



**HAYWARDS HEATH
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West
Sussex, RH16 1BA
Tel: 01444 455694
Website: www.haywardsheath.gov.uk
Email: town.clerk@haywardsheath.gov.uk

3rd May 2022

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 9th May 2022** 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

A G E N D A

1. Town Council Prayer
2. To elect a Town Mayor for the Council year 2022/2023.
(The Town Mayor to make Declaration of Acceptance of Office.)
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 appoint a Deputy to the Town Mayor for the Council year 2022/2023. (The Deputy Town Mayor to make Declaration of Acceptance of Office.) (Pages 4 - 6)
6. To appoint the Town Council's Leader for the Council year 2022/2023.
7. To appoint the Town Council's Deputy Leader for the Council year 2022/2023.
8. To confirm Committee membership for the Council year 2022/2023. (To be tabled at the meeting)
 - (a) Environment & General Purposes Committee (8)
 - (b) Planning Committee (8)
 - (c) Policy & Finance Committee (8)
9. To confirm appointments of Committee Chairman and Vice Chairman for the Council year 2022/2023. (To be tabled at the meeting)
 - (a) Environment & General Purposes Committee Chairman
 - (b) Environment & General Purposes Committee Vice Chairman
 - (c) Planning Committee Chairman
 - (d) Planning Committee Vice Chairman
 - (e) Policy & Finance Committee Chairman
 - (f) Policy & Finance Committee Vice Chairman

10. To confirm membership of the following Working Groups/Party for 2022/2023. (To be tabled at the meeting)
- (a) Haywards Heath in Bloom (1)
 - (b) Communications and IT Working Group (5)
 - (c) Planning Working Group (5)
 - (d) Staff Working Party (5)
 - (e) Transport Partnership (2)
 - (f) Chairman's Working Group (5)
 - (g) 2022/2023 Working Group (4)
 - (h) Environment Working Group (5)
11. To confirm Council representatives on the following outside bodies for 2022/2023. (To be tabled at the meeting)
- (a) Mid Sussex Association of Local Councils and West Sussex Association of Local Councils (2)
 - (b) Mid Sussex Association of Town Councils (4)
 - (c) Haywards Heath Twinning Association (1)
 - (d) Blunts/Paiges Meadow Reserve (2)
 - (e) Scrase Valley Reserve (2)
 - (f) Ashenground Park & Bolnore Open Spaces Steering Group (2)
 - (g) Woodside Pavilion Management Committee (1)
 - (h) Haywards Heath Business Association (1)
 - (i) Haywards Heath Town Team (1)
 - (j) Burgess Hill Northern Arc Liaison Group (1)
 - (k) Mid Sussex Cycle Forum (2)
 - (l) Bluebell Railway Working (1)
12. To make Declarations of Interest.
13. To confirm the Minutes of the Meeting of the Council held on 21st March 2022. (Pages 7 - 10)
14. To dispose of any business outstanding from the last meeting
15. To note the Mayor's List of Engagements and any announcements. (Page 11)
16. To receive and consider and adopt the Resolutions of the following Committees. (Page 12)
- a) Planning Committee held on the 28th March 2022
MINS. 124 – 131
 - b) Planning Committee held on the 19th April 2022
MINS. 132 – 139
 - c) Environment and General Purposes Committee – no meeting cancelled due to no substantive items – update circulated.
 - d) Policy and Finance Committee – no meeting to be considered.

17. To undertake the annual review of the Council's Standing Orders and Financial Regulations. (Page 13).
18. To undertake the annual review of the Councillor's Code of Conduct. (Page 14)
19. To consider membership of the West Sussex Association of Local Councils and National Association of Local Councils. (Pages 15 – 16)
20. To consider gratitude for a volunteer who undertook data inputting for the Town Council.
21. To consider any urgent items the Mayor has received.
22. To consider exclusion of Public and Press.

*'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 Mordin

Town Clerk Mr Steven Trice

Committee Meeting: Annual Meeting of Haywards Heath Town Council

Report of: Town Clerk

Date: 9th May 2022

Subject: Appointment of Deputy Mayor, Leader, Deputy Leader and Committee Membership 2022 - 2023

Purpose of Report:

1. The purpose of this report is to enable Members to consider nominations for the Membership of Council Committees and official individual appointments for the forthcoming Council year 2022 - 2023.

