



**HAYWARDS HEATH  
TOWN COUNCIL**

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**14<sup>th</sup> March 2023**

To all Councillors,

Dear Councillor,

You are hereby summoned to attend a **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 20<sup>th</sup> March 2023** at the Town Hall in the Council Chamber. 40 Boltro Road commencing at **7.30pm** when the following business will be transacted.

**Please note before the meeting commences a presentation will be made by representatives of the Haywards Heath Arts CIC.**

Yours sincerely  
**Steve Trice**  
Town Clerk

**A G E N D A**

1. Town Council Prayer
2. To note any apologies for absence.
3. Public Forum - *Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. Notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.*
4. To confirm the Minutes of the meeting of the Council held on 28<sup>th</sup> November 2022.
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.
8. To receive and consider and adopt the Resolutions of the following Committees,
  - a) Planning Committee held on the 13<sup>th</sup> February 2023  
**MINS. 110 – 117**
  - b) Planning Committee held on the 6<sup>th</sup> March 2023  
**MINS. 118 – 125**

c) Environment and General Purposes Committee on the 27<sup>th</sup> February 2023  
**MINS. 37 – 46**

d) Policy and Finance Committee on the 13<sup>th</sup> March 2023  
**MINS. 47 – 46**

9. To be notified of and consider the implications of the pending introduction of Martyn's Law on Town Council events and activities.

10. Verbal report on the outcome of Warm Spaces grants as a result Town Council cost-of-living-grants.

11. To consider any urgent items the Mayor has received.

*'During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.*

**Town Mayor** Cllr Howard Munding

**Town Clerk** Mr Steven Trice

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

**Minutes of the meeting held on Monday, 30 January 2023**

Howard MUNDIN (*Town Mayor*)  
Alastair McPherson (*Deputy Mayor*)  
Christopher Ash-Edwards \*\*  
Richard Bates  
Clare Cheney  
Rachel Cromie  
Sandy Ellis  
Christopher Evans \*\*  
Stephanie Inglesfield  
Matthew Jeffers  
James Knight \*\*  
Clive Laband  
Jack Langley  
Richard Nicholson \*\*  
Mike Pulfer  
Sujan Wickremaratchi

\* Absent  
\*\* Apologies

**63. Town Council Prayer**

The Town Council prayer was read by the Town Mayor, Councillor Howard MUNDIN.

**64. Apologies**

The following apologies were received:

<b>Member</b>	<b>Reason for Absence</b>
Cllr Christopher Ash-Edwards	Conflicting Meeting
Cllr Christopher Evans	Family commitments
Cllr Richard Nicholson	Work commitments
Cllr James Knight	Holiday

**65. Public Forum**

There were no members of the public present.

**66. Minutes**

The Minutes of the Meeting of the Council held on Monday, 28<sup>th</sup> November 2022 were taken as read, confirmed as a true record and duly signed by the Mayor.

**67. Members' Declarations of Interest**

Under Item 8 (3) min 92, Cllr Bates, Pulfer and Laband declared personal interest as Members who sit on Planning Committees at Mid Sussex District Council.

**68. Business Outstanding from the last Meeting of the Council**

There was none.

**69. Mayoral Engagements**

The Mayor presented his list of engagements and made special mention of the following:

- His attendance at the Holocaust Memorial service with the Deputy Mayor which was organised by Amnesty International (Haywards Heath) and hosted at the Town Hall and alongside the Haywards Heath War Memorial. The Town Mayor stated that it was a poignant service and was enthused by the input and attendance of local schools.
- A visit that was made to the Haywards Heath Foodbank for a volunteer and support event. The Town Mayor commended the Foodbank's work in the current economic climate.
- That he and the Town Clerk had met with representative of the Twinning Association and friends in Germany to discuss twinning activities and his pending visit to Traunstein in April.
- Finally, he commended the efforts of the Town Council's Events and Community Officer for the, at short notice, organisation of a wonderful and successful Christmas Carol's event in December.

