



HAYWARDS HEATH TOWN COUNCIL

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18th July 2018

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 23rd July 2018** 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

Before the meeting commences;

A presentation regarding the Waste Prevention will be made by Mr Colin McFarlin (Volunteer Waste Prevention Advisor) for West Sussex County Council and, Mrs Sylvia Harris will also update of the Horticultural Society/Town Team River of Poppies Project.

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 Annual Meeting of the Town Council held on 14th May 2018.
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 15th May 2018
MINS. 1 – 9
 - c) Planning Committee held on the 21st May 2018
MINS. 10 - 14
 - b) Planning Committee held on the 4th June 2018
MINS. 15 – 23

- d) Planning Committee held on the 25th June 2018
MINS. 24 - 33
 - e) Planning Committee held on the 16th July 2018
MINS. 34 - 41
 - f) Environment & General Purposes Committee held on the 11th June 2018
MINS. 1 - 15
 - g) Policy & Finance Committee held on the 18th June 2018
MINS. 1 - 15
9. Update upon 'Town Council Priorities' through the 'Art of the Possible' document and working groups.
- Development of a Country Park on land located off Hurstwood Lane.
 - Development of a Cemetery on land located off Hurstwood Lane.
 - HH Commercial Offer Document and Business estates and office space protection.
 - South Road shared space scheme.
 - Development of an integrated road network.
 - Working Groups.
 - Bluebell Railway Working Party.
 - 2018 Working Group.
 - Sgt Arthur Knight VC Winner Event 2nd September 2018.
 - Town Day 8th September 2018
 - Communications and IT Working Group
10. To receive a report that ratifies the adoption of an Environmental Working Group and requests the Membership of the Group.
11. To consider the purchase and placement of an additional, to that agreed by the Environmental and General Purposes Committee dated 11th June 2018 minute 11, World War 1 commemorative stone on Muster Green.
12. To consider any urgent items the Mayor has received under S.O 11.
13. To consider the exclusion of Public and Press to receive a verbal update on staffing matters by the Town Clerk.

*'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.'*

**HAYWARDS HEATH TOWN COUNCIL
ANNUAL MEETING OF HAYWARDS HEATH TOWN COUNCIL**

Minutes of the meeting held on Monday 14th May 2018

Councillors: Christopher Ash-Edwards
Jonathan Ash-Edwards
Anne Boutrup
Clare Cheney
Emma Clayton
Rod Clarke
Ruth de Mierre
Sandy Ellis
Stephen Hillier
Matthew Jeffers
James Knight
Clive Laband
Alastair McPherson
Howard Muddin
Mike Pulfer**
Sujan Wickremaratchi

Apologies Absent***

Also present: Inspector Peter Dommett (part of meeting) to informally introduce himself to Members as the new Inspector for Haywards Heath.

1. Council Prayer

Members stood for the Council prayer, which was read by the departing Town Mayor Cllr James Knight.

2. Election of Town Mayor for 2018/2019

The Town Clerk asked for nominations for the Town Mayor for the 2018/2019 Council year. There was one nomination for Town Mayor, which was duly seconded and without challenge;

Cllr James Knight was the duly declared Town Mayor for the Council year 2018/19. Cllr Knight made his declaration of acceptance of office. Cllr James Knight thanked his fellow Councillors for putting their trust in him for the next Council year as their Town Mayor and stated that it was a great honour and a privilege to do so for a second Council year.

3. Apologies

Cllr Michael Pulfer - Holiday

4. Public Forum

None

5. Appointment of Deputy Town Mayor for 2018/2019

There was one nomination for Deputy Town Mayor, which was duly seconded and without challenge;

Cllr Alastair McPherson was duly declared Deputy Town Mayor for the Council year 2018/19. Cllr McPherson made his declaration of acceptance of office.

6. Appointment of the Leader of the Council for 2018/2019

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

Cllr Michael Pulfer was duly declared as the Leader of the Council for the year 2018/19.

7. Appointment of the Deputy Leader of the Council for 2018/2019

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

Cllr Matthew Jeffers was duly declared as the Deputy Leader of the Council for the year 2018/19.