Summary:

2. Members are firstly asked to agree the appointment of the Deputy Mayor, Leader of the Council and Deputy Leader of the Council for the 2022 – 2023 Council year. Members will then be required to agree to the Council's committee membership, working party/group membership and representation on outside bodies as laid out in this report including new positions that have been developed. Members will also be asked to appoint a Chairman and Vice Chairman for the Council's Planning Committee, Policy and Finance Committee and the Environment and General Purposes Committee.

Recommendation(s):

Members are recommended to nominate and agree the membership of the Council's Standing Committees, working groups/parties and make the individual appointments laid out in the background of this report;

- (a) **Appoint the Deputy Mayor for 2022 - 2023;**
- (b) **Appoint the Leader of the Council for 2022 - 2023;**
- (c) **Appoint the Deputy Leader of the Council for 2022 - 2023;**
- (d) **Agree to the membership of the Council's Environment and General Purposes Committee, Planning Committee and Policy and Finance Committee and for 2022 - 2023;**
- (e) **Agree to each of the Committee's Chairman and Vice Chairman;**
- (f) **Agree the membership of the Council's working parties/groups;**
- (g) **Agree to the appointment of Members to represent the Council on outside bodies.**

Background

3. **Town Mayor 2022 – 2023** will have been appointed under **item 2 of the agenda** and duly will have made their Declaration of Office.

10. Representative(s) on Outside Bodies (Agenda front sheet item 11)

Nominations are sought to represent the Council on the following outside bodies.

- (a) Mid Sussex Association of Local Councils and West Sussex Association of Local Councils (2)
- (b) Mid Sussex Association of Town Councils (4) (Mayor, Leader, Chair of P and F plus 1, which should be from the minority party).
- (c) Haywards Heath Twinning Association (1)
- (d) Blunts/Paiges Meadow Reserve (2)
- (e) Scrase Valley Reserve (2)
- (f) Ashenground Park & Bolnore Open Spaces Steering Group (2)
- (g) Woodside Pavilion Management Committee (1)
- (h) Haywards Heath Business Association (1)
- (i) Haywards Heath Town Team (1)
- (j) Burgess Hill Northern Arc Liaison Group (1)
- (k) Mid Sussex Cycle Forum (2)
- (l) Bluebell Railway (1)

11. Please note - If are more nominations for a committee, appointment or working group than is allowed by standing orders on the evening, Members will vote by a show of hands, which will be recorded by the Clerk.

Town Clerk

MEETING OF HAYWARDS HEATH TOWN COUNCIL

Minutes of the meeting held on Monday 21st March 2022

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

Apologies Absent*
Also present - None.**

64. Council Prayer

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

65. Statement on the Humanitarian Crisis in the Ukraine

The Town Mayor read the following statement whilst Members reflected on the situation in the Ukraine;

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!*

Members **RESOLVED** to **adopt the statement and instruct the Town Clerk to register the adoption on the Council of European Municipalities and Regions (CEMR) European section of United Cities and Local Governments designated website.**

66. Apologies

Cllr Clare Cheney - Holiday
Cllr Rachel Cromie - Ill Health
Cllr Christopher Evans - Personal Matter
Cllr Stephanie Inglesfield - Work Commitment
Cllr Clive Laband - Ill Health
Cllr Richard Nicholson - Ill Health

67. Minutes

The Minutes of the Council meeting held on 31st January 2022, without comment, were taken as read, confirmed as true record and were duly signed by the Town Mayor.

68. Declarations of Interest

Cllr Alastair McPherson – under item 9 (c) resolution 38 as a Director of the Mid Sussex Creative Mid Sussex CIC.

69. Public Forum

None

70. To Dispose of any Business Outstanding from the Last Meeting.

None.

