



HAYWARDS HEATH TOWN COUNCIL

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13th March 2018

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 19th March 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

At 7.30pm before the meeting opens formally a presentation will be given by representatives of the Town Mayor's Chariry, the Dame Vera Lynn Children's Charity.

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 29th January 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 12th February 2018
MINS. 103 - 111
 - b) Planning Committee held on the 5th March 2018
MINS. 112 - 119

Cont.....

d) Environment & General Purposes Committee held on the 5th March 2018
MINS. 47 - 57

e) Policy & Finance Committee held on the 12th March 2018
MINS. 52 - 62

9. Update upon 'Town Council Priorities' through the 'Art of the Possible' document and working groups.

- Future of the Clair Hall site.
- 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.
- Business estates and office space protection.
- South Road shared space scheme.
- Development of an integrated road network.

- Working Groups.
 - Bluebell Railway Working Party.
 - 2018 Working Group.
 - IT/Social Media/Editorial/Website 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. To resolve the exempt resolution of the Environment and General Purposes Committee dated the 5th March 2018.

13. 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 29th January 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: Roy Preston and three representatives from Beech Hurst Miniature Railway - (All for part of meeting).

Before the meeting commenced a presentation was made by Mr Roy Preston on the plans for a Beech Hurst Miniature Railway Learning Centre.

64. Council Prayer

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

65. Public Forum

None.

66. Apologies

S. Wickremaratchi – Holiday.

C. Laband – Holiday.

67. Declarations of Interest

Cllr S. Hillier declared a personal interest in matters relating to West Sussex County Council in his role as a West Sussex Cabinet Member.

68. Minutes

The Minutes of the Council Meeting held on 27th November 2017 were taken as read, confirmed as a true record and duly signed by the Mayor.

69. Matters Arising

None.

70. Mayor's Engagements and Announcements.

The Town Mayor mentioned two events that he had attended. Firstly, the Mayor mentioned a visit to the Bentswood Christmas party, which was very well organised and the Mayor was pleased to see the Community coming together and sharing gifts. Secondly, mention was made of the Franklands Ward litter pick, which was a great success despite the inclement weather.

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

- (i) **Planning Committee - MINS. 79 – 102.**
The reception and adoption of the resolutions of the Planning Committees, dated 4th December 2017 - **Mins 79 – 86**, 3rd January 2018 – **Mins 87 – 94** and 22nd January 2018 - **Mins 95 – 102** were moved, seconded and agreed by Council.
- (ii) **Environment & General Purposes Committee - MINS. 35 - 46**
The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 11th December 2017 **Mins 35 - 46** were moved, seconded and agreed by Council.
- (iii) **Policy & Finance Committee - MINS. 41 - 52**
The reception and adoption of the resolutions of the Policy and Finance Committee dated 15th January 2018 **Mins 41 - 52** were moved, seconded and agreed by Council. Under minute 48(c) it was noted that the grant had been awarded to Mid Downs Radio on further advice and that under 48(d) a grant to Mid Sussex Choir had been declined on the further information gained, which did not demonstrate a satisfactory level of community involvement.

72. Town Council Priorities and Working Groups

The following updates were given,

- **Future of the Clair Hall site** - there was no update on this priority.
- **Development of a Country Park on land located off Hurstwood Lane.**
Cllr M. Jeffers announced that quotes had been received from the Town Council's consultants on the costs to undertake an audit on the condition of the Ancient Woodland. This work was to coincide with the development of a costed revenue plan for the Country Park.
- **Development of a Cemetery on land located off Hurstwood Lane.**
Cllr M. 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 A. McPherson updated that a comprehensive response had been made to the Mid Sussex District Council Economic Development Strategy via the Planning Working Group. Furthermore, it was noted that Cllr A. McPherson and the Town Clerk were to meet with MSDC Economic Development officers and the Cabinet Member on the 7th March 2018.
- **South Road shared space scheme.**
Cllr A. McPherson updated that the project had progressed and apart from agreement on the type of trees to be placed, which was imminent in liaison with Mr Alan Colgate (SEiB Member and Town Tree Warden, that everything was in place to physically place and plant the trees. The next step was a consultation, which would commence on the 1st February 2018 with every shop/business in South Road receiving a hand delivered letter along with a personal visit from Cllr A. McPherson. The Town Clerk added that a grant application for £10,000 had been submitted to Mid Sussex District Council.
- **Development of an integrated road network** – no update on the matter,

Working Groups.

