



## HAYWARDS HEATH TOWN COUNCIL

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22<sup>nd</sup> November 2017

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 27<sup>th</sup> November 2017** 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

**At 7.30pm before the meeting opens formally an update presentation will be made by Mr Mike Bright regarding the work of the Haywards Heath Locality Group Initiative.**

**At 7.40pm before the meeting opens formally a presentation will be given by a representative of West Sussex Fire & Rescue Service.**

### A G E N D A

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 Town Council held on 25<sup>th</sup> September 2017.
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 9<sup>th</sup> October 2017  
**MINS. 52 - 61**
  - b) Planning Committee held on the 30<sup>th</sup> October 2017  
**MINS. 62 - 69**
  - c) Planning Committee held on the 13<sup>th</sup> November 2017  
**MINS. 70 - 78**

d) Environment & General Purposes Committee held on the 16<sup>th</sup> October 2017  
**MINS. 25 - 34**

e) Policy & Finance Committee held on the 20<sup>th</sup> November 2017  
**MINS. 26 - 41**

9. Update upon 'Town Council Priorities' through the 'Art of the Possible' document and working groups.
- Future of the Clair Hall site.
  - 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.
  - 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.
10. To consider a request for the Haywards Horticultural Society to place Poppies on Muster Green to mark the 100<sup>th</sup> Anniversary of the end of World War One.
11. To consider a report relating to Town Council committee and working group Membership and representation on outside bodies.
12. To consider any urgent items the Mayor has received under S.O 11.
13. To consider the exclusion of Public and Press
14. To receive and confirm the exempt Minutes of the meeting of the Town Council held on 25<sup>th</sup> September 2017.
15. To receive the Town Clerk's appraisal 2017/2018.
16. Receive a verbal update on staffing matters by the Town Clerk.

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*'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 25<sup>th</sup> September 2017**

**Councillors:** Christopher Ash-Edwards  
Jonathan Ash-Edwards  
Anne Boutrup  
Clare Cheney  
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 Paul Wood and Community Warden  
Fiona Curl (for part of meeting).**

Before the meeting commenced a presentation was made by Inspector Paul Wood on the new "Local Policing Model".

**38. Council Prayer**

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

**39. Public Forum**

None.

**40. Apologies**

Mike Pulfer – Conflicting appointment.  
Sujan Wickremaratchi – Holiday.

**41. Declarations of Interest**

Cllr Hillier declared a personal interest in item 8 point 7 (Min 22b), a funding application made by Sussex Clubs for Young People due to his role as the Bentswood Community Partnership Chairman who deals with the organisation and in his role as West Sussex County Council Cabinet Member for Children and Young People (Lead Member for Children).

**42. Minutes**

The Minutes of the Council Meeting held on 17<sup>th</sup> July 2017 were taken as read, confirmed as a true record and duly signed by the Mayor.

**43. Matters Arising**

None.

**44. Mayor's Engagements and Announcements.**

The Town Mayor made mention to a number of events that he had attended since the last meeting of the Council with special mention made of his attendance at Town Day and thanked the staff and Councillors who turned out to help on what was a very successful day.

In addition, the Mayor mentioned his attendance at an event held at Muster Green to commemorate the Battle of Britain, the hosting of students from Traunstein with the Twinning Association, and attendance at the planting of a tree at the Princess Royal Hospital to acknowledge Dame Vera Lynn's 100th birthday by the management committee of the League of Friends, as their president.

#### **45. To receive and consider the adoption of the Minutes of Council standing committees.**

- (i) Planning Committee - **MINS. 27 – 35.**  
The reception and adoption of the resolutions of the Planning Committees, dated 31<sup>st</sup> July 2017 - **Mins 27 – 35**, 21<sup>st</sup> August 2017 – **Mins 36 – 43** and 11<sup>th</sup> September 2017 - **Mins 44 – 50** were moved, seconded and agreed by Council.
- (ii) Environment & General Purposes Committee - **MINS. 13 - 25**  
The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 14<sup>th</sup> August 2017 **Mins 13 - 25** were moved, seconded and agreed by Council.

