

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

Minutes of the meeting held on Monday 27th November 2017

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: Kieran Amos (West Sussex Assistant Chief Fire Officer), and Phil Maynard (Station Manager at Haywards Heath) and Mr Micheal Bright, Mrs Lesley Bright and Ms Sylvia Harris. (All for part of meeting)

Before the meeting commenced a presentation was made by;

- 1) Mr Mike Bright on the CCG Locality Group – Pilot project for extended access clinics. As attached as appendix 1.
- 2) Mr Kieran Amos regarding the West Sussex Fire Service. Please see website or the presentation is available on request.

At the conclusion of the two presentations the Mayor welcomed Cllr Emma Clayton to her first Full Council Meeting and congratulated on her appointment to the Town Council. The Mayor then opened the meeting of Full Council formally.

50. Council Prayer

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

51. Public Forum

None.

52. Apologies

Anne Boutrup – Ill Health.

52. Declarations of Interest

None.

53. Minutes

The Minutes of the Council Meeting held on 25th September 2017 were taken as read, confirmed as a true record and duly signed by the Mayor.

54. Matters Arising

None.

55. Mayor's Engagements and Announcements.

For the avoidance of doubt the Town Mayor reminded the Town Council of the Art of the Possible Priorities outlined under item 9 of the agenda and operational priorities that both officers and Councillors were working to within the next two Council years and in the long term. The operational priorities are as follows;

- *Office Environment Changes Review.*
- *Information Technology Review.*
- *Financial Services Review.*
- *Existing initiatives including the Highways Cluster and Community Warden.*
- *Inward Investment Function Officer/Company.*
- *Introduction of Card Payment Machine/Online.*
- *General Data Protection Act Compliance.*

The Town Mayor made special mention of his attendance at the Town Council organised Remembrance Sunday and the Schools' Remembrance Services. The Mayor and Councillors thanked the Town Clerk and his staff for organising the events, which had received high praise from the local MP and the Queens representative. The Town Clerk added that special thanks should go to Mrs Hewett who organised both events. It was also noted, which was not mentioned in the Mayors engagements listings, that Cllr Jeffers (Chairman of the Environment and General Purposes Committee) and his family hosted the Best Kept Garden and Allotment Competition along with Cllr Ellis.

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

- (i) Planning Committee - **MINS. 52 – 78.**
The reception and adoption of the resolutions of the Planning Committees, dated 9th October 2017 - **Mins 52 – 61**, 30th October 2017 – **Mins 62 – 69** and 13th November 2017 - **Mins 70 – 78** were moved, seconded and agreed by Council.
- (ii) Environment & General Purposes Committee - **MINS. 25 - 34**
The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 16th October 2017 **Mins 25 - 34** were moved, seconded and agreed by Council.
- (iii) Policy & Finance Committee - **MINS. 26 - 41**
The reception and adoption of the resolutions of the Policy and Finance Committee dated 20th November 2017 Mins **26 – 41** were moved, seconded and agreed by Council.

57. Town Council Priorities and Working Groups

The following updates were given,

- **Future of the Clair Hall site.**
There was no update on this priority. As an aside Cllr Ellis thanked Mid Sussex District Council for the resurfacing of the Car Park.
- **Development of a Country Park on land located off Hurstwood Lane.**
Cllr Jeffers confirmed that the project was still moving forward albeit slowly. The Town Clerk added that he was in the process of ascertaining the cost for an independent review of the ancient woodland and the forecasted revenue costs associated for the Country Park. Members were also informed that Mid Sussex District Council were being asked to look at putting fencing up between the development off Greenhill Way and Asylum Wood.
- **Development of a Cemetery on land located off Hurstwood Lane.**
Cllr Jeffers stated that the project was in the same position as the Country Park above.

