



**HAYWARDS HEATH
TOWN COUNCIL**

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18th July 2023

To all Councillors,

Dear Councillor,

You are hereby summoned to attend a **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 24th July 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 Annual meeting of the Council held on 15th May 2023. (pages 3 - 10)
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 11 - 12)
8. To receive for noting the resolutions of the following Committees. (pages 13 - 15)
 - a) Planning Committee held on the 22nd May 2023
MINS. 1 – 8
 - b) Planning Committee held on the 5th June 2023
MINS. 9 – 16
 - c) Planning Committee held on the 26th June 2023
MINS. 17 – 24

d) Planning Committee held on the 17th July 2023

MINS. 25 – 33

e) Environment and General Purposes Committee on the 3rd July 2023

MINS. 1 – 13

f) Policy and Finance Committee on the 27th June 2023

MINS. 1 – 16

9. To consider the adoption of the Town Council forward plan Green Paper ‘Haywards Heath Town Council – A plan for the future June 2023’. (pages 16 - 24)
10. To consider and resolve outstanding positions on outside representation position. (pages 25 - 26)
11. To consider a request to re-name Town Day. (pages 27 - 28)
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 Stephanie Inglesfield

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

ANNUAL MEETING OF HAYWARDS HEATH TOWN COUNCIL

Minutes of the meeting held on Monday 15th May 2023

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

Apologies Absent***

Also present: Mr Noel Sweeney, Mr Mike and Mrs Lesley Bright, Mr Clive Laband, Cllr Sujan Wickremaratchi, Mr Alastair McPherson, Mrs Margaret Baker (all part of meeting), Helen Hewett (Assistant to the Town Clerk)

1. Council Prayer

Members stood for the Council prayer, which was read by Town Mayor Cllr Howard Mundin. Cllrs King and Basher left the chamber during the reading of the prayer.

At this junction the outgoing Town Mayor addressed the Town Council and stated that it had been an honour to serve as Town Mayor for the last two years. The hard work of so many community organisations that he had the privilege of meeting was conveyed to the Town Council along with comment regarding the many wonderful people he had met. He thanked his consort for her support and the outgoing Deputy Town Mayor Mr Alastair McPherson along with the staff at the Town Hall, who had worked so professionally to support him. Special mention was made of his PA Maria Horne and also the Town Clerk Steven Trice and Deputy Town Clerk Andrew Sturgeon. He then wished the new Town Council well for their term of office. At the end of his address Mr Mundin was presented with a past service medal, a Town Crest plaque and small token of appreciation from the Town Council as presented by the Town Clerk.

2. Election of Town Mayor for 2023/2024

The Town Clerk asked for nominations for the Town Mayor for the 2023/2024 Council year. There was one nomination for Town Mayor, which was duly seconded and without challenge;

Cllr Stephanie Inglesfield was the duly declared Town Mayor for the Council year 2023/24. Cllr Inglesfield made her declaration of acceptance of office and signed the declaration of office book.

Cllr Inglesfield addressed the Town Council stating she was honoured to be Town Mayor and thanked the outgoing Town Mayor and Deputy Town Mayor for their endeavours. Cllr Inglesfield stated that she looked forward to leading the new Town Council and wanted every Councillor to be fully involved over the next four years. Cllr Inglesfield noted that it was a very new Council who would be on a steep learning curve, but was sure that Councillors would be supported by the Town Clerk and his team. It was stated that politics should not be a factor and that every Councillor has a part to play and she hoped that those within the minority groups would be shown the same courtesy and friendship that was afforded to herself and colleagues during the last term of the Town Council.

3. Apologies

Cllr S. Walsh – Personal Matter

Cllr L. Wilson - Holiday

4. Public Forum

Cllr Sujan Wickremaratchi wished to commend and thank Mr Howard Mundin for being an outstanding Town Mayor and paid tribute to all of Mr Mundin's hard work, along with his Consort, during his term of office as Town Mayor. He felt that this achievement was even more significant as Mr Mundin also continued his work with the NHS and also sat as a JP during his term of Town Mayor. Cllr Wickremaratchi closed by also thanking the former Deputy Mayor Mr Alastair McPherson for his work to support Mr Mundin and for his tenure as the previous Mayor and then wished the new Council well for their term of office.

Mr Sweeney also thanked the former Town Mayor and wished the new Town Mayor Cllr Inglesfield well for her term of office. Mr Sweeney then informed the Town Council of an incident he was involved with a cyclist on the highway, which fortunately on this occasion was not a serious incident as he was driving slowly when a cyclist ran into his path. This incident was directly the result of a pot hole, so with this in mind Mr Sweeney asked the whether the Town Council intended to continue to lobby West Sussex County Council to repair and improve the road network in and around Haywards Heath and in turn work to return highways repair services to a local delivery model. Mr Sweeney stated that he was fed up with the passing back and forth the blame for incidents that could be have avoided, such as he was involved in so that people can travel safely around the Town. Mr Sweeney also felt that there should be a full risk assessment of the road network that the pending London to Brighton Bike Ride would be using.

