



The Bridleway off Kings Way, part of the Burgess Hill Green Circle Network, photograph by Dominic Moore



Town Mayor Jacqui Landriani

A Message from the Mayor

I am delighted to present Burgess Hill Town Council’s Annual Report for 2016/17. It has, as always, been a busy and challenging year for the Town Council, which was met with new initiatives and an overriding community focus.

This year has seen the start of exciting new projects such as the Green Circle Public Art Project and a new series of Trails around Burgess Hill. The local landscape is a beautiful and often overlooked part of Burgess Hill so we are delighted to encourage more people to explore the town’s green spaces.

The core emphasis across all our work is the needs of the local community and 2016/17 saw a huge variety of events and projects all designed to support local residents, particularly those who are carers, on low incomes or needing health support.

The Town Council team is dedicated to making sure Burgess Hill receives the best possible services and support, responding quickly to concerns and, if they can be handled by our team, resolving the problem within a few hours or less. We look forward to another busy year serving the Burgess Hill community.



Burgess Hill’s Green Circle

Burgess Hill Town Council is delighted to have received a grant from Tesco’s #BagsofHelp initiative, which has allowed us to produce two new publications of trails around the town. The Burgess Hill History Trail gives walkers and cyclists the option of a 1 or 2 mile journey around Burgess Hill with information about local history and local landmarks. The Burgess Hill Twittens booklet provides details of 9 trails in Burgess Hill, following the twitten routes which link up across the town and out into the surrounding countryside. Both publications are available



free from the Town Council’s Help Point at 96 Church Walk and dispensers around the town. Later in 2017, we are excited to launch a Children’s Spotter Guide for younger visitors. We owe a big thank you to Dominic Moore (Friends of the BH Green Circle Network) and Fred Avery (BH Local History Society) for their help with these projects.

We are very grateful to have received a donation from CAE to create new Information Boards at key locations around the Green Circle Network. The boards will be installed in Autumn 2017.



Green Circle Public Art Project



Design by Janine Creaye

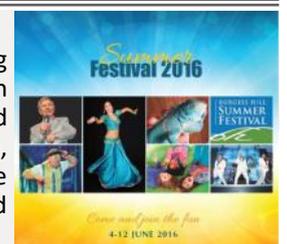
Burgess Hill Town Council, in conjunction with Mid Sussex District Council, is creating a new Public Art Trail to celebrate some of Burgess Hill’s notable residents and enhance enjoyment of the Green Circle Network. The project is funded by Section 106 developer contributions designated solely for public art. Members of the public have had an opportunity to view the designs and give their feedback. The five commissions and awarded artists are: Norris Brothers, to be sited at Grassmere Meadow - awarded to Steve Geliot; Emily Temple, to be sited at Malthouse Lane Meadow - awarded to Helena Roden; John Charles Bee-Mason MBE, to be sited at Hammonds Ridge Meadow - awarded to Alan Potter; John Saxby - Railway Signalling, to be sited at Nightingale Lane Meadow - awarded to Jon Mills Ltd; Wildlife Habitat, to be sited at Bedelands Local Nature Reserve – awarded to Janine Creaye. There will be further opportunities to engage with the artists when they run a series of workshops in schools and during the Summer Festival. It is anticipated the works will be installed in the autumn with a grand opening in October. www.burgesshill.gov.uk/Burgesshillgreencirclepublicartscheme



Summer Festival 2016



The 2016 Summer Festival was the biggest yet with 67 events taking place during the 9 days of the Festival. The Festival was co-ordinated by the Town Council with participation by 35 local groups, businesses and individuals. The Festival included classical, jazz and popular music, dance, art and craft, photography, literature, walks, talks, children’s activities, Circus, family history and much more. The events were mostly free or low-cost with opportunities to try new activities and get creative. The 2017 festival will take place between 3 and 11 June.



