



BURGESS HILL TOWN COUNCIL

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24 October 2007

To: **MEMBERS OF BURGESS HILL TOWN COUNCIL**

A **STATUTORY MEETING** of the Council will be held in the Council Chamber on **MONDAY 29 OCTOBER 2007** at **19.00 hours**, when your attendance is required.

David Carden
Town Clerk

****PLEASE NOTE THE START TIME OF THE MEETING****

A G E N D A

1. **OPEN FORUM**

Members of the public are invited to put questions or to draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to fifteen minutes and shall be limited to three minutes per person.

2. **LONG SERVICE PRESENTATION** – to Elaine Hackett

3. **PRESENTATION BY RICHARD LIGHT OF BURGESS HILL INTO THE FUTURE – THE GREEN CIRCLE**

Associated paperwork is attached as Appendix I.

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

In respect of any matter on the agenda.

6. **CHAIRMAN'S ANNOUNCEMENTS**

7. **SPECIAL COUNCIL MINUTES**

To consider the Minutes of the Special Meeting of Council held on 22 October 2007 (copy herewith).

8. **PLANNING & TRANSPORT COMMITTEE MINUTES**

9. **PERSONNEL COMMITTEE MINUTES**

10. **DIARY DATES**

11. **FIT FOR THE FUTURE CONSULTATION**

12. **RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE**

13. **NOMINATIONS TO KEY AREA GROUPS**

14. **SIDNEY WEST PROGRESS REPORT**

15. **BOUNDARY CHANGE AT VALEBRIDGE ROAD**

16. **NALC CONFERENCE**

17. **STADT SCHMALLENBERG**

18. **COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

19. **EXCLUSION OF PUBLIC AND PRESS**

20. **SPECIAL PERSONNEL COMMITTEE CONFIDENTIAL MINUTES**

21. **SPECIAL COUNCIL CONFIDENTIAL MINUTES**

8. **PLANNING & TRANSPORT COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning & Transport Committee held on:

Monday 1 October 2007 (copy previously circulated).
Monday 15 October 2007 (copy herewith).

We have considered 36 applications for planning permission under the Town and Country Planning Act 1990. Our decisions and recommendations within our terms of reference are set out in the Minutes.

Tony Balsdon
Chairman

9 **PERSONNEL COMMITTEE MINUTES**

To consider the Minutes of the meeting of the Personnel Committee held on Monday 8 October 2007 (copy herewith).

Our decisions and recommendations within our terms of reference are set out in the Minutes.

Mrs Suzanne Cosgrave
Chairman

10. **DIARY DATES**

- A) **WEDNESDAY 31 OCTOBER** – Town Centre Redevelopment meeting 19.00 hours in the Council Chamber.
- B) **MONDAY 5 NOVEMBER** - Planning & Transport Committee meeting 19.00 hours in the Council Chamber.
- C) **SUNDAY 11 NOVEMBER** – Remembrance Day Parade and Service. Coffee 09.45 hours in the Royal British Legion Club, Parade forms 10.30 hours in the Cyprus Road Car Park and moves to the War Memorial and the Service of Remembrance in St John’s Church.
- D) **MONDAY 12 NOVEMBER** – Finance & General Purposes Committee meeting 19.30 hours in the Council Chamber.
- E) **MONDAY 19 NOVEMBER** - Planning & Transport Committee meeting 19.00 hours in the Council Chamber.
- F) **MONDAY 26 NOVEMBER** – Council Meeting 19.30 hours in the Council Chamber.

11. FIT FOR THE FUTURE CONSULTATION

- 11.1 At their meeting on 30 July 2007 Members considered how the Town Council should respond to the public consultation on the future provision of health services in West Sussex and Brighton and Hove (Minute 53 refers) and concluded that more information was required. Since then Members have met with representatives from the Primary Care Trust, formally supported the save the Princess Royal Hospital Campaign and attended meetings individually. The purpose of this report is to agree a formal Council response to the consultation exercise.
- 11.2 The deadline for the consultation response has been extended to 14 November 2007 and the response form is attached at Appendix II. The response form does categorise matters and it is proposed that the Council's response should not be constrained in this way. Instead the following draft response is put forward for Members' consideration.

