



HAYWARDS HEATH TOWN COUNCIL

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23th November 2016

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 28th November 2016** in the Council Chamber, 40 Boltro Road, Haywards Heath at 7.30pm when the following business will be transacted.

Yours sincerely
Steve Trice
Town Clerk

AGENDA

1. Council Prayer.
2. 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.*
3. To note any apologies for absence.
4. To make Declarations of Interest.
5. To confirm the Minutes of the Meeting of the Meeting of the Town Council held on Monday 26th September 2016.
6. Matters Arising.
7. To note the Mayor's List of Engagements and any announcements.
8. To receive and consider adoption of the Resolutions of the following Committees.
 - a) Planning Committee held on the 3rd October 2016
MINS. 53 – 60
 - b) Planning Committee held on the 24th October 2016
MINS. 61 – 68
 - c) Planning Committee held on the 14th November 2016
MINS. 69 - 77

d) Environment & General Purposes Committee held on the 10th October 2016
MINS. 24 - 34

e) Policy & Finance Committee held on the 21st November 2016
MINS. 31 - 45

9. Update on Representation on Outside Bodies
Members are invited to report on any business relating to their attendance on outside bodies as an elected representative of the Council.
10. To consider and make comment upon the Police and Crime Commissioners Sussex Police Precept 2017/2018.
11. To consider a report relating to the need to undertake emergency works to the Town Hall.
12. To consider any urgent items, the Mayor has received under S.O 11.
13. To consider the exclusion of Public and Press.

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

Mayor's Engagements

26th September – 27th November 2016

On 27th September the Mayor attended the Chairman's Networking Day of the SALC.

On 28th September, the Mayor attended the Annual General Meeting of AGE UK West Sussex.

On the evening of Friday 30th September, the Mayor and his wife attended the At Home dinner with the High Sheriff of West Sussex.

On 15th October, the Deputy Mayor attended a service of thanksgiving to mark the 75th Anniversary of the formation of the Air Training Corps held at Chichester Cathedral.

On 16th October, the Mayor and his wife attended the Silver Sunday event supporting the national Silver Sunday campaign.

On 20th October, the Mayor was invited by Saint Hill Manor to a film premier in Leicester Square.

On 21st October, the Mayor attended Wivelsfield Green Primary School who were host to the Village annual Bonfire Event.

On 26th October, the Mayor attended the Ground Breaking ceremony of the new BUPA Care Home.

On the evening of 26th October, the Mayor attended the AGM of the NSPCC North Sussex Branch.

On 28th October, the CLO attended the screening of 'My Beautiful Broken Brain' by the NHS in support of World Stroke Day.

On 28th October, the Mayor attended the Annual General Meeting of 4Sight and participated in a debate on the subject of 'The Future of Eye Health Services in West Sussex'.

On 29th October, the Mayor officially opened the new Crew Clothing Store in HH.

On 29th October, the Mayor also attending HH Town Football Club for its annual Open Day and performed the renaming of the Grandstand ceremony.

On 29th October, the Mayor additionally attended the Buddhist Centre Children's Concert in Selsdon.

On 30th October, the Mayor attended the HH Rugby Football Club under 7 tournament and presented the winner's prize.

On 31st October, the Mayor met the new Sri Lankan High Commissioner and attended a reception for Diwali at the Sri Lankan HC

On 2nd November 2016, The Mayor performed a Fire station visit to HH Fire station to meet the Crew and view the home of the Sussex Fire Control Centre.

On 4th November 2016, the Mayor attended Crawley Town Hall to take part in its end of Diwali celebrations with the Mayor of Crawley, Community Leaders and Councillors.

On 7th November, the Mayor reviewed and judged the Mews annual Pet Calendar supermodel competition.

On 7th November, the Mayor participated in the judging of the Orchards Christmas Card Competition

On 8th November, the Mayor attended the HH Food Bank Volunteers day with the CLO.

On 11th November, the Mayor attended the School's Remembrance Service organised by the Town Council.

On 11th November, the Mayor presented the winners of the Orchards Christmas Cards Competition

On the evening of the 11th November 2016, the Mayor took part in the Ashenground Community Centre Rotary Quiz Night.

On 12th November 2016, the Mayor and his wife attended the Sussex Mineral Show

On 13th November 2016, the Mayor laid a Wreath and presented a prayer at the HH Remembrance Service.

On 13th November 2016, the Mayor attended the Lions International District SE as a judge in its SE Young Ambassador's Competition.

On the evening of 13th November 2016, the Mayor attended the Remembrance Concert by Ardingly Choral Society in aid of the Royal British Legion.

