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Wednesday 6 March 2019

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

An **ORDINARY MEETING** of the Council will be held in the Council Chamber on **MONDAY 11 MARCH 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.

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. **WOODLANDS MEED UPDATE**

6. **COUNCIL MINUTES**

To consider the Minutes of the Meeting of Council held on Monday 28 January 2019 (copy herewith).

7. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held Monday 11 February 2019 and Monday 4 March 2019 (copies previously circulated).

We have considered 41 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

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

To consider the Notes of the meeting of the Finance KAG held on 28 February 2019 (copy previously circulated).

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

Wendy Agate
Chairman

9. **THE BIG MENTAL HEALTH POP UP**

9.1 The following email has been received from Sussex Oakleaf:

“From 13-19 May 2019, Sussex Oakleaf will be aiming to take over an empty shop front in Burgess Hill Town Centre and creating a 'pop up' public space filled with art, information, activities and inspirational stories of mental health recovery.

We aim to bring new life, colour, vitality and a sense of community to a town centre currently undergoing redevelopment. An art exhibition will provide a platform for those affected by mental health to become involved in their community, gain confidence and challenge their own as well as other people's perception of their potential.

We are looking to raise £2,500 to support the project and anything you are able to do to support use would be greatly appreciated.

You can find more details of our campaign as well as a link to pledge below.

<https://www.sussexoakleaf.org.uk/thebigmentalhealthpopup/>

I would be hugely grateful if you could share the link within your networks and pledge anything that you can.”

9.2 RECOMMENDATION

That £250 be granted to Sussex Oakleaf to support their Mental Health pop up shop.

10. COMMUNITY CENTRE UPDATE

- 10.1 Following a meeting with the project team and the Design committee, the architect appointed for this project submitted final plans for approval by the Town Council prior to submitting a planning application. These have been approved by the Cultural Quarter Steering Committee. The plans can be viewed at the following link: <https://www.dropbox.com/sh/svffgrl4ry9ix9z/AACq5o8UVIaawdDOvLx6Ei62a?dl=0>

The centre will hold 230 people and the estimated cost is £5,498,171. It will feature retractable seating making it a flexible space. It will incorporate a dance studio and meeting room while change rooms will double up as meeting or break out rooms. It will hold 110 people for a banquet and some 165 will be able to stand in the stalls. There will be an accessible change room/toilet for use by performers and the public. The foyer will be large enough to serve drinks at interval and this space will double up as an exhibition area and meeting space. A finishing kitchen has been provided on the ground floor making serving at banquets easy. A lift has been provided. The plans will now be submitted for pre planning approval while at the same time being available for inspection and comment by the public. A meeting has been held with residents of Cyprus Road and the Cyprus Hall Association to apprise them of the plans.

- 10.2 Paddy Hunter Murphy, the fundraiser appointed by the Council, has submitted his feasibility report which has previously been circulated and is confidential. He is of the opinion that sufficient funds can be raised over a period of up to two years. A charity will need to be set up as the fundraising agent and if necessary a further charity be set up to manage the centre. The Steering Committee recommended that he be engaged to lead the fund raising effort. He has submitted a proposal to try to raise £2.1million over a 12 to 18 month period. The cost to cover what he terms the Private Phase will be £69,425. There will be an additional cost if the Council decides to appoint him at a later stage to

cover the Public Phase of the fundraising effort. The proposal is attached as Appendix 1 and is confidential.

10.3 A naming committee has been set up and a competition devised for schools to encourage the youth to participate in the naming process. The public has also been asked to submit suggestions for a name.

10.4 Initial advice on how best to deal with VAT and governance has been taken and further advice will now be taken. In all probability it will require a second charity to be formed to manage the theatre.

10.5 **RECOMMENDATION**

1. That the plans and cost estimate of £5,498,171 to construct a flexible community space on the site of the Royal British Legion building in Cyprus road be approved and a planning application be formally submitted.
2. That the plans and costings be made available to the public to inspect and comment upon for a period of 30 days.
3. That the feasibility study submitted by Paddy Hunter Murphy be accepted and noted and that he be appointed at a cost of £69,425 to cover the costs of the Private Phase of the fundraising effort..
4. That further advice be taken on VAT issues and the forming of one, possibly two charities, to raise funds and manage the building and that dependent on the advice a suitable entity/ies be established.

11. **REPLACEMENT OF TABLES**

- 11.1 Council resolved as follows at its meeting in January:
That the CEO pursues alternative quotes to be discussed at either the next Council or Finance KAG meeting, whichever was sooner.
- 11.2 Additional quotes have been obtained and the Leader has inspected a suitable option from a local firm. The following link shows the type of tables proposed: <https://www.youtube.com/watch?v=-115r0LCkvQ> The customer Services KAG supports the following recommendation.

RECOMMENDED:

1. That the tables in the council chamber be replaced at a cost of £5713.88 and be funded from savings made on the current budget and income from hiring out the chamber.
2. That the existing tables be disposed of by selling them, donating them to a charity or dumping them at a cost not to exceed £600.

12. **DIARY DATES**

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

- (B) **TUESDAY 9 APRIL** – Annual Town Meeting 19.30 hours at Cyprus Hall.
- (C) **MONDAY 15 APRIL 2019** – Planning meeting 19.00 hours in the Council Chamber.
- (D) **MONDAY 29 APRIL 2019** – Planning meeting 19.00 hours in the Council Chamber.
- (E) **THURSDAY 2 MAY 2019** – Town Council Elections.
- (F) **MONDAY 13 MAY 2019** – Annual Meeting of Council 19.00 hours in the Council Chamber.
- (G) **SATURDAY 1 JUNE - SUNDAY 9 JUNE 2019**– Burgess Hill Festival.

13. **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.