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Wednesday 20 November 2019

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

An **ORDINARY MEETING** of the Council will be held in the Council Chamber on **MONDAY 25 NOVEMBER 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. Each member of the public is allowed to speak once only in respect of a business item on the agenda (whether in the Open Forum or during the meeting) and shall not speak for more than three minutes at the discretion of the Chairman.

If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda the Chairman may direct that a member of the public submits a question or comment in writing which shall be answered in due course.

**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 16 September 2019 (copy herewith) and the Extraordinary Meeting of Council held on Friday 8 November 2019. (copy herewith)

**6. PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held Monday 30 September, Monday 21 October, Monday 11 November (minutes previously circulated) and Monday 18 November (copy herewith).

We have considered 57 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.

Janice Henwood  
Chairman

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

To consider the Notes of the meeting of the Customer Services KAG held on Monday 28 October 2019 (copy previously circulated).

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

Kathleen Willis  
Chairman

**8. CUSTOMER SERVICES KEY AREA GROUP: NOTES OF MEETING**

To consider the Notes of the meeting of the Customer Services KAG held on Thursday 7 November 2019 (copy previously circulated).

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

Robert Duggan  
Chairman

**9. STRATEGIC DEVELOPMENT KEY AREA GROUP: NOTES OF MEETING**

To consider the Notes of the meeting of the Strategic Development KAG held on Friday 8 November 2019 (copy previously circulated).

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

Roger Cartwright  
Chairman

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

To consider the Notes of the meeting of the Finance KAG held on Thursday 14 November 2019 (copy previously circulated).

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

Simon Hicks  
Chairman

**11. SIDNEY WEST CENTRE CHARITY REPRESENTATIVE**

The Sidney West Centre Charity AGM will be held on Thursday 9 January 2020 and Chris Thomas-Atkin, one of the 2 Town Council appointed Trustees, will come to the end of his 3 year term of office. The other BHTC representative, appointed at the Annual Meeting of Council in May, is Max Nielsen.

Chris has been Chair of the Trustee Board since the charity was formed and the building opened in 2008. He is knowledgeable about the building and its history, has done an excellent job as Chair and, as he has a finance background, has kept a beady eye on the finances.

According to the Sidney West Memorandum and Articles of Association, the Town Council appointed representatives do not have to be Town Councillors. Chris has indicated he is willing to serve as one of the Town Council's representatives for a further 3 year term if Council so wishes.

**Recommendation**

Members' views are sought.

**12. RESIDENTS FORUM**

An update will be provided.

**13. DIARY DATES**

(A) MONDAY 2 DECEMBER 2019 – Planning meeting 19.00 hours in the Council Chamber.

- (B) MONDAY 23 DECEMBER 2019 - Planning meeting 19.00 hours in the Council Chamber.
- (C) MONDAY 13 JANUARY 2020 - Planning meeting 19.00 hours in the Council Chamber.
- (D) MONDAY 27 JANUARY 2020 - Council meeting 19.00 hours in the Council Chamber
- (E) MONDAY 3 FEBRUARY 2020 - Planning meeting 19.00 hours in the Council Chamber.