



**HAYWARDS HEATH
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West
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21st September 2021

To all Councillors,

Dear Councillor,

You are hereby summoned to attend a **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 27^d September 2021** at the Town Hall in the Council Chamber. 40 Boltro Road commencing at **7.30pm** when the following business will be transacted.

Yours sincerely
Steve Trice
Town Clerk

A G E N D A

1. Town Council Prayer
2. To note any apologies for absence.
3. 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.*
4. To confirm the Minutes of the Extraordinary Meeting of the Council held on 2nd September 2021. **(pages 3 - 5)**
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To dispose of any business outstanding from the last meeting.
7. To note the Mayoral Engagements and any announcements. **(page 6)**
8. To receive and consider and adopt the decisions of the following Committees, held as advisory groups between the 6th May 2021 and 31st August 2021, which were made and actioned by the Town Clerk/Deputy Town Clerk under delegated authority due to the removal of the ability to legal hold meeting remotely. - **(pages 7 - 8)**
 - a) Planning Advisory Group held on the 17th May 2021
MINS. 1 – 8 - Under delegation to Deputy Town Clerk
 - b) Planning Advisory Group held on the 7th June 2021
MINS. 9 – 17 - Under delegation to Deputy Town Clerk
 - c) Planning Advisory Group held on the 28th June 2021
MINS. 18 – 26 - Under delegation to Deputy Town Clerk

- d) Planning Advisory Group held on the 19th July 2021
MINS. 27 – 34 - Under delegation to Deputy Town Clerk
 - e) Planning Advisory Group held on the 9th August 2021
MINS. 35 – 42 - Under delegation to Deputy Town Clerk
 - f) Planning Advisory Group held on the 31st August 2021
MINS. 43 – 50 - Under delegation to Deputy Town Clerk
 - g) Environment and General Purposes Advisory Group held on the 24th August 2021.
MINS 1 – 9 - Under delegation to the Town Clerk
9. To receive and consider and adopt the Resolutions of the following Committees, which have been held physically since the 6th May 2021. **(pages 9 - 10)**
- a) Planning Committee held on the 20th September 2021
MINS. 51 – 57
 - b) Policy and Finance Committee 21st June 2021
MINS. 1 – 15
 - c) Policy and Finance Committee 13th September 2021
MINS. 17 – 27
10. To consider a consultation on the Electoral Review of Mid Sussex District Council and the implications for the Town Council. **(pages 11 - 13)**
11. To agree arrangements for the Town Council to access funding from the Governments 'Welcome Back Fund' via Mid Sussex District Council. **(pages 14 – 15)**
12. To consider any urgent items the Mayor has received.
13. To consider the exclusion of Public and Press to receive and consider and adopt to the resolution of;
- a) Policy and Finance Committee 21st June 2021 - **MIN. 16**

*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.*

Town Mayor Cllr Howard Mundin

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

EXTRAORDINARY MEETING OF HAYWARDS HEATH TOWN COUNCIL

Minutes of the Extraordinary meeting held on 2nd September 2021

**Councillors: Christopher Ash-Edwards
Richard Bates
Clare Cheney
Rachel Cromie
Sandy Ellis
Christopher Evans
Howard Mundin
Stephanie Inglesfield
Matthew Jeffers
James Knight
Clive Laband
Jack Langley
Alastair McPherson
Richard Nicholson *
Mike Pulfer
Sujan Wickremaratchi ****

Apologies Absent***

Also, present: Town Clerk and three residents.

Before the meeting commenced the Town Mayor welcomed everyone back to the Council Chamber for the first physical meeting of the Town Council since March 2020.

22. Council Prayer

The Town Council prayer, which was read by the Town Mayor Howard Mundin.

23. Apologies

Sujan Wickremaratchi – holiday.

24. Public Forum

Mr Bright made representation on the matter of Clair Hall in the form of a proposal, which he asked for the Town Council to support. It was acknowledged that the proposal had been circulated that day so he did not expect a response to his representation at the meeting. The basis of the proposal was,

- To keep Clair Hall open on a 'meanwhile' basis, after the current NHS use, with preparation of a business plan by MSDC while long-term planning takes place.
- Based on the fact that in July 2020 the Government prohibited the closure of performing arts centres, offering grants to such venues to keep them open, and these grants were still available. MSDC's 14th September 2020 report on Clair Hall already contains the following preliminary business plan elements as a starting point.