Cultural Quarter

The Neighbourhood Plan identified Cyprus Road as an area which could be developed into the town's Cultural Quarter. To this end, the Council appointed a Cultural Quarter Steering Committee with two working parties to research the needs of the community and determine what might be needed. Following its initial research the Committee appointed a consultant to determine whether there was a need for a community centre in the centre of town, if so what it might look like, its cost and how it would be sustained. The consultant has recommended a flexible community space be provided to incorporate a 250 seat theatre. The Council will now appoint a professional team to develop ideas and enter into consultation with the community once a vision and preliminary plans for the project have been completed.

Funding Cuts

The Town Council has for many years worked in partnership with West Sussex County Council and Mid Sussex District Council to maintain roads and green spaces within the town and surrounding parishes. West Sussex County Council, like other principal councils, has been faced with severe funding cuts which have impacted on the grant they make to Burgess Hill. Certain delegated functions will now revert back to West Sussex County Council.

Access Protection Lines

Burgess Hill Town Council introduced a new service to assist residents encountering problems with parked vehicles blocking their driveway. Subject to permission being granted by West Sussex County Council, which is responsible for the public highway, the Town Council will paint an Access Protection Line, a white 'H' shaped line, onto the road to draw attention to the driveway or access. The charge per line is £144.

An example of an Access Protection Line

Muslim Burials

During 2016/17, the Town Council liaised with the local Muslim community to see how the town's burial ground could be made accessible to residents of Muslim faith. After a period of research and consultation, the protocols were drafted and agreed by Town Councillors in January 2017.

A new feature on Queen Elizabeth Avenue

Burgess Hill Town Council created a new shrub bed on Queen Elizabeth Avenue with the assistance of students from Woodlands Meed. The bed enhances this main route into the centre of town and is part of an ongoing initiative to ensure that the town is as attractive as possible. The bed was designed and built by the Town Council's Maintenance Team Leader, Nick Setford, and his colleagues, who are responsible for ensuring that the town's roundabouts and other features in the public realm are maintained to a high standard. This area has been further enhanced by the planting of a Maple Tree in February 2017.

The new bed on Queen Elizabeth Ave

Sponsorship

The Town Council was very grateful to receive continued sponsorship for the town's roundabouts. The Town Council would like to thank: Burgess Hill Family Funerals, Burgess Hill Girls, CAE, Edwards Vacuum Ltd, Norto5 KIDZ, Park Cameras, Parkers Car & Truck Rental, Stuart & Partners and Time 24, for their ongoing support.

www.burgesshill.gov.uk/roundaboutsponsorship

Her Majesty The Queen's 90th Birthday

The Town Council organised a popular Beacon Lighting event in St John's Park to mark The Queen's 90th birthday. A Birthday Greetings Book was placed in the Help Point for residents to write their personal messages and a specially created greetings card was sent to The Queen incorporating artwork from Burgess Hill school students. To celebrate The Queen's official birthday, the Town Council organised a free Children's Tea Party at the Summer Fayre for 250 children.



Social Media

In addition to our existing Facebook page, over the last year Burgess Hill Town Council joined Twitter and Instagram and launched a Mayor's Blog to provide additional ways of informing and receiving feedback from residents. There was also an opportunity to follow Santa on Twitter before his visit to Burgess Hill during the Christmas Lights Switch-on in November. Stay in touch at:

www.facebook.com/BurgessHillTownCouncil/
twitter.com/BurgesshillTC
www.instagram.com/burgesshilltowncouncil/
burgesshilltownmayor.tumblr.com/



Christmas Lights Switch On

Large numbers of residents enjoyed the Christmas Celebration and Lights Switch-on in the town centre in November, braving the cold and wet weather. Families enjoyed a programme of entertainment, funfair, ice rink, stalls and fancy dress competition. Santa and his helpers were kept busy with a stream of children all day. The event was organised by Burgess Hill Town Centre Partnership.