On 15th November 2016, the Mayor attended the AGM of Central & South Sussex CAB conference

On 16th November 2016, the Mayor attended the South of England Agricultural Society & South East Business Systems Ltd (SEBS) Annual Farming Conference

On 18th November 2016, the Mayor and his wife plus the Deputy Mayor and his wife attended a reception hosted by Lady Emma Barnard at Parham House on behalf of Friends of Sussex Hospices

On 25th November 2016, the Mayor attended the official grand opening of the new Spar Shop in HH.

On 26th November 2016, the Mayor attended the HH Christmas Festival, switching on the Christmas Lights and attending the Firework Display in Victoria Park

On 27th November 2016, the Mayor again attended the HH Christmas Festival and the Orchards Carol Christmas Concert.

Committee Meeting: Full Council

Report of: Town Clerk

Date: 28th November 2016

Subject: Minutes of Committee Meetings

Purpose of Report:

1. The purpose of this report is for Members to receive and adopt the resolutions of the Council's Planning Committee, Policy and Finance Committee and Environment and General Purposes Committee.

Summary:

2. The Committee Chairman will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committees held on the 3rd October 2016 - **Minutes 53 - 60**, 24th October 2016 - **Minutes 61 - 68** and 14th November 2016 **Minutes 69 - 77**, Environment & General Purposes Committee held on the 10th October 2016 - **Minutes 24 - 34** and Policy & Finance Committee held on the 21st November 2016 - **Minutes 31 - 45**.

Recommendation(s):

Members are recommended to;

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

3. Planning Committee, 3rd October 2016 - **Minutes 53 - 60** resolutions;

Nothing to report.

4. Planning Committee, 24th October 2016 - **Minutes 61 - 68** resolutions;

Nothing to report.

5. Planning Committee, 14th November 2016 **Minutes 69 - 77** resolutions;

MIN. 79 – To RESOLVE the recommendation, consultation response, (*MSDC Consultation on the Adoption of a Penalty Points Scheme as Part of its Hackney Carriage and Private Hire Licensing Policy*), and support it wholeheartedly. With the following comments, being passed to MSDC's Taxi Licensing Team for consideration as part of the consultation process:

Offence No.	Details of Offence	Comment
4	Unreasonable prolongation of journeys or any misconduct regarding the charging of fares	Emphasize the requirement to use the shortest practicable route, allowing for known traffic

		hold-ups or temporary roadworks.
36	Unsatisfactory appearance of driver	It may be helpful to give some examples or guidelines of what would constitute 'unsatisfactory appearance'.
50	Waiting or stopping on double yellow lines, or stop on private land (without the owner's permission) unless requested by a paying customer present in the vehicle	Could this be expanded to include bus stops and the zig-zag lines at pedestrian crossings?

Would it be possible to make it an 'offence' to wait – for example in a taxi rank queue – with the vehicle engine running? In the interests of better air quality and reduced levels of pollution – including noise – engines should be switched off whilst waiting for a fare.

It is acknowledged that whilst MSDC Officers are robust in their monitoring of licensees and vehicles that come under MSDC jurisdiction, these policies do not apply to 'out of town cabs', i.e. those drivers and vehicles that originate from outside of the District. Most of the problems associated with 'out of town cabs' occur at night-time.

6. Environment & General Purposes Committee, 10th October 2016 - **Minutes 24 - 34** resolutions;

MIN. 29 – To RESOLVE the recommendation to adopt the minutes of the Allotment Holders Meeting dated 12th September 2016.

MIN. 30 – To RESOLVE the recommendation not to enter into an unregulated arrangement with Sussex Mosaic for the use of Allotment Land and ask the Clerk to set up a meeting with a Sussex Mosaic to seek further information on their proposals.

MIN. 31 – To RESOLVE the recommendations that the Town Council withdraws from entering into the South and South East in Bloom competition indefinitely, and that Cllr Ellis in liaison with the Town Clerk be give delegated authority to apply for grants to support Haywards Heath in Bloom projects.

7. Policy and Finance Committee, 21st November 2016 - **Minutes 31 - 45** resolutions;

MIN. 36 – To RESOLVE the recommendation to recommend, to Full Council for approval, the list of payments and receipts, and income and expenditure for the periods
a) 1st September 2016 – 30th September 2016.
b) 1st October 2016 – 31st October 2016

MIN. 37 – To RESOLVE the recommendation to recommend to Full Council the formal minute noting the report of the external auditor for the year ended 31 March 2016.

MIN. 38 – To RESOLVE the recommendation to adopt the timetable of Council meetings for the Council year 2017 - 2018.

MIN. 39 – To RESOLVE the recommendation to award;

- a) A grant of £250 to Mid Sussex Choir for the cost of purchasing new music for the Choir.
- b) A grant of £500 to Age UK West Sussex for instructor's fees and equipment relating to Pilates classes.
- c) A grant of £500 to 172 (Haywards Heath) Squadron Air Training Corps for tents and event shelters.
- d) A grant of £250 to Warden Park Primary Academy Association to provide writing workshops for children in Year 5 classes.