Cllr Paul Lucraft responded on behalf of the Town Council by stating that, the Town Council will continue to make representation and help local residents to report problems to West Sussex County Council to follow up and ensure that these are given priority by the County Council. Cllr Lucraft noted the terrible accident that took place recently in Perrymount Road and is reported in the Mid Sussex Times where an elderly cyclist suffered traumatic injuries. The knock-on costs to other services like the NHS in this case and the impact on people's lives of inadequate road maintenance can be

huge. As well as lobbying West Sussex County Council, the Town Council has been working with the other Town Councils in Mid Sussex to explore the potential for bringing back service delivery for potholes and similar highway repairs to the Town Councils and neighbouring villages. Potholes are a matter which Cllr Lucraft was sure is on the agenda for all councillors at all levels locally and one where he hoped that all Councillors can work together to persuade WSCC to give the delivery arrangements back to the towns in our area because a locally based team will be able to respond more quickly and effectively to deal with potholes and prevent problems worsening. Clearly one additional aspect of this is that Councillors would like WSCC to hand over part of their budget to the Town Councils to deal with the potholes. Haywards Heath residents already pay for road maintenance through their council tax and WSCC is also in receipt of grants from central government to deal with this issue. It was hoped that a pragmatic solution could be found.

5. Appointment of Deputy Town Mayor for 2023/2024

The Town Clerk asked for nominations for the Deputy Town Mayor for the 2023/2024 Council year. There was one nomination for Deputy Town Mayor, which was duly seconded and without challenge;

Cllr Duncan Pascoe was duly declared Deputy Town Mayor for the Council year 2023/2024. Cllr Pascoe made his declaration of acceptance of office and signed the declaration off office book.

6. Appointment of the Leader of the Council for 2023/2024

There was one nomination for the Leader of the Council, which was duly seconded and without challenge;

Cllr Paul Lucraft was duly declared as the Leader of the Council for the year 2023/2024.

7. Appointment of the Deputy Leader of the Council for 2023/2024

There was one nomination for Deputy Leader of the Council, which was duly seconded and without challenge;

Cllr Ann-Marie Cooke was duly declared as the Deputy Leader of the Council for the year 2023/2024.

8. Committee membership for the 2023/2024

The Town Clerk informed Members that he had received pre-prescribed nominations for 2023/2024 Committee Membership, working groups and outside appointments. As a result, to the best of his knowledge he would run through the appointments given to him and would offer the opportunity for others to be nominated. It was then stated that if there were more requests than positions available there would be a vote, by a show of hands.

The following names were put forward and agreed for the Committee membership for the Council year 2023/2024 with challenge.

(ii) Environment & General Purposes Committee

Nick Chapman
Alison Rees
Leila Wilson
Anne-Marie Cooke
Duncan Pascoe
Stephanie Inglesfield
Deanna Nicholson
Sandy Ellis

(ii) Planning Committee

Stephanie Inglesfield
Duncan Pascoe
Abdul Bashar
Barbara King
Nick Chapman
Anthony Platts
Deanna Nicholson
Sandy Ellis

(iii) Policy & Finance Committee

Anne-Marie Cooke
Sinead Walsh
Paul Lucraft
Anne-Marie Lucraft
Abdul Bashar
Alison Rees
Rachel Cromie
Allan Murray

9. To confirm appointments of Committee Chair and Vice Chair for the Council year 2023/2024.

It was **RESOLVED** that the following Members were appointed as Committee Chair and Vice Chair for the Council year 2023/2023. None of the posts were contested.

(i) Environment & General Purposes Committee

Chair: Nick Chapman
Vice Chair: Alison Rees

(ii) Planning Committee

Chair: Stephanie Inglesfield
Vice Chair: Duncan Pascoe

(iii) Policy & Finance Committee

Chair: Ann-Marie Cooke
Vice Chair: Sinead Walsh

10. Membership of the Sub Committees/Working Groups:

It was **RESOLVED** that the following Members would serve on the following Sub Committee Working Groups for the Council year 2023/24.

- (i) **Haywards Heath In Bloom:**
Sandy Ellis
- (ii) **Communication and IT Working Group:**
Paul Lucraft, Abdul Bashar, Rachel Cromie, Allan Murray
(1vacant position)
- (iii) **Planning and consultation working group:**
Drawn from the Committee when required.
- (iv) **Staff Working Party:**
Leila Wilson, Barbara King, Abdul Bashar, Stephanie Inglesfield
- (v) **Chair's Working Group:**
Stephanie Inglesfield, Anne-Marie Cooke, Nick Chapman, plus Leader of
the Town Council if required
- (vi) **Environment Working group:**
Drawn from the Committee when required.
- (vii) **Active Haywards Heath:**
Barbara King

11. To confirm Council representatives on the following outside bodies:

It was **RESOLVED** that the following Members would be the representatives on the following outside bodies. None of the posts were contested.

- (i) ***Rep to Mid Sussex Association of Local Councils and West Sussex Association of Local Councils:***
Duncan Pascoe and Anthony Platts (with full voting rights on behalf of the Town Council). The Town Clerk ensured that Councilors were aware and content with regards to the voting rights of the appointments, which would be on behalf of the Town Council, as there had been confusion amongst Councils that were in membership of Mid Sussex Association of Local Councils and West Sussex Association of Local Councils of the two associations historically.
- (ii) ***Rep to Mid Sussex Association of Town Councils:***
Stephanie Inglesfield, Anthony Platts, Paul Lucraft, Rachel Cromie
- (iii) ***Rep to Haywards Heath Twinning Association:***
Anthony Platts
- (iv) ***Rep to Blunts/Paiges Meadow Reserve and Scrase Valley Reserve:***
Anne-Marie Cooke and Barbara King
- (v) ***Ashenground Park and Bolnore Open Spaces Steering Group:***
Stephanie Inglesfield and Sandy Ellis
- (vi) ***Rep to Woodside Pavilion Management Committee:***
Sinead Walsh
- (vii) ***Rep to Haywards Heath Business Association:***
Abdul Bashar

