



MINUTES of the **ORDINARY MEETING** of the **TOWN COUNCIL** held in the Council Chamber on **MONDAY 28 JANUARY 2019**.

Present: Chris Cherry Town Mayor
Colin Holden Deputy Town Mayor

Wendy Agate*
Andrew Barrett-Miles
Cherry Catharine
Richard Cherry
Claire Fussell
Steve Hansford
Diane Heckels
Janice Henwood
Anne Jones MBE
Jacqui Landriani
John Merrill
Pru Moore*
Kirsty Page
Chris Thomas-Atkin
Mandy Thomas-Atkin
Julian Thorpe

* *Denotes non-attendance.*

(19.00)

345. OPEN FORUM

There were several members of the public present.

A resident requested that the Town Council consider changing the date of the Annual Town Meeting so that it did not coincide with the purdah period.

Chris Thomas-Atkin explained that there was no reason why the meeting could not take place during this time as it would not affect the meeting. The Annual Town Meeting was not a political event and it was agreed that the date would not be changed.

A Clarion Housing resident addressed the Council regarding a personal issue with their energy supplier. The supplier had changed and a new meter was fitted however a key card had not been issued, which meant the family were without gas and electric. The resident asked the Council to help resolve the issue, as the Energy Supplier and Clarion Housing were unable to find a resolution.

Chris Cherry asked the resident to leave contact details so that the issue could be addressed. Anne Jones assured the resident that she would follow it up.

A resident addressed the Council regarding Agenda Item 12 and asked when the site had changed from a 'live arts venue' to a 'community centre' and asked when the revised plans would be made available for public viewing.

Chris Cherry explained that these comments would be addressed during the discussion on Item 12 of the Agenda.

346. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Pru Moore and Wendy Agate. Notification was also received in advance from Mandy Thomas-Atkin that she would be arriving late for the meeting.

347. DECLARATIONS OF INTEREST

Andrew Barrett-Miles and Anne Jones declared an interest in Agenda Item 11 as they were members of West Sussex County Council.

John Merrill declared an interest in Agenda Item 12 as he owned a property adjacent to the site.

Andrew Barrett-Miles declared an interest in Agenda Item 15 as he was on the Committee for the Place and Connectivity Programme.

348. CHAIRMAN'S ANNOUNCEMENTS

The Town Mayor led a tribute to Mr Affen Wilson, a former Chairman of the Council who passed away recently. Mr Wilson was Chairman of the Council between 1981 and 1983. He introduced the About Town Magazine and helped to establish the Cherry Tree Centre.

Richard Cherry asked Councillors to note that Sunday 27 January marked the International Day of Commemoration in memory of the victims of the Holocaust.

349. **COUNCIL MINUTES**

The Minutes of the Meeting of Council held on Monday 26 November 2018 were **AGREED** and signed as a correct record.

350. **PLANNING COMMITTEE MINUTES**

The Minutes of the meetings of the Planning Committee held on Monday 3 December 2018, Wednesday 2 January 2019 and Monday 21 January 2019 were **AGREED**.

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

The Notes of the meeting of the Finance Development KAG meeting held on Thursday 17 January 2019 were **NOTED**.

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

Council were requested to consider recommendations from the Finance Key Area Group, following their meeting on 17 January 2019.

RESOLVED that:

- A. the 2019/20 Revenue Budget be approved and the Precept be set at £801,093, and
- B. Mid Sussex District Council be informed accordingly.

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

The Notes of the meeting of the Community Engagement KAG meeting held on Monday 10 December 2018 were **NOTED**.

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

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. The contract expired at the end of October 2016.

The Council agreed to extend the contract with Clear Channel for the provision and maintenance of 14 bus shelters in return for advertising rights for a further 5 year period. The company was informed of the resolution but failed to respond to correspondence however, the company now wanted to amend and renew its contract with the Council and had submitted an agreement.

RESOLVED 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.

355. MAINTENANCE OF ROUNDABOUTS

The Town Council currently maintained 16 roundabouts and areas around town belonging to West Sussex County Council. WSCC had given notice that they wished to retain the monies derived from roundabout sponsorship and would take back the maintenance however negotiations were ongoing as to whether the Town Council should continue to maintain the roundabouts.

The Town Council had invested a lot of effort, time and money into ensuring that the roundabouts were well presented and maintained however, should the Town Council decide not to accept the offer from WSCC, then the roundabouts would only be maintained to a basic safety standard. WSCC would also take over the administration involved in sourcing sponsors and the cost of advertising boards. They would also allow the Town Council to find sponsors for other flowerbeds around the town that could generate around £2000.

Julian Thorpe asked how much money would be saved from the cost of the administration related to sourcing sponsorship and purchasing advertising boards. The CEO explained that the administration was provided by Town Council staff and so this would reduce workload. Advertising boards would cost around £600 per year, depending upon how frequently a new sponsor was found.

RESOLVED that:

- A. the Council accept 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. the Council note that the administration attached to sourcing sponsors and the costs to provide advertising signage will be taken over by WSCC.

