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Wednesday 11 September 2019

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

An **ORDINARY MEETING** of the Council will be held in the Council Chamber on **MONDAY 16 SEPTEMBER 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. 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. ERIC PALMER TO ADDRESS THE COUNCIL ON "THE SHED"

6. MOTION: THE SHED

- 6.1 The following motion has been proposed by Councillor Ann Eves and seconded by Janice Henwood.

Burgess Hill Town Council recognises and pays tribute to The Shed as an organisation which not only carries out excellent woodwork, but fosters wellbeing in the community, promotes community spirit, combats loneliness and enhances mental health.

The Council would like to see The Shed granted a lease to enable them to plan for the future without undue restrictions imposed on the number of people allowed into the workshop at any one time.

The Council welcomes their plans to set up a pottery studio, their desire to open more days a week than the current two, and their wish to attract wider sectors of the community into their activities.

The Council believes that The Shed is a great asset to this town and an organisation of which our town can be very proud.

6.2 RECOMMENDATION

The views of the Council are sought.

7. COUNCIL MINUTES

To consider the Minutes of the Annual Meeting of Council held on Monday 15 July 2019 (copy herewith).

8. PLANNING COMMITTEE MINUTES

To consider the Minutes of the meetings of the Planning Committee held Monday 29 July, Monday 19 August(copies previously circulated) and Monday 9 September (copy herewith).

We have considered 62 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

9. CUSTOMER SERVICES KEY AREA GROUP: NOTES OF MEETING

To consider the Notes of the meeting of the Customer Services KAG held on 2 September 2019 (copy previously circulated).

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

Robert Duggan
Chairman

10. STRATEGIC DEVELOPMENT KEY AREA GROUP: NOTES OF MEETING

To consider the Notes of the meeting of the Strategic Development KAG held on 3 September 2019 (copy previously circulated).

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

Roger Cartwright
Chairman

11. MOTION: CELEBRATING 25 YEARS OF THE FAIRTRADE MARK

- 11.1 The following motion has been proposed by Councillor Robert Eggleston and seconded by Janice Henwood.

Burgess Hill Town Council notes that:

- 2019 marks 25 years since the **FAIRTRADE** Mark was launched in the UK.
- Since 1994, consumer demand for Fairtrade has grown thanks to the efforts of grassroots campaigners and pioneering Fairtrade businesses.
- There are now over 600 Fairtrade Communities in the UK and more than 2,000 globally and this includes Burgess Hill which became a Fairtrade town in 2006.
- As a result of Fairtrade commitments from mainstream brands and retailers, the UK Fairtrade market is now one of the biggest in the world.
- Global Fairtrade sales last year generated £142 million in Fairtrade Premium. Farmers in 73 countries have invested this money in their communities, increasing business productivity and contributing to the achievement of the global Sustainable Development Goals (SDGs).
- Despite this positive news, exploitation remains rampant in global supply chains. More than 40 million people are trapped in modern slavery, including forced labour, and 152 million young people in child labour. Hundreds of millions more are earning less than a living income or wage.

This council believes that:

- Fairtrade and the wider fairtrade movement has a significant contribution to make towards ending exploitation in global supply chains and achieving the SDGs.
- The recently agreed International Fair Trade Charter should be welcomed, with its vision of transforming trade to work for people and planet.
- The Fairtrade principles of paying a 'premium' that is wholly managed by farmers and workers themselves, and of minimum prices to protect producers from market volatility, are crucial to systemic change.
- Public bodies, including local authorities, should support ethical procurement policies, using their purchasing power to support Fairtrade and ensure their supply chains, at home and abroad, are free of exploitation, including modern slavery.
- Companies operating through global supply chains should go further and take steps to require the payment of living wages and achievement of living incomes for all.

11.2 **RECOMMENDATION**

This council considers to:

- Renew its commitment to 'Fairtrade Community' status.
- Actively promote Fairtrade locally, through support for Burgess Hill Fairtrade and Fairtrade West Sussex, in the media including social media, and events, including during Fairtrade Fortnight.
- Support local Fairtrade initiatives in schools, faith groups, businesses and other organisations in the town.

12. **LICENSING OF TABLES AND CHAIRS ON THE HIGHWAY**

12.1 The following letter has been received from WSCC:

"As many members will be aware we have recently taken the stance of proactively licensing tables and chairs on the highway in the Arun and Worthing Area. I would like to apologise for any inconvenience this may have caused members and we were keen commence this as soon as we were in a suitable position to give this operation the best chance to be self-funding in year. The next area that we rolling out the licensing of tables and chairs is Burgess Hill, Hassocks, Haywards Heath and East Grinstead.

