



HAYWARDS HEATH TOWN COUNCIL

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4th September 2018

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 10th September 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 presentations will be made to the Mayor's Charity The Dame Vera Lynn's Children's Charity and other individuals of the Town Council.

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 23rd July 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 6th August 2018
MINS. 43 – 53
 - c) Planning Committee held on the 28th August 2018
MINS. 54 - 61

d) Environment & General Purposes Committee held on the 20th August 2018
MINS. 16 - 28

e) Policy & Finance Committee held on the 3rd September 2018
MINS. 16 - 26

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 consider any urgent items the Mayor has received.
11. To consider the exclusion of Public and Press.
12. To receive and consider the exempt recommendations of the Policy and Finance Committee dated 3rd September 2018 under Minute 27.
13. 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
MEETING OF HAYWARDS HEATH TOWN COUNCIL**

Minutes of the meeting held on Monday 23rd July 2018

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

Apologies Absent***

Also present: Mr Colin McFarlin.

Before the meeting commenced a presentation was made by Mr Colin McFarlin (Volunteer Waste Prevention Advisor) for West Sussex County Council on Waste Prevention. *The presentation is available on request from the Town Clerk.*

In the absence Mrs Sylvia Harris who had been invited to attend, the Town Mayor updated how well, the project to develop a river of 10,000 poppies was progressing and showed Members an example of the poppies being made for placement on Muster Green.

24. Council Prayer

Members stood for the Council prayer, which was read by the Town Mayor.

25. Public Forum

None

26. Apologies

Cllr M Pulfer - Holiday

27. Declarations of Interest

None

28. Minutes

The Minutes of the Annual Council Meeting held on 14th May 2018 were taken as read, confirmed as a true record and duly signed by the Mayor.

29. Matters Arising

None.

30. Mayor's Engagements and Announcements.

The Town Mayor thanked everyone for their support for his Twinning Gala Twinning Dinner, which was an overwhelming success. Special thanks were made to Maria Horne the Mayor's secretary who organised the event. It was noted that the total amount of money raised was yet to be confirmed. The Mayor also stated that the twinning/friendship relationship between the Town Hall and the Town's twinned towns was very strong and it was very important to the Town. The Mayor then thanked previous Mayors who had also worked to develop relationships so that good links had been laid moving forward. Furthermore, all Councillors were invited to join the Mayor in Bondues on the weekend 30th September 2018 when there was a ceremony for the naming of a road in Bondues, Square D' Haywards Heath. Cllr Wickremaratchi thanked the Mayor for a wonderful evening and his efforts with Town twinning. The Mayor also made mention of the River of Poppies event held at the Orchards Shopping Centre, which fed into the placement of 10,000 poppies on Muster Green in September.

31. To receive and consider the adoption of the Minutes of Council standing committees.

(i) Planning Committee - **MINS. 1 - 41**

The reception and adoption of the resolutions of the Planning Committees, dated 15th May 2018 - **Mins 1 – 9**, 21st May 2018 - **Mins 10 – 14**, 4th June 2018 - **Mins - 15 – 23**, 25th June 2018 – Mins – 24 - 33 and 16th July 2018 - **Mins 34 – 41** were moved, seconded and agreed by Council.

(ii) Environment & General Purposes Committee - **MINS. 1 - 15**

The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 11th June 2018 **Mins 1 - 15** were moved, seconded and agreed by Council.

Under resolution 7 Cllr Ellis called in the resolution, under the delegated authority granted by the Environment & General Purposes Committee, to inform Members of a change to the proposed commemorative paving scheme at Muster Green. The change related to the addition of commemorative paving above the pathway to the west of the War Memorial and the original agreed area being reduced in size. It was noted that there was no change to the cost of the project. This amendment had been suggested by the Town Mayor, subject to agreement by the specialised contractor undertaking the works. Cllr Ellis's suggestion was seconded by the Chairman of the Environment and General Purposes Committee so with no objection from the Council it was moved unanimously.

(iii) Policy & Finance Committee - **MINS. 1 - 15**

The reception and adoption of the resolutions of the Policy and Finance Committee dated 18th June 2018 Mins **1 - 15** were moved, seconded and agreed by Council.