(viii) Rep to Haywards Heath Town Team:
Vacant

(ix) Rep to Burgess Hill Northern Arc Liaison Group:
Stephanie Inglesfield

(x) Rep to Mid Sussex Cycle Forum:
Nick Chapman

(xi) Rep to Clair Hall Working Group at MSDC:
Nick Chapman

(xii) Rep to Bentswood Hub:
Cllr A Rees was nominated for the representative position on the Bentswood Hub (Hub) then Cllr R Cromie challenged the appointment and requested she take the position due to her historical work with the Hub and in line with the joint working statement of the Town Mayor outlined in her address to the Town Council under item two of the agenda. The Town Clerk stated that there was only one position given by the Hub so it was not in the gift of the Town Council at the meeting to appoint both Councillors as consultation and agreement with the Hub was required. The Town Clerk advised that the Town Council's options were either one person stand down, there be a vote or deferment. Deferment of the appointment was supported by the Town Mayor and put to the Town Council. With this it was moved and seconded to defer the appointment of the representation on the Hub to the next meeting of the Town Council. The Town Clerk was then asked to investigate any flexibilities of the representational position with the Hub, which supported the Events and Community Officer in her work, with regards to the number of positions available.

(xiii) Rep to Mid Sussex Voluntary Action:
Barbara King

It was stated by the Town Clerk that all of the appointments would come through the Town Hall and Councillors will be informed of meetings and activities related to their appointments.

12. Declarations of Interest.

None.

13. Minutes

The Minutes of the Meeting of the Council held on 20th March 2023, without comment, were taken as read, confirmed as true and duly signed by the Mayor.

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

The Town Clerk explained that the item was for information relating back to the last meeting of the Town Council as items such as any other business and matters arising were not permitted on agendas, but any business under this item in the future would directly relate to the minutes and resolutions of the last meeting of the Council. To this end with a very light agenda there was nothing to report as Martyn's Law was still going through the legislative process.

15. Mayor's Engagements and Announcements.

The new Town Mayor Cllr Inglesfield presented the list of engagements of the former Town Mayor, which were noted by the Council. The Town Mayor again commended the work of Mr Mundin and Mr McPherson for their work over the last two years as Town Mayor and Deputy Town Mayor.

16. To receive resolutions of the following Committees:

- (i) Planning Committee - **MINS. 127 - 148**
The resolutions of the Planning Committees, dated 27th March 2023 - **Mins 127 – 134**, 17th April 2023 - **Mins 135 – 142** and the extraordinary meeting dated 2nd May 2023 - **Mins 143 – 148** were noted without discussion by the Council.

- (ii) Environment & General Purposes Committee - **MINS. 46 - 56**
The resolutions of the Environment & General Purposes Committee, dated 3rd April 2023 - **Mins 46 – 56** were noted without discussion by the Council.

- (iii) Policy & Finance Committee
No meeting held since the last meeting of Full Council.

17. Standing Orders and Financial Regulations Annual Review.

Members noted the report of the Town Clerk and the Standing Orders and Financial Regulations as presented, acknowledging the need for a minute reference of the review each Council year for audit purposes. With no comments or changes required;

Members **RESOLVED** to adopt the Town Council's revised Standing Orders and Financial Regulations as presented for the 2023/2024 Council year.

18. Code of Conduct

Members noted the Code of Conduct as adopted of the meeting of the Town Council in January 2022. Without comment and again for good order in terms internal audit requirements;

Members **RESOLVED** adopt the Local Government Association Councillor Code of Conduct as presented.

19. Membership of West Sussex Association of Local Councils and National Association of Local Councils.

Members re-affirmed their support for both associations, with this;

Members **RESOLVED** 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).

20. General Power of Competency

Members noted the presentation of the Town Clerk, which gave new Members the background to the Powers bestowed on the Town Council through the Localism Act 2011 as also outlined in the covering report and without comment.

Members **RESOLVED** to confirm that the Town Council met the Criteria to enable the adoption of the General Power of Competency and that the Town Council would exercise the Power when required.

21. Diary of Council Meetings 2023/2024

Members were presented with a slightly revised Committee timetable to that deferred for agreement by the Policy and Finance Committee in January 2023 and were content with the change of date of the Planning Committee to May 22nd and the change of the date of the Policy and Finance Committee to Tuesday 27th June 2023.

Members **RESOLVED** to adopt the revised Committee Timetable for the Council year 2023/2024.

22. Mandate/BACS/Cheque Signatories

The Town Clerk requested that four Councillors be appointed to undertake the banking/financial authorisation transactions explaining that any two of the four would be required to authorise payments set up by officers with Standing Orders and Financial Regulations at any one time. In addition, it was not good order for the Town Mayor and Deputy Mayor to take such positions as they oversaw the bank reconciliation. Turning to the appointments it was noted that Cllr Ellis was already a signatory carried over from the last term of the Town Council and it was asked that she remain as such, which was agreed. The Town Clerk therefore requested three more nomination to be signatories. With this, it was agreed that Cllrs A. Cooke, S. Walsh and A. Murray be appointed in addition to Cllr Ellis, which was unanimously agreed. The Town Clerk then asked that the Responsible Finance Officer (RFO) also be appointed as he was hampered in his ability to obtain information required for him to undertake his duties. It was questioned what power this would give the RFO? The Town Clerk said the RFO's requirement was only for information access as he set up payments so Councillors would still be required to sign of the payments. Councillors were content with the reasoning given and then.

Members **RESOLVED** that;

- a) Cllrs S Ellis remains as an authorised signatory.
- b) Cllr Anne-Marie Cooke, Cllr Sinead Walsh and Cllr Allan Murray be authorised to sign cheques, authorise electronic payments and be authorised to agree and sign any bank transactions/mandates on behalf of Haywards Heath Town Council.
- c) That the Responsible Finance Officer also be an authorised signatory to enable information access.