MIN. 40 – To RESOLVE the recommendation that, as of the 1st April 2017, the following price rises for Council Services are implemented,

- (a) To increase cemetery fees for single burials by 10% and double depth by 15%.
- (b) To increase hiring charges to users of the Town Hall by 7.5%.
- (c) To increase allotment fees by 10%.
- (d) To freeze wedding fees at £300.

It was also agreed that the pricing presented, in line with the percentage rises agreed, be rounded up to the nearest one pound.

MIN. 41 – To RESOLVE the recommendation to note and adopt the following health and safety documentation 1) the Health and Safety Policy, 2) Health and Safety Risk Assessment Form and 3) Fire Risk Assessment.

Committee Meeting: Full Council

Report of: Town Clerk
Date: 28th November 2016
Subject: Sussex Police Precept

Purpose of Report

- 1) The purpose of this report is for Members to consider a third part consultation.

Summary:

- 2) Residents and organisations can now take part in the Sussex Police and Crime Commissioner consultation on the Sussex Police Precept for 2017/2018. This proposes to increase the police element of council tax rise by around £5 per household to fund over 100 new police officers and specialist staff. The following report seek Members views on the matter.

Recommendations;

- a) **Members views are sought.**

Background

- 3) Please use the following website <https://www.sussex-pcc.gov.uk/priorities/budget/> for further information.
- 4) Below is information provided from the Police and Crime Commissioner's website. The links are not live.

**Would you like to see over 100 more police officers and staff in Sussex?
Your opportunity to strengthen local policing and public safety**

Thank you for taking the time to visit my website. I hope that you will complete and return this survey about the 2017/18 Sussex Police Precept which you will find [here](#). If you have already submitted it to us, thank you for your feedback.

On this page you can read about the four areas of policing that I would like your support to strengthen.

We have also added some links to useful information which explains how Sussex Police uses its budget, and independent assessment of its value for money from Her Majesty's Inspectorate of Constabulary.

Community Priority Crime Teams: 24 more officers

The new model for local policing is changing to match the changes in crime. This approach is evidence-based, intelligence-led and focuses on vulnerability.

Sussex Police have asked me to support an investment in dedicated Community Priority Crime Teams to proactively intervene to prevent and disrupt local crime gangs and take offenders off our streets.

The new teams will provide extra resources to crack down on the small groups and individuals committing low-level crime and anti-social behaviour. They will also concentrate on known organised crime gangs involved in drug dealing and robbery.

The new investigators will monitor known high risk offenders and work closely with offender management services to reduce re-offending.

Expert Youth Teams: 20 more police officers

Community policing in the classroom, college and campus.

It is recognised nationally that early intervention can help steer young people away from crime. Working across the agencies that interact with them means there are more opportunities to spot when the most susceptible are in danger of crossing the line. Past experience shows that positive interventions and avoiding criminalising young people has a better chance of long term success.

The Chief Constable has drawn on the force's previous experience of youth interaction and expert advisors to develop a proposal for a dedicated team of police officers and staff who will work directly with schools, colleges and universities, focusing on prevention advice and interventions, supporting the vulnerable and those most at risk, and dealing firmly and quickly with incidents.

Specialist Firearms Officers: 52 more officers

After the terrorist attacks in Europe over the last year and with security assessments showing that the UK threat level is "Severe", PCCs and Chief Constables in the South East region have been planning how best to prepare and respond to possible attacks in our communities. The details of how police and other agencies would respond is not made public but it is important that people can be reassured that in Sussex we have enough specialist armed officers and equipment.

This proposal would increase the number of Armed Response Vehicle Officers available by 52 and add three new specialist vehicles*. When they are not being deployed or in training, ARV teams already support local policing teams so an uplift of 52 officers puts more highly trained officers on our streets and strengthens local policing.

*Across Surrey/Sussex

Public Protection investigators: 30 more officers

In previous precept consultations I have asked the public for additional resources in Sussex Police's Public Protection capacity. Although this helped increase the number of officers and staff, Sussex still spends less per head of population on Public Protection than similar sized forces as these types of crime continue to rise. There has, for example, been a 217% increase in recorded rape and serious sexual offences since 2013.

This year, there is a compelling business case for more investigators in the Safeguarding Investigations Unit. Police are dealing with more cases as a consequence of the public's increased confidence in how reports of rape, serious sexual offences and offences against children are managed.

How Sussex Police uses its budget

Please click on the links to below to see how Sussex Police uses its budget, and independent assessment of its value for money from Her Majesty's Inspectorate of Constabulary.

- The annual statements of accounts can be found at [this link](#).
- The 2016/17 budget report can be found [here](#).
- [HMIC Sussex 2016 Efficiency report](#).
- HMIC Value for Money Profiles provides comparative data in a wide range of policing activities. You can find the latest profiles at [this link](#).
- [2016/17 Precept consultation leaflet](#).