- **HH Commercial Offer Document and Business estates and office space protection.**
Cllr McPherson updated that the work was heading towards an investment prospectus and the Haywards Heath Future Group was to meet to discuss the matter further with a view to liaising with Mid Sussex District Council.
- **South Road shared space scheme.**
Cllr McPherson updated that the physical placement of planters for the proposed trees on South Road project was being reviewed, but the legal and background work with West Sussex County Council was near to being completed. The Town Clerk stressed that the West Sussex County Council sign off was subject to consultation with all of the businesses/shops on South Road
- **Development of an integrated road network.**
Cllr Hillier stated that there, frustratingly, was no update on the matter as the West Sussex County did not have funds or resources to support the matter at the present time.
- **Working Groups.**
 - Bluebell Railway Working Party.
Cllr de Mierre reported that there had been a visit to meet the Directors of the Bluebell Rail was to discuss the Bluebell Railways reaching Haywards Heath. It was noted that the project was 60% complete and in the near future senior Members at Mid Sussex District Council were to be met with.
 - **2018 Working Group.**
Cllr Ellis updated on the four events under the remit of the working group,
 - 1) 25th Year Bondues and 20th Year Traunstein Anniversaries – it was noted that a major gold sponsor had been secured for the event and work was progressing to secure silver sponsors and to secure tickets sales.
 - 2) Arthur George Knight VC winner stone – 2nd September 2018 – a listed building application had been submitted by the Town Clerk so the stone and a complementary stone from the Town Council could be placed. Also, a meeting had been held with British Legion representatives with a view to a further meeting to agree the format of the service in January. Finally, it was announced that a Maple Tree was to be placed on Muster Green to link in with the Canadian heritage of the VC Winner.
 - 3) 100th year of the RAF – 8th September 2018 within Town Day. It was noted that plans were being progressed, but the Town Council had not heard back from the RAF Falcons. Cllr Jeffers updated that a letter of support from the Rt Hon Sir Nicholas Soames was in the proposes of being signed and he apologised for length of time it had taken to source the letter.
 - 4) 100th Year Commemoration of WW1 – 11th November 2018 no update on this project.

Members **NOTED** the updates.

58. Haywards Heath Horticultural Society – WW1 Poppies Project on Muster Green

Ms Sylvia Harris presented to Members, in addition to the report of the Town Clerk outlining the project, an example of the material poppies that were proposed to be placed around the Town and most significantly on Muster Green. Ms Harris explained it was intended that around 10,000 were to be produced. Members were fully supportive of the request and welcomed the initiative and then,

Member **RESOLVED** to;

Support the Haywards Heath Horticultural Society WW1 Poppies Project and give permission for the placement of the Poppies on Muster Green

59. Committee and Working Group Membership

Without comment;

Member **RESOLVED** to;

(a) Appoint Councillor Emma Clayton to the Environment and General Purposes Committee.

(b) Appoint Councillor Emma Clayton to the IT/Social Media Editorial/Website Working Group.

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

None.

61. Members RESOLVED to enter into Exempt Business and exclude the Public and Press to consider exempt business.

62. The exempt Minute 49 of the Council Meeting held on 25th September 2017 was taken as read, confirmed as a true record and duly signed by the Mayor.

Meeting Closed at 8.48pm

Briefing Paper - Locality Group

Pilot project for Extended access Clinics

Introduction:

The seven practices in the Haywards Heath Locality Group are planning to take part in a **pilot project** cover the registered population of approximately 65,000 patients. This is due to a growing demand for services on all of the practices in our Locality. It is hoped this pilot may work towards the requirements by Government for 2019.

Proposed Pilot Project service model:

The practices in Haywards Heath will be delivering an additional access hub providing additional appointments which are available for patients of those practices from Monday to Friday. The clinic will be aimed at patients who do not have complex long term conditions and who are unlikely to need any onward referral or diagnostics.

Improved outcomes and benefits:

The additional capacity would support the practices in the management of the increasing demand for 'urgent on the day' appointments. The additional access clinic will be aimed at patients who need urgent access to primary care who need to be seen on the same day for issues that can be resolved in one visit. The service shows it has the potential to reduce the number of attendances at A&E during GP opening hours.

Governance

Dolphins Surgery will be the lead practice and will take responsibility for holding the finances for the project.

Communication & Engagement:

Practices are working on plans to communicate the availability of these additional appointments to their respective populations; this includes making the issue of consent explicit in the practice. and on practice websites. Patient satisfaction will to be monitored through GP Patient Survey Data when available. They are working with key partners such as representatives from the patient participation groups (PPGs) of the practices to support effective messaging around the implementation of this service to our practice population when appropriate. Patient satisfaction results at the end of the pilot process will be reported at a later stage.