



BURGESS HILL TOWN COUNCIL

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26 March 2008

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

An **ORDINARY MEETING** of the Council will be held in the Council Chamber on **MONDAY, 31 MARCH 2008** 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. **PRESENTATION TO DICK LANKESTER, MID SUSSEX DISTRICT COUNCIL**

3. **COUNCILLOR SUSANNA KEMP, CABINET MEMBER FOR PLANNING AND ENVIRONMENT, MID SUSSEX DISTRICT COUNCIL, ON STRATEGIC PLANNING ISSUES**

4. **APOLOGIES FOR ABSENCE**

Apologies for absence have been received from Barbara Selby and Andrew Barrett-Miles.

5. **DECLARATIONS OF INTEREST**

In respect of any matter on the agenda.

6. **CHAIRMAN'S ANNOUNCEMENTS**

7. **COUNCIL MINUTES**

To consider the Minutes of the Special Meeting of Council held on 17 March 2008 (copy herewith).

8. **PLANNING & TRANSPORT COMMITTEE MINUTES**

9. **SPECIAL PROPERTY COMMITTEE MINUTES**

10. **DIARY DATES**

11. **KEY AREA GROUPS TERMS OF REFERENCE**

12. **STANDING ORDERS AND FINANCIAL REGULATIONS**

13. **ELECTORAL REVIEW OF WEST SUSSEX COUNTY COUNCIL**

14. **DOG CONTROL ORDERS CONSULTATION**

15. **SPORTS FACILITIES IN BURGESS HILL**

16. **ENVIRONMENTAL DEVELOPMENTS**

17. **COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

18. **EXCLUSION OF PUBLIC AND PRESS**

19. **SPECIAL PROPERTY COMMITTEE CONFIDENTIAL MINUTES**

20. **STRATEGIC DEVELOPMENT OF BURGESS HILL**

8. **PLANNING & TRANSPORT COMMITTEE MINUTES**

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

3 March 2008 (copy previously circulated).
17 March 2008 (copy herewith).

We have considered 35 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. **SPECIAL PROPERTY COMMITTEE MINUTES**

To consider the Minutes of the meeting of the Property Committee held on 26 March 2008 (copy herewith).

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

Chris Thomas-Atkin
Chairman

10. **DIARY DATES**

- A) **Monday 7 April 2008** – Planning & Transport Committee meeting 19.00 hours in the Council Chamber.
- B) **Monday 7 April 2008** – Burgess Hill Councillors (Three Tiers) Group meeting 20.00 hours in the Council Chamber.
- C) **Tuesday 15 April 2008** – Staff and Member Development Key Area Group informal meeting 19.30 hours in Town Clerk’s Office.
- D) **Saturday 19 April 2008** – St. George’s Day celebrations will be start at 10.00 hours. This year the event is jointly organised by the Festival Committee and Burgess Hill Town Council.
- E) **Monday 21 April 2008** – Planning & Transport Committee meeting 19.00 hours in the Council Chamber.
- F) **Wednesday 23 April 2008** – Annual Town Meeting 19.30 hours for a 20.00 hours start in Cyprus Hall.
- G) **Wednesday 30 April 2008** – Mid Sussex Association of Town Councils 19.30 hours at East Court, East Grinstead.

- H) **Tuesday 6 May 2008** – Annual Meeting of Council 19.00 hours in the Council Chamber. Presentation to be given by Paul Myles, Manager of the Community House, Denham Road.
- I) **Monday 12 May 2008** - Planning & Transport Committee meeting 19.00 hours in the Council Chamber.
- J) **Tuesday 27 May 2008** - Planning & Transport Committee meeting 19.00 hours in the Council Chamber.
- K) **Monday 9 June 2008** – Community Development Key Area Group meeting at 17.00 hours (venue to be confirmed).
- L) **Monday 9 June 2008** - Planning & Transport Committee meeting 19.00 hours in the Council Chamber.
- M) **Wednesday 11 June 2008** – Finance and Business Planning Key Area Group informal meeting at 19.30 hours in the Council Chamber.
- N) **Thursday 12 June** – Staff and Member Development Key Area Group meeting at 19.30 hours in the Town Clerk’s office.
- O) **Monday 23 June 2008** - Planning & Transport Committee meeting 19.00 hours in the Council Chamber.
- P) **Monday 30 June 2008** – Council meeting 19.00 hours in the Council Chamber. Presentation by Paloma King, Manager of the Sidney West Children's and Family Centre.
- Q) **Monday 11 August 2008** – Council Meeting to Review the Key Area Groups at 19.00 hours in the Council Chamber.