If you would to participate in any future police and crime surveys and receive regular updates from the Office of the Sussex Police and Crime Commissioner pl

Financial Implications

5) None.

Town Clerk

Committee Meeting: Full Council

Report of: Assistant to the Town Clerk
Date: 28th November 2016
Subject: Emergency Town Hall Works

Purpose of Report

- 1) The purpose of this report is for Members to consider a matter relating to the Town Hall.

Summary:

- 2) It has become apparent that the Town Hall is in need of urgent repairs in relation to the damp course and parapet on the roof of the Town Hall. As a result, the following report seeks the movement of unrestricted reserves to pay for works to be undertaken on the grounds that there is no existing budget to absorb such costs.

Recommendations;

Members are recommended to use £12,000 of unrestricted reserves to pay for emergency works to the Town Hall.

Background

- 3) The Town Hall was built in 1990 to a Georgian design with a parapet roofline. Originally the Town Hall consisted of a Council Chamber, a Town Clerk's office and general office on the ground floor with 3 meeting rooms on the first floor. With the popularity of the Town Hall as a venue for meetings and functions and an increased workload, it was decided that the Town Hall should be extended to create extra hiring space, but also increased office space to accommodate an increase in staffing numbers.
- 4) An extension to the Town Hall was completed in 2003 which created a new room on the first floor which was named the Jubilee Room, a new Town Clerk's office, RFO's office, staff kitchen, staff toilet and an increased general office area.
- 5) The design and building methods of the original Town Hall have been questioned as to cause of the problems with water ingress currently being encountered.

Reason for quotes

- 6) Over the recent winters where we have encountered considerable snow fall and most recently heavy and prolonged rain fall, the design of the Town Hall with a parapet roof has led to snow and water collecting in the gullies behind the parapet and as the snow melts and rain drains away the water levels have been too much for the gullies to cope with and there has been water ingress over the level of the lead linings. Remedial work to resolve this issue has been carried out, but there is still evidence of water ingress into the first floor rooms. Some rooms are worse than others, but the water ingress cannot continue otherwise substantial damage will be incurred.

- 7) Four reputable roofing contractors have been contacted to establish the cause of the continued water ingress and they all came to the same conclusion as to the cause.
- 8) It appears that when the Town Hall was built the damp course around the bottom of the parapet did not extend far enough over the cavity and now the edges of the old damp course have fallen into the cavity, so that when it rains the water is falling into the cavity and running down the brickwork and seeping into the ceilings of the rooms on the first floor of the Town Hall and causing water damage to the ceiling and walls. The wall in Room 3 is particularly badly affected. There is an electricity supply to the emergency lighting on this section of wall above the fire escape which could be a fire hazard if the water causes the supply to arc. Room 3 is in the original part of the Town Hall; hence the damp course is older and more damaged which is why Room 3 is more affected than the kitchen which is in the new extension. However, all the roofing contractors have agreed that the design of the roofline means that water ingress is more likely as the water sits in the gullies behind the parapet, but the poor fitting of the damp course is the main issue and perhaps it should not have been done in this fashion in the first instance. It is now a case of moving forward to resolve the issue rather than dwell on the way the Town Hall was built in the first instance.
- 9) All of the quotes are for the same work, but two companies are suggesting using slate tiles and lead to bridge the gap in the cavity with brickwork repair, and one is suggesting OSB board and felting to bridge the cavity. The company suggesting using the felt option have offered a 20-year guarantee for the work.

Financial Implications

- 10) There is no budget currently in place within the Town Council's 2016/2017 budget for such an unforeseen amount of expenditure. These budgets were swept away by previous Councils with only a cyclical redecoration budget and a modest capital budget currently in place. The RFO is proposing to recommend the re-introduction of such budgets during the 2017/2018 budget setting process so to eradicate the need of reports such as this.
- 11) Four companies have visited the Town Hall with three quotes having been received and a fourth company not wishing to quote for the works.
- 12) Four companies have been approached because the procurement will be in the band of £10,000 - £20,000 (excluding VAT as the Council does not pay VAT) under the Council's Standing Orders and Financial Regulations. To allow for a fair process it is recommended that £12,000 be moved from reserves to pay for the works as this would cover the higher end of the quotes received.
- 13) Under Financial Regulations the procurement of works and sign off of expenditure can be undertaken by the Clerk, Chairman of Committee and Vice Chairman of the appropriate Committee. In this instance, as the report has gone straight to Full Council it is suggested that the Chairman and Vice Chairman of the Policy and Finance Committee undertake the procurement. This means there will be no procurement by Committee and the works can be progressed immediately.
- 14) At the present time, unrestricted reserves for the Council stand at £167,984.66. The movement of £12,000 will leave £155,984.66 available.