“Summary

The enhanced community based services as described are appealing but the Council has very great concerns that the proposal depends upon an already overstretched and inaccessible Brighton hospital and that the community services will not be achieved for reasons of costs and availability of the clinical staff or through failure to achieve the additional local patient management by GPs with the consequence that the Princess Royal Hospital will - under all options being suggested - be downgraded and inadequate re-provision will be made.

Additional concerns can be summarised under the following headings.

Methodology

Burgess Hill Town Council have reservations that the modelling/planning has made inadequate provision for the likely growth in population over coming years. The model underpinning the assumption about travelling time to the Royal Sussex County hospital is inadequate. There appear to varying views on the impact on patient safety of increasing transfer times.

Business case

The public statements seem to have within them some inherent contradictions in relation to the requirements and objectives for the change. There is a tension between the issues of cost and the proposed enhancements of the community based services. The case has not been made in this document, nor elsewhere, that a) costs can be reviewed from in-patient provision/hospitals by any mechanism other than closing the hospital and b) that community based services are traditionally much more expensive to provide.

Capacity

The overwhelming response from councillors and their Ward residents is that the Royal Sussex County Hospital is already overstretched, most obviously in A&E, but recent examples involving repeated patient transfer, the hospital being closed to maternity/ delivery means that it seems hard to believe that the

additional volume of patients can be accommodated and provide the expected levels of service.

Logistics / accessibility

The physical location of the Royal Sussex County Hospital is a problem. The lack of easy access by public transport, the lack of car parking and the general poor provision for patients and relatives in relation to the access is already such a problem that there is no confidence that, notwithstanding any other concerns about capacity/ quality of care, this will be a convenient location for patients or their visitors. Recent patient experiences give rise to considerable concerns that the impact of the Royal Sussex County Hospital being used for much more of the specialist care and surgery will mean patients and the consultants in fact are subjected to the unsatisfactory experience of repeated transfers between the Royal Sussex County and Princess Royal hospitals.

Local related issues

There are two issue of interest which require consideration arising from the experience of the Surrey PCT and their consultation.

1. They have for some years been modifying and rationalising their healthcare services due to financial pressures, in recent months these pressures seem to have vanished. Could the financial pressures in West Sussex be similarly reduced?
2. The Fit for the Future consultation in Surrey seems to be being developed on assumptions which diverge from those in West Sussex.

Surrey PCT is planning for the retention of acute, hospital based care from four major acute trusts in Surrey; it is not clear why the arguments about centralisation do not apply to them. Also, in their consultation document it seems that the likely outcome of the West Sussex Fit for the Future implementation "*.....would have very little effect on Surrey residents directly as very few Surrey residents access services in West Sussex, there is the potential for an increase in patients from West Sussex accessing services in Surrey. The largest impact is likely to be in the east of the county where all options would lead to a reduction in acute activity at Princess Royal Hospital, Haywards Heath. These changes would lead to an increase in activity at East Surrey Hospital at Redhill, estimated as up to 1,300 extra births and additional emergency and planned activity. Surrey & Sussex Healthcare NHS trust is developing a business case setting out the capital requirements to meet this potential increase in demand.*" "This indicates that there would be capital expenditure in Surrey to help them deal with West Sussex patients - this would indicate that when viewed as a health economy overall perceived savings made in West Sussex may simply be negated by expenditure for those same patients in neighbouring Surrey."

11.3 RECOMMENDATION

Members' views are sought.

Environmental Charter Implications – None.

Financial Implications – None.

Implications to Partner Organisations – This is a consultation from a partner organisation.

12. **RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE**

12.1 The purpose of this report is to consider a draft “Right to Request to Work Flexibly for Carers Policy” and a draft “Flexible Working Policy” which were approved by the Personnel Committee at its meeting on Monday 8 October 2007 and are attached at Appendices III and IV.

12.2 **RECOMMENDATION**

Council is recommended to adopt the “Right to Request to Work Flexibly for Carers Policy” and the “Flexible Working Policy”.

Environmental Charter Implications – None.

Financial Implications – None.

Implications to Partner Organisations – None.