11. **KEY AREA GROUPS TERMS OF REFERENCE**

- 11.1 The purpose of this report is for Council to consider the outcome of the recent series of “shadow meetings” for the Key Area Groups and consider any amendments to the terms of reference for the groups. The initial meetings were successful with the various groups taking different approaches to their tasks. The one approach that did vary was the level of Member interest in operational detail. Although Members need an understanding of the detail it is very much an area for the managers to deal with and report progress through the established monitoring process. If the groups lose their strategic focus they could be in danger of not achieving their original purpose. A short synopsis of the issues considered by the groups is outlined below together with any recommendations for Council. A full set of the terms of reference and proposed monitoring system is enclosed at Appendix 1.
- 11.2 The former Chairman’s Group is the only other outstanding issue that has not been addressed as part of this review. This was a very beneficial forum for

senior Members and the Town Clerk to discuss strategic business issues on an informal basis. It is proposed that this is retained and the membership comprising of the following:

Chairman of the Council
Vice-Chairman of the Council
Chairman of the Finance & Business Planning Key Area Group
Chairman of the Strategic Planning, Economy & Transport Key Area Group

11.3 ASSETS, STREET SCENE KEY AREA GROUP

The Group were content with the terms of reference and proposed monitoring system. There was a useful discussion about the breadth of issues the group would deal with, such as the development of the delegated functions scheme and depot space for the Mobile Maintenance Team. The Group agreed that some of their meetings would be held “on site” when there were practical issues to consider. It was agreed that the Members should join Police patrols to experience issues surrounding the crime and disorder part of the remit. The Group then considered the consultation paper on Dog Control Orders, which is dealt with elsewhere on this agenda.

11.4 COMMUNITY DEVELOPMENT KEY AREA GROUP

The meeting opened with Members considering Judy Pointing’s job brief and current workload, which gave an indication of the limited resources and wide brief in this area. The Group were content with the terms of reference and proposed monitoring system. There was a general discussion about whether there was a need for further analysis of gaps in provision for youth and sports provision in the town. As the Town Council does not have the statutory responsibility for either service it was agreed that representatives from both Mid Sussex District Council and West Sussex County Council be invited to the next meeting to consider this. It was agreed that there would be further meetings of the Group in June and October to coincide with the grants timetable.

11.5 FINANCE & BUSINESS PLANNING KEY AREA GROUP

The Group were content with the terms of reference and proposed monitoring system. It was agreed that a member of this group should be present at meetings of the other groups when they considered their budget. In addition, they should also look at areas of business risk. To assist the other groups in developing their budgets it was agreed that the group should develop a Key Priority Test Framework for their consideration. This would include guidance on “risk”. There was also a discussion about the role of the group and the level of detail that they needed to go into. In order to guide Members on this the officers explained the role of both the internal and external auditors and that all trends and exceptions would be included in the monthly monitoring reports.

11.6 HELP POINT & TOURISM KEY AREA GROUP

The Group were content with the terms of reference and proposed monitoring system. It was agreed that the Group would look at other Help Points provided by the County Council and a Borough Council to see how others had approached issues. It was agreed that the strategic development of the tourism service would be a priority of the Group, particularly in the light of possible partnership opportunities with Mid Sussex District Council. Concern was expressed about the current position regarding the review of the Help Point partnership agreement with the District Council. The Town Clerk would discuss this further with the District Council.

11.7 STAFF & MEMBER DEVELOPMENT KEY AREA GROUP

The Group amended the terms of reference and the monitoring report and all changes are in bold in Appendix I.

