



**HAYWARDS HEATH
TOWN COUNCIL**

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21st November 2023

To all Councillors,

Dear Councillor,

You are hereby summoned to attend a **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 27th November 2023** 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. A moment of reflection.
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 6th November 2023. (pages 3 – 4)
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. (pages 5 - 6)
8. To receive for noting the resolutions of the following Committees. (pages 7 - 9)
 - a) Planning Committee held on the 9th October 2023
MINS. 59 – 66
 - b) Planning Committee held on the 30th October 2023
MINS. 67 – 76
 - c) Planning Committee held on the 20th November 2023
MINS. 77 – 83

d) Environment and General Purposes Committee on the 6th November 2023
MINS. 27 – 39

e) Policy and Finance Committee on the 13th November 2023
MINS. 36 – 50

9. To consider financial support to the Haywards Heath Food Bank for the purchase of a van to support food delivery. (Report to follow)
10. To receive for adoption the mid-year Internal Audit report by Mulberry and Co.
11. To consider any urgent items the Mayor has received.
12. To resolve to enter into exempt business so that the draft Heads of Terms and Section 106 Agreement requirements for Hurst Farm can be considered. (separate document)

*'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 Stephanie Inglesfield

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL
MEETING OF HAYWARDS HEATH TOWN COUNCIL
Minutes of the Extraordinary meeting held on Monday 6th November 2023

Councillors: Abdul Bashar
Nick Chapman
Anne-Marie Cooke
Rachel Cromie
Sandy Ellis **
Stephanie Inglesfield
Barbara King
Anne-Marie Lucraft **
Paul Lucraft
Alan Murray **
Deanna Nicholson **
Alison Rees
Duncan Pascoe
Anthony Platts **
Sinead Walsh
Leila Wilson

Apologies Absent***

Also present: There were ten members of the public in attendance.

37. Moment of Reflection

The Town Mayor lead Members in a moment of reflection before the meeting commenced.

38. Apologies

S. Ellis– Ill Health
D. Nicholson – Holiday
A. Murray – Personal Commitment
AM. Lucraft – Ill Health
A. Platts – Ill Health

39. Public Forum

None.

40. Minutes

The Minutes of the Council held on 25th September 2023, without comment, were taken as read, confirmed as true and duly signed by the Mayor.

41. Declarations of Interest.

None.

42. Creation of Committee Clerk and Project Officer.

The Town Clerk introduced the covering report that sought ratification of the creation of two new posts, namely Committee Clerk and Project Officer, which had been agreed by the Policy and Finance and recommended to Full Council as the collective body and employer of staff. The Leader of the Town Council Cllr P. Lucraft stated that a number of additional areas of work including the Neighbourhood Plan Review and the Hurst Farm Project alongside input into the Clair Hall project and the Town Council

wish to do more work in the community would put more pressure on staff workloads. Cllr Lucraft stressed it was prudent to move forward quickly and recruit straight away so the posts were filled in the new year rather than waiting until the new financial year, which would result in staff not being in place until late spring/early next year.

Cllr Cromie raised concerns regarding the cost of the two new staff members against the Town Council's budget moving forward and a potential increase in Council Tax. Cllr Lucraft stated that this would be considered and built into future budgets alongside other financial implications facing the Town Council. The budget setting process was currently being undertaken so he did not want pre-empt any Council Tax increase until the work was completed. In addition, it was stated that the increase of staff would improve services and give more capacity to work with the community as staff were working at their capacity and probably over such as outlined in the report of the Town Clerk and not reasonable for the Town Council to ignore this as the employer. The Town Mayor then asked for a vote to be taken on the matter. Cllr Cromie then stated that she would abstain from the vote due to her budgetary concerns and then with **10 in favour of the creation of the Project Officer and Committee Clerk posts with Cllr Cromie abstaining.**

Members RESOLVED to ratify the recommendation of the Policy And Finance Committee Dated 16th October 2023 (Minute 34) and create the following two posts, employed on a National Joint Council terms and conditions contract of employment with the offer of a Local Government Pension Scheme.

1) Committee Clerk (18.5hrs per week), NJC Spinal point (6-9) at £11,946.50 pro rata (full time equivalent £23.893 per annum).

2) Project Officer (18.5 hours per week), NJC Spinal point (6-9) at £11,946.50 pro rata (full time equivalent £23.893 per annum).

And,

3) That the total budgeting cost for both posts be £29,866 which will accommodate salaries and on costs at circa 25% for pensions and employers National Insurance contributions.

4) That the financial implication as outlined in the report for the remainder of the 2023/2024 (Jan/Mar) financial year be taken from the general reserve and added to the staffing budget at £7,500.

5) The job description for the Committee Clerk in Appendix 1 and Project Officer in Appendix 2.