71. Mayor's Engagements and Announcements.

The Town Mayor, addressed the Full Council making note of the following;
All Councillors were urged to join the Mayor at his Mayor's Charity Fund Raising Event to be held at Bluebell Vineyard Estate on 12th May 2022, which would be in aid of the development of a sensory and therapy garden for stroke rehabilitation. Furthermore, it was noted that the facility was much needed with the age group being affected by strokes becoming wider with more younger people experiencing such life changing conditions.

It was noted that the Laser and Firework show funded by the 'Welcome Back Fund' had been a great success with Victoria Park being very busy. At this point Cllrs McPherson and Wickremaratchi were thanked for their assistance on the evening with marshalling. Members were reminded that the Spring Festival was to be held on the 24th April 2022 and again all were asked to come along help out on the day.

The opening/launch event of the 1st Floor Art Gallery at the Town Hall was noted along with the announcement that the Mayor would be planting a Walnut Tree on Muster Green as part of the Queen's Green Canopy, which forms part of the celebration for Her Majesty's Platinum Jubilee this June.

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

- (i) **Planning Committee MINS 108 – 123**
The reception and adoption of the resolutions of the Planning Committees dated 14th February 2022 **108 - 115** and 7th March 202 **116 - 123** were moved, seconded and agreed by Council.

- (ii) **Environment and General Purposes Committee MINS 30 – 40**
The reception and adoption of the resolutions of the Environment and General Purposes Committee dated 21st February 2022 **30 - 40** were moved, seconded and agreed by Council.

At this point a matter of order was raised, concerning the resolutions being moved. The Town Clerk made reference to the Committees having delegated authority under Standing Orders and the reception of the resolutions were for noting. It was felt by the Town Clerk that the wording in the report was probably in need of review. The Town Clerk also stated the accuracy of the minutes were for the Committee to agree on how the resolutions was made, which were tabled before Members. It was noted nothing was wrong, but the absence of the minute meant that Members could not see if officer's advice was being followed. It was acknowledged that minutes could be circulated more promptly, noting that the Policy and Finance meeting had only taken place the week before, and that the word 'noting' maybe better than resolving for each resolution. The Town Clerk committed to looking at the process again to see if it could be made clearer.

- (iii) **Policy & Finance Committee MINS. 50 - 64**
The reception and adoption of the resolutions of the Policy and Finance Committee dated 21st March 2022 **Mins 50 - 64** were moved, seconded and agreed by Council.

73. Local Government Association Model Code of Conduct.

Members noted without comment the revised Code of Conduct. Members were then also informed by the Town Clerk that the new code and its associated guidance notes would be circulated formally by email and that Member were asked to read and confirm that they accepted and understood personally understood the documents provided in writing, whilst checking that their Declaration of Interest Forms were up to date and met the provisions and guidance of the new Code of Conduct and;

Members **RESOLVED** to **adopt the Local Government Association Model Code of Conduct.**

74. Date of the Town Meeting of Haywards Heath 2023

Members noted the need to change the date of the Annual Town Meeting in 2023 and were content to change the date. It was noted that the revised proposed date fell on a Wednesday so it was asked that the Town Clerk see what meeting were being held at Mid Sussex District Council in case there was a clash with their Full Council of another meeting.

Members **RESOLVED** to allow the Town Clerk to change the date of the Annual Town Meeting in 2023, but asked that the Town Clerk report back to the next meeting the most appropriate date as further investigation was needed.

75. Urgent Items

None.

Meeting Closed at 7.50pm

Mayors Engagements**10 March 2022 – 3 May 2022**

On Friday 26th March, the Mayor planted a walnut tree, with the help of the Town Council's Ground staff and together with the Haywards Heath in Bloom Committee celebrating and supporting the Queens Green Canopy, which forms part of the celebration for her Majesty's Platinum Jubilee this June.

On Friday 26th March, the Mayor also planted a Jubilee cherry tree in the grounds of The Yews Community Centre.

On Saturday 26th March, the Mayor and consort attended the Haywards Heath Twinning Association AGM and reception at the Town Hall.

On Tuesday 29th March, the Mayor and consort attended the public meeting for MSOPC Mid Sussex Older People's Council at Lindfield Evangelical Church.