In addition, the analysis of the recent Staff Survey, undertaken by Graham Cubitt, was considered. Members were pleased with the improvements in scores and comments against the previous survey. It was agreed that a meeting with Graham Cubitt was essential to discuss the findings of the survey and trends in more detail. In the meantime, the staff would be thanked for their participation and the Management Team would be asked to consider how the findings from the survey and subsequent decisions should be fed back to staff.

11.8 STRATEGIC PLANNING, ECONOMY & TRANSPORT KEY AREA GROUP

The Group amended the terms of reference and the monitoring report and all changes are in bold in Appendix I.

This Group has already had significant experience of working in the “new way” in its guise as the Strategic Planning Working Group. In essence it will continue in the same way after May. A synopsis of the work of the group is contained in the Strategic Vision report at Agenda item 20.

The establishment of the Strategic Planning, Economy and Transport Key Area Group has by default affected the Planning & Transport Committee and resulted in revised Terms of Reference for the Planning Committee which are appended.

11.9 RECOMMENDATIONS

Council is recommended to:

- A) approve the revised membership of the Chairman’s Group; and,
- B) approve the amended terms of reference and monitoring reports for the Key Area Groups.

Environmental Charter Implications – None.

Financial Implications – None.

Implications to Partner Organisations – None.

12. **STANDING ORDERS AND FINANCIAL REGULATIONS**

12.1 The purpose of this report is for Council to consider a revised set of Standing Orders and Financial Regulations (Appendix II) in the light of the changes to the Council structure. The new Key Area Groups have the same status as a Committee in the existing orders, which have been transcribed accordingly. Only where there are recommended material changes have they been included in the schedule below.

12.2 The following material changes are proposed to the Council’s Standing Orders and Financial Regulations:

General: the removal of references to Committees, Sub-Committees and Working Groups to be replaced with “Key Area Groups”,

General: where appropriate throughout the text, the inclusion of the authority being given to the Town Clerk’s nominated representative,

3.1 (a) statement that each Key Area Group must have at least 1 formal meeting per year,

4.7 (c) restrictions on the disclosure of documents relating to information personal to employees or that may contravene the Data Protection Act,

6.2 the removal of narrative detailing terms of reference to be replaced with individual Key Area Groups’ Terms of Reference documents,

7.6 (a) amendment to the use of official orders where variable weekly/monthly goods or services are supplied,

7.6 (b) inclusion of the use of the Council’s charge card under certain circumstances,

7.7 (d) amendment to the limit allowed for the payment of monthly salaries,

7.16 inclusion of Risk Management.

RECOMMENDATION

Council is recommended to approve the revised Standing Orders and Financial Implications

Environmental Charter Implications – None.

Financial Implications – None.

Implications to Partner Organisations – None.

13. **ELECTORAL REVIEW OF WEST SUSSEX COUNTY COUNCIL**

- 13.1 West Sussex County Council has approached the Electoral Commission to ask for an electoral review in the County Council's area, capable of being implemented in time for the May 2009 County elections. This approach follows the enactment of recent legislation which, effectively, has provisions allowing the County Council to seek a review with the aim of securing single member divisions across the county. There are currently eight divisions which each return two members and the County Council had hoped to persuade the Commission to confine any review they agreed to these eight divisional areas. Tables showing the electorate figures by parish and existing electoral divisions are attached at Appendices IIIa and IIIb. A map of the existing boundaries can be viewed on <http://www.statistics.gov.uk/pbc/default.asp>. A map of our existing Ward Boundaries is attached at Appendix IIIc. The views of Council are sought on the current situation and the deadline for Stage One representations is **21 April 2008**.
- 13.2 The team from the Boundary Committee for England (who undertake the review for the Commission) have run briefing sessions for parish and town council representatives, one of which was attended by the Vice-Chairman of the Council and the Town Clerk. The Boundary Committee can make recommendations for town and parish council electoral arrangements including the total number of parish councillors, the number, names and boundaries of parish wards, and the number of councillors for each ward. In addition, town and parish councils can comment on the electoral arrangements for their district council. Both of these issues could include recommending new parish warding to reflect the recommended divisions for the County Council.
- 13.3 The primary role of the exercise is to review the County Council electoral arrangements while recognising that the local and district council arrangements could have an impact. The Committee are particularly interested in reviewing two member divisions, of which Burgess Hill is one. In addition, we are in the unusual situation of sharing a County Councillor with Hassocks. The review will take into account the proposed expansion of communities over the next five years so that it is important that all aspects of the proposed expansion of Burgess Hill are included.
- 13.4 The review will be based on the 2007 electoral roll with the 5 year housing forecast. The aim is to overcome electoral imbalances (electors per councillor). Recognition will be given to local circumstances but the aim is for no more than a 10% tolerance across the county. The review cannot include Parliamentary Boundaries as that is the responsibility of the Boundary Commission. At the briefing session the Town Clerk raised the issue of the