8. Committee membership for the 2018/2019

The following names were put forward and agreed for the Committee membership for the Council year 2018/19

(ii) Environment & General Purposes Committee

C. Cheney
R. Clarke
E. Clayton
S. Ellis
M. Jeffers
J. Knight
A. McPherson
H. Mundin

(ii) Planning Committee

C. Cheney
R. Clarke
C. Laband
A. McPherson
H. Mundin
M. Pulfer

This left two vacancies on the Planning Committee, which the Town Clerk asked to be filled, but no volunteers were forthcoming.

(iii) Policy & Finance Committee

J. Ash-Edwards
C. Ash-Edwards
A. Boutrup
R. de-Meirre
S. Hillier
C. Laband
M. Pulfer
S. Wickremaratchi

9. To confirm appointments of Committee Chairmen and Vice Chairmen for the Council year 2018/2019.

It was **RESOLVED** that the following Members were appointed as Committee Chairman and Vice Chairman for the Council year 2018/19. None of the posts were contested.

(i) Environment & General Purposes Committee

Chairman: M. Jeffers
Vice Chairman: S. Ellis

- (ii) **Planning Committee**
Chairman: C. Laband
Vice Chairman: M. Pulfer
- (iii) **Policy & Finance Committee**
Chairman: J. Ash-Edwards
Vice Chairman: S. Wickremaratchi

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 2018/19.

- (i) Haywards Heath in Bloom
S. Ellis
- (ii) Editorial/Media/Website Working Party – **It was resolved to rename the working the Communications and IT Working Group.**
C. Cheney, S. Ellis, J. Knight, C. Laband, E. Clayton
- (iii) Planning Working Group
H. Munda, M. Pulfer, S. Hillier, A. McPherson, C. Laband
- (iv) Staff Working Party
J. Knight, S. Wickremaratchi, J. Ash-Edwards, S. Ellis, M. Pulfer
- (v) Transport Partnership
M. Pulfer, S. Hillier and R. Clarke
- (vi) Chairman's Working Party
S. Wickremaratchi, J. Ash-Edwards, C. Laband, M. Jeffers, M. Pulfer
- (vii) 2018 Working Group
S. Ellis, R. de Mierre, J. Knight, R. Clarke
- (viii) Bluebell Railway Working Group
R. de Mierre, J. Knight, R. Clarke

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) Mid Sussex Association of Local Councils
M. Jeffers
- (ii) Mid Sussex Association of Town Councils
J. Ash-Edwards, M. Pulfer, C. Laband and R. Clarke
- (iii) Haywards Heath Twinning Association
S. Wickremaratchi
- (iv) Blunts/Paiges Meadow Reserve
M. Jeffers and S. Ellis
- (v) Scrase Valley Reserve
S. Hillier and C. Cheney
- (vi) Ashenground and Bolnore Woods Steering Group
A. Boutrup and A. McPherson

- (vii) Haywards Heath Community Partnership (Observer Role Only)
It was resolved to that this membership be returned to an officer role with the Community Liaison Officer being delegated the role.
- (viii) Haywards Heath Sports Forum
S. Hillier, R. Clarke and M. Jeffers
- (ix) Woodside Pavilion Management Committee
M. Jeffers
- (x) Haywards Heath Business Association
S. Hillier
- (xi) Haywards Heath Town Team
C. Laband
- (xii) Northern Arc Liaison Group
M. Pulfer

12. Declarations of Interest.

None.

13. Minutes

The Minutes of the Meeting of the Council held on 19th March 2018, without comment, were taken as read, confirmed as true and duly signed by the Mayor.

14. Matters Arising

None.

15. Mayor's Engagements and Announcements.

The Town Mayor updated Members on four matters.

Mid Sussex Marathon Weekend – The Mayor had enjoyed attending the very successful Haywards Heath leg of the weekend, in which a record numbers of runners battled the heat to complete the 10-mile course. In addition, he praised and thanked Cllr Matthews Jeffers and Town Clerk for completing the run for his Mayoral Charity and announced that they had jointly raised over £600 for the Dame Vera Lynn's Children's Charity.

The Mayor announced that the French Twin Town of Bondues was to name a town square after Haywards Heath. It was noted that road signs were being produced to be sent over to be placed on the named road.

Commonwealth Canopy Tree Planting Scheme – it was noted that each MP had been given a tree by her Majesty the Queen. The Mayor was delighted to announce that Sir Nicholas Soames had asked the Town Clerk if it could be placed on Muster Green. Subsequently, the head groundsman had identified a spot and the tree would be planted in the Autumn.