13. **NOMINATIONS TO KEY AREA GROUPS**

13.1 The purpose of this item is for the nominations to the new Key Area Groups agreed at the Special meeting of Council on 22 October 2007 (Minute 88 G) refers) to be agreed. The Group Leaders will be discussing nominations ahead of the meeting and it will be necessary to finalise matters at the meeting.

13.2 **RECOMMENDATION**

Council’s views will be sought at the meeting.

Environmental Charter Implications – None.

Financial Implications – None.

Implications to Partner Organisations – None.

14. **SIDNEY WEST PROGRESS REPORT**

14.1 Construction work on the new health centre and community/sports facility was delayed whilst drainage issues and other planning conditions were resolved. The work has recommenced but the delay means that completion of the work is now likely to be mid April 2008.

14.2 A meeting has been held with three local residents who are willing to act as

‘street representatives’ during the construction period. The aim is to minimise any disruption or inconvenience to local residents while the work is being carried out and the Sidney West car park is out of use. The street representatives will provide a point of contact for residents and will raise any problems with the relevant body. A newsletter has been distributed to all residents adjoining and opposite the site informing them of this and providing the contact details.

- 14.3 While the Sidney West car park is closed it has been agreed that Marle Place car park can be used by the cricket and football clubs, which are continuing to use the site during construction. All members, parents and visiting teams have been notified of the arrangements and have been asked not to park in the surrounding streets to avoid causing congestion and annoyance to neighbours. This appears to be working well.
- 14.4 Meetings have also been held with Southdown Rovers Football Club and St Andrew’s Cricket Club, both of which are longstanding users of the site, to ensure good communication during the construction period and to establish their requirements for use of the new building.
- 14.5 A number of meetings are being held with West Sussex County Council regarding opportunities for joint working with the Children’s Centre, which will be located in the community building. These include a range of options including sharing staff, joint initiatives and negotiating a partnership agreement regarding shared costs for the building. Once these have been completed a budget and management plan for the new building is being drawn up and will be presented to a future Council meeting.
- 14.6 As yet, the new community/sports facility/children’s centre does not have a name. A name is required by the construction company for service connection. The new health centre will be named The Sidney West Medical Centre. It is suggested that The Sidney West Sports and Community Centre would be sufficiently distinct from the Medical Centre to avoid confusion between the two buildings while retaining the Sidney West name, for which residents have great affection.
- 14.7 Mid Sussex District Council has asked whether the Town Council wishes to take over management of the recreation ground when it takes over management of the new building. The Town Council is already managing Worlds End Recreation Ground, which is working well, and booking procedures are already in place. The additional work could be absorbed within current staffing levels and it would generate additional income.
- 14.8 Although Council has a preference for the building to be managed by a community trust or similar, it may not be possible to establish for year one of the operation of the building. Although this remains the overall target it may be necessary for the Town Council to manage the building in the first year and build this capacity with new users and nearby residents. However, this will be addressed in more detail in the forthcoming report.

14.9 **RECOMMENDATION**

Council is recommended to:

- A) note the recent developments with this project; and
- B) approve the name ‘The Sidney West Sports and Community Centre’ for the new community/sports building; and
- C) agree to the principle of the Town Council taking over management of the Sidney West Recreation Ground, subject to the Town Clerk negotiating an acceptable contract based on the Worlds End model.

Environmental Charter Implications – None.

Financial Implications – None at this stage.

Implications to Partner Organisations – This is a partnership project with Mid Sussex District Council and West Sussex County Council.

15. **BOUNDARY CHANGE AT VALEBRIDGE ROAD**

15.1 Notification has been received from Cuckfield Rural Parish Council that they have conducted a consultation of the 14 properties that would be affected by a boundary change at Valebridge Road and received the following responses: 3 for, 3 against and 2 do not mind.

15.2 They would like to proceed with the boundary change and would like Burgess Hill Town Council to formally consider this proposal. In addition, it would be appropriate to consider realigning the County boundary at the same time. A map showing the impact of the proposed boundary changes and the County boundary will be on display in the Council Chamber for the meeting.

15.3 **RECOMMENDATION**

Council is recommended to proceed with the boundary change.