- The Arts Council has reported that there is under-provision of performing arts facilities in Mid Sussex, so Haywards Heath cannot afford to lose Clair Hall for even a short time.
- It was stated that contrary to statements made by some Councillors, there is no large equivalent to Clair Hall in HH or the surrounding area, and venues for smaller events are also mostly dated - and in the meantime the population continues to grow.
- In the light of Covid-related costs which the community will have to fund over many years, the building should now be minimally refurbished under the 'Meanwhile' principle, while we all discuss ideas, plans and funding for a proper replacement in the same location. The community deserves this.

As a response it was asked that all Town and MSDC Councillors to support the plea for Clair Hall to remain open (after the current NHS use) under these above suggested conditions. The Town Mayor thanked Mr Bright and state that a response would be forthcoming.

25. Minutes

The Minutes of the Annual Meeting of the Council held on 5th May 2021 were taken as read, confirmed as a true record and duly signed by the Mayor.

26. Declarations of Interest

Cllrs Bates, Cromie. Ellis, Knight, Laband and Pulfer all declared a personal interest as Mid Sussex District Council Councillors.

27. Town Council Response to the Future of Clair Hall Consultation.

Members considered the recommended response to the Clair Hall consultation, as presented, with three matters initially being drawn to the attention of the Council.

It was felt that the inclusion of the requirement to meet the standards of the Equality (not Equalities) Act 2010 was not required as it was a legal requirement for the development of any new building. It was therefore felt insulting to tell MSDC officers and/or any future architects that they should comply with the law.

Then the meeting of the Planning Working Group, which formulated the representation, was raised as it was deemed to be a productive and useful discussion supported by illustrations that had been tabled by architect Mr Nigel Ryan. It was hoped that the vision of a new building as presented would motive more discussion and stimulate a more robust consultation response from the community. So, it was asked that the illustrations be used to create more/assist debate with residents alongside the Town Council's response. At this point it was asked if a costing to the building as designed had been ascertained as asked at the working group? It was countered that the drawing was a vision and that no cost had been put on the proposal. In response to the answer, it was felt it was no good putting up a proposal that would costs millions to build as it would raise expectations. Furthermore, the real issue was, whilst everyone would love to see a new building the drive should be to get the existing building up and running in 2022 for public use. It was felt it was ridiculous that the building has been used for two years since it was deemed unfit for use by Mid Sussex District Council. Leading on from this, it was moved that the sentence '*it should be retained with minimum functionality and minimum expenditure*' should be removed as it should not be for Town Council to put such provisos on any re-opening. Minimum function and minimum usage meant to the mover that it would never reopen where all should be focusing on maximising income. The interpretation of the such was challenged by the view that the sentence meant the building would be open for sufficient periods to meet

the needs bestowed upon it whilst ensuring it is warm, lit and functional for the needs required. Opening any further would-be pouring money in for no return. On the matter of tax payer's money, it was also felt that residents would be concerned that money was being spent on a building that was to be replaced, whilst remembering that tax payer's money comes from across the District not just Haywards Heath in this case. It was asked how long could the building last with 'minimum functionality and minimum expenditure' if the funding was not found for a new building. With no response forthcoming it was felt to be disappointing especially with a number of MSDC Councillors in the room. Generally, in response it was felt that the Town Council should not get in front of itself as it did not own Clair Hall and will not be party to the funding of the building, as that was down to MSDC whether to retain or rebuild, so Members should focus on the questions that had been asked during the consultation. All Councillors were thanked for helping with the formulation of the response, which had been through two working groups with the public drop-in session in between the two meetings so Members could fine tune the content of the response.

As the matter drew to close, the Town Clerk stated that debate had concluded and that the three matters tabled needed to be agreed, or voted upon by the Town Council. All three matters were seconded individually and voted upon in turn namely;

- 1) Removal of reference to the Equality Act 2010. This was unanimously agreed by Members and the Town Clerk was instructed to strike out the reference.
- 2) Removal of the sentence '*it should be retained with minimum functionality and minimum expenditure*'. This was voted upon and voted down with a recorded vote requested as 2 for namely Cllrs Bates and Inglesfield and 12 against namely Cllrs Ash-Edwards, Cheney, Cromie, Ellis, Evans, Mundin, Jeffers, Knight, Laband, McPherson, Pulfer and Langley. The sentence remained.
- 3) Use the illustrations tabled by Mr Ryan with the Town Council's response was agreed unanimously.