The Mobile Maintenance Team

The Town Council's Mobile Maintenance Team has a hugely busy workload with responsibilities across the Town including delegated functions from MSDC & WSCC and work in the local parishes. The Team also provides a reactive service taking on extra jobs through reports to our Help Point and pro-actively working to resolve problems they spot whilst on site or in parish. In 2016/17 the Mobile Maintenance Team handled over 2,400 extra reactive jobs ranging from broken glass to overgrown vegetation. In each case, if we could not fix the problem we worked to find someone who could and kept monitoring until it was resolved.



Financial Summary

2016/17 Budget Analysis

The Town Council's budgeted gross revenue expenditure for the year amounted to £1,131,666 and the Council is pleased to announce that a modest surplus will be achieved which will be reinvested to provide future services for the community. A total of £794,562 was raised from residents of the town and the Town Council is fully accountable to residents at the Annual Town Meeting, being held this year on 11 April 2017 in Cyprus Hall. The cost of Town Council services for a Band D property was £69.70 per year, equating to £1.34 per week. **For 2017/18, the Town Council can announce there will be a small increase in the level of charges for the Town Council's element of the council tax. Standing at £71.05 for a Band D property, this is an increase of just over 2.5 pence per week (1.94%) on the prior year.**

Community Grants Awarded		Analysis of Budgeted Income and Costs £000s		
	£	Where the money comes from	2016/17	2017/18
Burgess Hill Bonfire Society	1,501	Council tax payers	795	821
Burgess Hill in Bloom	500	Partner income (MSDC/WSCC)	155	117
Revitalise Respite Holidays	500	Hire of Council facilities	16	14
YMCA Positive Placements	500	Burial Ground income	24	24
Kangaroos Mid Sussex	700	Roundabout Sponsorship	22	21
Summerhaven	500	About Town magazine	14	10
Home-Start CHAMS	750	Other	(i)106	22
Burgess Hill Shed	978	Total Income	1,132	1,029
St Peter & St James Hospice & Care Centre	250	Where the money is spent		
Sussex Community Day Centre	500	Help Point Services	91	86
Signposts Mid Sussex	750	External Services (ii)	322	324
Outset Youth Action	500	Community Partnerships & Events	127	125
HAMSA	250	Community/Facility Development	(i)195	103
Friends of the Burgess Hill Green Circle Network	1,000	Civic and Planning	177	153
Windmills Opportunity Playgroup	1,000	Total Direct Services	912	791
St Catherine's Hospice	500	Support Services	158	161
TOTAL	£10,679	Insurance, Business Rates, Utilities etc	62	77
		Total Revenue Expenditure	1,132	1,029
		(i) Inclusive of monies to develop the Cultural Quarter		
		(ii) Grounds maintenance, burial ground, allotments etc		
		Council Tax—Band D rate per annum	£69.70	£71.05
		Council Reserves at the 1 April 2016 £000s		
		General Reserve	139	
		Earmarked Reserves	341	
		Total Reserves	480	
		Town Council Employees	Bud	Act
		Full-time equivalents	19.1	18.2
				Bud
				18.3

Public Notice

Under sections 20(2) and 25 of the Local Audit and Accountability Act 2014 Accounts and Audit Regulations 2015 (SI 2015/234), it is reported the accounts for year ending 31 March 2016 for Burgess Hill Town Council have been duly audited by the District Auditor, PKF Littlejohn LLP.

Councillors' Allowances Claimed

Annual Allowances are paid under the Local Authorities (Members' Allowances) Regulations 2003

