



HAYWARDS HEATH TOWN COUNCIL

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11th March 2019

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 18th March 2019 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

AGENDA

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 28th January 2019.
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 11th February 2019
MINS. 122 - 130
 - b) Planning Committee held on the 4th March 2019
MINS. 131 - 138
 - c) Environment & General Purposes Committee held on the 4th February 2019
MINS. 52 - 64
 - d) Policy & Finance Committee held on the 11th March 2019
MINS. 51 - 61

9. Update upon '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.
 - 2019 Working Group.
 - Environment Working Group.
10. To consider any urgent items the Mayor has received under S.O 11.
11. To consider the exclusion of Public and Press.
12. 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 28th January 2019

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: None

61. Council Prayer

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

62. Public Forum

Mrs Sylvia Harris updated Members on the River Poppies project and how the 4000 left over poppies were going to be used to underpin a further project to tie in with the 75th Anniversary of D-Day landings this year. Members thanked Mrs Harris for her wonderful work and looked forward to seeing her latest project come to fruition.

63. Apologies

Clare Cheney – holiday.
Anne Boutrup – Ill Health

64. Declarations of Interest

None.

65. Minutes

The Minutes of the Council meeting held on the 26th November 2018 were taken as read, confirmed as a true record and duly signed by the Town Mayor.

66. Matters Arising

None.

67. Mayor's Engagements and Announcements.

The Town Mayor reported that he had attended a number of events during a very busy Christmas period. The Town Mayor thanked Cllrs Ellis, McPherson and Wickremaratchi for helping him by covering some of the events he could not attend. The Town Mayor made special mention of the Bentswood Christmas Party, which included the sharing of presents

donated to by residents including staff and Members to children who may not be as fortunate as most. A reminder of the Mayor's Charity Casino Night on the 12th April 2019, to be held at the Town Hall, was also made.

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

- (i) **Planning Committee - MINS. 87 - 121**
The reception and adoption of the resolutions of the Planning Committees, dated 19th November 2018 - **Mins 87 – 96**, 10th December 2018 - **Mins 97 – 105**, 2nd January 2019 - **Mins 106 – 113** and 21st January 2019 - **Mins 114 – 121** were moved, seconded and agreed by Council.
- (ii) **Environment and General Purposes Committee - MINS. 41 - 50**
The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 3rd December 2018 **Mins 41 - 51** were moved, seconded and agreed by Council.
- (iii) **Policy and Finance Committee - MINS. 41 - 50**
The reception and adoption of the resolutions of the Policy and Finance Committee dated 14th January 2019 **Mins 41 - 50** were moved, seconded and agreed by Council.

69. Town Council Priorities and Working Groups

The following updates were given,

- **Development of a Country Park on land located off Hurstwood Lane.**
The Town Clerk, reported that there had been little movement on the legal side of the project, but soil testing and water course testing had been completed. It was noted that the work was part of the due diligence being undertaken to ascertain whether the land was suitable for purchase and how potential water run flows below the ground could be managed.
The Leader of the Town Council added that after a site visit with the Town Clerk he has asked that the cost for a full Health and Safety audit of Asylum Wood be ascertained. Additionally, he had raised concerns about the definition of the boundary of the Asylum Wood and the houses being built off Greenhill Way and had asked that a quote be prepared to place a fence, which he felt should be presented to Mid Sussex District Council before the Town Council purchases the land.
- **Development of a Cemetery on land located off Hurstwood Lane.**
The Town Clerk, reported that this project was in the same position legally as the Country park.
- **Haywards Heath commercial offer document and business estates and office space protection.**
It was noted that the Business Improvement District specification for the scoping work would be shared with the Town Council.
- **South Road shared space scheme.**
No update.
- **Development of an integrated road network.**
No update.
- **Working Groups.**
 - **Bluebell Railway Working Party.**
Cllr de Mierre reported that discussions were going on with Mid Sussex District Council and a funding prospectus had been published. In addition, a planning application was being progressed and officers had walked the route of the proposed line.

- 2019 Working Group.
Cllr Ellis updated on the work of the group and thanked the Events and Community Officer for all her of hard work. It was noted that plans for the Spring Festival and Town Day were well underway.
- Environment Working Group
The Town Clerk in the absence of Cllr Cheney stated that in addition to the focus being upon an electric charging point at HHTC and the litter collecting campaign being launched in the Town Council Newsletter, work was ongoing ascertaining the travel habits of children and parent to school.

Members **NOTED** the updates.

70. 2019/2020 Budget

Members noted the budget as recommended and ratified the allocation of the forecasted, current year, underspend monies.

It was **RESOLVED** to,

ratify the recommendations of the Policy and Finance Committee dated 14th January 2019 and,

- a) **approve the 2019 - 2020 budget, with a 4.1% increase in the precept and a 2.5% increase in the amount payable by Council Tax payers. This equates to a precept of £608,025. This will represent an average Band D Council Tax of £50.92 p.a.**
- b) **approve the earmarking of the projected 2018/2019 underspend to the following reserve headings;**
 - a. **Western Road Cemetery - £3,854**
 - b. **Muster Green (Trees) - £1,750**
 - c. **Maintenance of Buildings and Grounds - £2,350**
 - d. **General Reserve - £10,234**

71. Membership of the National Association of Local Councils and Sussex Association of Local Councils

The Town Clerk presented his report and recommendation to renew the membership with both Associations. Members unanimously agreed that the Town Council needed to have both Associations for the benefit of the Council if required and there would be a need for training after the May 2019 elections. With this;

It was **RESOLVED** to,

Renew the Town Councils Membership of the National Association of Local Councils and Sussex Association of Local Councils for the 2019/20 Council year.

