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Wednesday 23 January 2019

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

An **ORDINARY MEETING** of the Council will be held in the Council Chamber on **MONDAY 28 JANUARY 2019 at 19.00 hours**, when your attendance is required.

Steve Cridland  
Chief Executive Officer

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

## FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded.

If a 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 members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

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## 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. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

In respect of any matter on the agenda.

4. **CHAIRMAN'S ANNOUNCEMENTS**

5. **COUNCIL MINUTES**

To consider the Minutes of the Meeting of Council held on Monday 26 November 2018 (copy herewith).

6. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held Monday 3 December 2018, Wednesday 2 January 2019 and Monday 21 January 2019 (copies previously circulated).

We have considered 47 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.

Steve Hansford  
Chairman

7. **FINANCE KEY AREA GROUP: NOTES OF MEETING**

To consider the Notes of the meeting of the Finance KAG held on Thursday 17 January 2019 (copy previously circulated).

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

Chris Thomas-Atkin  
Chairman

8. **RECOMMENDATION FROM THE FINANCE KEY AREA GROUP MEETING –REVENUE BUDGET AND PRECEPT 2019/20**

8.1 Council are requested to consider recommendations from the Finance Key Area Group, following their meetings of 17 January 2019, as follows (Minute 142 refers):

8.2 **RECOMMENDATION**

Council is recommended to:

A) approve the 2019/20 Revenue Budget and set the Precept at £801,093, and

B) Inform Mid Sussex District accordingly.

9. **COMMUNITY ENGAGEMENT KEY AREA GROUP: NOTES OF MEETING**

To consider the Notes of the meeting of the Community Development KAG held on Monday 10 December 2018 (copy previously circulated).

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

Diane Heckels  
Chairman

10. **RENEWAL OF AGREEMENT: CLEAR CHANNEL**

10.1 The Council entered into a contract with Adshel Limited in 1976 to supply, maintain and repair 11 bus shelters around town in exchange for advertising rights. This contract was renewed in 1996 for 15 years and then a further 5 years. The company became Clear Channel during this period. A further 3 sites were added to the contract. The contract expired at the end of October 2016. The shelters are located as follows:

Station Road	o/s Southern Specialist Treatments
Civic Way	nr library
London Road	o/s Heidenhain
Station Road	o/s Railway Hotel
London Road	opp BP Garage
London Road	near Chifoo Takeaway
Lower Church Road	o/s playground
Valebridge Road	south of Janes Lane
Church Road	o/s Specsavers
Church Road	o/s Café Nero
Church Road	o/s Vision Express
London Road	junction with Chanctonbury Road
London Road	east of Hammonds Ridge
Queen Elizabeth Avenue	opp The Brow

10.2 The Customer Services KAG considered the matter including whether or not to go out to tender again at its meeting held on 9 November 2016. The KAG felt that it was unlikely that a better deal could be struck as advertising of a static nature is not as prolific as it once was with the introduction of social and digital media. The KAG recommended to Council that the contract with Clear Channel for the provision and maintenance of 14 bus shelters in return for advertising rights be extended for a further 5 year period. This was ratified at the following Council Meeting.

10.3 The company was informed of the resolution but failed to respond to correspondence. It appears that the member of staff left and the company now wishes to amend and renew its contract with the Council and has submitted an agreement set out in Appendix 1.

- 10.4 The new agreement seeks to extend the old agreement for a further 5 years. Clauses 10 and 12 of the agreement referred to cover Force Majeure and Termination.
- 10.5 The amendment to the agreement seeks permission to upgrade the static panels to digital panels during the course of the agreement. In addition the panels can be used to advertise town and community events.

**RECOMMENDED:**

That the resolution taken by the Community Services KAG on 9 November 2016 and ratified by Council to extend the agreement with Clear Channel UK for a further 5 years be implemented from 2019.

**11. MAINTENANCE OF ROUNDABOUTS**

- 11.1 The Council currently maintains 16 roundabouts and areas around town belonging to WSCC. WSCC wishes to retain the monies derived from roundabout sponsorship and is taking back the maintenance on all roundabouts around the county.
- 11.2 WSCC gave the Town Council notice of its intention to take back the responsibility for the roundabouts some 12 months ago. Since then negotiations have been ongoing as to whether or not the Town Council would continue to maintain the roundabouts, to what standard and at what cost.
- 11.2 The Town Council has invested well over £100,000 in landscaping the roundabouts which are a feature of the town. The cost to maintain the roundabouts and other areas is £18,808pa while income from sponsorship is £22,000 provided sponsors can be found.
- 11.3 WSCC has offered an amount of £11,283 for the 2019/20 financial year as the Town Council will derive income of some £3717 from the remaining sponsorships which end by October. WSCC has indicated that this amount would be reviewed every year but at present are looking at an amount of £15,000 per annum. In addition they would expect the Town Council to pay half the business rates which is thought to be around £700 per annum if rates were levied. In return WSCC will take over the administration involved in sourcing sponsors and the cost of advertising boards. They will also allow the Town Council to find sponsors for Hoadleys Corner, the small bed at the Post Office and the Shield bed outside St Johns Church. This could generate around £2000.
- 11.4 WSCC initially offered £4,800 based on what they say it costs to maintain the roundabouts to basic safety standards ie cut the grass. Their approach is that any improvement to the roundabouts is the business of the Town Council.
- 11.5 If the Town Council decides not to accept the offer then the roundabouts will be maintained to a basic safety standard by WSCC

contractors and will revert to grassed areas over a few years. The offer is based on the roundabouts being maintained to their current standard. However if a tree needs to be replaced for example, they will not pay extra for it and an expense of this nature would come from the Town Council budget.