**70. To Receive and Consider Adoption of the Minutes or Resolutions of the following Committees:**

(i) Planning Committee **Minutes 85–109**

The reception and adoption of the resolutions of the Planning Committees dated 5<sup>th</sup> December 2022 (**Minutes 85–93**), 3<sup>rd</sup> January 2023 (**Minutes 94–101**) and 23<sup>rd</sup> January 2023 (**Minutes 102–109**) were moved, seconded and **AGREED** by Council;

(ii) Environment and General Purposes Committee **Minutes 24–35**

The reception and adoption of the resolutions of the Environment and General Purposes Committee dated 19<sup>th</sup> December 2022 (**Minutes 24–35**) was moved, seconded and **AGREED** by Council;

(iii) Policy and Finance Committee **Minutes 37–46**

The reception and adoption of the resolutions of the Policy and Finance Committee dated 16<sup>th</sup> January 2023 (**Minutes 37–46**) was moved, seconded and **AGREED** by Council.

**71. Town Council Budget**

The budget was presented and was commended by the Leader of Town Council as it showed prudent accounting in difficult times but still allowed for the Town Council to undertake initiatives such as the cost-of-living support and monies being made available to support the Bentswood Hub. The budget moving

forward also allowed for saving to be made for core services and to allow the Town Council to conduct business as usual. A point was raised regarding the 5% rise in Members Allowance with the mover of the question stating that they could not support such when staff were not receiving a pay rise in line with 5% and which are below the rate of inflation. The Town Clerk informed Members that staff did receive £1,925 pay rise during the financial year, which represented a sliding scale of a pay rise with lower earners receiving a higher percentage than top earners. Some staff therefore received circa 8% rises. This response alleviated the concerns of the mover of the question. The budget was the formally moved with the budget being approved with 10 in favour and two abstentions.

Members **RESOLVED** to ratify the recommendations of the Policy and Finance Committee dated 16<sup>th</sup> January 2023 and,

- a) resolve the 2023–2024 budget as presented in Appendix 1, with a 6% rise in Council Tax and 7% increase in the precept (including 1% in the tax base), representing the average Band D cost of £61.57 per annum. (In monetary terms a £3.48 per annum rise from the band D cost for 2023/2024 (£58.09) or 29p per month 6p a week or a 1p a day).
- b) Resolve the recommendations made by the Responsible Financial Officer to top up the following reserves (as per note 5 in Appendix 1);
  - a. Capital Reserve - £10,000
  - b. Western Road Cemetery - £10,000.
  - c. Muster Green - £5,000.
  - d. Maintenance of Buildings and Grounds - £5,000

**62. Items Agreed as Urgent by the Mayor**

There were none.

The meeting closed at 6:59pm.

**Mayor's Engagements**

**18<sup>th</sup> January 2023 – 20<sup>th</sup> March 2023**

On Friday 27<sup>th</sup> January 2023, the Mayor attended the Haywards Heath Holocaust Memorial Service. Organised by Amnesty International, the service was hosted at Haywards Heath Town Hall and featured on BBC South East today. After the service, the Mayor accompanied by the Deputy Mayor laid flowers at the War Memorial on Muster Green as a mark of respect.

On Wednesday 1<sup>st</sup> February 2023, the Deputy Mayor launched the new Haywards Heath Baby Bank, which is being run in conjunction with the Haywards Heath Foodbank.

Also, on Wednesday 1<sup>st</sup> February 2023, the Deputy Mayor attended the new 'Warm Space' at Haywards Heath Baptist Church. This 'Warm Space' was set up with financial assistance from the Town Council as a cost-of-living grant.

On Friday 3<sup>rd</sup> March 2023, the Mayor hosted his Charity Casino evening at the Town Hall. A successful fund raising event for the Mayor's chosen charity.

On Wednesday 15<sup>th</sup> March 2023 the Deputy Mayor Chaired the Annual Town Meeting of Haywards Heath.

**Ends**

**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 20<sup>th</sup> March 2023

**Subject:** Minutes of Committee Meetings

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**Purpose of Report:**

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

**Summary:**

2. The Committee Chairmen will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committee held on the 13<sup>th</sup> February 2023 - **Minutes 110 – 117** and Planning Committee held on the 6<sup>th</sup> March 2023 - **Minutes 118 – 125**. Environment and General Purposes Committee held on 27<sup>th</sup> February 2023 - **Minutes 37 – 46**. Policy and Finance Committees held on 13<sup>th</sup> March 2023 - **Minutes 47 – 56**.