county boundary cutting off part of Burgess Hill. Although the Committee cannot deal with that issue at this stage it does fall within their remit to review it if a formal request is made.

13.5 Council is recommended to consider the following:

- i) the total number of town councilors and the number, names and boundaries of the town wards;
- ii) the same for the District Council;
- iii) the same for the County Council;
- iv) to ensure that the Boundary Committee are made aware of all likely housing developments over the next 5 years; and,
- v) to formally request that the Committee review the line of the county boundary east of Burgess Hill as a matter of urgency.

13.6 **RECOMMENDATION**

The views of Council are sought.

Environmental Charter Implications – None.

Financial Implications – None.

Implications to Partner Organisations – None.

14. **DOG CONTROL ORDERS CONSULTATION**

14.1 A draft response to the proposed introduction of Dog Control Orders by Mid Sussex District Council has been prepared by the Assets and Street Scene Key Area Group (Minute 163 refers), which is set out below for Members' consideration.

14.2 "Whilst the Town Council understands that environmental crimes, such as dog fouling, are an emotive issue a balance must be maintained to encourage responsible dog ownership and the use of informal open spaces for leisure and recreational purposes. The Town Council makes the following recommendations for the various category of sites.

Leisure Parks - The Town Council recommends the Dogs on a Lead Order owing to the formal sports areas and supports the Maximum Dogs Order for St John Park site.

Nature Conservation Sites - The Town Council supports the Dogs on a Lead When Requested Order and Maximum Number of Dog's Orders.

Open Spaces - The Town Council recommends the Dogs on a Lead When Requested Order as the majority of these sites are adjacent to a highway. This would assist with public safety issues for both dog walkers and highway users.

Sports Grounds - The Town Council recommends the Dogs on a Lead Order where there are formal sports and multi-use areas. The Town Council has received many dog fouling complaints regarding the Rugby Pitch at Poveys Close, St Johns Park and Worlds End Recreation Ground.

Car Parks - The Town Council recommends the Dog on a Lead Order.

The Town Council supports Mid Sussex District Council's timescale for implementing enforcement and would ask that all financial implications are considered and that sufficient staff are in place to support the changes.

The Town Council supports Mid Sussex District Council's recommendations and DEFRA's expert advice that where a Maximum Dogs Order is placed on a site then the limit shall be up to six dogs.

The Town Council would like to explore joined up working and look at the benefits of extending the hand-e-pix trial to this area of work. The Town Council would also like to be advised of any decision taken by Sussex Police on the involvement of Police Community Support Officers in issuing a wider range of Fixed Penalty Notices.

The Town Council would also like to explore buying into model byelaws for enforcement issues on Burgess Hill Town Council land."

14.3 **RECOMMENDATION**

Council is recommended to approve the draft response.

Environmental Charter Implications – Considered in the draft response.

Financial Implications – Considered in the draft response.

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

15. **SPORTS FACILITIES IN BURGESS HILL**

15.1 Mrs Suzanne Cosgrave has requested that Council consider the following motion regarding the provision of sports facilities in Burgess Hill.