On the evening of Tuesday 29th March, the Mayor and consort also attended the AGM of Good Neighbours CARE in Haywards Heath at the Ashenground Community Centre.

On Saturday 23rd April, the Mayor and consort attended the special reception marking the 80th season for the Haywards Heath Music Society followed by a consort at St Wilfrid's Centenary Hall and Church.

On Sunday 24th April, the Mayor and consort attended the Haywards Heath Spring Festival at Muster Green, officially opening the event.

On Sunday 1 May, the Mayor and consort attended the Haywards Heath leg of the Mid Sussex Marathon, starting the races and handing out medals to competitors and winners.

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk

Date: 9th May 2022

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 28th March 2022 - **Minutes 124 - 131** and 19th April 2022 – **Minutes 132 – 139**.

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, 28th March 2022 – **Minutes 124 – 131 resolutions;**
Nothing to report other than the planning application comments.
4. Planning Committee, 19th April 2022 – **Minutes 132 – 139 resolutions;**
Nothing to report other than the planning application comments.
5. Environment & General Purposes Committee 21st April 2021. **Meeting Cancelled.**
6. Policy & Finance Committee – **No meeting held since the last meeting of Full Council.**

Town Clerk

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk
Date: 9th May 2022
Subject: Review of Standing Orders

Purpose of Report:

1. The purpose of this report is for Members to review the Council's standing orders.

Summary:

2. The Town Council's Standing Orders and Financial Regulations regulate the actions of the Council as a corporate body, its Members of the Council and its staff. The document also governs the financial processes of the Council and its functions. The document is now due for its annual review.

Recommendation(s):

- a) **Members are recommended to review the Council's Standing Orders, and Financial Regulations.**
- b) **Agree the document with amendments if required, that are lawful, and adopt the Standing Orders and Financial Regulations for the period 2022 – 2023.**

Background:

3. The Town Council's Standing Orders and Financial Regulations, need to be reviewed annually on the advice of the Internal Auditor, who requires a minute number to show the Town Council has undertaken the review.
4. To this end, this year Town Clerk has undertaken a review of Standing Orders (SO's). The SO's have been reviewed against the Town Council existing SO's Orders, National Association of Local Council (NALC) Model SO's and are similar to sets used by other larger Councils. If Members are interested in looking at the NALC documents, please visit the Sussex Association of Local Council's website <http://www.sussexalc.org.uk> and refer to the reference documents page of the website.
5. Members will remember that Standing Orders in terms of the 'Scheme of Delegation to the Town Clerk' were reviewed in January 2022 so it is suggested that Members refer to the main body of the document
6. If you are viewing on the website, please look at addition documents tab.

Town Clerk

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk
Date: 9th May 2021
Subject: Councillors Code of Conduct

Purpose of Report

1. The purpose of this report is for Members to consider a governing document of the Town Council

Summary:

2. The following report asks for Councillors to review the Council's Code of Conduct, which sets out rules to govern the behaviour of Councillors.

Recommendations;

- a) **Note this report for good order.**

Background:

3. Local Authorities are required to adopt a Councillors Code of Conduct which sets out rules governing the behaviour of their Councillors and satisfies the requirements of the Localism Act 2011. All elected, co-opted and independent Members of local authorities, including Town and Parish Councils, are required to abide by their own, formally adopted, Code of Conduct.
4. The Code of Conduct seeks to ensure that Members observe the highest standards of conduct in their civic role. The Code is intended to be consistent with the seven principles of public life.
5. The actions of a Town Councillor, if reported to have broken the adopted Code of Conduct, is firstly brought to the Town Clerk's attention and then passed on to the Monitoring Officer at Mid Sussex District Council who is the Solicitor to the Council, Mr Tom Clark under the name of the Town Mayor (as recommended by Committee of Standards in Public Life). This is on the grounds that The Committee of Standards in Public Life have undertaken a consultation on Councillors Code of Conduct. The consultation findings were published on and can be found at www.gov.uk/government/publications/local-government-ethical-standards-report.
6. **The Town Council adopted the Local Government Association Model Code of Conduct the last meeting of the Town Council dated 21st March 2022 so this report is just for noting for good order as per previous years and so there is a 2022/2023-minute reference for the Internal Auditor.**

Financial Implications - None

Town Clerk

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk
Date: 9th May 2022
Subject: Membership of West Sussex Associations of Local Councils and National Association of Local Councils.