#### **11.6 RECOMMENDED:**

- A. That the Council consider the offer from WSCC to maintain roundabouts and other WSCC areas currently maintained by the Town Council of £11,283 plus current income from sponsorship of £3717 for 2019/20 and thereafter at £15,000pa (subject to review) plus the opportunity to find sponsors for three additional beds
- B. That the Council note that the administration attached to sourcing sponsors and the costs to provide advertising signage will be taken over by WSCC.

#### **12. COMMUNITY CENTRE UPDATE**

12.1 The Project Manager and Architect presented plans for the proposed community centre to a meeting of the Design Committee in November which showed that the proposals made were considerably over budget. As a result the Steering Committee agreed that the architects should review the plans which they have now done. The architect has since submitted revised plans to the Quantity Surveyor who has costed the building in excess of the maximum affordable budget of £5,5million.

12.2 In order to reduce the building in size but retain the accommodation which would make the centre viable, the floor space has been reduced. The concept of a café has been scrapped but a bar area has been retained. This has resulted in a smaller kitchen space being needed and losing the dumb waiter. It will not be necessary to keep the building open all hours but only when booked which will reduce running costs. Further options are being considered which should result in a viable project. The team is still confident that a preplanning application can be submitted in February and that the public will be able to comment on the centre proposals before a formal planning application is submitted late February/March.

12.3 Because the plans were revised, the fundraiser has been delayed with the drawing up of a feasibility study determining the likelihood of raising in excess of £2 million and the time needed to raise such an amount. This is expected by mid-March.

12.4 The naming of the centre is an important decision and a small committee has been formed to consider this.

#### **FOR NOTING**

#### **13. REPLACEMENT OF TABLES: COUNCIL CHAMBER**

13.1 The tables in the council chamber are showing signs of wear as they are frequently moved to accommodate various meetings and other

activities. Some have been repaired more than once and it will soon be difficult to repair further breakages.

13.2 The chamber is being used more and more as it is hired out to a variety of organisations thus earning the Council income. In order to make moving the tables easier it is suggested that new tables with folding tops, modesty panels and wheels be purchased to replace the existing tables.

13.3 Two quotes have been obtained and if the Council resolves to replace the tables both suppliers will be visited to ensure that the quality of the tables is acceptable. The quotes received are £9,732.30 and £3,200.67. Both prices include disposal of the existing tables. No provision has been made on the current budget for this but income generated from the hire of the chamber and savings made elsewhere in the budget will cover this expenditure.

**RECOMMENDED:**

That the tables in the council chamber be replaced at a maximum cost of £9,732.30 and be funded from savings made on the current budget.

**14. APPOINTMENT OF ACTING PROPER OFFICER**

14.1 The CEO is the Proper Officer of the Council. The responsibilities of the Proper Officer are numerous. In the event of the incumbent being off for a period of time (eg sickness) the Council could find itself facing legal problems until a locum was appointed. It is therefore expedient to appoint a member of staff to take on the duties of Proper Officer in such a situation.

**RECOMMENDED:**

That the Responsible Finance Officer act as the Proper Officer of the Council should the Proper Officer be incapacitated.

**15. PLACE AND CONNECTIVITY PROGRAMME**

15.1 MSDC has sourced funding of £10.9 million from the LEP for the above programme (also known as the Sustainable Transport Package). The programme aims to encourage greater use of walking, cycling and public transport by residents, visitors and businesses by improving connectivity across the town and enhancing the public realm. It will support the delivery of the Burgess Hill Strategic Growth Programme.

15.2 MSDC invited the Town Council to submit a list of projects for the programme (attached at Appendix 2). MSDC is envisaging that the Town Council will agree to manage approved projects.

15.3 At time of writing it was not known what projects had been approved and it is hoped that a verbal report in this regard will be available for the meeting.

**RECOMMENDED:**

That the Town Council agree to manage projects funded by the Place

and Connectivity programme as identified on behalf of MSDC.

**16. 2019/20 ROTA OF MEETINGS**

16.1 The purpose of this report is to consider a draft rota of meetings for the Council year 2019/20 (attached at Appendix 3). Key Area Group meetings will be called as and when required and added to the rota during the year.

**16.2 RECOMMENDED:**

Council is recommended to approve the rota of meetings.

**17. DIARY DATES**

(A) **MONDAY 11 FEBRUARY 2019** – Planning meeting 19.00 hours in the Council Chamber.

(B) **MONDAY 4 MARCH 2019** – Planning meeting 19.00 hours in the Council Chamber.

(C) **MONDAY 11 MARCH 2019** – Council meeting 19.00 hours in the Council Chamber.

(D) **MONDAY 25 MARCH 2019** – Planning meeting 19.00 hours in the Council Chamber.

(E) **TUESDAY 9 APRIL** – Annual Town Meeting 19.30 hours at Cyprus Hall.

(F) **MONDAY 15 APRIL 2019** – Planning meeting 19.00 hours in the Council Chamber.

(G) **THURSDAY 2 MAY 2019** – Town Council Elections.