Town Mayor in considering the representations made during debate and recorded above considered that a vote needed to be taken on the Town Council's overarching response. This was agreed and it was again asked that the vote be a named vote. With this there were 12 votes in favour of the representation namely Cllrs Ash-Edwards, Cheney, Cromie, Ellis, Evans, Mundin, Inglesfield, Jeffers, Knight, Laband, McPherson and Pulfer, 1 against namely Cllr Langley and 1 abstention Cllr Bates, with this,

Members **RESOLVED** the **Town Council's response for the Future of Clair Hall Consultation as presented with the omission of reference to the Equality Act 2010. In addition, it was agreed that the artist impressions of a potential replacement for Clair Hall be used to support the representation when required,**

28. Urgent Items
None

Meeting Closed at 8.05pm

Mayor's Engagements

1 May 2021 to 22 September 2021

On 7th May, the Mayor officially opened the new branch of A Plan Insurance Office in the former Laura Ashley building on South Road.

On 19th May, the Mayor attended the new Martlet Manor care home topping out ceremony for Care UK.

On 7th June, the Mayor and consort, together with Mayor's P.A., attended the official opening of the new Hart Country Store in South Road.

On Saturday 26th June, the Mayor and consort attended the Haywards Heath Horticultural Society Summer Show at the Orchards Shopping Centre, meeting members and presenting awards to the winners of the show.

On 5th July, the Mayor and Town Clerk observed a two-minute silence on the steps of the Town Hall to remember those front-line workers who have lost their lives to Covid-19 on NHS Frontline Day. The Town Council also planted a special NHS bed in their honour.

On 21st July, the Mayor and consort, together with the Mayor's P.A., attended the 10th Anniversary Summer Lunch celebration for the Yews Community Centre.

On 4th August, the Mayor and consort attended the official opening of the Hop Sun micro brewery and venue in Triangle Road.

On 10th August, the Mayor and Deputy Mayor hosted a public drop in session at the Town Hall for residents to air their views on the future of Clair Hall.

On Saturday 14th August, the Mayor and consort attended the Out of Lockdown Summer Garden Carnival at Walstead Place Care Home.

On Saturday 21st August, the Mayor and consort took part in the Community Litter Pick in Victoria Park at the launch of the KeepItBinIt campaign and Love Parks pick.

On 26th August, the Mayor visited the Tree Tops holiday club at St Wilfrid's School, part of the Government's Holiday Activities and Food programme for children eligible and in receipt of free school meals.

On 3rd September, the Mayor and Leader took time to reflect and honour our past and present seafarers on the steps of the Town Hall as the Red Ensign was hoisted for Merchant Navy Day.

On Saturday 4th September, the Mayor and consort attended the Autumn Show of the Haywards Heath Horticultural Society and presented awards to the show's winners.

On Saturday 11th September, the Mayor and consort attended the Haywards Heath Town Day & Music Festival, officially opening the event and additionally announcing and presenting prizes to the winners of the Haywards Heath Covid-19 Community Support Awards with Mims Davies MP and sponsor of the awards, Ryan Andrews.

On 15th September, the Mayor attended the judging of the Haywards Heath IN BLOOM competition at the Town Hall.

On Sunday 19th September, the Mayor attended and laid a wreath at the Battle of Britain Commemoration at Muster Green, together with members of the 172 Squadron.

Ends

Committee Meeting: Full Council

Report of: Town Clerk

Date: 27th September 2021

Subject: Delegated Decision Made by Town Clerk/Deputy Town Clerk 6th May 2021 to 31st August 2021

Purpose of Report:

1. The purpose of this report is for Members to receive and note delegated decisions made by officers.

Summary:

2. As Members are aware the Town Council on the 5th May 2021 under minute 19, due to the expiry of legislation to hold meeting of the Council and make legal decisions remotely, gave the Town Clerk and Deputy Town Clerk delegate authority to make decisions based on the agreement of actions/informal resolutions of Committees, which were held remotely as advisory groups. These meetings included.
 - Planning Committees held on;
17th May 2021 - **Minutes 1 – 8**,
7th June 2021 - **Minutes 9 – 17**,
28th June 2021- **Minutes 18 – 26**,
19th July 2021 - **Minutes 27 – 34**,
9th August 2021 - **Minutes 35 – 42**,
31st August 2021 - **Minutes 43 – 50**,
 - Environment & General Purposes Committee – 224th August 2021 – **Minutes 1 - 9** and

Members are recommended to note the decisions made by the Town Clerk and Deputy Town Clerk, made under delegated authority under points 3 and 4 of this report in relation to the advisory groups as outlined above.

