



**HAYWARDS HEATH  
TOWN COUNCIL**

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**15<sup>th</sup> March 2022**

To all Councillors,

Dear Councillor,

You are hereby summoned to attend a **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 21<sup>st</sup> March 2022** 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. Moment of salient reflection then a statement to be read by the Town Mayor on the Ukrainian humanitarian crisis in line with the statement of the *Council of European Municipalities and Regions (CEMR) European section of United Cities and Local Governments*.
3. To note any apologies for absence.
4. 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.*
5. To confirm the Minutes of the meeting of the Council held on 31<sup>st</sup> January 2022.
6. To receive Declarations of Interest from Members in respect of any matter on the agenda.
7. To dispose of any business outstanding from the last meeting.
8. To note the Mayoral Engagements and any announcements.
9. To receive and consider and adopt the Resolutions of the following Committees,
  - a) Planning Committee held on the 14<sup>th</sup> February 2021  
**MINS. 108 – 115**
  - b) Planning Committee held on the 7<sup>th</sup> March 2022  
**MINS. 116 – 123**

- c) Environment and General Purposes Committee on the 21<sup>st</sup> February 2022  
**MINS. 30 – 40**
- d) Policy and Finance Committee on the 14<sup>th</sup> March 2022  
**MINS. 50 – 64**

- 10. To consider and adopt the Local Government Association Model Members Code of Conduct.
- 11. To consider a change to the date of the Annual Town Meeting 2023.
- 12. To consider any urgent items the Mayor has received.

*'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 Munding

**Town Clerk** Mr Steven Trice

**Committee Meeting: Full Council**

**Report of:** Town Clerk  
**Date:** 21<sup>st</sup> March 2022  
**Subject:** Support for Ukraine - Council of European Municipalities and Regions (CEMR) European section of United Cities and Local Governments

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European local and regional governments stand in support and solidarity with their peers in Ukraine.

In a [statement](#) issued by the CEMR on 24 February 2022, local and regional leaders across Europe, strongly condemn the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine. They express their full support and solidarity to the Ukrainian people and their peers in local and regional government.

Expressing their views on the situation, CEMR President **Stefano Bonaccini**, CEMR Spokesperson on International Affairs **Carola Gunnarsson** and CEMR Executive President **Jan van Zanen** said: "We will not accept that our European values and integrity be attacked again by the Russian Federation after the violation of Georgian territories by Russia in 2008. We are firmly opposed to the dismemberment of a free and democratic state in Europe."

They call on local and regional governments throughout Europe to endorse the statement by filling out [this form](#). To date, CEMR collected 624 signatures from 23 European countries.

***The full statement to be read by the Town Mayor:***

***We, local and regional leaders across Europe, strongly condemn the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine. We express our full support and solidarity to the Ukrainian people and our peers in local and regional government. We will not accept that our European values and integrity be attacked again by the Russian Federation after the violation of Georgian territories by Russia in 2008. We are firmly opposed to the dismemberment of a free and democratic state in Europe.***

***The escalation of violence, repeated bombings and attacks on Ukrainian cities and territories are a serious threat to the preservation of peace and democracy across Europe. We call on the Federation of Russia to cease its attack, to leave the national territory of Ukraine, to respect all international treaties and fundamental principles of international law and to recognise the full sovereignty of Ukraine over all its territories, including Donbas and Crimea.***

***Firmly convinced of local democracy and city diplomacy, based on the values of peace that unite our municipalities across Europe since 1951, we stand by the Ukrainian municipalities, cities, hromadas, districts, raions and their representative associations. They are in the front line to protect the population and provide basic services to offer them good quality living conditions and daily survival. The destruction of infrastructure by the belligerents jeopardises the efficient and safe maintenance of basic public services provided by Ukrainian local and regional governments to their citizens.***

***As European local and regional governments, representing 60 national associations across 40 European countries, including Ukraine, we will continue to work to support them in their efforts. Not only are we ready to support our peers in the country with the materials and expertise they may need in the days and weeks to come. Municipalities and regions will probably have to face soon the human consequences of such a tragedy for Europe, probably resulting in a flow of humanitarian refugees. Coordination with our national governments will be essential.***

***As the European section of UCLG, let us hope that city diplomacy will soon unite us all again!***

**Ends**



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14 MARCH 2022

## **GENERAL BRIEFING1-22 | UKRAINE**

The National Association of Local Councils (NALC) has joined the Local Government Association (LGA) in endorsing a statement from the political leadership of the Council of European Municipalities and Regions (CEMR), which strongly condemns the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine.