Purpose:

1. The purpose of this report is for Members to consider continued Membership of an outside body.

Summary:

2. Members are asked to consider the annual membership renewal to the West Sussex Associations of Local Councils and National Association of Local Councils for the 2022/2023 financial year.

Background;

(a) To renew the Town Council's membership with the West Sussex Association of Local Councils and the National Association of Local Councils at the cost of £3,461.54 (£1,750 WSALC and £1,711.54 NALC).

Background;

3. Haywards Heath Town Council (HHTC) historically has been a Member of the National Association of Local Councils (NALC) and, by virtue of membership being coupled with a local branch of the Association, the West Sussex Association of Local Councils (WSALC). Both organisations request that the renewal of Membership is made annually by Council resolution.
4. NALC/WSALC promotes themselves as the first point of contact for all local Town/Parish Councils in need of advice on a range of topics, from legal, financial, technical and general advice. NALC/WSALC in the main represent the Town Council where the Society of Local Council Clerks supports the Clerk. So, it is in the interest of the Council to be a Member of WSALC and NALC.
5. Membership gives HHTC access to professional publications and training opportunities to staff and members. NALC/WSALC also produces leaflets, newsletters/circulars, handbooks, example forms and notices to facilitate the day-to-day administration of Town /Parish Councils. Most importantly WSALC offers training courses for both Councillors and staff at very reasonable rates.

Rationale for Renewal

6. There has been a major shift in the leadership of WSALC after the well documented and unfortunate splitting of what was the partnership of West Sussex, East Sussex and Surrey as one association last year, which the Town Clerk and Cllr Jeffers led upon for HHTC. This leadership has promoted and delivered a much closer working

relationship between the West Sussex Board of Directors and the Clerks led by Cllr Douglas Deham St Pinnock (West Hoathly Parish Council) and Cllr Martin Beaton (Aldingbourne Parish Council).

7. In reviewing the last year, the Town Clerk recommends that, on the following basis, membership be renewed: -
- a. The WSALC CEO who was instrumental with the Town Clerk in identifying the opportunity for the Community Warden Project has supported this year on year and promoted it nationally with the Town Clerk. HHTC still receives £10,000 per annum from the Co-op towards the project.
- More generally,
- b. The Town Clerk is invited, with all other Clerks, to quarterly SALC update meetings.
 - c. The Town Mayor is invited, with all other Mayors/Chairs to quarterly SALC update meetings.
 - d. HHTC has access to the quarterly Mid Sussex Association of Councils (MSALC) meetings.
 - e. HHTC has access to the WSALC board meetings and minutes.
 - f. HHTC has access to NALC minutes and briefing notes.
 - g. HHTC has a network of support from fellow Councils for advice.
 - h. The Town Clerk is able to attend the MSALC and MSDC communications meetings.
 - i. The Town Clerk receives legal topic notes, the SALC and NALC newsletters and is able to attend conferences.
 - j. All staff and Members have access to training opportunities.
 - k. WSALC have links straight to senior police officers, WSCC management teams and other statutory organisations. The Town Clerk and Leader have been attending meetings with the Sussex PCC office with other Town Councils in Mid Sussex
8. From the Town Clerk's perspective, NALC are also working closely with the Society of Local Council Clerks (SLCC) on Civility and Respect in the sector, lobbying for the formalisation of remote meetings, looking at the levelling up agenda and campaigning that central government funding comes straight to Town and Parish Councils.

Financial Implications

9. As said, the Town Council cannot only be a Member of WSALC as both Associations come hand in hand.
10. The bill for the membership is split into two elements. The WSALC element equates to **£1,750** and NALC is **£1,711.54**. This making the total bill **£3,461.54** for the 2022/2023 financial year.
11. If agreeable this amount of money has already been earmarked and noted in the 2022/2023 budget report to be presented to Councillors in January 2022.

Town Clerk