**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, 13<sup>th</sup> February 2023 - **Minutes 110 – 117**;  
Nothing to report other than the planning application comments.
4. Planning Committee, 3<sup>rd</sup> January 2023– **Minutes 94 – 101 resolutions**;  
Nothing to report other than the planning application comments.
5. Environment and General Purposes Committee 13<sup>th</sup> March 2023 - **Minutes 47 – 56**;

MIN. 43 – To RESOLVE the recommendation to;

- a) Consider the minutes of the Active Haywards Heath held on the 6<sup>th</sup> December 2022.
- b) Agree to the formation of an Executive Committee to lead upon the work of Active Haywards Heath and recommend to Full Council that it formally appoints Cllrs Evans and Jeffers to sit on the Committee for the rest of the Council term.
- c) Formally approve that the Executive Committee reports to the Environment and General Purposes Committee.
- d) That the Town Clerk engages a consultant to refresh the Haywards Heath (2016) Sports Strategy.

MIN. 44 – To RESOLVE the recommendation to that the Town Clerk be given delegated authority to execute a planting licence agreement with West Sussex County for Fairfield Way, Haywards Heath.

MIN. 44 – To RESOLVE the recommendation to approve the Management Plan for Muster Green.

**6. Policy & Finance Committee 16<sup>th</sup> January 2023- Minutes 37 – 47 resolutions;**

MIN. 51 – To RESOLVE the recommendation to recommend to Full Council to approve the lists of payments and receipts, and the income and expenditure report for the period 1<sup>st</sup> September 2022 – 31<sup>st</sup> December 2022.

MIN. 52 – To RESOLVE, the approval of the bank balances and the bank reconciliation statements as of the 31<sup>st</sup> December 2022.

MIN. 53 – Budget 2023/2024 – TO RESOLVE to award;

- a) A grant of £500 Bentswood Mental Wellbeing to fund Mental Health Workshops.
- b) A grant of £250 to Haywards Heath Lions towards running costs.
- c) A grant of £250 Mid Downs Hospital Radio towards running costs.
- d) A grant of £500 to Duke of Edinburgh Awards Centre towards the purchase of new tents and a trangias.
- e) A grant of £250 to Sussex Choir towards running costs.

MIN. 54 – To RESOLVE the recommendation to adopt the Health and Safety documents as follows.

- a) Health and Safety Policy
- b) General Risk Assessment
- c) Fire Risk Assessment
- d) Fire Safety Policy
- e) Groundstaff Risk Assessment

MIN. 55 – To RESOLVE the recommendation to General Date Protection Policies.

**Town Clerk**



**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 20<sup>th</sup> March 2023

**Subject:**

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**Purpose of Report:**

1. The purpose of this report is for Members to consider a possible legal requirement for the Town Council,

**Summary:**

2. The contents of Appendix has been issued by the Government regarding Martyn's Law, a piece of legislation to come forward during this next parliamentary session. The law has come about following the recent terrorist attacks in the UK and will place a responsibility on the Council (as well as businesses, charities and community groups) to ensure that our buildings and events have heightened preparedness to prevent and react to any incidents. The requirements for the law are not yet known. However, there is to be an government inspectorate with sanctions, therefore it cannot be disregarded.

**Recommendation(s):**

**Members note at this time. Officers will monitor the passing of Martyn's law and follow appropriate guidance.**

**Background:**

3. Advice has been issued by Sussex Association of Local Councils via the National Association of Local Councils to make all Councils aware of this potential legislation.
4. Please see Appendix 1 for background information.

**Financial Implications**

5. None.

**Legal Implications**

6. None at the present time. An update report to the Environment and General Purposes Committee will follow if required.

Town Clerk

## **Appendix 1 – ITEM 9**

*On Monday 19 December, the Government announced details for the Protect Duty, now to be known as ‘Martyn’s Law’ in tribute of Martyn Hett, who was killed alongside 21 others in the Manchester Arena terrorist attack in 2017.*

### ***Why do we need Martyn’s Law?***

*There have been 14 terror attacks in the UK since 2017. These tragic attacks have caused deaths and casualties amongst people going about their everyday lives.*

*The terrorist threat we currently face is multifaceted, diverse, and continually evolving. As such, it remains difficult to predict which locations could be targeted by terrorists with attempts being harder to spot and harder to stop.*