43. To consider any urgent items, the Mayor has received.

None

Meeting Closed at 6.08pm

Mayor's Engagements

18th September 2023 – 16th November 2023

On Monday 18th September, the Mayor attended the official opening of Langley Green Hospital Garden with the Rotary Club of Cuckfield, Lindfield and Haywards Heath.

On Wednesday 27th September, the Mayor officially opened the new Baldwin's Travel Store in the Orchards Shopping Centre.

From Friday 29th September to Sunday 1st October, the Mayor accompanied the Haywards Heath Twinning Association on a visit to Bondues to mark the 25th Twinning anniversary.

On Saturday 30th September, the Deputy Mayor attended the Good Neighbours CARE 40th Anniversary Tea Party at the Woodside in Bolnore Village.

On the lead up to Silver Sunday (1st October), the Mayor and Deputy Mayor visited the Care Homes in Haywards Heath dropping off goody bags for their Silver Sunday celebrations.

On Monday 2nd October, the Mayor attended the MacMillan Coffee Morning hosted by P&S Gallagher at Haywards Heath Baptist Church.

On Friday 6th October, the Mayor took part in the AGEUK Haywards Heath vintage Sussex bus tour & lunch event.

On Saturday 7th October, the Mayor attended the East Grinstead Mayor's Charity Event in Meridian Hall, East Grinstead.

On Sunday 8th October, the Deputy Mayor attended the District Girl Guides afternoon tea event in the United Reformed Church, Haywards Heath.

On Friday 13th October, the Mayor attended the launch of the Mid Sussex STEM Challenge at Mid Sussex District Council.

On Saturday 14th October, the Mayor attended the Goldbridge Care Home Dementia Afternoon Tea event.

On Sunday 22nd October, Cllr Nick Chapman represented the Mayor at the Haywards Heath In Bloom Awards Tea Party as Chair of the E&GP Committee.

On Monday 23rd October, the Mayor attended the YEWS Community Centre Open Day.

On Monday 23rd October, the Mayor visited Mid Sussex Radio to do an interview on her Mayoral role to date.

On Thursday 9th November, the Deputy Mayor attended the Walstead Place Care Home Launch Party to celebrate their big refurbishment project, performing the official opening ceremony.

On Friday 10th November, the Mayor attended the School's Remembrance Service, giving a reading and laying a wreath, at St Wilfrid's Church.

Additionally on Friday 10th November, the Mayor and Deputy Mayor attended the Mid Sussex Islamic Centre and Masjid in Wivelsfield Road.

On Saturday 11 November, the Mayor attended the Mid Sussex Remembrance Concert from Ardingly Choral Society at St Wilfrid's Church.

On Saturday 11 November, the Deputy Mayor laid a wreath at Haywards Heath War Memorial the Royal British Legion.

On Sunday 12th November the Mayor and Deputy Mayor attended the Haywards Heath Remembrance Sunday service at the War Memorial on Muster Green and took the salute on the steps of the Town Hall.

On Thursday 16th November, the Mayor & PA attended the Diwali Celebrations at Russettings Care Home featuring MasterChef finalist Daksha.

Ends

Committee Meeting: Full Council

Report of: Town Clerk

Date: 27th November 2023

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 standing committees.

Summary:

2. The Town Council is asked to note the decisions (resolutions) of the Council's standing committees as allowed under delegation from Full Council in line with Standing Orders. These resolutions relate to the Planning Committees held on the 9th October 2023 - **Minutes 59 - 66**, Planning Committee held on the 30th October 2023 - **Minutes 67 - 76**, and Planning Committee held on the 20th November 2023 - **Minutes 77 - 83**. Environment and General Purposes Committee held on 6th November 2023 - **Minutes 27 - 39**. Policy and Finance Committees meeting held 13th November - **Minutes 36 - 50**.

Members are recommended to;

(a) Notes the resolutions of the Council's standing Committees as laid out under points 3, 4, 5, 6, and 7 and of this report.

3. Planning Committee, 9th October 2023 - **Minutes 59 – 66 resolutions;**
Nothing to report other than the planning application comments.
4. Planning Committee, 30th October 2023 - **Minutes 67 – 76 resolutions;**

MIN 74. – Members resolved to support the Community Highways application for Traffic Regulation Orders in Parkfield Way.

MIN 75. – Members resolved to with reference to the proposed Lindfield - Lewes Road (B2111) Traffic Regulation Order;

Members had before them a consultation from Lindfield Parish Council, working in association with Project Centre Ltd, on a proposal to introduce a Traffic Regulation Order (TRO) that would enforce a 7.5 tonne weight limit along the stretch of Lewes Road (B2111) between High Street and Gravelye Lane. The restriction would prohibit vehicles greater than 7.5 tonnes from using the route, except for local access.