Under Min 21: relating to the deferral of purchasing an electronic bike for the Community Warden the Chairman of the Committee called in the resolution on the grounds that the Town Clerk had investigated the matter and found that an electric car was not viable, but a bike with a discount from local provider was. During debate the amount of money allocated was viewed not to be adequate so the budget was uplifted from £1,200 to £2,000 allocated to the Town Fund. On the grounds that the amendment of a resolution was allowed without notice under S0. 11 (g) and a seconder, that being the Vice Chairman of the Committee, the following amended resolution with unanimous agreement by the Council was **Resolved** that;

**The Town Clerk be given delegated authority, in liaison with the Chairman and Vice Chairman of the Environment and General Purposes Committee, to purchase an electronic bike at the cost of up to £2,000 from the Council's Town Fund.**

Under Min 22: it was questioned how the design was going to be agreed. The Clerk stated that this was up for discussion, but the funding agreed had allowed for a professional designer. In agreeing that the design would be in the eyes of the beholder and it was appropriate to bring the matter to Council, the designs would be looked at by the editorial working group for comment.

- (iii) Policy & Finance Committee - **MINS. 16 - 26**  
The reception and adoption of the resolutions of the Policy and Finance Committee dated 18<sup>th</sup> September 2017 Mins **16 - 26** were moved, seconded and agreed by Council.

#### **46. Town Council Priorities and Working Groups**

The following updates were given,

- Future of the Clair Hall site.  
There was no update on the priority.
- Development of a Country Park on land located off Hurstwood Lane.  
Cllr Jeffers confirmed that the masterplan was agreed and the planning permission within the Hurst Farm planning application was pending. The next step was to look at maintenance plans and the associated costings.
- Development of a Cemetery on land located off Hurstwood Lane.  
Cllr Jeffers stated that the project was in the same position at the Country Park.
- HH Commercial Offer Document and Business estates and office space protection.  
Cllr McPherson updated that the Mid Sussex Economic Strategy was near to completion and he was in discussion with Mid Sussex District Council on the matter. In addition, it

was noted that the 'futures' working group would be looking to develop an investment prospectus for Haywards Heath during October.

- South Road shared space scheme.  
Cllr McPherson updated that the Clerk had met with West Sussex County Council officers to discuss the project and had undertaken a site visit to agree general principles for the placement of the troughs to hold the trees. Cllr McPherson also stated that he and the Clerk had also undertaken a site visit in preparation for the development of a masterplan for the placement of the trees. It was asked if seating was to be placed around the bases of the trees. The Clerk said it would be looked into, but it would be difficult because of the need to keep the highway clear to West Sussex County Council specifications. It was also requested that the South East in Bloom Committee be kept up to date with the project and be liaised with at the appropriate time.
- Development of an integrated road network.  
Cllr Hillier asked that it be noted that West Sussex County Council were preparing reports so a further update would be given to the next meeting of Full Council.
- Working Groups.
  - Bluebell Railway Working Party.  
Cllr de Mierre reported that there had been further contact with Directors of the Bluebell to organise a follow up meeting to be held in late July. Cllr de Mierre would then report back in due course.
  - 2018 Working Group.  
Cllr Ellis updated on the four events under the remit of the working group,
    - 1) 25<sup>th</sup> Year Bondues and 20<sup>th</sup> Year Traunstein Anniversaries – TBC June 2018 – it was noted that plans were being progressed and Maria Horne would be the most appropriate person to contact about the event. It was noted that a principal sponsor had been secured.
    - 2) Arthur George Knight VC winner stone – 2<sup>nd</sup> September 2018 – It was noted that the project to place the VC winner stone (along with another bespoke stone) and associated pathways needed to be undertaken by specialist tradesmen so quotes were being sought. The Town Clerk was also investigating whether or not planning permission and/or listed building consent would be needed due to the requirement to make physical changes to the War Memorial (Grade 2 Listed Building) along with some maintenance work. The Town Council was still working closely with Mid Sussex District Council.
    - 3) 100<sup>th</sup> year of the RAF – 8<sup>th</sup> September 2018 within Town Day. It was noted that the application to secure the attendance of the RAFA Falcons had been sent off and a letter of support from the local MP was being pursued,
    - 4) 100<sup>th</sup> Year Commemoration of WW1 – 11<sup>th</sup> November 2018 within Remembrance services. Reverend Ray Smith had been engaged with and plans would progress after the 2017 service.

Members **NOTED** the updates.

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

None.

**48. Member RESOLVED** to enter into Exempt Business and exclude the Public and Press to confirm the exempt minute number 37 and receive a verbal update on staffing matters by the Town Clerk.