*We need to improve security and ensure robust, proportionate, and consistent measures at public places to make sure we can better prepare and improve public security, in light of possible future attacks.*

*We are aware through engagement with industry that, without legal compulsion, counter terrorism security efforts often fall behind legally required activities. The prioritisation, consideration and application of security processes and measures is currently inconsistent.*

### ***What will Martyn’s Law do?***

*Martyn’s Law will keep people safe, enhancing our national security and reducing the risk to the public from terrorism by the protection of public venues.*

*It will place a requirement on those responsible for certain locations to consider the threat from terrorism and implement appropriate and proportionate mitigation measures.*

*The legislation will ensure parties are prepared, ready to respond and know what to do in the event of an attack. Better protection will be delivered through enhanced security systems, staff training, and clearer processes.*

### ***Who will be in scope?***

*Premises will fall within the scope of the Duty where “qualifying activities” take place. This will include locations for purposes such as entertainment and leisure, retail, food and drink, museums and galleries, sports grounds, public areas of local and central Government buildings (e.g., town halls), visitor attractions, temporary events, Places of Worship, health, and education.*

*It is proposed that the Duty will apply to eligible locations which are either: a building (including collections of buildings used for the same purposes, e.g., a campus); or location/event (including a temporary event) that has a defined boundary, allowing capacity to be known. Eligible locations whose maximum occupancy meets the above specified thresholds will be then drawn into the relevant tier.*

*Therefore, premises will be drawn into the scope of the Duty if they meet the following three tests:*

- That the premises is an eligible one – i.e., building or event with a defined boundary.*
- That a qualifying activity takes place at the location; and*
- That the maximum occupancy of the premises meets a specified threshold – either 100+ or 800+*

### ***How will it work?***

*The Bill will impose a duty on the owners and operators of certain locations to increase their preparedness for and protection from a terrorist attack by requiring them to take proportionate steps, depending on the size and nature of the activities that take place there.*

*Proportionality is a fundamental consideration for this legislation. It will therefore establish a tiered model, linked to the activity that takes place at a location and its capacity:*

- **A standard tier** will drive good preparedness outcomes. Duty holders will be required to undertake simple yet effective activities to improve protective security and preparedness. This will apply to qualifying locations with a maximum capacity of over 100. This could include larger retail stores, bars, or restaurants.
- **An enhanced tier** will see additional requirements placed on high-capacity locations in recognition of the potential catastrophic consequences of a successful attack. This will apply to locations with a capacity of over 800 people at any time. This could include live music venues, theatres, and department stores.

### **Who will it apply to?**

*Premises will fall within the scope of Martyn's Law where "qualifying activities" take place. This will include locations for purposes such as entertainment and leisure, retail, food and drink, museums and galleries, sports grounds, public areas of local and central Government buildings (e.g., town halls), visitor attractions, temporary events, Places of Worship, health and education.*

*Eligible locations whose maximum occupancy meets the above specified thresholds will be then drawn into the relevant tier.*

*There will be some limited exclusions and exemptions from the Duty. This includes locations where transport security regulations already apply; and those that are vacant over a reasonable period or are permanently closed. Those with a large floor space and low occupancy in practice (e.g., warehouses and storage facilities) as well as offices and private residential locations, will not be in scope.*

### **What will the standard tier be asked to do?**

*Standard Duty holders will need to undertake easy and simple activities to meet their obligations. This will include completion of free training, awareness raising and cascading of information to staff and completion of a preparedness plan.*

*The aim is to ensure staff are better prepared to respond quickly to evolving situations, aware of what processes they should follow, able to make rapid decisions and carry out actions that will save lives. This could be as simple as locking doors to delay attackers progress and access whilst guiding staff and customers to alternative exits. It could also enable lifesaving treatment to be administered by staff whilst awaiting the arrival of emergency services.*

### **What will enhanced tier be asked to do?**

*A risk assessment and security plan, considered to a 'reasonably practicable' standard, will be required. This will allow Duty holders to assess the balance of risk reduction against the time, money and effort required to achieve a successful level of security preparedness - a recognised standard in other regulatory regimes (including Fire and Health and Safety).*