The proposal provoked considerable comment from Members, particularly in view of the detrimental impact the intended diversionary route through Haywards Heath would have on the town. Whilst there was some sympathy for Lindfield's predicament and for what it was trying to achieve and why, i.e. to reduce the number of heavy goods vehicles (HGVs) travelling through the village and thus reduce congestion and pollution, Members were adamant that Lindfield's problem should not be solved by transferring it on to the roads of Haywards Heath. What was needed was for WSCC, as highways authority, to stand back and start looking seriously at road uses in the entire area. Councillor Wickremaratchi, in his role as a County Councillor, was asked to take this up with WSCC Highways.

With every Member having had the opportunity to express his/her views, Councillor Laband assembled the relevant points that would comprise the Town Council's response to the consultation. This was **AGREED** 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 end 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.

Members **RESOLVED** to ratify the Town Council's previous comments on the proposed Lindfield (B2111) Traffic Regulation Order as per the body of the minute above, but welcomed an ongoing dialogue with West Sussex County Council on the matter.

5. Planning Committee, Planning Committee 20th November 2023 - **Minutes 77 – 83 resolutions;**

Nothing to report other than the planning application comments.

6. Environment and General Purposes Committee 4th September 2023 - **Minutes 14 – 26 resolutions;**

MIN 32. – Members resolved to agree the Town Council's events programme subject to budgeting considerations to be held at the meeting of the Committee on the 18th December 2023.

MIN 33. – Members resolved to adopt the revised Town Council environment policies.

MIN 36. – Members resolved to ratify the actions of the Active Haywards Heath Executive Board.

MIN 37. – Members resolved that the Town Clerk investigates the feasibility of running a day's out programme, assesses the interest from residents, community centres and residential care centres and agrees an ideal approach.

7. Policy and Finance Committee 13th November 2023 – Minutes 36 - 50;

MIN 41. – Members considered and resolved the lists of payments and receipts, and the income and expenditure report for the period 1st June 2023 – 31st August 2023.

MIN 42. – Members resolved the bank balances and the reconciliation statement as at 31st August 2023.

MIN 43. – Members resolved to award,

- a) a grant of £500 to Home Start Crawley, Horsham and Mid Sussex towards running costs.
- b) a grant of £500 to Mid-Sussex Radio CIC towards running costs.
- c) a grant of £500 to Haywards Heath Division Guides towards running costs.
- d) a grant of £500 to Northlands Wood Primary School towards funding a trip to the O2 arena for the school choir.
- e) a grant of £250 to The Yews Community Centre towards the installation of new security lights.
- f) a grant of £350 to 4Sight Vision towards providing support costs to residents in Haywards Heath.

MIN 44. – Members resolved to;

- (a) Increase the hire costs for the Town Hall, by 7% for community hirers and 7% for commercial hirers, for the 2024-2025 financial year.
- (b) Increase the annual percentage rise to Cemetery fees by 7%, for the 2024-2025 financial year.
- (c) Increase the annual percentage increase in allotment rental fees by 7%, for the 2024-2025 financial year.
- (d) To raise Wedding fees to £425.

MIN 45. – Members resolved to the continuation of an allocation of monies in the Town Council budget for staff recognition at £400, under a separate budget heading for 2023/2024. This would be reviewed of 2024/2025 in January during the budget setting process under staff/councillor allowances and payments.

MIN 46. – Members resolved to form a working party of five Councillors to consider matters relating to Clair Hall, which will report to the Policy and Finance Committee, and Full Council if required, made up of Cllrs Walsh, P. Lucraft, A. Bashir and two further Councillors to be advised by the Town Clerk.

MIN 47. – Members resolved to note the overspend for the provision of CCTV cameras in Haywards Heath as advised by Sussex Police from £3,745.31 to £5,571.65 (Maintenance (£215 per camera at £1,075 and transmission costs at £4,496.65) and that the monies be paid from the CCTV reserve budget.

MIN 48. – Members resolved to create a Town Council Community Awards Scheme supported by a budget of £500, which would be held at the Annual Town meeting.

Town Clerk

Committee: Full Council

Report of: Town Clerk

Date: 27th November 2023

Subject: Haywards Heath Food Bank Van

Purpose of Report:

1. Members are asked to consider funding towards a third-party project.

Summary:

2. The Haywards Heath Foodbank (Foodbank) are considering buying a van to support their delivery services in Haywards Heath and the surrounding area. Members are asked to consider if they wish to support the purchase by making a financial contribution toward acquisition of such.

Recommendation.

Members are asked to consider if they wish to grant funding towards the purchase of a van for the Haywards Heath Foodbank.