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

The Town Clerk confirmed that Councillor training would take place on Tuesday 23rd of May 2023 at 6pm.

The Town Clerk informed Councillors that he had been called for Jury Service for two weeks commencing on the 5th June 2023.

24. Members RESOLVED to exclude the public and the press.

None.

Meeting Closed at 8.31pm

Mayor's Engagements

16 May 2023 – 13th July 2017

On the 19th May, the Mayor attended the Mid Sussex STEM Challenge at the South of England Showground.

On 1st June, the Mayor attended the Lieutenancy Briefing at County Hall in Chichester.

On Saturday 3rd June, the Mayor attended The Orchards 'Transforming Tomorrow' fundraising event for the Air Ambulance.

On Sunday 11th June, the Mayor and Deputy Mayor attended the Town Council's Spring into Summer community event on Muster Green.

Additionally on Sunday 11th June, the Mayor attended the Showcase for the Haywards Heath Branch of Ariel Drama at the Hawth Theatre.

On 13th June, the Mayor and PA met with the Time4Children Charity to discuss the future relationship and fundraising.

On 1st June, the Mayor & PA again met with staff from Time4Children Charity for promotional purposes.

On 14th June, the Mayor & PA attended Russeting's Care Home in Balcombe to help celebrate the 100th birthday of one of its residents.

On Saturday 17th June, the Mayor attended the Haywards Heath Horticultural Summer Show at The Orchards, meeting members, announcing winners and helping award prizes.

On Sunday 18th June, the Deputy Mayor attended a Charity Fun Day at the South of England Showground for the charities The Cat's Protection and Paws for Cause Rescue.

On 22nd June, the Deputy Mayor attended the Haywards Heath Carers Day at the Town Hall.

On Saturday 24th June, the Deputy Mayor attended the My Choice Childrens Homes Summer Fayre in support of the Firefighters charity in the grounds of Mill Hill Business Estate.

On Saturday 24th June, the Mayor attended the Sussex Chorus Mozart Concert at St Andrews Church.

On 26th June, the Mayor attended Oakwood Court Care Home's Clay Workshop Event with students from Warden Park School as part of National Care Home Open Week.

On 30th June, the Mayor attended the Garden Tea Party at Walstead Place Care Home as part of National Care Home Open Week.

On Saturday 1st July, the Mayor attended the Prize Giving Ceremony at The Orchards for the Haywards Heath Lions Swimathon, helping award prizes.

On 3rd July, the Mayor attended the Meet and Greet the Judges for South & South East In Bloom and accompanied them on part of their tour around the town.

Additionally on 3rd July, the Mayor attended the Girl Guiding Sussex Central County Awards Evening at the South of England Showground.

On 6th July, the Mayor attended and took part in a Q&A session at an Older Person's event at Haywards Heath Baptist Church

On 7th July, the Mayor attended an annual prize giving BSE3D Ltd STEM ceremony for local schools at Haywards Heath College as part of Mid Sussex Science Week.

On Saturday 8th July, the Mayor and Deputy Mayor attended an evening of Refugee Tales & Music at Haywards Heath College organised by the Gatwick Detainees Welfare Group (GDWG).

On Saturday 15th July, the Mayor attended the Music Through The Ages Concert from Coro Nuovo Choir featuring the 2023 Sussex Young Musicians Competition Final at the Haywards Heath Methodist Church.

On 17th July, the Mayor visited Mid Sussex Radio to give an interview on her role and her charity.

Ends

Committee Meeting: Full Council

Report of: Town Clerk

Date: 24th July 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 Committee held on the 22nd May 2023 - **Minutes 1 - 8**, Planning Committee held on the 5th June 2023 - **Minutes 9 – 16**, Planning Committee held on the 26th June 2023 - **Minutes 17 – 24**, and Planning Committee held on the 17th July 2023 - **Minutes 25 - 33**. Environment and General Purposes Committee held on 3rd July 2023 - **Minutes 1 - 13**. Policy and Finance Committees meeting held 27th June - **Minutes 1 - 16**.

Members are recommended to;

(a) Notes the resolutions of the Council's standing Committees as laid out under points 3, 4, 5, 6, 7 and 8 and of this report.

3. Planning Committee, 22nd May 2023 - **Minutes 1 – 8 resolutions;**
Nothing to report other than the planning application comments.
4. Planning Committee, 5th June 2023 - **Minutes 9 – 16 resolutions;**
Nothing to report other than the planning application comments.
5. Planning Committee, Planning Committee 26th June 2023 - **Minutes 17 – 24 resolutions;**
Nothing to report other than the planning application comments.
6. Planning Committee, Planning Committee 17th July 2023 - **Minutes 25 – 33 resolutions;**

MIN 32. – Members resolved to adopt the Planning Committee Business Plan.
7. Environment and General Purposes Committee 3rd July 2023 - **Minutes 1 – 13;**

MIN 7. – Members resolved to make a financial contribution of £1000 towards the Haywards Heath Foodbank Teddy Bears Picnic from the underspend in the Town Council events budget.

MIN 8. – Members resolved the Terms of Reference for Active Haywards Heath.

MIN 10. – Members resolved to adopt the Environment and General Purposes Committee Business Plan.

MIN 11. – Members resolved to open itself to offering social prescribing opportunities including projects that could actively allow for the community to be directly involved in Town Council greening projects.