Finally, it was noted that Cllr Sujan Wickremaratchi had been invited to the Queen's Garden Party on the 5th June 2018 for his service as Mayor to the Community. This invitation was made by the Chief Officer to West Sussex Association of Local Councils as the Association gets one invite per year with representatives from Councils from across the County being asked in turn

16. To receive and consider adoption of the Minutes of the following Committees:

It was noted that in a change to normal procedure the Town Clerk would read out the minute numbers for Members to agree under the guidance of the Town Mayor.

- (i) Planning Committee - **MINS. 120 - 135**

The reception and adoption of the resolutions of the Planning Committees, dated 26th March 2018 - **Mins 120 – 127** and 24th April 2018 - **Mins 128 – 135** were moved, seconded and agreed without discussion by Council.

- (ii) Environment & General Purposes Committee – **MINS 59 - 69**.
The reception and adoption of the resolutions of the Policy and Finance Committee 9th April 2018 **Mins 59 - 69** were moved, seconded and agreed by Council.
- (ii) Policy & Finance Committee - **MINS. 62 - 72**
The reception and adoption of the resolutions of the Policy and Finance Committee 16th April 2018 **Mins 62 - 72** were moved, seconded and agreed by Council.

17. Standing Orders and Financial Regulations Annual Review.

Members noted the report of Council's standing orders and wished to make no fundamental changes but agreed to the following amendment to the terms of reference to the Communications and IT Working Group, which related to the omission of the working group having to report to Policy and Finance before Full Council - *'To formulate and recommend as appropriate change to/or adoption to the* **Policy and Finance Committee for consideration and ratification by Council.**

Members **RESOLVED** to;

Adopt the Town Council's Standing Orders and Financial Regulations as presented with amended wording for the Terms of reference of the Communications and IT Working Group.

18. Code of Conduct

Members noted the report of the Clerk and without comment.

Members **RESOLVED** to;

Adopt the Councillor Code of Conduct as presented.

19. Town Council Priorities

Under this item Members considered the position of each of the priorities included the Council's 'Art of the Possible' policy document. Cllr McPherson made reference to each of the updates contained in the report of the Town Clerk, who he thanked for his background work on each matter, highlighting a very positive meeting with Mid Sussex District Council's Economic Development Team that he and the Town Clerk had attended on the Economic Strategy. It was also noted that a follow up meeting had been agreed in early summer. Members noted each update and agreed to each of the recommendations contained in the report, which set out whether to pursue or put into abatement the priority, apart from the final recommendation relating to a Shared Road Network scheme for the Town. It was moved that in the light of recent meetings held with West Sussex County Council highways officers with the Leader of the Council and the Cllr Hillier that the Shared Road Network priority be retained and not put into abatement on the grounds that the Town Council, in relation to approved and pending development in the Town, needed to keep on top of the matter by lobbying officers and politicians at County Hall. The motion was seconded therefore,

Members **RESOLVED** to,

Continue to progress the following Town Council priorities for the 2018/2019 Council year.

- a) **Development of a Country Park on land located off Hurstwood Lane.**

- b) **Development of a Cemetery on land located off Hurstwood Lane.**
- c) **Haywards Heath Commercial Offer Document.**
- d) **Development of an integrated road network.**
- e) **South Road shared space scheme.**

And leave the following in abatement

- a) **Future of the Clair Hall site**
- b) **Business estates and office space protection (to be amalgamated with the Haywards Heath Commercial Offer Document.**

20. Update from Working Groups

2018 Working Group – Cllr Ellis updated on the Mayor's Gala Dinner, 30th June 2018, by stating that tickets were on sale and that Maria Horne the Mayor's Secretary was doing a wonderful job in organising the event. Borde Hill was thanked for hosting the event and managing ticket sales. With regards to the VC winner event a meeting had been held to draft the order of service with the Reverend Ray Smith. It was noted that the service was being designed to be inclusive of all faith groups who had been invited to attend. Mention was also made of thoughts about a hard-standing area being introduced adjacent to the World War 1 side of the War Memorial. In relation to Town Day the Town Council was still waiting for advice from the RAF Falcons and the event was looking to be based on Sussex Food with a project plan being put in place to manage the event.