Meeting Closed at 8.32pm

**Mayor's Engagements**

**15 Sept 2017 – 22 Nov 2017**

On Monday 25<sup>th</sup> September, the Mayor and Maria Horne attended a Tree Planting Ceremony at the Princess Royal Hospital in honour of the Friends of the Princess Royal Hospital with Dame Vera Lynn's daughter.

On Thursday 28<sup>th</sup> September, Maria Horne attended the MacMillan Coffee Morning at Churchill Retirement Living Petlands Lodge on behalf of the Mayor.

On Thursday 28<sup>th</sup> September, the Mayor attended Haywards Heath Library to thank the volunteers and hand out certificates as part of the Children's Summer Reading Challenge.

From Friday 29<sup>th</sup> September to Sunday 1<sup>st</sup> October the Mayor and his wife visited Traunstein to take part in the Celebration of Twinning Anniversaries with Gap, France and Pinerolo, Italy and to visit the TRUNA Trade Fair.

On Sunday 1<sup>st</sup> October, the Deputy Mayor attended the Best Kept Garden Reception at the Town Hall to official hand out prizes to the winners.

On Sunday, 8<sup>th</sup> October, the Mayor attended the Silver Sunday Tea Party at Meridian Hall by MSDC.

On Monday, 9<sup>th</sup> October, the Mayor attended the 2018 Working Party Meeting at the Town Hall.

On Tuesday, 10<sup>th</sup> October, the Mayor attended a Meeting at Borde Hill Garden concerning the forthcoming Twinning Anniversary Gala Night.

On Friday 13<sup>th</sup> October, the Mayor and the Town Clerk attended a VIP Luncheon hosted by the Chief Constable of Sussex Police for Chestnut Tree House.

On Sunday 15<sup>th</sup> October, the Mayor and Maria Horne and Cllr Ruth DeMierre attended the Bluebell Railway to talk through their plans for bringing the Bluebell Railway to Haywards Heath.

On Sunday 15<sup>th</sup> October, the Mayor attended the Silver Sunday Service for AGE UK at their Haywards Heath Centre

Additionally on Sunday 15<sup>th</sup> October, the Mayor attended the East Grinstead Mayor's Civic Service at St Swithin's Church.

On Wednesday 18<sup>th</sup> October, the Mayor attended the Yews Centre AGM

On Wednesday 25<sup>th</sup> October, the Mayor attended Connections Radio, based at Coleman's Solicitors' new South Road office, where he gave an interview to be aired at the launch of Connections Radio in 2018.

On Friday 27<sup>th</sup> October, the Mayor officially opened and welcomed everyone to the World Stroke Day event organised by Dr Khali Ali from Brighton & Sussex University Hospital. The event featured Tom Balchin from the ARNI Institute.

On Sunday 29<sup>th</sup> October, the Mayor visited Borde Hill Gardens to judge their Pumpkin Carving competition, where they were attempting to get the world record for the longest line of pumpkin carving for the Guinness Book of Records.

On Tuesday 31 October, the Mayor attended the Borde Hill/Twinning Anniversary Gala Night meeting at the Town Hall.

On Wednesday 1<sup>st</sup> November, the Mayor attended the Mewes Vets Practice to judge the Mewes Vets photo competition for their 2018 diary.

On Wednesday 8<sup>th</sup> November, the Mayor attended the Inward Investment meeting at the Town Hall.

On Wednesday 8<sup>th</sup> November, The Mayor attended a Twinning Meeting at the Town Hall.

On Thursday 9<sup>th</sup> November the Mayor visited the Twin Town of Bondues with the Chairperson of the Twinning Association.

On Friday 10<sup>th</sup> November, the Mayor and Cllr Matt Jeffers attended the Schools Remembrance Service at St Wilfrid's Church.

On Saturday 11<sup>th</sup> November, the Mayor attended the British Legion's Service of Remembrance at Muster Green.

On Sunday 12<sup>th</sup> November, the Mayor, Town Councillors and Town Council Staff attended the Haywards Heath Service of Remembrance at Muster Green and the Town Hall.

On Wednesday 15<sup>th</sup> November, the Mayor and Maria Horne attended a meeting at the Town Hall with the Directors of Ariel Drama Academy to discuss the academy's involvement in the Twinning Anniversary Gala Night in 2018.