- Bluebell Railway Working Party. - Cllr de Mierre reported that there was to be a meeting with Mid Sussex District Council's Leader and Deputy Leader to update

them on the desire of the Town Council to get the Bluebell to reach Haywards Heath, update them on discussions with the Bluebell Railway management and to ask for support and financial assistance.

○ **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 the event had secured enough money to be viable and that invitations were to be sent out.
- 2) Arthur George Knight VC winner stone – 2nd September 2018 – it was noted that listed building consent to make changes to the War Memorial, so to accommodate the stone, had been approved and the contractors undertaking the works have been instructed to place the stone along with a bespoke stone from the Town Council. A meeting with partners was to be held on Thursday 1st February 2018 and a further meeting with Rev Ray Smith was being organised so that the order of service could be agreed. It was also noted that a grant application had been submitted to Mid Sussex District Council to assist the financing of the logistics for the event.
- 3) 100th year of the RAF – 8th September 2018 within Town Day - it was noted that the Town Council was still awaiting a response from the RAF Falcons.
- 4) 100th Year Commemoration of WW1 – 11th November 2018 no update on this project.

Members **NOTED** the updates.

73. Town Council Budget 2018/2019

Members had before them the 2018/2019 budget for the Town Council. Members were supportive of the budget and associated percentage rise in Council Tax as it would help the Town Council undertake a number of projects that would benefit the residents of Haywards Heath. Cllr Pulfer, as Leader of the Town Council addressed Full Council and highlighted the benefits that ratepayers were to receive from the 2018/2019 budget. These benefits included the Community Warden initiative, the South Road trees project, the updating of the office accommodation and increase in Town Council events. As a word of caution, Cllr Pulfer warned that there would be further service cuts by principal authorities in the 2018/2019 year, which will leave the Town Council having to either step in or leave matters to the responsible Councils. It was finally noted that the proposed budget enabled ratepayers to obtain all of the benefits and services outlined in the budget (existing and new) for an additional 8p per week. Cllr Pulfer then commended the budget to councillors to accept and it was then unanimously agreed that;

Member **RESOLVED** to;

Ratify the recommendations of the Policy and Finance Committee dated 15th January 2018 and,

- (a) approve the 2018 - 2019 budget as presented, with an 11% increase in the precept and a 9% increase in the amount payable by Council Tax payers equating to a precept of £584.226, and an average Band D Council Tax of £49.68 p.a.**

74. Motion from Cllr James Knight requesting Town Council support for an initiative to trial a shared space scheme for South Road.

Cllr Knight presented his motion, which was duly seconded. This led to debate with the following matters being raised,

- 1) Length of the trial period and what days of the week South Road would be shut.

- 2) The views and potential effect on the businesses along South Road needed to be sought.
- 3) How buses would be accommodated taking into account that the closure would affect the town's main bus route and indeed taxi's.
- 4) Where the displaced traffic would go off the B2272. It did not seem sensible to send the volume of traffic down Haywards Road and potentially Gower Road.

The Town Clerk responded by stating that all of these matters were part of the investigations that would need to take place as part of any proposal to West Sussex County Council. To this end, a professional road management company would be engaged to look at the road diversion and West Sussex County Council officers liaised with. Furthermore, as a shared space scheme, examples such as Worthing where buses and pedestrians mix would be looked into. Cllr Knight also stated that to move the project into the remit of the County Council Local Committee Chairman there needed to be formal support from the Town Council for the project. It was then recommended that as part of this work that a clear business case be put forward to outline the viability and economic benefit to the Town. This would then be backed up by a clear success criteria. Taking all of the debate into account and moving to a conclusion an amendment to the motion was moved that the words,

'if found to be viable duly implement the project' be changed to 'report back to Council'.