As a matter of correctness, the under resolution 12 (c) the payment to Warden Park Primary Academy for a bike rack was struck out as it had already been paid so could not be returned to the general reserve.

32. Town Council Priorities and Working Groups

The following updates were given,

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

It was noted that the Planning Application was pending and the Town Council awaited the outcome of such in relation to the Country Park. It was felt not appropriate to make any further comment on the matter until after the application was heard by Mid Sussex District Council.

- Development of a Cemetery on land located off Hurstwood Lane.
It was noted that the Planning Application was pending and the Town Council awaited the outcome of such in relation to the Cemetery. It was felt inappropriate to make any further comment on the matter until after the application was heard by Mid Sussex District Council.
- Haywards Heath commercial offer document and business estates and office space protection.
The follow up meeting to that held in June with Mid Sussex District Council Planning Policy Officer was still to be arranged.
- South Road shared space scheme.
It was noted that the South Road Trees Project would be delivered in the Autumn with Cllr McPherson leading the project with the support of the Town Clerk,
- Development of an integrated road network.
This matter was still being look at by Cllr McPherson and Cllr Laband with Members and third parties being briefed on the matter with a view to 'Destination Haywards Heath' coming through the Town Council committee process in the Autumn.
- Working Groups.
 - Bluebell Railway Working Party.
Cllr de Mierre reported that a positive meeting had been held between Mid Sussex District Council and the Bluebell Railway with a grant application being prepared for submission by the Bluebell Railway. Matters were still progressing generally by the Bluebell Railway and further updates would follow.
 - 2018 Working Group. Cllr Ellis updated on the work the group.
 - 1) Sgt, Arthur George Knight VC winner stone – 2nd September 2018. It was noted that in liaison with Mid Sussex District Council, the Royal British Legion and Reverend Ray Smith that everything was in order for the event. The Town Clerk informed Members that he was waiting for confirmation on whether there would be attendance from the Canadian Regiment that Sgt. Knight served for during his service.
 - 2) 100th year of the RAF – 8th September 2018 within Town Day.
It was noted plans were again well advanced and the Town Clerk was waiting for a site visit with the RAF Falcons.
 - 3) Cllr Ellis took the opportunity to mention the Queen's Canopy project, being led by Mid Sussex District Council, that Members were contributing to from their Ward Budgets.
 - Communications Working Group
The Chairman Cllr Clayton updated that a meeting was planned for the next week due to her illness at the previously planned meeting which was to be held in early July.

Members **NOTED** the updates.

33. Environment Working Group

Members without comment welcomed the formation of the Working Group and its terms of reference along with a change to the suggested name from Environmental to Environment as it was deemed to not be grammatically correct. The appointment of the Working Group was then agreed without challenge and then;

Members **RESOLVED** to;

- a) **Ratify the formation of an Environment Working Group and that the Working Group be recognised in standing orders reporting to the Environment and General Purposes Committee.**

b) That the Membership of the Working Group be (5) made up of Cllrs Cheney, Knight, Pulfer, McPherson and Clarke.

34. Commemorative Stone for Haywards Heath War Memorial

Members welcomed the suggestion of an additional commemorative stone, to that already agreed by the Town Council to recognise the fallen. The additional stone would recognise the work of the Town Council to improve the surrounds and pathways at the Memorial and would be placed before Remembrance Sunday. As a matter of protocol, it was noted that the Chairman of the Environment and Proposes Committee had agreed to the use of Town Initiatives budget outside of the Environment and General Purposes Committee who were the designated holder of the budget.

Members **RESOLVED** to;

Purchase a World War 1 Commemorative Stone for placement adjacent to Haywards Heath War Memorial on Muster Green at the cost of £700 from the Town Initiatives Budget.

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

None.

36. Members RESOLVED to enter into Exempt Business and exclude the Public and Press to receive a verbal update on staffing matters by the Town Clerk.

Meeting Closed at 8.38pm

Mayor's Engagements

19 July 2018 – 6 Sept 2018

On Friday 20th July, the Deputy Mayor attended the Bentswood Tree Planting @Greenways by Sir Nicholas Soames together with the HHIB Committee members and Councillors.