MIN 12. – Members resolved to defer the consideration of funding the introduction of a living roof bus shelter in Haywards Heath at the cost of £1,890.34 and asked the Town Clerk to seek further information on their implementation and success.

8. Policy and Finance Committee 27th June 2023 – Minutes 1 - 16;

MIN 5. – Members considered and resolved the lists of payments and receipts, and the income and expenditure report for the period 1st January 2023 – 31st March 2023.

MIN 6. – Members resolved the bank balances and the reconciliation statement as at 31st March 2023.

MIN 7. – Members resolved the income and expenditure account and the balance sheet for the year ended 31st March 2023.

MIN 8. – Members resolved the Annual Internal Audit Report 2022/2023.

MIN 9. – Members resolved to approve the Annual Governance Statement (Section 1) 2022/2023.

MIN 10. – Members resolved to approve the Accounting Statements (Section 2) 2022/2023.

MIN 11. – Members resolved to approve the asset register as at 31st March 2023 with a request that the register be reviewed and tidied up as required.

MIN 12. – Members resolved to award;

- a) a grant of £750 to Share Haywards Heath to assist with purchases and start-up costs. *With condition that the money is not paid until the organisation confirms where it will be based.*
- b) a grant of £500 to Mid Sussex Voluntary Action towards marketing costs.
- c) a grant of £250 to The Dame Vera Lynn Children's Charity towards running costs.

MIN 13. – Members resolved to retain Ward Budget expenditure policy and make allowance for the following resulting in an increase to the budget of 25% totalling £2,500 for the 2023/2024 financial year and onwards for the duration of the term of this Town Council, to be met from the general reserve.

- i. a budget of £312.50 to be administered by Councillors individually.
- ii. Pooled budgets of £1,500 in the following five areas of the Town.
 - a. Haywards Heath North East, North Central and North West.
 - b. Haywards Heath Franklands.
 - c. Haywards Heath Ashenground.
 - d. Haywards Heath Lucastes and Lucastes Boltro.
 - e. Haywards Heath Bentswood and Heath East and Bentswood and Heath West.

MIN14. – Members resolved to earmark £6,000 to enable the continuation of the Bentswood Junior Club during the 2023/2024 financial year, which would be released to the appropriate organisation body that takes over the management of the Hub. This would be by approval by the Committee.

MIN 15. – Members resolved to adopt the Policy and Finance Committee Business Plan.

Town Clerk

Committee: Full Council

Report of: Leader of the Town Council

Date: 24th July 2023

Subject: Haywards Heath Town Council – A plan for the future – June 2023

Purpose of Report:

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

Summary:

2. The following report present a Green Paper entitled Haywards Heath Town Council – A plan for the future – June 2023, which is proposed to be the Town Council forward plan and basis for policy decisions for the term of this Council for consideration.

Recommendation(s):

Members are asked comment upon and to consider the adoption of the Haywards Heath Town Council – A plan for the future – June 2023 as presented

Background

3. The Leader of the Town Council Cllr Paul Lucraft will present and move that the document as per Appendix 1 of this report is adopted by the Town Council.

Financial Implications

4. None directly to this report. Any matters arising from this document that will require to be funded will be apportioned within the current budget or included in future year's budgeting process,

Legal Implications

5. The Town Council can make such a resolution 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

Haywards Heath Town Council – A plan for the future – June 2023

This green paper is a discussion document and is intended to scope the key policies to be followed by Haywards Heath Town Council (HHTC) over the next few years. Detailed budgets and action plans will be discussed by the Town Council and its committees to give effect to the policies outlined.

Introduction

Our vision for Haywards Heath into the middle of the 21st century is of a vibrant town community in the heart of a Sussex that is a desirable place to live in, study in and work in. With excellent connections to London and the south coast, Haywards Heath should offer all that is necessary to a modern home-based lifestyle within the town.

Haywards Heath Town Council (HHTC) aims to keep a successful local shopping environment with a good variety of small shops and national chain stores providing for local needs and minimising the need for residents to travel further afield. In the era of increasing options to buy on-line with local delivery it is important to retain a successful local retail centre and food and drink venues which can be accessed quickly and safely to keep alive our high streets and the heart of our town.

Travel into and out of the area by public transport needs to be backed up with more frequent and extensive local bus and community transport around town for those who need help and to reduce traffic in the town centre, reducing pollution and taking pressure off parking. We aim to make it easier to find timetables and fares, which should be available at bus stops and on-line, as well as introduce a straightforward lower priced fare structure.

The Town Council intends to discuss the concept of the “15 minute city” / “20 minute neighbourhood” with the aim of improving local planning and helping residents reduce the need for traveling by car in their daily lives, for shops, work, medical and education services and entertainment etc.

The town needs a better mapped and signposted network of cycle and foot paths to connect people across the town. The Town Council aims to improve these connections so enabling safe and efficient journeys to the shops, railway station, schools and hospital / medical centres etc.

HHTC values and wants to advocate the town’s entertainment and cultural venues and promote events, support its business community and recognise its educational and health services.

HHTC has a key role to play as champion for the town and its people and can also provide a more accessible resource for the community. The Council intends to enhance the Town Council’s on-line presence by using the council website to help signpost local organisations, charities, businesses, events etc for the benefit of the community.

The Town Council aims to update and issue a new town guide to promote the town community, its voluntary organisations, businesses, social activities and events to residents and visitors.

The Town Council intends to lead the community by achieving fair trade status. The Council will also discuss and decide how it can best support the Transition Town Initiative.

The Town Council intends to look to adopt policies which recognise our wider environment and aim to work with others to help address the climate change and bio-diversity challenges we all face.