This was seconded and then put to Members who unanimously;

RESOLVED the amended motion;

Haywards Heath Town Council supports and lobbies West Sussex County Council to support a proposal to close off South Road from Haywards Road to the Sussex Road Roundabout on weekends for a trial period, with a view to a long-term closure so to open up South Road to pedestrians and serve better linkage to shops and businesses in the Town Centre.

To support this motion and its resolution Haywards Heath Town Council is also asked, under delegated authority, to allow officers to approach and work with West Sussex County Council to research the viability of the project in the first instance and report back to Council. In addition, Haywards Heath Town Council, via the Town Mayor and Leader of the Council, is also authorised to lobby the Mid Sussex South County Local Committee Members and Haywards Heath Divisional Members.

75. Motion from Cllr Sandy Ellis in relation to the damage to grass verges in Haywards Heath.

Cllr Ellis presented her motion, which was duly seconded. This led to debate with the following matters being raised. It was felt that there also needed to be education on the matter as it would be difficult for the Town Council to chase down the individual/companies who do the damage and indeed get them to pay for repairs etc. This would be along the same lines as the pavements are for people campaign. It was also felt that an article should go in the Town Council's Newsletter. Matter then turned to this Town Council's ability to repair at no cost the verges and it would be managed. At this point the following additional paragraph was moved to be added to the motion which was seconded.

That the Town Council investigates the possibility with West Sussex County Council of charging third parties for damage to grass verges and undertaking works post the 30th June 2018. These repairs would be at no cost to HHTC and there would need to be the development of a legal agreement with West Sussex County Council to undertake such works and review of groundstaff resources'

This was seconded and then put to Members who unanimously agreed to a revised motion and;

RESOLVED the amended motion;

‘An investigation is looked into finding some form of legalisation to control the damages to the town’s green verges and open spaces. This behaviour by car users is costing the Town Council vast amounts of money and man power in repairing this unsightly damage and is causing damage to the environment and our wildlife. The residents of this town are very unhappy that this is not being addressed. I have written to our MP Sir Nicholas Soames and have various examples throughout the town to support an evidence base. Both local residents and businesses have supplied funding for previous repairs but this has been ineffective as we have no way of controlling this destructive behaviour and damage continues.

That the Town Council investigates the possibility with West Sussex County Council of charging third parties for damage to grass verges and undertaking works post the 30th June 2018. These repairs would be at no cost to HHTC and there would need to be the development of a legal agreement with West Sussex County Council to undertake such works and review of groundstaff resources’

76. General Data Protection Regulations (GDPR) – Data Protection Officer

Members noted two inaccuracies in the report, which the Town Clerk apologised for and explained. In relation to these it was noted that the Data Protection Act (and GDPR) was in place and the Bill mentioned, which was being read in Parliament, will come into effect once Britain leaves the European Union. Members then noted the background to the position recommended, including the conflicting information being presented by the National Association of Local Council’s and the Society of Local Council Clerks and then;

Members **RESOLVED** to

- a) **That the Town Clerk cannot be the Data Protection Officer.**
- b) **Authorise, by delegated authority, the Town Clerk to appoint a Data Protection Officer whether it be Mid Sussex District Council or a body that is recommended by the Sussex Association of Local Councils.**
- c) **Agree that the Town Council as a collective be registered as the Data Controller with the Information Commissioner Office.**

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

Cllr E. Clayton updated on the actions of the IT/Social Media/Editorial/Website Working Group held 22nd January 2018. It was noted that the following matters were being undertaken and would be returned into the Committee process at the appropriate time.

- 1) A policy would be developed on how Town Council social media is shared and used by individual Members of the Council.
- 2) A Mailchimp consultation would be sent out via social media to ascertain what information people want to receive from the Town Council.
- 3) That there would an opportunity for Members and staff training on the use of social media.

It was asked formally by Cllr A. Boutrup, for the sake of clarification, that any policies and actions on the matter would go to the Policy and Finance Committee. The Clerk confirmed this was correct and the Leader of the Council then commended Cllr E. Clayton for her work to date.

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

79. The exempt Minutes 62 and 63 of the Council Meeting held on 27th November 2017 were taken as read, confirmed as a true record and duly signed by the Mayor.