Bluebell Railway Working Group - Cllr de Mierre had no direct update but stated the Mid Sussex District Council Officers were meeting with Bluebell Railway representatives so there would be an update the on the matter at the next Full Council.

Communications and IT Working Group – Cllr Clayton had no update, but the group was now at full Membership with a meeting planned for early June.

21. Designation of Muster Green as a Centenary Field in Trust

Members welcomed the recommendation to investigate the opportunity for Muster Green to obtain a Centenary Field in trust designation and looked forward to seeing a report

Members **RESOLVED**;

- f) **To delegate authority to the Town Clerk to progress an application for a Centenary Fields in Trust designation for Muster Green.**
- g) **That the implications of Trust status to the Town Council be considered by the Environment and General Purposes Committee and subsequently Full Council.**

22. To consider any urgent items, the Mayor has received under S.O 11.

None.

23. Members RESOLVED to exclude the public and the press then the Policy & Finance Committee 16th April 2018 – **EXEMPT MINUTE number 73 resolutions a and b** were moved, seconded and agreed by Council.

Meeting Closed at 8.24pm

Mayor's Engagements

4 May 2018 – 18 Jul 2018

On Wednesday 16th May, the Mayor attended the Networking drinks of the Haywards Heath Business Association at Borde Hill Garden

On Sunday 19th May, the Mayor and his wife attended the One GREAT Day charity fundraising event at the Orchards Centre.

On Saturday 16th May, the Mayor and his wife attended the Haywards Heath Lions Charter Dinner at Lindfield Golf Club.

On Tuesday 29th May, the gave a speech and hosted the school children from Bondues at a twinning arranged visit to Haywards Heath.

On Saturday 26th May, the Mayor and his wife attended the Charter Anniversary Dinner of the Haywards Heath Lions at Lindfield Golf Club.

On Sunday 10th June, the Mayor and Maria Horne attended the Haywards Heath Showcase of the Ariel Drama Academy at the Hawth Theatre.

On Wednesday 13th June, the Mayor officially opened the annual Haywards Heath Carers' Day at the Town Hall, giving an opening speech.

On Thursday 14th June, the Mayor attended the HH Lions Swimathon Presentation evening at the Town Hall. The Mayor gave a speech and helped present awards.

On Saturday 16th June, the Deputy Mayor opened the Power of Music Festival at the Orchards Centre.

On Thursday 21st June the Mayor attended the Yews Summer Lunch, officially opening the refurbished garden funded by HHTC grant.

On Friday 29th June, the Mayor attended the 'All Stars@ Cricket Awards Ceremony at Haywards Heath Crickets Club, presenting medals to the pre-school and Year 1 students who participated.

On Saturday 30th June, the Mayor attended the Twinning Schools Exhibition at the Town Hall showcasing the work done on the flags to celebrate the town's Twinning Anniversaries and gifts for the three towns.

On the evening of Saturday 30th June, the Mayor and his wife attended the Haywards Heath Twinning Anniversary Gala Dinner and Dance at Borde Hill Garden.

On Tuesday 3rd July the Mayor and Councillors attended the Mid Sussex Scouts (Rockwell Collins) Community Service day to help paint the old Redwood Centre which has been donated to the Mid Sussex Scouts.

On Sunday 15th July the Mayor took part in the Strictly Poppies Parade through town and the joint official opening of the Town's River of Poppies with the High Sheriff and the Military Lieutenant.

On Wednesday 18th July the Mayor attended the annual Oathall Community College Celebration evening. The Mayor gave a speech and helped present awards to the students.

Committee Meeting: Full Council

Report of: Town Clerk

Date: 23rd July 2018

Subject: Minutes of Committee Meetings

Purpose of Report:

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

Summary:

2. The Committee Chairmen will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committees held on the 15th May 2018 - **Minutes 1 - 9**, 21st May 2018 - **Minutes 10 - 14**, 4th June 2018 - **Minutes 15 - 23**, 25th June 2018 - **Minutes 24 - 33** and 16th July 2018 - **Minutes 34 - 41**, Environment & General Purposes Committee – 11th June 2018 - **Minutes 1 - 15** and Policy & Finance Committee held on the 18th June 2018 - **Minutes 1 - 15**.