Agate, Wendy	£1,141	Jones MBE, Anne	£1,141	Travel & Subsistence costs reclaimed for undertaking official Town Council duties. Jones MBE, Anne £ 54 Barrett-Miles, Andrew <u>£ 29</u> £ 83 (claims processed as at 17/03/2017) ^ Town Mayor ^^Deputy Town Mayor
Barrett-Miles, Andrew	£0	Landriani, Jacqui ^	£1,711	
Catharine, Cherry	£1,141	Merrill, John	£1,141	
Cherry, Chris	£1,141	Moore, Pru	£1,141	
Cherry, Richard	£1,141	Page, Kirsty	£1,141	
Fussell, Claire	£1,141	Thomas-Atkin, Chris	£1,141	
Hansford, Steve	£0	Thomas-Atkin, Mandy^^	£1,141	
Heckels, Diane	£1,141	Thorpe, Julian	£1,141	
Henwood, Janice	£1,141			
Holden, Colin	£1,141			
		Total Allowances Claimed:	£18,826	



Christmas Food Hampers

The festive season was made a little more enjoyable for more than 200 families and individuals in the Burgess Hill area who received a Christmas hamper packed with goodies. The Town Council worked with local community groups, churches and businesses to collect, pack and deliver donated items of food to those who were struggling financially at Christmas.



Support for Carers



The annual Pamper Day for Carers held at Burgess Hill Girls in February was attended by 34 adult residents who provide unpaid care for a loved one. This popular event is organised by Burgess Hill Girls with support from the Town Council.

Local young carers enjoyed 12 events during the school holidays, including outings, Fun Days and a Pantomime trip, with 212 young carers attending the activities. The events were organised by the Town Council and local charity Burgess Hill Youth.



Rock Up & Ride

During the school Summer Holidays a free BMX Rock Up & Ride event was held at the recently refurbished BMX track off Maple Drive, organised by the Town Council and supported by the Respect Youth Club and Dumbrells Residents Association. 50 young people enjoyed the music and learned new skills from a qualified BMX coach.



The Summer Fayre

The annual Summer Fayre held at St John's Park in June was attended by a large number of families who enjoyed all the fun of a traditional fayre. The event was organised by the Town Council and 51 local groups took part by running stalls and activities, and providing a programme of entertainment in the arena with barbeque and refreshments.



Holiday Activities & Streetmate

Working in partnership with Burgess Hill Youth, the Town Council co-ordinated a programme of free holiday activities during the May half-term and summer vacations for low-income families in the town. Funding was obtained from Affinity Sutton to provide the Streetmate outreach bus on the Green in St Andrew's Road and Denham Road each week during the summer holidays. The 48 holiday activities were attended by 2,810 young people with volunteers contributing 470 hours of their time.



Help Point



During 2016/17 the Help Point received and responded to more than 30,300 enquiries from residents and visitors on a wide range of issues.

The Help Point is one of the "dementia safe havens" in Burgess Hill and during the year all Town Council staff attended dementia awareness training. The Town Council also signed up to the National Dementia Declaration and created an Action Plan for supporting people living with dementia and their carers.



Surgeries

The Help Point continued its busy schedule of advice surgeries with Housing, Benefits and Careers some of the many subjects available. The Registrars have extended their time with us and Affinity Sutton has increased the frequency of their surgeries to bi-weekly. We also hosted a short-term new surgery: *Solution for Health, Stop Smoking*, a popular drop in clinic.

Box Office

The Help Point and Tourist Information Centre's box office has been busier than ever this year, selling tickets for a huge array of different events and concerts including: The South of England Show, Loxwood Joust, Brighton Sealife Centre, local community concerts and events as well as the summer festival, holiday activities, senior citizen tea parties and carers events bookings.

Help Point Retail

The Help Point shop continued to promote local businesses, artists and craftspeople by stocking a range of local products. Top selling item this year was the new card defender. The aluminium credit card cover prevents your data from being stolen as well as preventing two contactless cards in the same wallet or purse being billed simultaneously. Other popular items were personal alarms, 4sight products for people with sight impairment and local books.



If you have an enquiry we can help with please contact Burgess Hill Town Council Help Point at 96 Church Walk, Burgess Hill, RH15 9AS, Telephone: 01444 247726, Fax: 01444 233707, email: helppoint@burgesshill.gov.uk, or visit www.burgesshill.gov.uk