Meeting Closed at 9.04pm

Mayor's Engagements

20 Jan 2018 – 14 Mar 2018

On Saturday 20th January, the Mayor took part in the Franklands Community Litter Pick.

On Tuesday 30th January, the Mayor officially opened the second Memory Moments café in Haywards Heath at St Richards Church. The CLO attended with the Mayor to join in the activities and games with the visitors to the cafe.

On Saturday 3rd February, the Mayor and his wife attended the Fox and Hounds pub in Haywards Heath where the Mayor officially opened and pulled the first pint of the refurbished pub.

On Tuesday 6th February, the Mayor attended a Twinning Gala Update meeting with Borde Hill Garden at the Town Hall.

The Mayor was on annual leave from 12th February to the 6th March 2018.

On Saturday 10th March, the Mayor and his fellow HHTC Councillors took part in the Ashenground and Bolnore Woods Litter Pick.

On the evening of Saturday 10th March, the Mayor and the Deputy Mayor attended the Twinning Association AGM at the Town Hall.

Committee Meeting: Full Council

Report of: Town Clerk

Date: 19th March 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 12th February 2018 - **Minutes 103 – 111** and 5th March 2018 - **Minutes 112 - 119**, (re-arranged from 26th February 2018) Environment & General Purposes Committee – 5th March 2018 - **Minutes 47 - 57** and Policy & Finance Committee held on the 12th March 2018 - **Minutes 52 - 62**.

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, 12th February 2018 - **Minutes 103 – 111 resolutions;**

MIN. 110 – To RESOLVE the recommendation to support the installation of a Signal-Controlled Pedestrian Crossing on Isaacs Lane with the following narrative.

However, they were concerned that this positive outcome for pedestrians would have a negative impact on traffic flows at the roundabout to the north of the crossing, i.e. where the A272 met the B2272. During the rush hour, the crossing would inevitably hold up southbound traffic on Isaacs Lane to the extent that it would back up to the roundabout and would result in vehicles joining the roundabout without having a clear exit. This would worsen congestion at a key pinch point on the local highway network and would undermine the performance of the relief road.

As a measure to mitigate the situation, it was agreed to ask for the road surface of the circumference of the roundabout to be marked with yellow hatching in an endeavour to prohibit vehicles from joining the roundabout unless their exit was clear. It was further agreed that an appropriate response to the consultation would be formulated by the Chairman, Vice Chairman and Responsible Financial Officer and submitted to WSCC by the deadline of 14 February 2018.

4. Planning Committee, 5th March 2018 - **Minutes 112 – 119 resolutions;**

Nothing to report.

5. Environment & General Purposes Committee, (re-arranged from 26th February 2018) 5th March 2018 - **Minutes 47 - 57 resolutions;**

MIN. 52 – To RESOLVE the recommendation to adopt the 2018/2019 Muster Green Management Plan

MIN. 53 – To RESOLVE the recommendations that;

- a) The Welcome to Haywards Heath signs include the two Towns (Bondues and Traunstein) Twinned with Haywards Heath and that the signs be on a blue background.
- b) The Town Clerk investigate the wording of Bavaria or Germany with Traunstein representatives.
- c) The Clerk be given full delegated authority to agree final design and sign off the legalities for placement.

MIN. 54 – To RESOLVE the to authorise the CLO to research the 'Plastic-Free' scheme for Haywards Heath.

6. Policy and Finance Committee, 15th January 2018 - **Minutes 52 – 62 resolutions;**

MIN. 57 – 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 2017 – 31st January 2018.

MIN. 58 – To RESOLVE the recommendation to award;

- a) A grant of £750 to Haywards Heath Town CIC towards equipment to deliver the STEM challenge competition in Haywards Heath.
- b) A grant of £250 to Shabash Cricketers UK towards a community event to raise awareness of the organisation.
- c) A grant of £500 to Haywards Heath Twinning Association towards a contribution towards an art project to create wall hangings for Haywards Heath, Bondues and Traistein Town Halls.
- d) A grant of £250 to West Sussex Mediation Service towards running costs.

MIN. 59 – To RESOLVE the recommendation to adopt the mid-year report of the Internal Auditor.

MIN. 60 – To RESOLVE the recommendation to adopt the staff and councillors allowance and expense policy,