356. COMMUNITY CENTRE UPDATE

Referring to the comment made during the Open Forum about the name of building, Andrew Barrett-Miles confirmed the term 'Community Centre' had been used for convenience. It was a Community and

Performance Venue.

The architect had submitted revised plans to the Quantity Surveyor who had costed the building in excess of the maximum affordable budget of £5.5 million.

The concept of a café had been scrapped but a bar area had been retained. This has resulted in a smaller kitchen space that could be used to provide catering for event in the main auditorium. A pre-planning application could be submitted in February and members of the public would be able to comment on the proposals before a formal planning application was submitted late February or early March.

The fundraiser was working on a feasibility study to determine whether it would be possible to raise the extra £2 million. The report was expected by mid-March. Should it not be possible then alternative funding plans would be considered.

The naming of the centre was an important decision and a small sub-committee had been established to consider the process for determining a name. The main Steering Committee had already expressed its wish that local schools be involved in this process. The new sub-committee, led by Richard Cherry, would consult with schools in the Burgess Hill catchment area and ask for potential names that could then be shortlisted for consultation.

Janice Henwood asked if the shortlist of potential names would be open to the public for comment. Richard Cherry confirmed it would be along the lines already outlined, but that the detail of how this would be done was for the new sub-committee to recommend to the main steering committee, and not for him to determine alone.

RESOLVED that:

the contents of the report be noted.

357. **REPLACEMENT OF TABLES: COUNCIL CHAMBER**

The tables in the council chamber were showing signs of wear as the chamber was being used more frequently, as it was hired out to a variety of organisations. In order to make moving the tables easier it was suggested that new tables with folding tops, modesty panels and wheels be purchased to replace the existing tables.

The quotes received from table suppliers to replace the tables were £9,732.30 and £3,200.67. No provision had been made on the current budget for this but income generated from the hire of the chamber and savings made elsewhere in the budget would cover this expenditure. The CEO would visit both suppliers to ensure that the quality of the tables was acceptable.

Jacqui Landriani felt that at least one more quote should be obtained due to the large discrepancy between the two current quotes. It was imperative that the new tables be fitted with modesty screens. It was noted that folding top tables could become problematic and should be investigated carefully to ensure they were of good quality.

Andrew Barrett-Miles felt that a more sensible quote should be obtained and the matter could be brought back to Council or the Finance Key Area Group to discuss at a later stage.

It was suggested that the CEO look into purchasing similar tables to those used in the Sidney West building. It was also suggested that the second-hand value of the current tables be investigated in order to offset the cost of new ones.

RESOLVED that:

the CEO pursues alternative quotes to be discussed at either the next Council or Finance KAG meeting, whichever was sooner.

358. APPOINTMENT OF ACTING PROPER OFFICER

The CEO was the Proper Officer of the Council. In the event of the CEO being absent for a period of time, the Council could find itself facing legal problems until a locum was appointed. It was necessary to appoint a member of staff to take on the duties of Proper Officer in such a situation.

RESOLVED that:

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

359. PLACE AND CONNECTIVITY PROGRAMME

Mid Sussex District Council had sourced funding of £10.9 million from the LEP for the Place and Connectivity Programme which aimed 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 would support the delivery of the Burgess Hill Strategic Growth Programme.

MSDC invited the Town Council to submit a list of projects for the programme, as set out in Agenda Item 15 dated 28 January 2019. MSDC would like the Town Council to manage the approved projects. All of the proposed projects had been accepted in principal but some further details were required. Tree hanging and barrier baskets had not been approved.

This was a good development for Burgess Hill that would coincide with the building of the Northern Arc, the new Business Park and the Science Park. The Town Council should agree to manage the projects funded by the Programme, provided that associated management costs would be included.

Steve Hansford expressed concern at the increasing traffic flow problems at the roundabout next to McDonalds on Queen Elizabeth Avenue. This was a problem that should be addressed urgently. Colin Holden had been involved in discussions regarding the roundabout. The County Council and District Council were currently working to find a solution however the land was owned by McDonalds.

Janice Henwood explained that residents were becoming increasingly concerned about crossing the road on Crescent Way when walking from Cyprus Road car park to the town centre. There should be a proper crossing point, especially as the Iceland delivery yard backed onto Crescent Way and reduced visibility. The CEO confirmed that this issue had been discussed by the relevant authorities and they were looking for another source of funding.

Mandy Thomas-Atkin arrived at the meeting during this item at 19.56.

RESOLVED that:

the Town Council agree to manage projects funded by the Place and Connectivity programme as identified on behalf of MSDC, provided that a project management cost was included.

360. 2019/20 ROTA OF MEETINGS

Council received a draft rota of meetings for 2019/20 as set out in Agenda Item 16, dated Monday 28 January 2019. The Key Area Group meetings would be arranged as and when required and would be added to the rota during the year.

RESOLVED that:

the 2019/2020 Rota of Meetings be approved.

361. DIARY DATES

Council received a schedule of forthcoming events as set out in Agenda Item 17 dated 28 January 2019.

RESOLVED that:

the contents of the report be noted.

362. Meeting terminated at 20.01 hours.