On Friday 20th July, the Mayor attended the Colts 'All Stars' Award Ceremony at Haywards Heath Crickets Club.

On Saturday 21st July, the Deputy Mayor attended the Ashenground Community Open Day.

On Friday 27th July, the Mayor attended the official opening of P & S Gallagher's new premises in Haywards Heath.

On 1st August, the Mayor attended and jointly opened with the Cllr Bruce Forbes, the annual MSDC Playday in Haywards Heath at Victoria Park.

On Saturday 4th August, the Mayor and his wife attended the annual Walstead Place Summer Fair.

On Thursday 16th August, the Mayor attended an update meeting with Sylvia Harris re the Poppies Project.

Additionally, on Thursday 16th August, the Mayor opened and attended the Barn Cottage Fun Day.

On Saturday 18th September, Cllr Sujan Wickremaratchi attended the annual Vale Road Allotments Show Judging on behalf of the Mayor.

On Saturday 25th August, the Mayor and his wife attended Beech Hurst Garden's Minatare Railway to present an award to the 1.5 millionth passenger. This event was televised on ITV Meridian.

On Sunday 2nd September, the Mayor and his wife attended the VC Winners Service of Commemoration and VC Winners Stone unveiling for Sgt Arthur Knight.

Committee Meeting: Full Council

Report of: Town Clerk

Date: 3rd September 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 6th August 2018 - **Minutes 43 - 53** and 28th August 2018 - **Minutes 54 - 61**, Environment and General Purposes Committee held on the 20th August 2018 - **Minutes 16 - 28** and Policy & Finance Committee held on the 3rd September 2018 - **Minutes 16 - 26**.

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, 6th August 2018 - **Minutes 43 - 53 resolutions;**

In addition to the planning application comments.

MIN. 51 – To RESOLVE the recommendation to, in relation to Mid Sussex District Council's Consultation on the Gambling Act 2005 Policy (Statement of Licensing Principles), support the Draft Statement of Principles.

MIN. 52 – To RESOLVE the recommendation to, in relation to Street Naming for Residential Development on Land South of Sunte House, put forward Sunte Park as the Town Council's formal submission.

4. Planning Committee, 23rd August 2018 - **Minutes 54 - 61 resolutions;**

Nothing to report other than the planning application comments.

5. Environment & General Purposes Committee – 20th August 2018 - **Minutes 16 – 28 resolutions;**

MIN. 22 – To RESOLVE the recommendation to Instruct the Town Clerk to investigate joining a Street Lighting Energy Cooperative

MIN. 23 – To RESOLVE the recommendation for Cllr Jeffers, Cllr Knight, Cllr McPherson and the Town Clerk to meet with representatives promoting the Museum from the Haywards Heath Town Team to explore the matter further.

MIN. 24 – To RESOLVE the recommendation to adopt the Winter Weather Plan for Haywards Heath Town Council and send it to West Sussex County Council by the end of August 2018.

MIN. 25 – To RESOLVE the recommendation to adopt the Environment Working Group Terms of Reference.

MIN. 26 – To RESOLVE the recommendation to give delegated authority to the Town Clerk to;

- a) End contractual arrangements with Festive Decorations on the basis they cannot fulfil the basic technical requirements to place Christmas Lights on Lamp Posts.
- b) Appoint Blachere Illuminations on a one-year contract, without procurement but within set budget, on the grounds of the extenuating circumstances of the former company's non-compliance with regulations.

6. Policy and Finance Committee, 3rd September 2018 - **Minutes 16 - 26 resolutions;**

MIN. 22 – 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 April 2018 – 31st July 2018.

MIN. 23 – To RESOLVE the recommendations to;

- a) Award a grant of £250 to Mid Sussex Red towards the purchase of display boards for events.

MIN. 24 – To RESOLVE the recommendation to decline the funding request from Mid Sussex Voluntary Action for £1,350.

MIN. 25 – To RESOLVE the recommendation to not ratify the recommendations of the Communications Working Group and withdraw the questionnaire and not proceed with the planned consultation.