3. Planning Committees, other than the comment made on planning applications a representation was made in line with minute 16 of 7th June 2021 in relation to Consultation on Proposed Traffic Regulation Order – Lewes Road (B2111), Lindfield as follows;

The Town Council objects to this Traffic Regulation Order (TRO) application in the strongest possible terms and is disappointed that as the neighbouring council and a key stakeholder, it was not afforded some form of pre-consultation from Lindfield Parish Council. The Town Council has grave concerns about how the TRO, if it were adopted, would have a very negative effect upon Haywards Heath. Specifically, the accident rate along the proposed 'closure' route is about 5 or 6 vehicles over 5 years. The intended diversion route has suffered well over 200 accidents during the same time frame. (Source for accident data – <https://www.crashmap.co.uk>) The TRO would force polluting and damaging heavy goods vehicles (HGVs) to extend this part of their journey by exchanging a 1.4 mile route – High Street to the junction of Bedales Hill/Lewes Road – for a 3.6 mile route through Haywards Heath, effectively using the town as an HGV corridor. The proposed diversion route would also require vehicles to go past 4 schools and the Princess Royal Hospital en route to reach their required destination. The additional mileage for that route would require 148g of carbon dioxide (CO2) minimum per HGV per kilometre, which equates to well over 0.5kg of additional CO2 emissions from every lorry. Based on 100 vehicles, that would equal 50kg a day and 16 tonnes per annum. The TRO undermines the objectives of the Haywards Heath

Town Centre Masterplan and moreover, the Town Council's 'Destination Haywards Heath' document upon which the Masterplan is based. Destination Haywards Heath was formulated specifically to reduce the amount of through traffic for Haywards Heath to avoid the very problems that the town is being asked to shoulder on behalf of Lindfield now.

4. Environment & General Purposes Committee 24th August 2021 - **Minutes 1 – 9 resolutions;**

MIN. 6 – To RESOLVE, the adoption of the Haywards Heath Winter Weather Management Plan and adopt it for the 2021/2022 winter months.

MIN. 7 – To RESOLVE, allocating £1,500 of Town Initiatives monies to Haywards Heath Business Association towards the development of their website.

MIN. 8 – To RESOLVE, to adopt the update on the actions of the Environment Working Group dated 26th June 2021 and the additional action to acquire an Electronic Van subject to financial sign off by the Policy and Finance Committee.

Town Clerk

Committee Meeting: Full Council

Report of: Town Clerk

Date: 27th September 2021

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 and Policy and Finance Committee held physically since the 6th May 2021.

Summary:

2. The Committee Chairmen will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committee held on the 20th September 2021 - **Minutes 51 - 57**, Policy and Finance Committees 21st June 2021 – **Minutes 1 – 15** and Policy and Finance Committee 13th September 2021 – **Minutes 17 - 27**. *These are the only three Committees held in person since the 6th May 2021, due to the withdrawal of powers to hold legal Council meetings remotely.*

Members are recommended to;

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

3. Planning Committee, 20th September 2021 – **Minutes 51 – 57 resolutions;**
Nothing to report other than the planning application comments.
4. Policy & Finance Committee 21st June 2021 - **Minutes 1 – 15 resolutions;**

MIN. 5 - to RESOLVE, the list of payments and receipts, and income and expenditure for the period 1st February 2021 – 31st March 2021.

MIN. 6 – to RESOLVE, the approval of the bank balances and the reconciliation statement as at 31st March 2021.

MIN. 7 – To RESOLVE, the approval of the income and expenditure account and the balance sheet for the year ended 31st March 2021.

MIN. 8 – To RESOLVE, (Annual Governance and Accountability Return (AGAR) Part 3 for the Year Ended 31st March 2021 – Annual Internal Audit Report 2020/21) to note the Annual Internal Audit Report 2020/21.

MIN. 9 – To RESOLVE, (Annual Governance and Accountability Return (AGAR) Part 3 for the Year Ended 31st March 2021: Section 1 – Annual Governance Statement 2020/21) the approval of the Annual Governance Statement 2020/21.