We are in continuing contact with the LGA and government, flagging up the role of local (parish and town) councils and encouraging principal councils to ensure they are liaising with county associations and local councils on local support.

It is pleasing to note that our sector again has stepped up to the plate and is showing solidarity and support through flying the Ukrainian flag and lighting up buildings with its colours, holding vigils or moments of silence including at council meetings, passing motions and statements of support and solidarity, making council and community buildings available for donations of items, organising donations of items including to their twin towns, signposting to information on charities and aid agencies, and making a financial donation themselves.

The minister for refugees, Lord Carrington, has met with NALC's chair, Cllr Keith Stevens, to discuss the Ukraine Local Sponsorship Scheme and Keith has flagged up the potential for the sector to provide support.

### **What can councils do?**

Councils and councillors should consider expressing solidarity through [signing up](#) to the statement from the political leadership of the CEMR.

Councils can fly flags from public buildings in line with the government [guidance](#) on flag flying.

Councils can use social media such as Twitter, Facebook etc to express their support for Ukraine, though as ever councils should consider what you post and how it might be perceived including by local Russian residents.

Councils with the general power of competence (GPC) are able to make a donation to a charity operating overseas. Those councils without GPC cannot as they are restricted by section 137(3) of the Local Government Act 1972. Councils

should always check the legitimacy of organisations being supported. The key national charities and aid agencies are the [Disasters Emergency Committee](#) and the [British Red Cross](#).

Councils may be able to help other local organisations who themselves are able to make donations.

### **Other Issues**

This is a difficult time for everyone, especially for many people with links to Ukraine or Russia. Some communities with Ukrainian or Russian residents might be facing particular challenges or tensions too.

We can expect a number of refugees to be offered support in the UK and again we will be discussing with LGA and the government how local councils can help. Councils without the GPC can use section 137 (3) to fund local charities providing assistance to Ukrainian refugees. We would remind you of NALC's general advice on powers contained in Legal Topic Note 31.

Whilst it is unclear how the current crisis will develop councils should ensure they are cyber prepared against any potential risks and that they are aware of their disaster and emergency plans and considering updating them.

To help our engagement with the LGA and the government, please do let us know what you are doing and if you have any questions or further issues you would like us to consider, please email [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk)

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

**Minutes of the meeting held on Monday 31<sup>st</sup> January 2022**

**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, None**

**In the absence of the Deputy Mayor Cllr Jeffers was nominated and seconded to take the Vice Chairman role for the duration of the meeting.**

**52. Council Prayer**

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

**53. Apologies**

Cllr Knight – Personal Matter.

Cllr McPherson – Family Commitment.

**54. Minutes**

The Minutes of the meeting held on 29<sup>th</sup> November 2021, without comment, were taken as read, confirmed as true record and were duly signed by the Town Mayor.

**55. Declarations of Interest**

None

**56. Public Forum**

None

**57. To Dispose of any Business Outstanding from the Last Meeting.**

None.

**58. Mayor's Engagements and Announcements.**

The Town Mayor, presented his list of engagements making special note of his attendance at the National Holocaust Remembrance Service held at the War Memorial

on January 27<sup>th</sup> 2022, which he stated was a moving and poignant event. At this point the matter of the Muster Green South being closed to traffic due to noise and disappointment regarding the PA system used for the event was raised. The Town Clerk reminded Members that the event was not directly organised by the Town Council and it was supporting Amnesty International Haywards Heath. Furthermore, both of the issues raised would require substantial funding. This was not for the Town Council to pursue but it could consider a grant if one was submitted. The Town Clerk also conveyed his disappointment that the Town Council had not been thanked for its infrastructure support and use of the Town Hall on the day. It was also noted that the event was growing in attendance and therefore thought should be given to live streaming the event. The Town Clerk stated that this along with the other two matters would put more pressure on staffing if the Town Council was asked to do so, and the Environment and General Purposes Committee resolved the Town Council's input the event when setting its event programme for 2022/2023. Moving on the Mayor made note of his busy Christmas period, which included the Mewes Vets Christmas Party, a visit to the Santa's Grotto at the Bentswood Hub and the 20<sup>th</sup> Anniversary Christmas celebration at the Dame Vera Lynn Children's Charity in Cuckfield.