72. Bus Shelter Management by Clear Channel UK

The Town Clerk reported that he had been approached by Clear Channel as outlined in his report. On the basis of the contract and acknowledging that the Town Council had no ownership rights;

It was **RESOLVED** to,

Give the Town Clerk delegated authority to extend and execute the agreement with Clear Channel UK for the provision of bus shelters in Haywards Heath for a further 5 years.

73. Urgent Item

The Town Clerk announced that he had held an exploratory meeting with Mid Sussex District Council's Anti-Social Behaviour Officer and SWL Security, including the incumbent Community Warden, to discuss the widening of the Community Warden's powers in light of the consideration of adopting powers to enable the issuing of Community Protection Notices/Orders by a Mid Sussex District Council Scrutiny Committee the next evening. The Town Clerk stressed a decision could not be made by the Town Council and ultimately SWL Security would make the decision to use any powers, as the provider of the Community Warden Service, but the Town Clerk felt that this was a formality. However, the Town Clerk, whilst not pre-determining the decision to be taken the next evening asked if there were any concerns. Members welcomed the idea but there was an air of caution as it was acknowledged that the implementation of Orders/Notices would not be the answer to every problem, and needed to be managed appropriately along with the correct message through our public relations.

74. Members RESOLVED to enter into Exempt Business to receive a verbal update on staffing matters.

Meeting Closed at 8.30pm

Mayor's Engagements

24 January 2019 – 14 March 2019

On 24th January, the Mayor and the Town Clerk attended the AGM of the Haywards Heath U3A to give a presentation on the role of the Mayor and the Town Council to the attendees.

On 7th February, the Mayor attended the Town Day Planning Meeting along with Cllrs Ellis, de Mierre and Clarke.

On Saturday 2nd March, the Deputy Mayor and his wife attended the official opening of Haywards Heath Baptist Church's new building on Sussex Road.

On 11th March, the Mayor chaired the Annual Town Meeting for Haywards Heath, with guest speaker, Katy Bourne, Sussex Police and Crime Commissioner.

Committee Meeting: Full Council

Report of: Town Clerk

Date: 18th March 2019

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 11th February 2019 - **Minutes 122 – 130**, and 4th March 2019 - **Minutes 131 – 138**, Environment and General Purposes Committee held on the 4th February 2019 - **Minutes 52 - 64** and Policy & Finance Committee held on the 11th March 2019 - **Minutes 51 - 61**.

Recommendation(s):

Members are recommended to;

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

3. Planning Committee, 11th February 2019 - **Minutes 122 – 130 resolutions;**

Nothing to report other than the planning application comments.

4. Planning Committee, 4th March 2019 - **Minutes 131 – 138 resolutions;**

Nothing to report other than the planning application comments.

5. Environment & General Purposes Committee, 4th February 2019 - **Minutes 52 - 64 resolutions;**

MIN. 58 – To RESOLVE the recommendation to support the activities of the Mid Cycle Cycling Forum and appoint Cllrs Sandy Ellis and Alastair McPherson as representatives on the Forum.

MIN. 60 – To RESOLVE the recommendations to ratify the work of the 2019 Working Group and the change to the time of the finish of the event to 7.30pm.

MIN. 61 – To RESOLVE the recommendations to be a partner with the Town Team for their Town wide event in 2020, including the incorporation of Town Day into the event programme and that when appropriate the Events and Community Officer be involved in the organisation of the event under the guidance of the 2020 working group.

MIN. 62 – To RESOLVE the recommendations to support, in principle, the lighting of Haywards Heath War Memorial and delegate the expenditure of monies to the maximum of £3,000 to the Town Clerk in liaison with the Chairman and Vice Chairman to undertake the works.

6. Policy and Finance Committee, Policy & Finance Committee held on the 11th March 2019 - **Minutes 51 – 61 resolutions;**

MIN. 56 – 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 December 2018 – 31st January 2019.

MIN. 57 – To RESOLVE the recommendations to award,

- a) A grant of £500 to the Impact Foundation towards the cost of one to one cooking sessions in Haywards Heath.
- b) A grant of £750 to St Francis Bowls Club towards building and equipping a toilet block with disability access, with the follow conditions;
 - a. That full project funding be demonstrated before release of funds.
 - b. Demonstration that, if required, planning permission or building regulations are obtained.
 - c. That the final decision be delegated to the Town Clerk and Chairman on further investigations into the exact build and costs and the association of the Bowls Club to Sports and Social Club.
- c) A grant of £500 to the Family Support Network towards purchasing toys (Lego) to support weekly therapy sessions.
- d) A grant of £750 to the Albemarle Centre to assist with set up costs for Duke of Edinburgh Award scheme courses.

MIN. 58 – To RESOLVE the recommendations to adopt the Internal Auditor's Interim report 2018/2019.

MIN. 59 – To RESOLVE the recommendation to adopt the Town Council's Financial Risk Assessment for 2019.

Town Clerk