"The Town Council has been increasing its engagement with the community, as an example, in recent weeks councillors have taken a very public involvement in the consultation on the MSDC Core Strategy. It is the unanimous view of Burgess Hill councillors at all levels of local government that they wish to bring the greatest influence they can on the future of Burgess Hill. The Town Council has this year also made a commitment both in terms

of Council precept and considerable officer time in relation to the Strategic Planning for the future of Burgess Hill.

There is a real concern about the current lack of infrastructure in the Town. Over the last three years the Town Council has promoted the importance of a Town-wide master plan: one very important aspect concerns provision of local sporting facilities, including recreational open space, which has a direct bearing on the quality of life for the residents. The Council consider it is vital that Burgess Hill is able to offer a wide range of sporting facilities for use by all residents, adults and children. Research shows how important early involvement of children in sport can be to their well-being, to both their physical and mental development.

Burgess Hill needs excellent sporting facilities. The Town Council wishes to express its public support for the development of improved sporting facilities locally by undertaking some work with educational, sporting and other individuals and groups to engender the local enthusiasm and engagement to ensure that the vision of the sporting facilities for the Town is being developed as an integral part of the Strategic planning for the redevelopment of the town."

15.2 **RECOMMENDATION**

Council is recommended to support the motion.

Environmental Charter Implications – None at this stage.

Financial Implications – None at this stage.

Implications to Partner Organisations – If approved, the motion will need to be incorporated into the strategic planning process.

16. **ENVIRONMENTAL DEVELOPMENTS**

16.1 The purpose of this report is to inform Council of recent environmental developments that have taken place and to outline the future direction of the Council on such matters in the future. This will be subject to a full report to a future meeting of the Council.

16.2 The Council has now received guidance from the Department for Environment, Food and Rural Affairs ("DEFRA") on the role of local councils in tackling climate change. This is currently being analysed and the implications of which will be the subject of a detailed report to Council shortly. It will encompass all aspects of the work of the Council from strategic planning to day to day operational issues.

16.3 In addition, discussions are being held with East Grinstead Town Council and Mid Sussex District Council about the possibility of working with the Carbon Trust with regard to their Local Authority Carbon Management Programme.

16.4 The opportunity will also be taken to review the Council's environmental policies in the light of changing developments and new guidance. This will include an overhaul of the Council's Green Charter; the aims of which need to be widened to include a more holistic approach to environmental issues that face the Council and society in general.

16.5 **RECOMMENDATION**

Council is recommended to note the contents of this report.

Environmental Charter Implications – Contained in the report.

Financial Implications – None at this stage.

Implications to Partner Organisations – None at this stage.

17. **COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

17.1 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 Pru Moore, the Council's representative on the Cyprus Hall Community Association, who attended a meeting on Tuesday, 19 February 2008.

"I attended this meeting on 19 February; there was a large turnout of committee members present.

It was apparent from the Treasurer's Report that in spite of having healthy reserves the Hall had not covered its running costs last year. Therefore, it was proposed that the charges be increased by £1.00 per hour.

Cleaning costs were fairly high and had not been helped by petty pilfering. New mats had been purchased for the Bowling Club, electricity costs were in the region of £4,000 per year.

On 31 March 2007 the Hall had a bank balance of £17,634. In the current year it will be approximately £10,000. It is hoped that the increase in fees and no other large capital expenditure will stabilise accounts.

It was noted that a new kitchen was needed and I was asked to approach the Council for a grant. I explained that the Committee had to show the full cost implications, then how much they were able to fundraise and then ask the Council for the balance. I await the outcome.

It was requested that the Council pay the costs for an application for a new reflective sign and that we arrange for yellow lines to be painted outside the main doors.

It was apparent from the booking sheet that the Hall is well used but as with all venues there are some quiet times.

The meeting was very positive and the Committee is very hard working and committed to the Cyprus Hall.”

17.2 **RECOMMENDATION**

Council is recommended to note the contents of this report.

Environmental Charter Implications – None.

Financial Implications – None.

Implications to Partner Organisations – None.

18. **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.