**59. To receive and consider adoption of the Notes or Resolutions of the following Committees:**

- (i) **Planning Committee - MINS. 83 - 107**  
The reception and adoption of the resolutions of the Planning Committee, dated 13<sup>th</sup> December 2021 **83 – 90**, 4<sup>th</sup> January 2022 **91 – 99** and 24<sup>th</sup> January 2022 **100 – 107** were moved, seconded and agreed by Council.
- (ii) **Environment and General Purposes Committee MINS 20 – 29**  
The reception and adoption of the resolutions of the Environment and General Purposes Committee, dated 20<sup>th</sup> December 2021 **20 – 29** were moved, seconded and agreed by Council.
- (iii) **Policy & Finance Committee - MINS. 40 - 49**  
The reception and adoption of the resolutions of the Policy and Finance Committees dated 17<sup>th</sup> January 2022 **Mins 40 – 49** were moved, seconded and agreed by Council. Cllr Bates raised objection to the rise in Members allowances under minute 45.

**60. Town Council Budget 2022/2023.**

Members were presented with the budget, which was duly endorsed by Members as recommended and no further comments were made during the item's consideration. It was noted that there had been concerns raised regarding aspects of the budget during its development and consideration by the Policy and Finance Committee on the 17<sup>th</sup> January 2022 so Members were asked to vote on the budget as proposed. With one abstention and thirteen in support the 2022/2023 budget was approved under (a), however there was unanimous support for recommendation (b) so with this;

Members **RESOLVED** to ratify the recommendations of the Policy and Finance Committee dated 17<sup>th</sup> January 2022 and,

(a) approve the 2022 - 2023 budget as presented in Appendix 1, with a 4% increase in Council Tax and a 5.3% increase in the precept (which includes a tax base rise of 1.24%). This equates to a precept of £717,463. This will represent an average Band D Council Tax of £58.09 p.a.

(b) approve the earmarking of a proportion of the projected 2021/2022 underspend to

- a. Capital Budget at £10,000.
- b. Western Road Cemetery at £5,000.
- c. Muster Green at £5,000.

#### **61. Delegated Authority to the Town Clerk**

Members noted the revised scheme of delegation to the Town Clerk as recommended by the Policy and Finance Committee. The Town Clerk re-stated that this was not a power grab, but an updated version to make delegation rules clearer for Members and residents. Members unanimously agreed that the delegation was in order and indeed sensible after lessons learned during the pandemic and then;

Members **RESOLVED** to adopt the revised scheme of delegation to the Town Clerk.

#### **62. Operation London Bridge**

Members received the updated policy and noted the input of Reverend Pritchett at St Wilfrids Church, which was most welcomed. Apart from a couple of administrative errors regarding incorrect phone numbers being contained in the document and missing page numbering in the appendix Members were supportive of the Operation London Bridge Policy and;

Members **RESOLVED** to adopt the Operation London Bridge policy.

#### **63. Urgent Items**

None

**Meeting Closed at 8.13pm**

**Mayor's Engagements**

**26 January 2022 – 11 March 2022**

On 27<sup>th</sup> January, the Mayor and consort attended the National Holocaust Memorial Day service at Muster Green.

On 5<sup>th</sup> February, the Mayor attended Virtual West Sussex Pray Breakfast hosted by the High Sheriff of West Sussex.

Also on 5<sup>th</sup> February, the Mayor and consort attended and promoted the Lindfield Repair Café with a special focus and workshop on the local charity Computer for Kids.

On 8<sup>th</sup> February, the Mayor and consort attended the East Grinstead Town Mayor's Charity Murder Mystery Evening at Meridian Hall in EG.