Haywards Heath's growth

Recent housing developments beyond the current Town Council boundaries, but to all intents part of Haywards Heath, should be reflected in the town's planning. HHTC will work with neighbouring parishes to ensure these new residents are included in our forward planning. In due course some of these new developments will become fully part of the town and HHTC recognises that their residents are already users of the town's services, contribute to the local economy and its community.

The Town Council intends to create a greater Haywards Heath neighbourhood forum to talk with the surrounding parishes and tackle matters of common interest. This could include; Cuckfield, Ansty and Staplefield, Lindfield, Lindfield Rural and Wivelsfield / Chailey parishes.

Policies and initiatives:

The Role of the Town Council

Champion the Town and its residents and businesses, helping create and support a thriving community based on the Town.

Work in partnership with local groups, voluntary organisations and charities, not for profit bodies etc.

Champion the town's infrastructure in developments and work with agencies to achieve the best outcomes for the Town and its residents.

Clair Hall

The existing policy of HHTC is to support recommissioning of Clair Hall as a new Arts and Cultural venue. This policy lacks a plan and there was no clarity from Mid Sussex District Council (MSDC) about how this would come about. As a result, the Hall has been closed to public use for three years, and aside from the vital use as a Covid vaccination centre when there was no other suitable venue in the area, has no progress to show for that time. Many community groups have been deprived of a useful central community hall and this has had a detrimental impact on them and on the Town.

HHTC intends to pursue a policy of getting the hall back into use and then look to change its ownership to a Charitable Incorporated Organisation or similar, with the Town Council as the key custodian for the Hall and sponsor for its use to the benefit of the Town community. HHTC proposes to work fast to get the hall back into use.

HHTC will work with MSDC and other stakeholders and partners to achieve these aims. We understand that there are grants and assistance available which would help in re-opening the hall and in increasing its use and utility.

In addition to the hall there are other related and neighbouring community assets which the Town Council intends to champion as part of the strategy, including:

- The Redwood Centre
- Clair Park and the sports pavilion
- Clair Hall car park
- Footpaths and cycleways

These facilities are used by many individuals and groups and the Town Council has a unique role to help coordinate the various stakeholders.

The Town has an aspiration to take over the ownership and management of Clair Park. We would look to establish a 'friends' group' to encourage and channel community support.

Nature

HHTC aims to increase and support nature, our wild plants and animals, including pollinators. The council intends to support bird and bat nest boxes in the town's woodland. This can be done in our parks, council grounds, cemeteries and other open spaces as well as supporting local groups and residents to do the same. Improving our natural environment will contribute to residents' well-being and alongside other policies of supporting buses, EV charging points and trees planted in the ground in South Road will improve air quality in the town centre.

The Council intends to obtain advice from conservation agencies including Wakehurst Place (Kew) and the Sussex Wildlife Trust who are based in our area.

South Road Upgrade and Traffic Management

Street scape and aesthetics

HHTC generally welcomes the West Sussex County Council (WSSCC) proposed improvements to South Road and to Commercial Square.

The Council supports the lowering of speed limits to 20mph across the centre of the town, widening the footways, planting trees in the ground and enhancing the street scape with coordinated design and colour schemes to discourage through traffic and reduce speeds. Making the traffic go slower will help encourage cyclists, pedestrians will feel safer, and the town centre will look and feel a nicer place to live and to visit.

The Town council intends to work with WSSCC to review on-street parking zones and times. The recent change to a 1-hour parking scheme in South Road will be reviewed to understand its effects. The Town Council intends to work with MSDC to review how well off-street car parking operates. The council will promote provision of electric vehicle charging points across town.

Additional street schemes

The planned improvements to South Road should be reflected in similar upgrades for The Broadway and Sussex Road. HHTC intends to work with WSCC to seek similar schemes to reduce traffic speed, improve street furniture, plant in ground trees, improve experience for residents / visitors and upgrade for cyclists, pedestrians, review parking scheme. Work with the town's retail / food and drink businesses.

The council intends to liaise with Network Rail and rail operators about street and other improvements for the station quarter.

Traffic management

There are several roads in the town centre where there are insufficient car parking spaces for residents (Gower Road, Haywards Road etc.) The Town Council intends to consult with residents to understand if there is support for CPZs or other changes.

The Council aims to revisit previous proposals for a 'gyratory system' referred to in the town's masterplan (Destination Haywards Heath document) which included one ways and changes to traffic flow in the centre of the town.

Given the changes to lifestyles following covid, other developments in road usage and the WSCC proposals for changes in South Road, the existing Town Council proposals will be revisited as they are not compatible. The council does not want to foster rat runs but rather to discourage through traffic, direct HGVs to use the relief road and to encourage pedestrians and more local use of cycling.

HHTC aims to target Gander Hill, College Road, Sydney Road, Paddockhall Road, Harlands Road, Northlands Avenue and other busy local roads for speed reduction, road safety and measures to reduce pollution and improve amenity.

The council aims to invest in traffic speed monitoring devices which could be deployed around the town in conjunction with the Police to help provide advisory information for motorists to encourage speed reduction.

Potholes

The Town Council has asked WSCC to delegate powers and budget to allow the Town Council to undertake pothole repairs on non-major roads across the town and in agreement with surrounding parishes.

The Town Council believes that it could be quicker and more effective in resolution of reported potholes and is willing to help tackle the challenge, but it can only do this if WSCC allows it and pays over part of the income it receives to mend potholes.

Cycling and walking routes

The Town Council aims to map cycle routes around and through town, produce an online map of footpaths and cycle ways and link into longer distance cycle routes joining Haywards Heath. This plan will be reviewed against the local Cycling and Walking Infrastructure Plan, consulting

with stakeholders including, WSCC, a local Cycle Forum, footpath user groups and residents generally.