Recommendation(s):

Members are recommended to;

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

3. Planning Committee, 15th May 2018 - **Minutes 1 - 9 resolutions;**

Nothing to report other than the planning application comments and under an urgent item, when a resolution cannot be made, it was noted that street naming in recognition of Bondues (Twin Town) be re-affirmed to be on the list for such consultation from Mid Sussex District Council.

4. Extra-Ordinary Planning Committee, 21st May 2018 - **Minutes 10 - 14 resolutions;**

Nothing to report other than the planning application comments on the Hurst Farm Planning Application.

5. Planning Committee, 4th June 2018 - **Minutes 15 - 23 resolutions;**

Nothing to report other than the planning application comments.

6. Planning Committee, 25th June 2018 - **Minutes 24 - 33 resolutions;**

Nothing to report other than the planning application comments.

7. Planning Committee, 16th July 2018 - **Minutes 34 - 41 resolutions;**

MIN. 41 – To RESOLVE the recommendation that the following response be made on the West Sussex County Council Strategic Transport Investment Programme (STIP),

1) At the present time it is not clear whether all of the category one projects included in the Haywards Heath Transport Study (Atkins Report) are included in the STIP. As a result, all of the category one priorities in the Haywards Heath Transport Study (Atkins Report) should be included in the STIP as stated in the Atkins Report and the Mid Sussex District Council Infrastructure Delivery Plan for continuity and ease of recognition.

2) It is requested that it be confirmed whether there is a mechanism for category two and three priorities from the Haywards Heath Transport Study (Atkins Report) to enable them to be brought forward into the STIP. If not, it must be explained why they are not included.

3) Specifically, relating to priorities in the STIP named as South Road East/West and Haywards Heath Bus Rail Interchange when brought forward by WSCC, they are planned with consideration of the position of the emerging 'Destination Haywards Heath' initiative so to avoid piecemeal development and delivery.

4) That the Burgess Hill Transport Package takes into account the effect on junctions in Haywards Heath as part of modelling, transport assessments, and the delivery of any associated road infrastructure solutions.

8. Environment & General Purposes Committee – 11th June - **Minutes 1 – 15 resolutions;**

MIN. 7 – To RESOLVE the recommendation that for the 2018 Town Day Event that the following be implemented by the Committee via the 2018 Working Group;

- Allocation of stalls and pitches, will be made, taking into consideration this year's specific RAF celebratory theme not on a first come first served basis.
- Sale of alcohol, through the introduction of bar, will be directly provided at Town Day.

MIN. 8 – To RESOLVE the recommendation note and adopted the minutes of the Allotment Holders meeting held on the 21st May 2018.

MIN. 9 – See item 10 of this agenda.

MIN. 10 – To RESOLVE the recommendation to authorise the Town Clerk to make an application to Fields in Trust, resulting in every Member of the Council becoming a Member of the Board of Trustees for Muster Green.

MIN. 11 – To RESOLVE the recommendation to;

- a) Introduce a hardstanding/paved area on Muster Green adjacent to the War Memorial.
- b) Delegate the seeking of planning and or listed building permission to the Town Clerk.
- c) Waive Standing Orders and Financial Regulations in relation to any procurement implications for the project on the grounds that the favoured

contractor had already undertake works at the War Memorial and there needed to be continuity with what are bespoke works.

- d) Authorise the Town Clerk to release of Section 106 monies earmarked for Public Realm improvements to Muster Green associated to the development of Haywards Heath Magistrates Court.

MIN. 12 – To RESOLVE the recommendation that allow Cllr Ellis to seek advice from Mid Sussex District Council on whether any trees can be planted on land under their ownership in the Bentswood Ward and/or the Town Clerk through a West Sussex County Council Tree planting scheme seek locations within the Bentswood Ward without the need for a legal licence to plant.

9. Policy and Finance Committee, 18th June 2018 - **Minutes 1 - 15 resolutions;**

MIN. 6 – To RESOLVE the recommendation to recommend to Full Council for approval, the list of payments and receipts, and income and expenditure for the periods 1st March 2018 – 31st March 2018.

MIN. 7 – To RESOLVE the recommendations to adopt the Income and Expenditure Accounts and Balance Sheet for the year ended 31st March 2018.