On Saturday 26<sup>th</sup> February, the Mayor and consort attended the Haywards Heath Town Council Laser & Firework Spectacular as marshals for the event.

On Friday 11<sup>th</sup> March, the Mayor and consort attended the launch of the 1<sup>st</sup> Floor Art Gallery at Haywards Heath Town Hall.

**Ends**

**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 21<sup>st</sup> March 2022

**Subject:** Minutes of Committee Meetings

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**Purpose of Report:**

1. The purpose of this report is for Members to receive and adopt the resolutions of the Council's standing committees.

**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 14<sup>th</sup> February 2022 - **Minutes 108 - 115** and Planning Committee held on the 7<sup>th</sup> March - **Minutes 116 – 123**. Environment and General Purposes Committee held on 21<sup>st</sup> February 2022 - **Minutes 30 – 40**. Policy and Finance Committees held on 14<sup>th</sup> March 2022 - **Minutes 50 – 64**.

**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, 14<sup>th</sup> February 2022 - **Minutes 108 – 115 resolutions;**

Nothing to report other than the planning application comments.

4. Planning Committee, 7<sup>th</sup> March 2022 - **Minutes 116 – 123 resolutions;**

Nothing to report other than the planning application comments.

5. Environment and General Purposes Committee 21<sup>st</sup> February 2022 - **Minutes 30 – 40**

MIN. 35 – To RESOLVE the recommendation, with regards to the bank alongside the Hollow at America Lane Allotments and;

- (a) note that the bank is not in a critical state and it is not envisaged that it will collapse into the stream in the immediate future.
- (b) resolve that works that would stabilise the bank for the future be held over until winter 2023.
- (c) resolve that allotment holders be informed that they need to move three metres away from the bank by the winter of 2023 to allow the works to be undertaken.
- (d) resolve that the Town Council offers assistance to the affected plot holders where possible, and if necessary.

MIN. 36 – To RESOLVE the recommendation to adopt the Western Road Cemetery Management Plan.

MIN. 37 – To RESOLVE the recommendation to adopt the Muster Green Management Plan.

MIN. 38 – To RESOLVE the recommendation to allow the use of Haywards Heath Town Hall for the 1<sup>st</sup> Floor Art Exhibition programme.

6. Policy & Finance Committee 14<sup>th</sup> March 2022 - **Minutes 50 – 64 resolutions;**

MIN. 54 – To RESOLVE the recommendation to recommend to Full Council the list of payments and receipts, and income and expenditure for the period 1<sup>st</sup> October 2021 – 31<sup>st</sup> January 2022.

MIN. 55 – To RESOLVE the recommendation to approve and note the bank balances and the bank reconciliation statements as of the 31<sup>st</sup> January 2022.

MIN. 56 – To RESOLVE the recommendation to note the approved in year 2021/2022 budget overspend headings as authorised by the Town Clerk under delegated authority.

MIN. 57 – To RESOLVE the recommendations with regards to expenditure from the Ashenground Ward Budget;

- a) Not to fund Ashenground Playground improvements.
- b) Not to fund the placement of Drummond Close Handrail.
- c) Not to fund St Edmunds Footpath improvements.
- d) Rocky Lane step work to connect existing steps to Kilbarn Way - £500 was withdrawn.
- e) To fund Numatic Floor Scrubber for Ashenground Community Centre at £1,252.80

MIN. 58 – TO RESOLVE, to award;

- a) A grant of £250 to Life Centre towards running costs.

MIN. 59 – To RESOLVE the recommendation to donate £5,000 from unrestricted reserve to the humanitarian disaster fund in the Ukraine. **(NALC Legal Topic Note General Breifing1-22 Ukraine 14/03/21 states Councils with GPC are able to make donation to charity operating overseas.)**

MIN. 60 – To RESOLVE the recommendation to adopt the review of the Financial Risk Assessment for the Town Council.

MIN. 61 – To RESOLVE the recommendation to acknowledge and ratify the Health and Safety policies of the Town Council.

MIN. 62 – To RESOLVE the recommendation to note and make no comment on the pre consultation relating to the proposed Governance Review of Haywards Heath.