The council wants to see better cycle racks in key places which fit in with the street scape.

Accessibility across town

Access for those with disabilities can be improved with better signage and information to help with planning visits to public and commercial buildings, shops and entertainment venues. The Town Council intends to take the lead and work with charities to help make the town more accessible. The council intends to provide help and advice and grants to help improve access.

Victoria Park

The Town Council notes that there is a plan from MSDC to upgrade the park and its facilities. The present plan is to upgrade the children's play area in the north-east corner of the park which the Town Council welcomes. HHTC will review the provision of accessible play equipment across our local playgrounds.

The northern boundary with South Road is also due to be improved and the council is interested to know how this is to be achieved. There is concern that the existing hedges and plantings may be a haven for wildlife and should not be lost. The planting of more trees could help improve shelter and reduce pollution in the town centre.

The Town has an aspiration to take over the ownership and management of Victoria Park. We look to establish a 'friends group' to encourage and channel community support.

Community Warden scheme

The Town Council is participating in and pioneered the local community warden scheme. The removal of PCSOs nationally means that the warden scheme potentially fills a gap that might otherwise lead to increased nuisance crimes. The warden scheme also helps link businesses to the community. The scheme will be reviewed and evaluated to determine whether/how successful it has been and what lessons we can learn from it.

Community and Social Matters

HHTC will champion the rights and interests of the community it serves. There are sections of the population who need help and support from governmental agencies. There are areas of deprivation and hidden poverty. The council will look to use its influence to ensure that these areas get the support needed to improve the lives of those residents affected. This will include, amongst other initiatives, support for community hubs, foodbanks and youth programmes.

Grants and community outreach

Generally, the Town Council wants to see an increase in grants to help local groups and particularly help with young people and charities / voluntary organisations. But the Town Council could also help individuals, recognise achievements and encourage people to be community minded.

Community outreach – Town Council aims to identify what resources and assets exist in the town and help people to connect. The website is a useful tool for the community and the Town

Council intends to grow this with the intention to link and signpost different groups, help connect people and develop messaging on social media.

Local businesses

A successful local business community is key to providing jobs for local people and sustaining a strong local economy. As well as the valued High Street retailers, there are many other businesses across the town - they have an important role to play by providing jobs and supporting a healthy local economy. The Town Council intends to help provide support for those looking to start up their own business through facilitating training and advice sessions at the Town Hall and providing grants to help locals with setting up as traders in the town for instance to contribute to the costs for a stall / pop up shop or basic equipment.

The Town Council aims to generally help local businesses to flourish and encourage them to be involved in the town community.

Destination Haywards Heath review and Haywards Heath Local Plan review

The council will review the "Destination Haywards Heath" strategy and Haywards Heath Local (Neighbourhood) Plan which will need to dovetail with the Mid Sussex District Council's Plan. The MSDC plan will be reviewed by MSDC in the next year.

This vision document sets out new thinking which we aim to include in these Plans for the future of the town.

Hurst Farm development

The Town Council is looking to the proposed development to the south-east of the town to help achieve its aims for a new cemetery, additional allotments and a country park for the benefit of the town. A new local school is also planned as part of the development. The Council will work with MSDC and developers to achieve the best possible outcomes.

Education and training are important to the town and the HHTC intends to reach out to and work with the local schools and college to involve the town's youth in helping to shape the future.

The council wishes to support adult further education working with WSCC and other agencies, linking in with U3A and seeking to support opportunities for adults to improve their knowledge, retrain and add skills.

Health and Social Care

Health care and social care are very important. The Princess Royal Hospital is a vital local service which the Town Council wants to support. The Nuffield Hospital is also valued.

Care homes are a significant local asset. Support for carers of all types is a key priority for the Town Council as we see an increasing population which relies on its carers. The Town Council will seek ways to support care services and those involved in providing care.

The Council will support installation of defibrillators in conjunction with WSCC and participate in organising training in their use.

Proposals for Active Haywards Heath will include in the short term: identifying and auditing (to cover scope, risks and legal compliance) sports / exercise facilities, pitches and equipment for public use within ten miles of Haywards Heath and encourage residents' use. Identify and promote non-competitive activities e.g. walking groups and re-work Haywards Heath Active web site.

Haywards Heath Active will set up a steering group to support and drive a programme of actions and to communicate with the public and to promote activities.

In the longer term HHTC intends to support the use of grants, make it easier for groups to apply for a grant and promote the outcome of grants. The Council aims to promote expansion of facilities with awards and recognition, e.g., for vision, inclusion, benefits to wider population, creative solutions, bringing work to the town. The Council aims to review and facilitate building of proposed new sites, funding, commercial collaboration and grants available, management (commercial or council), promote inclusion. The council aims to look to support improvements to existing facilities, e.g. improvements to enable multi-purpose outdoor pitches to be used throughout the year and give priority to sites which enable multi-use activities.

Town Twinning

HHTC intends to reaffirm its commitment to support the Town's twinning with Bondues and Traunstein. The Council believes in the value of working with neighbours in Europe to foster friendship and encourages regular meetings and exchanges and acknowledges the good work of the Twinning Association in building links with our twin towns.

The Town Council intends to promote with pride our Twinning by: 1. naming a local street after Bondues and 2. erecting a commemorative street direction / distance signpost in the town centre that points to both Bondues and Traustein.

