers and politicians at County Hall. The motion was seconded therefore,

Members **RESOLVED** to,

Continue to progress the following Town Council priorities for the 2018/2019 Council year.

- a) **Development of a Country Park on land located off Hurstwood Lane.**

- b) Development of a Cemetery on land located off Hurstwood Lane.
- c) Haywards Heath Commercial Offer Document.
- d) Development of an integrated road network.
- e) South Road shared space scheme.

And leave the following in abatement

- a) Future of the Clair Hall site
- b) Business estates and office space protection (to be amalgamated with the Haywards Heath Commercial Offer Document).

20. Update from Working Groups

2018 Working Group – Cllr Ellis updated on the Mayor’s Gala Dinner, 30th June 2018, by stating that tickets were on sale and that Maria Horne the Mayor’s Secretary was doing a wonderful job in organising the event. Borde Hill was thanked for hosting the event and managing ticket sales. With regards to the VC winner event a meeting had been held to draft the order of service with the Reverend Ray Smith. It was noted that the service was being designed to be inclusive of all faith groups who had been invited to attend. Mention was also made of thoughts about a hard-standing area being introduced adjacent to the World War 1 side of the War Memorial. In relation to Town Day the Town Council was still waiting for advice from the RAF Falcons and the event was looking to be based on Sussex Food with a project plan being put in place to manage the event.

Bluebell Railway Working Group - Cllr de Mierre had no direct update but stated the Mid Sussex District Council Officers were meeting with Bluebell Railway representatives so there would be an update on the matter at the next Full Council.

Communications and IT Working Group – Cllr Clayton had no update, but the group was now at full Membership with a meeting planned for early June.

21. Designation of Muster Green as a Centenary Field in Trust

Members welcomed the recommendation to investigate the opportunity for Muster Green to obtain a Centenary Field in trust designation and looked forward to seeing a report

Members **RESOLVED**;

- f) To delegate authority to the Town Clerk to progress an application for a Centenary Fields in Trust designation for Muster Green.
- g) That the implications of Trust status to the Town Council be considered by the Environment and General Purposes Committee and subsequently Full Council.

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

None.

23. Members **RESOLVED** to exclude the public and the press then the Policy & Finance Committee 16th April 2018 – **EXEMPT MINUTE number 73 resolutions a and b** were moved, seconded and agreed by Council.

Meeting Closed at 8.24pm