MIN. 10 – To RESOLVE, (Annual Governance and Accountability Return (AGAR) Part 3 for the year Ended 31st March 2021: Section 2 – Accounting Statements 2020/21) the approval of the Accounting Statements 2020/21.

MIN. 11 – To RESOLVE, the approval of the asset register as at 31st March 2021.

MIN. 12 – To RESOLVE, that the decision on whether to apply to West Sussex County Council for two Definitive Map Modification Orders be deferred until the next meeting of the Policy and Finance Committee on 13th September 2021.

MIN. 13 – TO RESOLVE, to award a grant of £485.00 to IMPACT Foundation to assist with the resumption of face-to-face sessions as COVID-19 restrictions begin to ease.

5. Policy & Finance Committee 13th September 2021 - Minutes 17 – 27 resolutions;

MIN. 21 - to RESOLVE, the approval of the list of payments and receipts, and income and expenditure for the period 1st April 2021 – 30th June 2021.

MIN. 22 – To RESOLVE, the approval of the bank balances and the bank reconciliation statements as of the 30th June 2021

MIN. 23 – TO RESOLVE, to award a grant of £250.00 to Sussex Association for Spina Bifida and Hydrocephalus (Sasbah) towards running costs.

MIN. 24 – TO RESOLVE, the making of two Definitive Map Modification Orders (DMMO) on land off Wickham Way and resolve either

MIN. 25 – TO RESOLVE, the release £7,500 of unrestricted reserves to pay the costs of acquiring an electric van for the remainder of the 2021/2022 financial year

MIN. 26 – TO RESOLVE Members are asked to approve the amendment to current cemetery fees to reflect the change in legislation of no fees to be charged for any burial or cremation of a child under the age of 18, or stillborn after 24 weeks of pregnancy. This should be with immediate effect and new fees list published

Town Clerk

Meeting: Full Council

Report of: Town Clerk

Date: 27th September 2021

Subject: Electoral Review of Mid Sussex District Council

Purpose of Report:

1. The purpose of this report is for Members to consider a consultation.

Summary:

2. The following report outlines the proposal for changes to Mid Sussex Ward Boundaries that The Local Government Boundary Commission (England) have put forward for consultation along with the direct implications of changes to the representational Ward make up of Haywards Heath Town Council.

Recommendation;

Member's views are sought to formulate a representation on the matter to be made to The Local Government Boundary Commission (England).

Background:

3. As advised in the Town Clerk's email dated 8th September 2021 The Local Government Boundary Commission England (LGBCE) wants to hear what residents and local organisations think about the proposed new ward boundaries for Mid Sussex District Council, which will have a direct effect on the Ward make up of Haywards Heath.
4. A 10-week consultation on the proposals is running until 8 November 2021, which it is recommended that the Town Council make a response to.
5. In February 2021 The Local Government Boundary Commission (England) presented its methodology for their Electoral Review of Mid Sussex District Council (MSDC).
6. At the end of March 2021 there was the first of two public consultations, where suggested changes to the MSDC boundaries were welcomed. Following this first consultation, the LGBC published their report entitled [New electoral arrangements for Mid Sussex District Council Draft Recommendations](#) which is attached to Members email summons, or under the associated documents tab if viewing this report on the Town Council's website.
7. Changes/implications to the electoral arrangements of HHTC is as follows in the paragraphs lifted from the draft recommendations.

167 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Ansty & Staplefield, Burgess Hill, East Grinstead, Haywards Heath and Lindfield Rural.

168 We are providing revised parish electoral arrangements for Ansty & Staplefield parish. The allocation of parish councillors for this parish is based on the existing electorate. This is because the development to the north of Burgess Hill Town, as well as the development south of the county division boundary in the Rocky Lane area within Ansty & Staplefield parish, will not be populated by the time of the first election in 2023. It would be unreasonable for more than one parish councillor to represent so few electors. We are able to do this for parish council electoral arrangements as we do not have to consider the five-year forecast. We have used the forecast electorate for allocating parish councillors in all of the other parishes as growth in these areas is not as significant.

171 We are providing revised parish electoral arrangements for Haywards Heath parish.

Draft recommendations

Haywards Heath Town Council should comprise 16 councillors, as at present, representing nine wards:

Parish ward	Number of parish councillors
Haywards Heath Ashenground	2
Haywards Heath Bentswood & Town East	3
Haywards Heath Bentswood & Town West	1
Haywards Heath Franklands	3
Haywards Heath Lucastes & Bolnore	3
Haywards Heath Lucastes Boltro	1
Haywards Heath North Central	1
Haywards Heath North East	1
Haywards Heath North West	1

Have your say

173 The Commission has an open mind about its draft recommendations. Every representation we receive will be considered, regardless of who it is from or whether it relates to the whole district or just a part of it.