### **What about locations run by volunteers?**

*Government intended for places of worship to receive bespoke treatment under the duty, in reflection of the existing range of mitigation activities delivered and funded by Government to reduce their vulnerability to terrorism and hate crime. All places of worship will be placed within the standard tier of the Duty regardless of their capacity, barring a small cohort across all faiths that charge tourists for entry and/or hire out the site for large commercial events.*

*Charities, community groups and social enterprises own and operate a broad range of locations (museums, national trust sites, sizeable public venues e.g., the royal opera house and national theatre). Some organisations also hire out premises to others for various purposes. As most locations*

owned or operated by charitable organisations, community groups and social enterprises will likely fall below the 800+ capacity threshold, Government considers the requirements to be proportionate

**Will this affect accessibility?**

Duty requirements will vary but would for many include changes to security systems and processes, and how staff are trained. As such, many changes the Duty will drive are likely to be 'behind the scenes' that the public would not notice. In some instances, physical security features might however be obvious to the public but they should never compromise accessibility.

**How will Martyn's Law be enforced?**

An inspection capability will be established to seek to educate, advise, and ensure compliance with the Duty. Where necessary, the inspectorate will use a range of sanctions to ensure that breaches are effectively dealt with.

**How will you ensure this doesn't create undue burden on businesses?**

[Consultation and ongoing](#) liaison with the business community is integral to our approach. Government has carefully considered the impact on premises and locations that may be captured. This includes ensuring requirements placed on Duty holders are proportionate whilst achieving better public security, and without placing undue burden on parties responsible for public places. However, it is reasonable that many locations should take appropriate and proportionate measures to protect their staff and the public.

**Is there support for this legislation?**

The [Manchester Arena Inquiry Volume One Report](#) strongly recommended the introduction of a duty to improve the safety and security of public venues.

The [London Bridge and Borough Market inquests](#) also recommended the introduction of legislation which would govern the duties of public authorities regarding protective security.

Seven in ten respondents to the [Protect Duty consultation](#) agreed that those responsible for publicly accessible locations (PALs) should take appropriate and proportionate measures to protect the public from attacks. This [18-week consultation](#) This 18-week consultation closed on 2nd July 2021 and received a total of 2,755 responses from a wide range of participants across the UK.

Figen Murray and the Martyn's Law campaign team have tirelessly campaigned for the introduction of new legislation. Their efforts have helped Government raise awareness of this important issue. Collaboration continues as we engage both the public and industry partners to debate how we can work together to improve public security.

Proposals to date have been well received by the security community and Government's commitment to this reform has been broadly welcomed in Parliament, as Members of both Houses recognise how important it is to improve safety and security for our citizens, so they can go about their lives without fear.

**Will Martyn's Law apply to all of the UK?**

Yes. The legislation will apply across England, Wales, Scotland and Northern Ireland, as national security is a reserved matter for the UK Government.

**When will this important legislation be introduced?**

The Government will introduce the Protect Duty as soon as parliamentary time allows.

**When will the Protect Duty become law?**

It is not possible to give a date. There will be a lead in time allowing for those captured by the Duty to prepare for commencement, and as soon as the parliamentary timetable is known this will be set out.

***What are you doing to ensure public places have appropriate security before Martyn's Law is implemented?***

*Martyn's Law is one part of our extensive efforts across Government including those of the police and security services, to combat the threat of terrorism. There remains an extensive programme of guidance in place which has been developed by security experts, Counter Terrorism Policing, and other partners to provide stakeholders and others responsible for public places, with high quality advice. Many businesses and organisations already do excellent work to improve their security and preparedness – however the absence of legislative requirements has at times led to inconsistencies and lack of clarity on accountability. Government wants to redress this position through this reform.*

***How will my business be supported on Martyn's Law?***

*Dedicated guidance and support will be provided for Martyn's Law, to ensure that those in scope have the required information on what to do and how best to do it. As part of this approach, we will expand the support available to those responsible for delivering security in public places.*

*A new online platform has been developed by the National Counter Terrorism Security Office (NaCTSO), Home Office and Pool Reinsurance to support all those seeking to enhance their protective security. ProtectUK is a central, consolidated hub for trusted guidance, advice, learning and engagement with experts in security and Counter Terrorism. It will serve as the 'go to' resource for free, 24/7 access the latest information on protective security and will be regularly updated with new engaging content and increased functionality.*