Background:

3. There have been discussions between Town Council representatives and the Foodbank Trustees regarding their need to purchase a van to assist with delivery of food. This matter was brought before the Policy and Finance Committee on the 13th November 2023 as an urgent item. As a decision cannot be made under an urgent item, the Town Clerk was asked to talk to the Foodbank Trustees and return with a report for Full Council.
4. This decision to buy a van has been made by the Foodbank Trustees as the current costs incurred are £736 per month. The following statement has been sent to the Town Clerk on the matter outlining how Foodbank would like to progress the purchase of van and the grounds for the need for such.

As trustees we are always keen to ensure that we make the most of any money we are entrusted with and are careful to consider how monies are spent for the best benefit of the users of our service. Since Covid we have found that we are delivering to a wider geography - as far south as Hurtpierpoint, as far north as Handcross, east as far as Chailey and west as far as Bolney. We are also delivering to a changed demographic. Where previously we had clients who were families that could walk into Haywards Heath to collect food, now we are delivering to many more elderly people, those with physical and mental disabilities, and those who live alone. This means that despite our best efforts to encourage people to collect food from our distribution centre, we are still committed to weekly deliveries for many of our clients. As a result, our plan is to look to buy a van to save money over the next five years with a view to lessening the need for it during that period as we seek to encourage more collections. We can then make the decision to sell the van when the time is right and re-invest the proceeds into other Foodbank activities.

The Foodbank's philosophy nationally is to reduce and potentially eradicate the need for Foodbanks so the leasing of van is not something they wish to pursue. They wish to have an asset on their accounts. Reviewing the data obtained by the Foodbank it is clear a purchase would be cheaper than continuing to hire a van, which costs £44,700 over five years. As a result, they have obtained five quotes, which include a mixture of second-hand diesel and electric vans with costs ranging from £23,000 to £29,000. The residual price for sale in five years at the lowest purchase is estimated to be £8,200.

Considerations:

5. Obviously, the Foodbank does an incredible job in the community supporting those most in need but their services are not solely focused on Haywards Heath residents.
6. At the present time the Foodbank have not approached other Parish Councils as the Town Clerk was asked to contact the Foodbank and they were not aware of an approach being made. Also note that the Foodbank does not serve Burgess Hill as different arrangements are in place for the Foodbank based in the Town. However, the Foodbank will not let anyone go hungry so they do on occasion venture into Burgess Hill.

Financial Implications:

7. Members are being asked to consider support for the Foodbank in terms of a one-off grant payment on the basis that such would have to be a capital payment in line with their policy in the statement above. The Town Clerk has been furnished with the procurement and background research provided by the Foodbank, which also includes revenue costs such as fuel, insurance, tax and MOT/servicing. It is suggested that such costs are not granted for as they fluctuate and will be an ongoing cost to the Town Council, which it cannot be controlled.
8. So, Members if supportive would have to take monies from the unrestricted reserve to make any grant payment to the Foodbank.
9. At the present time after commitments made since the new administration took over in May the Town Council's unrestricted reserve stands at circa £210,000. Therefore, any grant would come out of this budget reserve so Members need to be cognisant of the monies available.

Legal Implications

10. Further to section 137 legislation, the Town Council can make a grant under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Town Clerk

Committee Meeting: Full Council

Report of: Town Clerk
Date: 27th November 2023
Subject: Internal Audit – Mid Year Review 2023/2024

Purpose of Report

1. The purpose of this report is for Members to consider a report of the Internal Auditor.

Summary

2. Members will be aware that the Town Council's Internal Audit review is undertaken is being undertaken to Mulberry and Co for the 2023/2024 financial year after the Committee approved signing a three-year contract. The following report presents the mid-year 2023/2024 Internal Audit report as per Appendix 1 for comment and adoption. Alongside this, the main body of this report responds to the recommendations made and presents the actions to implement any changes/updates to Town Council policies and processes in line with the recommendations made.

Recommendation(s)

To consider and adopt the Mid-Year 2023/2024 Report of the Internal Auditor, and any recommendation made within the report, as presented by Mulberry and Co (please see document as attached to agenda summons).

Background

3. The audit was conducted in person on 20th November 2023 with Andy Beams from Mulberry and Co, the Town Clerk, RFO and Councillor Anne- Marie Cooke in attendance.
4. Firstly, it must be noted that there were *'no errors or misstatements that need reporting to the External Auditor, nor were there any significant weaknesses found in the internal controls'*.
5. There was only one suggestion, which was the introduction of an Investment Strategy for the Town Council, which will be tabled to the January meeting of the Policy and Finance Committee.
6. The full audit report is attached to the Councillor email summons and if you are viewing this agenda on the Town Council website please click on the associated document.

Financial Implications

7. None.

Legal Implications

8. None.

Town Clerk