Environmental Charter Implications – None.

Financial Implications – marginally increase the tax base if approved.

Implications to Partner Organisations – None.

16. **NALC CONFERENCE**

16.1 The Town Clerk attended the National Association of Local Councils Conference (“NALC”) over the weekend of Friday 5 to Sunday 7 October in Bournemouth. The conference programme included the following main topics:

The Future of the Sector, John Findlay, Chief Executive, NALC
A copy of the presentation is attached at Appendix V.

Local Government Bill and Beyond, Parmjit Dhanda MP, Parliamentary
Under Secretary of State, Department of Communities and Local Government

Code of Conduct, Standards Board for England

Grants and Funding, Big Lottery Fund

Climate Change and Your Community, DEFRA

Local Government Question Time, Local Government Association, London
School of Economics, Improvement and Development Agency and the New
Local Government Network.

16.2 In addition to the above, the Town Clerk also attended satellite sessions on Markets, Partnership Working, Community Leadership and Neighbourhood Policing. Overall, the Conference was beneficial with NALC dealing quite well with the diversity of interests of the sector. Satellite sessions were organised on the basis of small, medium and large councils. As always there was a major benefit in networking with colleagues from other Town Councils and meeting new contacts. There were a number of discussions about decision making structures, new initiatives and local councils involved in the change of status to unitary local government.

16.3 Among the issues arising from the conference of interest to Members were:

- A clear shift to unitary local government where appropriate.
- Power of General Well Being still being promoted for local councils.
- Community empowerment and capacity building by local councils being promoted by government.
- Community involvement in Council decision making also being promoted.
- Quality Council scheme being reviewed.
- Clear opportunities for local councils via an extension of unitary councils was promoted by the Under Secretary of State. He also stated that government were moving towards unitaries as there were huge savings and greater efficiency to be had.
- The LGA see a greater strategic role for local councils with the joining up of services and that the unique selling point of local government is the role of the councillor. They also stated that local government was the highest performing part of the “public sector”. Their final piece of advice was “look after the streetscene and value for money and the rest will follow”.
- The Standards Board repeated that there was now a narrower personal and prejudicial interest test and that they want to eradicate bullying from local government.

- DEFRA gave advice on ways for local councils to help tackle climate change and gave a range of practical advice and cited some good examples of good practice. This will form the basis of a future report to Council.

If Members want any further information or clarification on the issues discussed at the NALC Conference they should contact the Town Clerk direct.

16.4 RECOMMENDATION

Council is recommended to note the contents of the report.

Environmental Charter Implications – None.

Financial Implications – None.

Implications to Partner Organisations – None.

17. STADT SCHMALLEMBERG

17.1 The purpose of this report is to inform Council of the proposed arrangements to celebrate the 20th Anniversary of the signing of the Twinning Charter with Stadt Schmallemburg in 2008 and to seek approval for the outline arrangements.

17.2 It is proposed that the celebrations are held on the same dates as the Charter was signed in 1987, namely 29 August in Schmallemburg and 5 November in Burgess Hill. This was the request of the Burgermeister of Schmallemburg Town Council and is supported by the Burgess Hill Town Twinning Association. The August date coincides with the Schmallemburg Woche celebrations which are held every two years. Invitations to attend the Woche and 20th Anniversary celebrations have been received by the Chairman of the Council, Mrs Heather Ross and the Town Clerk. Mrs Barbara Selby has also expressed an interest in attending this event as the Council's representative on the Twinning Association.

17.3 Meetings are being held with the Burgess Hill Town Twinning Association, Mrs Barbara Selby and the Town Clerk regarding the arrangements for the Burgess Hill element of the 20th Anniversary celebrations, 4 – 6 November 2008. A detailed report will be made to Council on conclusion of this process.

17.4 RECOMMENDATION

Council is recommended to note the contents of this report.

Environmental Charter Implications – None.

Financial Implications – This will be funded from within existing budgets.

Implications to Partner Organisations – This is a consultation from a partner organisation.

18. COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

18.1 This is a standard item for the Council's representatives on outside organisations to report back any developments or information of interest to the Council. The following report has been received from Mrs Barbara Selby, the Council's representative on The Festival Committee, who attended a meeting on 4 October 2007.