Finance, tax and expenditure policy / philosophy

Our mission is to provide better services and ensure that the residents of Haywards Heath are best served, get value for money and can see the benefits of their Town Council. A clear implication of the policies outlined above is that taxes may need to rise to pay for specific projects and these will be justified by the outcomes to be achieved.

If we can grow the council's revenue and invest in better services for the community we serve, then the town will enjoy the benefits.

Recently HHTC has been driven by a policy of very low tax for the sake of it. The consequences of this are a low council tax in Haywards Heath but little else to show for the tax that is raised. The base tax is £61.57 per annum for a house in Band D in 2023/4. This compares with approx. £76.51 for Burgess Hill, £75.82 for Lindfield and £154.03 for Cuckfield.

HHTC aims to seek a town / parish levy from developers in partnership with MSDC. The revenues raised could fund additional community infrastructure: paths, lighting and seating, bus shelters etc. and where possible allotments and community gardens.

The Town Council will look to attract commercial sponsors and partners to support the Council's activities and events.

The Town Council aims to look to improve the quality of life for all residents. Benefits should not be measured just in direct monetary terms and so our policy guidance and justification will include allowing for the social and environmental benefits of Council policies.

The town council will seek to achieve its financial requirements and continue to meet its audit and statutory obligations. It will develop a forward financial plan for the next three years to be updated on a rolling annual basis.

Council Performance - Best in Class

HHTC aims to obtain an accreditation to demonstrate that it is one of the best local Councils in the country through the National Association of Local Councils (NALC) Local Council Award Scheme. The scheme is designed to provide a model framework in which local councils are benchmarked for their work using standardised criteria set by NALC's Improvement and Development Board. The awards recognise those who meet and surpass these expectations after rigorous and thorough peer review.

The Local Council Award Scheme will help to ensure and recognise that HHTC has good governance, effective community engagement and engages in continuous council improvement.

Committee: Full Council

Report of: Town Clerk

Date: 24th July 2023

Subject: Outside Appointments and Committee Confirmation

Purpose of Report:

1. The purpose of this report is for Members to consider appointments to Council roles.

Summary:

2. The following report requests the appointment of a Town Councillor to an outside body, a change to an appointment and the confirmation of the Environment and General Purposes Committee for good order.

Recommendation(s): Members are asked to;

- a) **Appoint a Councillor appointment to the Bentswood Hub.**
- b) **Note the change of Cllr Rees being appointed to the Scrase NaValley Reserve in the place of Cllr Anne-Cooke.**
- c) **Note the membership of the Environmental and General Purposes Committee as per point 5 of this report.**

Background

3. Bentswood Hub - the position remains unappointed and has been complicated by the issues currently around the management of the Hub. This will centre around who the Councillor will be working with. This appointment is sought with the caveat that the representative will revert to sit on any new management body (who receives Town Council funding).
4. Scrase Valley Reserve – this is a simple change of representative.
5. Due a clerical error it was not clear who was placed upon the committee at the Annual Council meeting. For good order it should formally be resolved to be Cllrs Nick Chapman, Alison Rees, Leila Wilson, Anne-Marie Cooke, Duncan Pascoe, Stephanie Inglesfield, Deanna Nicholson and Sandy Ellis

Financial Implications

6. None.

Legal Implications

7. The Town Council can make such a resolution 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.
8. Councillors should consider any positions they have on organisations/bodies outside of the Town Council when standing for such roles.

9. Please note - If there 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 Town Clerk. All placements must be filled.

Town Clerk

Committee: Full Council

Report of: Town Clerk

Date: 24th July 2023

Subject: Councillor Motion – Town Day Renaming

Purpose of Report:

1. The purpose of this report is for Members to consider a request of a standing committee.

Summary:

2. The following report outlines a resolution of the Environment and General Purposes Committee dated 3rd July 2023 that Full Council decides upon a request to consider changing the name of Town Day back to its original name of Dolphin Fair.

Recommendation(s): Members are asked to consider a request to change the name of Town Day as outlined in the background of this report.

Background

3. At the meeting of the of the Environment and General Purposes Committee dated 3rd April 2023 Members were asked to consider the following motion, which was made under Section 10 of the Council's Standing Orders by Cllr R. Cromie. This request was made to Cllr R. Cromie by a number of residents.
4. *Motion I would like to formally put forward a motion to Environment and General Purposes to consider reverting Town Day back to the name of the Dolphin Fair.*
5. At the meeting it was resolved that the new Councillors should make the decision and that it should be Full Council who makes such a decision. As a result, the matter is now before Members for consideration.

Comments Made to the Environment and General Purposes Committee by Officers

6. In general terms the Town Clerk and Events and Community Officer are not in favour of any change to the name on the grounds that the event has been named such for over 25 years and the branding will suffer with a name change and could cause confusion with residents and groups and organisation that attend the event. It might also mean that the event could be associated to the Dolphin Leisure Centre. There is also the complication then Bensons Fair held in Victoria Park has been called Dolphin Fair in more recent times and that the changing of name would detract from both events and again cause confusion.
7. Notwithstanding this, it is this decision of Members and there is no other reason why the name cannot be changed. This event was called Dolphin Fair before is became Town Week then changed to Town Day.

Subsequent Comments

8. The ECO, since the Environment and General Purposes Committee, has discussed the matter with the Town Council's fun fair provider at the Spring into Summer event. His view was that Bensons would not be comfortable and indeed very unhappy with the naming of Town Day reverting back to Dolphin Fair as they have branded their visit to Haywards Heath as such, and would compromise their branding and cause confusion for residents.

Financial Implications

9. None.

Legal Implications

10. The Town Council can make such a resolution 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 2013 under minute 20.

Town Clerk