MIN. 8 – To RESOLVE the recommendations to agree to and note the contents of the Internal Auditor's report.

MIN. 9 – To RESOLVE the recommendations to adopt the Annual Governance Statement for the year ended 31st March 2018 and authorised the Chairman of the Committee to sign.

MIN. 10 – To RESOLVE the recommendations to adopt the Accounting Statements for the year ended 31st March 2018 and authorised the Chairman of the Committee to sign.

MIN. 11 – To RESOLVE the recommendations to;

- a) Award a grant of £250.00 to Haywards Heath Youth CIC towards a day out for young carers.
- b) Award a grant of £250.00 to Mid Sussex Older People's Council towards the running of a telephone messaging service and delivery of a quarterly newsletter.
- c) Not to award a grant of £500.00 to the Mid Sussex District Scouts towards at trip to America for four Scouts.
- d) Award a grant of £250.00 to the Kings Church Mid Sussex towards supporting a Parents and Toddlers Group.

MIN. 12 – To RESOLVE the recommendations that;

- a) the following allocations of Ward Budget monies be returned to general reserves as they are no longer required;
 - a. Improvements to Barn Cottage (£500).
 - b. Seat and Bench at Priory Way (£1,222.95).
 - c. Bike Rack at Warden Park Primary (£350).
 - d. Left Over 'Forest Fields Improvements (£745.11).
 - e. Verge Repairs (£396)

And that the monies for Real Time Information are put into a Town Project reserve until required.

- b) the following amendments are made to the Ward Budget Expenditure Policy;
 - a. Section 4.2 and 4.3 be removed from the Policy.
 - b. Deadline of submission annually be the 28th February.
 - c. Allow running costs for the first year to be incorporated into project costs.

MIN. 13 – To RESOLVE the recommendations that the Town Clerk be given delegated authority is liaison with the Leader of the Town Council to review the Policy.

MIN. 14 – To RESOLVE the recommendations not to raise the Town Council's hospitality budget.

Committee Meeting: Full Council

Report of: Town Clerk
Date: 23rd July 2018
Subject: Environmental Working Group

Purpose of Report:

1. The purpose of this report is for Members to create a new Working Group and appoint its membership.

Summary:

2. The following report requests Members agreement to ratify the formation of an Environmental Working Group, as per the recommendation under minute 9 of the Environment and General Purposes Committee dated 11th June 2018.

Members are recommended to;

- (a) Ratify the recommendation of the Environment and General Purposes Committee to form an Environmental Working Group.**
- (b) Agree Standing Orders and Financial Regulations be amended to recognise the Working Group.**
- (c) Appoint five Members of the Council to sit on the Working Group.**

Background:

3. As per the Council's standing orders the creation of a Working Group and its membership is a matter that has to be ratified by or dealt with by Full Council.
4. At the meeting of the Environment and General Purposes Committee dated 11th June 2018 the following resolution was made, which Full Council is asked to ratify.

The Committee welcomed the formation of the Working Group and were agreeable to the draft working remit of the group which was to include tree planting, country park development, provision of a new cemetery for the town, provision of a new allotments for the town and grass verge management. It was also requested by the Committee that the implications of solar panel being placed on Town Council buildings was added to the remit of the Working Group. The Town Clerk said that this would not be a problem, but he had to check if legislation had changed to allow for Town/Parish Councils to sell electricity back to the national grid, which he was sure had changed. Members then noted that the matter would go to Full Council for ratification and appointment of Members, with this,

Members **RESOLVED** to recommend to Full Council the

- a) **Formation of an Environmental Working Group, that reports to the Environment and General Purposes Committee, consisting of five Members.**
- b) **Draft terms of reference, within the body of the minute above, to enable Standing Orders to be amended to incorporate the working Group.**
- c) **Appoint five Members of the Council to the Working Group.**

Further Information

5. Members, if agreeable to the formation of the Working Group, are now asked to nominate and resolve the membership of the Working Group that shall not exceed five Members of the Council.
6. If for any reason unknown to the Town Clerk, unlikely as it maybe, there are any further nominations/challenges made for these positions there will be a vote by a show of hands.

Financial Implications

7. There is no financial implications relating the formation of a Working Group, as such does not have the power to make any expenditure on behalf of the Town Council.

Town Clerk