On Friday 17<sup>th</sup> November, the Mayor attended the 2018 Working Party Meeting with the RBL at the Town Hall.

On Friday 17<sup>th</sup> November, the Mayor met with Sylvia from the HHIB Committee regarding the poppy display for 2018.

On Friday 17<sup>th</sup> November, the Mayor welcomed the Adult Language students from Bondues at the Town Hall as part of their Twinning visit.

**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 27<sup>th</sup> November 2017

**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 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 9<sup>th</sup> October 2017 - **Minutes 52 – 61**, 30<sup>th</sup> October 2017 - **Minutes 62 - 69** and 13<sup>th</sup> November 2017 - **Minutes 70 - 78**, Environment & General Purposes Committee – 16<sup>th</sup> October 2017 - **Minutes 25 - 34** and Policy & Finance Committee held on the 20<sup>th</sup> November 2017 - **Minutes 26 – 41**.

**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, 9<sup>th</sup> October 2017 - **Minutes 52 – 61 resolutions;**

MIN. 59 – Street Naming for residential development at Land north of Birchen Lane: To RESOLVE the recommendation to instruct the Town Clerk, under delegated authority, to agree two of the following road names (Alder Way, Elm Close, Hazel Way and Lime Close) for the two road names at the residential development on land north of Birchen Lane in liaison with the Street Naming and Numbering Officer at Mid Sussex District Council. *Please note that Alder Way and Elm Close was agreed with the Street Naming and Numbering Officer at Mid Sussex District Council.*

MIN. 60 – To RESOLVE the recommendation to support the request made by Haywards Heath Baptist Church, to Mid Sussex District Council, for the release of £24,003 worth of Community Building S106 monies to install a lift in the new church Community Facility to be located on Sussex Road.

4. Planning Committee, 30<sup>th</sup> October 2017 - **Minutes 62 – 69 resolutions;**

Nothing to report.



5. Planning Committee, 13<sup>th</sup> November 2017 - **Minutes 70 – 78 resolutions;**

MIN. 77 – Street Naming for residential development on Land at Gamblemead. To RESOLVE the recommendations;

- a. to **accept** the developer's four suggested road names of **Cape Road, Ruppell Rise, Pampas Close and Woodfox Way;**
- b. to **reject** the developer's suggested road name of **Hoary Crescent;**
- c. as an alternative to the name rejected in **b.** above, to put forward the prefix of **Blanford.**

6. Environment & General Purposes Committee, 16<sup>th</sup> October 2017 - **Minutes 25 - 34 resolutions;**

MIN. 30 – To RESOLVE the recommendation to set a budget of £9,000 for the Town Council events programme for 2018/2019 to be included within the Environment and General Purposes Budget that will be recommended to the Policy and Finance Committee during the budget setting process. The events to be supported include those with associate costs in Appendix 1 of the report and the Mayor's Gala Dinner and Birthday Casino Night, which would be at no cost to the Town Council.

MIN. 32 – To RESOLVE the recommendation to recommend to the Policy and Finance Committee that £8,768.85 of un-earmarked reserves be allocated to Haywards Heath Town Council's contribution for the replacement of the five existing CCTV cameras in Haywards Heath and the provision of two new cameras to be placed in Victoria Park and Clair Park.

7. Policy and Finance Committee, 20<sup>th</sup> November 2017 - **Minutes 26 – 41 resolutions;**

MIN. 31 – To RESOLVE the recommendation to recommend to Full Council for approval, the list of payments and receipts, and income and expenditure for the periods 1<sup>st</sup> July 2017 – 31<sup>st</sup> October 2017.

MIN. 32 – To RESOLVE the recommendation to recommend to Full Council the formal minute noting the report of the external auditor for the year ended 31<sup>st</sup> March 2017.

MIN. 33 – To RESOLVE the recommendation to adopt the timetable of Council meetings for the Council year 2018 - 2019.

MIN. 34 – To RESOLVE the recommendation to award;

- a) A grant of £250 to 4Sight towards running costs.
- b) A grant of £250 to St Catherine's Hospice towards running costs.
- c) A grant of £250 to Revitalise Respite Holidays towards running costs.