It has been a legal requirement for businesses to have a licence for tables and chairs to be positioned on the highway for many years. A licence is required so the county council can assess each location for its suitability to ensure granting it would not pose an unreasonable risk to either highway users or customers. It is also important to reduce the risk of a public liability claim for the council in the event of an accident as businesses must demonstrate they have adequate insurance as part of the licensing process.

While the county council has not historically proactively enforced this requirement, the ever-increasing amount of uncontrolled tables and chairs now on the highway had led to a significant rise in the number of complaints and the potential risk to us in the event of an accident. This means intervention is now required in order to provide a fair and consistent approach across the county. Whilst we welcome the active use of the highway for trade this has to be balanced against the needs of users particularly those with limited sight or mobility.

Ongoing financial pressures on the council's budget mean that we do need to charge a fee to process applications and it is for individual businesses to decide if they now wish to pay to position tables and chairs outside their premises. The fee covers the costs of undertaking site assessments, legal work in preparing the licences and advertising and ongoing management of the scheme. This can include site visits to remote locations to ensure the highway remains safe and potentially enforcement against non-compliance.

Across the country there are lots of examples of different charging mechanisms for tables and chairs with many authorities choosing to apply a flat fee as this is far simpler to administer.

We have delivered a number of letters across our main towns in West Sussex (on a rolling programme) and we have already received a significant amount of licence applications which are currently being processed. We are being consistent across the county where some licence holders are already paying the fee (and have done so for a number of years). With regards to the fee, we did review what other authorities charge, including Horsham District and Worthing Borough as well as other Counties and Unitary Authorities. We found many of these to be too low to actually cover the resource the continual costs of the administration, operation and maintenance of a scheme such as this. Our initial fee last year was set at £416 whilst Horsham DC charge £590. £520 was agreed as a reasonable fee taking other evidence into account and also the amount of resource to manage the scheme.

We will be reviewing our charging mechanism for next year in the Autumn and at that point we will consider feedback from traders, stakeholders and members with regards to the benefits of a scheme which takes into account the size of the area occupied by the tables and chairs. We have already had lots of comments and ideas for future operation and please be assured that we will be actively working with these stakeholders to ensure we capture and consider their views.

It is likely that we will move to an approach similar to Brighton and the initial licensing this year will enable us to determine sq. meterage and allow for a suitable charge to ensure we are fair and maintain income to cover our costs.

At the start of this exercise it was estimated that we had at least 100 sites which would need a licence.”

12.2 The effect of this on an already difficult trading environment could be severe and it is suggested that the Council oppose it as far as possible

12.3 **RECOMMENDATION:**

That the decision by WSCC to charge businesses a licence fee of £500 to place tables and chairs on the pavement outside their business be opposed on the grounds that it is exorbitant, unnecessary and will have a detrimental effect on especially smaller businesses while destroying the cafe ambience created by people enjoying open air dining.

13. **DIARY DATES**

- (A) MONDAY 30 SEPTEMBER 2019 – Planning meeting 19.00 hours in the Council Chamber.
- (B) MONDAY 21 OCTOBER 2019 – Planning training at 17.30 hours in the Council Chamber. All Councillors are encouraged to attend this session.
- (C) MONDAY 21 OCTOBER 2019 – Planning meeting 19.30 hours in the Council Chamber.
- (D) MONDAY 28 OCTOBER 2019 – Community Engagement Key Area Group meeting.
- (E) SUNDAY 10 NOVEMBER – Remembrance Day Parade – further details to be issued on Briefing Note.
- (F) MONDAY 11 NOVEMBER – Armistice Day Parade - further details to be issued on Briefing Note.
- (G) MONDAY 11 NOVEMBER 2019 – Planning meeting 19.00 hours in the Council Chamber.
- (H) SATURDAY 23 NOVEMBER 2019 – Christmas Light Switch On event in the Town Centre at 17.00 hours
- (I) MONDAY 25 NOVEMBER 2019 – Council meeting 19.00 hours in the Council Chamber.
- (J) MONDAY 2 DECEMBER 2019 – Planning meeting 19.00 hours in the Council Chamber.
- (K) MONDAY 23 DECEMBER 2019 - Planning meeting 19.00 hours in the Council Chamber.

14. **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.

15. CONFIDENTIAL MINUTES OF THE STRATEGIC KAG

To consider the confidential minutes of the Strategic Development KAG held on 3 September 2019.

16. MINUTES OF THE STAFF AND MEMBER DEVELOPMENT KAG

To consider the Notes of the Staff and Member development KAG held on 10 September 2019