18.2 "In the absence of the Chairman the meeting was chaired by Don Rosewall.

Don Rosewall is to have a meeting with David Carden and West Sussex County Council Events Manager Gill Lake regarding events within Mid Sussex so that dates do not clash, this would benefit everyone and we would not end up with a situation regarding the event that took place in Haywards Heath in the Summer.

The Committee agreed in principle to running the St George's Day event but felt that this should be planned jointly with the Town Council and that this should be a commercial based event with perhaps, a Farmers Market, Craft Stalls etc., and to encourage stallholders the street licence fee could be waived. A meeting will be arranged with David Carden to discuss this.

Christmas Event – This will take place on Saturday, 1 December from 10.00 hours. The theme will again be Dickensian and prizes will be awarded for the following categories:

Best Dressed Family
Best Dressed Lady
Best Dressed Gentleman
Best Dressed Person under 18
Best Dressed Child Under 13

A newsletter is being sent to local organisations outlining the events, plus press releases.

After discussion it was decided to cancel the Youth Event planned for the 30 November and to put something on in the spring of next year. Derek Bradford is looking into the possibility of local live groups playing.

It was agreed after discussion that the following local organisations would benefit from the money raised, Toy Library, Windmills Opportunity Playgroup, Care and Signposts. Rubber Soul are donating their performance fee to the Disability Trust. David Carden will be asked if the presentations of these cheques could take place outside the Help Point on Saturday morning with press coverage.

Joan Dew spoke to the Committee about the work of the CVS and the fact that more volunteers are urgently required. The Committee agreed to make a donation of £25.00.

- 18.3 The following report has been received from Mrs Barbara Selby, the Council's representative on The Town Twinning Association, who attended a meeting on 17 September 2007.
- 18.4 "It was reported that the cost of Liability Insurance when holding events has increased considerably.

The Chairman reported that the barbecue was well attended as was the French evening held at the fire station attended by 35 people which was the largest attendance for an event. Ideas for future events were asked for. It is hoped to encourage new members to join during the coming year.

The visit to Abbeville takes place this coming week-end with many visits planned, although it was a pity that not more members were going. The Chairman was hoping to see Madame Pruvot about strengthening ties between our towns as no reply had been received from our letter sent on May 30 and would report back to David Carden.

The Chairman would be contacting the Town Council to discuss what events they had planned for next year both here and in Schmallenberg to mark the 20th Anniversary of our twinning and would report back on progress at the next meeting.

The following events are planned:

Quiz Night - 19 October at the Theatre Club, Tickets £7.50.

Coffee Morning - 3 November at the Martlets Hall. We will be having a cake and bric-a-brac stall (items required).

Annual Dinner - 25 January 2008 at the Oak Barn, Tickets £22.50.

It was agreed that a further fund raising event should be held as the Schmallenberg anniversary would be expensive, ideas at the next meeting.

The Web-Site is up and running and is well worth a visit.

Date of next meeting 30 October 2007."

18.5 **RECOMMENDATION**

Council is recommended to note the contents of this report.

Environmental Charter Implications – None.

Financial Implications – None.

Implications to Partner Organisations – None.

19. **EXCLUSION OF PUBLIC AND PRESS**

In view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be temporarily excluded and they be requested to withdraw from the meeting.



BURGESS HILL TOWN COUNCIL

CONFIDENTIAL AGENDA for the **STATUTORY MEETING** of the Council on
MONDAY 29 OCTOBER 2007

C O N F I D E N T I A L A G E N D A

20. **CONFIDENTIAL SPECIAL PERSONNEL COMMITTEE MINUTES**

To consider the Confidential Minutes of the Special meeting of the Personnel Committee held on Monday 8 October 2007 (copy under separate cover).

Our decisions and recommendations within our terms of reference are set out in the Minutes.

Mrs Suzanne Cosgrave
Chairman

21. **CONFIDENTIAL SPECIAL COUNCIL MINUTES**

To consider the Confidential Minutes of the Special Meeting of Council held on Monday 22 October 2007 (copy under separate cover).

Mr Andrew Barrett-Miles
Chairman