MIN. 63 – see item 10 of this agenda.

**Town Clerk**

**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 21<sup>st</sup> March 2022

**Subject:** Local Government Association Model Members Code of Conduct

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**Purpose of Report**

- 1) The purpose of this report is to consider a policy document.

**Summary:**

- 2) Members are asked to consider changing the adopted Members model Code of Conduct document for Haywards Heath Town Council.

**Recommendation(s):**

- a) **To RESOLVE the recommendation of the Policy and Finance Committee, dated the 14<sup>th</sup> March 2022, and adopt the Local Government Associations Model Members Code of Conduct.**
- b) **If agreeable to a) instruct the Town Clerk to change the Code of Conduct and write out to Councillors to inform them of the change of Code and ask them to consider their declaration of interest forms in light of the new and comprehensive guidance provided.**

**Background:**

- 3) The Policy and Finance Committee considered the Local Government Associations Model Members Code of Conduct and recommended it to Full Council for adoption as the collective body responsible for the Town Council's Standing Orders and Financial Regulations.
- 4) Members are asked to refer to the P and F agenda dated 14<sup>th</sup> March 2022.

At its Council meeting on 26<sup>th</sup> January 2022 the Mid Sussex District Council agreed to adopt the LGA Code of Conduct from 1<sup>st</sup> March 2022. The LGA Code of Conduct is attached as Appendix 1 and the extensive LGA guidance can be found at;

<https://midsussexintranet.moderngov.co.uk/documents/s11269/Appendix%20%20-%20LGA%20Code%20of%20Conduct%20Guidance.pdf>

West Sussex County Council are also intending to adopt this Code of Conduct which the LGA formulated following the report from the Committee on Standards in Public Life from January 2019 which advocated a standard code of conduct in any particular area and that this should be regularly reviewed.

This Code is similar to that the Town Council already has adopted and, but comes with the extensive guidance notes. The Code and Guidance notes will be regularly updated and there will be training materials.

MSDC are inviting all Councils in Mid Sussex to do the same given it comes with the benefit of a lot of expertise at the LGA and would mean greater clarity for the public if the same Code of Conduct applies to all Councils in West Sussex.

**Financial Implications**

- 5) None.

**Legal Implications**

- 6) None, all Councillor Council Code of Conduct issues are dealt with by Mid Sussex District Council as the monitoring authority.

**Town Clerk**

**Committee Meeting: Full Council**

**Report of:** Town Clerk  
**Date:** 21<sup>st</sup> March 2022  
**Subject:** Date of Annual Town Meeting 2023

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**Purpose of Report:**

1. The purpose of this report is for Members to consider the date of a programmed meeting.

**Summary:**

2. The following report suggests a change to the date of the 2023 Annual Town Meeting due to the local elections in May and the 'period leading up to the local election', which could potentially throw complications during the meeting.

**Recommendation(s):**

**Members are asked to agree to change the date of the Annual Town Meeting to Wednesday 22<sup>nd</sup> March 2023**

**Background:**

3. Members considered the Town Council's 2022/2023 Committee Timetable at the Policy and Finance meeting held on the 29<sup>th</sup> November 2021 and agreed that the 2023 Town Meeting would be held on the 24<sup>th</sup> April 2023.
4. In reviewing such it has been noted by the Town Clerk that the Town Meeting is programmed to be held during the 'period leading up to the local elections' which is a time where such a meeting organised by Town Council, which will be subject to an election, could be complicated by matters raised at the meeting and any literature/Annual Report to advertise the meeting should ideally be avoided.
5. The Town Council has had the Town meeting during this period in the past, as it is deemed to be business as usual and it is not a political event, but it felt better to have the meeting outside of this period moving forward to avoid any contentious matters being discussed in the pre-election period.
6. The Town Clerk has been informed that the period will start on the last Monday of March 2023 by the Monitoring Officer at MSDC. Therefore, with Council meetings being held each Monday during March that the meeting be held on **Wednesday 22<sup>nd</sup> March 2023**.

**Financial Implications and Legal Implications**

7. None

**Town Clerk**