174 If you agree with our recommendations, please let us know. If you don't think our recommendations are right for Mid Sussex, we want to hear alternative proposals for a different pattern of wards.

175 Our website has a special consultation area where you can explore the maps. You can find it at www.consultation.lgbce.org.uk

176 Submissions can also be made by emailing reviews@lgbce.org.uk or by writing to:

**Review Officer (Mid Sussex)
The Local Government Boundary Commission for England
PO Box 133
Blyth
NE24 9FE**

Financial Implications

8. None.

Legal Implications

9. None consultation response as a statutory consultee.

Town Clerk

Meeting: Full Council
Report of: Town Clerk
Date: 27th September 2021
Subject: Welcome Back Fund

Purpose of Report:

1. The purpose of this report is for Members to consider a matter relating to access to external funding.

Summary:

2. The following report outlines the status of the Town Council's three applications made to the Welcome Back Fund, which is Government funding to encourage people back in Town Centres. The report will also then outline the administration arrangements for the fund by Mid Sussex District Council (MSDC).

Recommendation;

Members are recommended to give the Town Clerk delegated authority to engage with Mid Sussex District Council to access the Welcome Back Fund stream.

Background:

3. As Members are aware Town and Parish Councils were invited to make applications to the Government's Welcome Back Fund (WBF) back in June 2021. This provides Mid Sussex District Council (MSDC) with an allocation of funding against which it can claim for activity to support the safe reopening of high streets. The total funding available is £151,000 and must be spent by 31 March 2022.
4. The Town Council made three applications 1) for Trees on Commercial Square, 2) projections on Muster Green and 3) dual litter and recycling Bins in the Town Centre. The Town Clerk was informed that all three applications were unsuccessful as were those applications made by East Grinstead and Burgess Hill Town Councils. MSDC reviewed all of the proposals submitted against rigorous funding and procurement criteria, with input from the funding gatekeepers, MHCLG and the Cabinet Member for Economic Growth.
5. As a result, below is a summary of the activity which MSDC would like to offer Haywards Heath Town Council assistance with in delivering. These proposals meet the criteria of the fund and it is believed they will maximise the collective impact of the fund across the district, and ultimately improve the high streets and increase footfall.

Activity	Funding available
Events programme i.e. outdoor cinema or other outdoor type event such as markets to promote footfall	£8,500 per Town £4,000 per Village

Art Trail or similar, to promote footfall and high street appeal	£8,000 per town
Shop window vinyl prints to enhance the appearance of vacant units/shop parades	£4,000 per Town £2,000 per Village (dependant on number of vacant units)
Village action plans to help identify a future programme of action to support the long-term viability of these centres	£4,000 per village

6. As Members will note all of the above monies has to be spent by the 31st March 2022, and expressions of interest of working with MSDC had to be made by last Friday 24th September 2021, which the Town Clerk has made with many reservations.
7. Members are therefore simply asked to ratify the interest lodged by the Town Clerk and delegate authority to him to see what can be achieved. This work, if agreeable, will be undertaken taking into account the extremely tight timescales (originally the planning and spending was to start in July when original timescale was sent out) for spending the money, the fact these outdoor events will have to take place over the winter months, there seems to be a protracted procurement process and the awards made were not asked for by the Town Council. Some of the aforementioned has been deemed to be out of MSDC's control by its officers as they have had difficulties in engaging with Government officers and working out how to deal with the strict criteria and requirements for spending the monies.
8. Above is a rather damning indictment of the funding, but it is felt that the Town Council should embrace the opportunity and has a duty (as East Grinstead Town Council has) to look at spending the money with MSDC who it seems will have to do all of the administration. So, it will be a case of seeing how value can be added to forthcoming events such as the Christmas Festival, potentially standalone events/activities that can be brought in and administered by a third party, plus the thought of an early Spring Festival. Ironically it must be noted that none of the money can be spent in The Orchards Shopping Centre as it is deemed to be under private ownership.

Financial Implications

9. None. Early indication is that MSDC will need to undertake all of the procurement, payments and drawing down of funding.

Legal Implications

10. None consultation response as a statutory consultee.

Town Clerk