MIN. 36 – To RESOLVE the recommendation that, as of the 1st April 2018, the following price rises for Council Services are implemented,

- (a) To increase cemetery fees for single burials by 5% and double depth by 5%.
- (b) To increase hiring charges to users of the Town Hall by 5%.
- (c) To increase allotment fees by 5%.
- (d) To increase wedding fees to £325.

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

MIN. 37 – To RESOLVE the recommendation that the Town Council's policy of payment for its services is as follows; *'The Town Council's preferred method of payment for its services is by debit/credit card or electronic payment. Payment by cheque and cash is also accepted.'*

MIN. 38 – To RESOLVE the recommendation to ratify the recommendation of the Environment and General Purposes Committee dated 16<sup>th</sup> October 2017 and allocate £8,768.85 of un-earmarked as Haywards Heath Town Council's contribution for the replacement of the five existing CCTV cameras in Haywards Heath and the provision of two new cameras to be placed in Victoria Park and Clair Park.

MIN. 39 – To RESOLVE the recommendation to amalgamate the pots of earmarked reserves (Environmental Projects (£250), Healthcheck (£1952,03), Economic Development (£1,412.82) and Neighbourhood Plan (£284.30) into an earmarked reserve entitled Town Development'

**Committee**                      **Full Council**  
**Report of:**                      Town Clerk  
**Date:**                              27<sup>th</sup> November 2017  
**Subject:**                          Use of Muster Green for a World War 1 100<sup>th</sup> Anniversary Project

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**Purpose of Report**

- 1) The purpose of this report is for Members to consider the use of Town Council owned land by a third party.

**Summary:**

- 2) Haywards Heath Town Council as the owner of Muster Green is being ask for permission by the Haywards Heath Horticultural Society to undertake a project on Muster Green to mark the 100<sup>th</sup> Year Anniversary of the end of World War 1 next November 2018.

**Members are recommended to;**

**Consider agreeing to the use of Muster Green for the Haywards Heath Horticultural Society's River of Poppies Project 2018.**

**Background**

- 3) The following project has been proposed by Ms Sylvia Harris.

**River of Poppies Project 2018**

*To celebrate the end of WW1 and with the Tower of London display in mind an idea has emerged to create a River of handmade Poppies through Haywards Heath ending on Muster Green, being displayed end September through to the 11th November Armistice Day using Eco friendly materials with the whole community and Intergenerational involvement.*

*I am looking to start with workshops and Jenni Burrows a local Textile Teacher with extensive experience will run them.*

*We are looking to source from British suppliers and will be looking for funding and donations through various means.*

*We hope to have 10,000 minimum for the display on Muster Green, added to this we are looking to have tributaries ie every business with a large poppy on display, every house can also join in.*

*Our main aim is to Raise Funds for The Royal British Legion and local Dame Vera Lynn Children's Charity or Cerebral Palsy Children in Cuckfield.*

**Financial Implications**

- 4) None

**Town Clerk**

**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 27<sup>th</sup> November 2017

**Subject:** Membership of Committee, Working Groups, Outside Reps

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**Purpose of Report:**

1. The purpose of this report is for Members to nominate and appoint Councillor Membership.

**Summary:**

2. The following report requests Members agreement to make an appointment to the Environment and General Purposes Committee, so to place the newly elected Member of the Council into the existing vacant position on the Committee and to agree to that the same Councillor be added to the IT/Social Media Editorial/Website Working Group.

**Recommendation(s):**

**Members are recommended to Resolve the;**

- (a) **Appointment of Councillor Emma Clayton to the Environment and General Purposes Committee.**
- (b) **Appointment of Councillor Emma Clayton to the IT/Social Media Editorial/Website Working Group.**

**Background:**

3. As per the Council's standing orders the filling of any vacancy on a Committee or sub Committee is a matter that has to be dealt with by Full Council.

**Environment and General Purposes Committee**

4. In light of the Franklands Ward by-election Emma Clayton has been elected to sit on the Town Council. Councillor Clayton has agreed to take up the vacant position on the Committee to fill the vacancy left by Jed Dwight.

**IT/Social Media Editorial/Website Working Group.**

5. Under Full Council agenda item 10 of the meeting held on the 17<sup>th</sup> July 2017 (minute 31) the membership of the above working group is five Councillors with only four places filled at the present time. It is therefore suggested, again in liaison with Emma Clayton, that she take the vacant position.

**Further Information**

6. If for any reason unknown to the 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.

**Town Clerk**