



**MINUTES** of the **ORDINARY MEETING** of the **TOWN COUNCIL** held in the Council Chamber on **MONDAY 15 JULY 2019**.

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**Present:** Roger Cartwright                      Town Mayor  
                 Anne Eves                                      Deputy Town Mayor

Graham Allen  
Andrew Barrett-Miles  
Emma Coe-Gunnell White  
Matthew Cornish  
Peter Chapman  
Robert Duggan  
Robert Eggleston  
Lee Gibbs  
Janice Henwood  
Simon Hicks  
Tofojjul Hussain  
Joseph Foster  
Sarah Lawrence  
Sylvia Neumann  
Max Nielsen  
Kathleen Willis

\*        *Denotes non-attendance.*

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(19.00)

25.    **OPEN FORUM**

There were several members of the public present.

A member of the public asked whether the planning application for the new Community & Performance Venue was being delayed due to a legal issue and whether this would be discussed during agenda item 12 or during the confidential agenda items 19 and 20. Robert Eggleston confirmed that this would be taken to a confidential session as it met 2 of the Compelling Reason Tests as set out in the Standing Orders.

A member of the public addressed the Council regarding the lack of grass cutting in Burgess Hill. The resident had found it difficult to clear up after their dog because the grass was so high and children were unable to play in these areas. The resident felt this was a hygiene hazard and asked why the grass was not being cut.

Simon Hicks explained that the grass cutting schedule depended upon who owns the land. Recreation land would probably fall under the responsibility of the District Council. The Town Council would be happy to look into this on behalf of the resident.

The resident explained that they had been told the grass is only cut 3 times a year which was disgraceful. They had also been told that most residents cut the public verges outside their homes. If this was the case then it was not clear what council tax money was being used for.

Andrew Barrett-Miles advised that the roadside verges are cut 7 times per year by West Sussex County Council. This would be reduced to 5 times a year going forward due to a move towards biodiversity. Parks in the town tend to be cut by the District Council however some areas belonged to Clarion. The roadside cutting schedule was available to view on the West Sussex County Council website.

A resident addressed the council regarding agenda item 17 and asked how the Council expected Burgess Hill to be carbon neutral by 2030 and whether local businesses would be compelled to achieve this.

Joseph Foster explained that the motion was about trying to specifically take the Town Council's carbon footprint to carbon neutral by 2030. We would however encourage local businesses to consider how they could reduce their carbon footprint, but not explicitly by this deadline. Anne Eves stated that policies to reduce emissions must be business friendly and there must be a simple investable set of rules and incentives to allow businesses to find the most effective ways of switching to low carbon which we would support.

**26. APOLOGIES FOR ABSENCE**

There were none.

**27. DECLARATIONS OF INTEREST**

Andrew Barrett-Miles declared interest in agenda item 15 as he was a West Sussex County Councillor.

**28. CHAIRMAN'S ANNOUNCEMENTS**

Roger Cartwright thanked Karen Williams, organiser of the hugely successful Worlds End Duck Fair event that was held on Saturday 13 July. Andrew Barrett-Miles suggested that the Town Council nominate Karen for the Mid Sussex District Council Community Service Awards.

29. **COUNCIL MINUTES**

The Minutes of the Annual Meeting of Council held on Monday 13 May 2019 were **AGREED** and signed as a correct record.

30. **PLANNING COMMITTEE MINUTES**

The Minutes of the meetings of the Planning Committee held on Tuesday 28 May 2019, Monday 17 June 2019 and Monday 8 July 2019 were **AGREED**.

31. **STATEMENT FOR NEW BUILD APPLICATIONS**

At the planning meeting held on Tuesday 28 May 2019 (Minute 5 refers), the Chairman proposed a statement that could be applied to recommendations for new build and change of use applications. It was suggested that the Town Council address Mid Sussex District Council in the first instance to request that they encourage applicants to adhere to District Plan Policy DP39.

Janice Henwood requested that CEO Steve Cridland send the resolution to the Cabinet Member for Planning and the Chief Planning Officer at Mid Sussex District Council, and invite the relevant officer at Mid Sussex District Council to report and explain to the Town Council how they would deliver District Plan Policies DP39 and DP40, use of renewable energy.

**RESOLVED** that:

Burgess Hill Town Council will encourage Mid Sussex District Council to ensure that applicants comply with Policy DP39 of the District Plan and that this is reinforced in any subsequent supplementary design and access statement documents on sustainable development.

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

The Notes of the meeting of the Community Engagement KAG meeting held on 19 June 2019 were **NOTED**.

Kathy Willis explained that the Community Engagement KAG had made relevant changes to the standing orders to give residents the right to ask questions on agenda items as they arise during the meeting.

Joseph Foster requested that CEO Steve Cridland updated the Open Forum cards in the gallery to reflect these changes.

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

The Notes of the meeting of the Customer Services KAG meeting held on 20 June 2019 were **NOTED**.

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

The Notes of the meeting of the Finance KAG meeting held on 25 June 2019 were **NOTED**.

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

The Notes of the meeting of the Strategic Development KAG held on 2 July 2019 were **NOTED**.

Roger Cartwright explained that Robert Eggleston would be launching a Bridge the Gap working party. The footfall in the Town Centre had fallen due to the redevelopment and so the purpose of the working party was to come up with ideas to liven up the area and help increase the footfall. Councillors would be invited to join the working party.

Andrew Barrett-Miles stated that on page 2 of the notes from this KAG meeting, there was a false statement regarding 106 contributions. The report referred to 2000 homes however the Charles Church and Keymer Tiles developments had provided 1000 homes. The figure of £80million came from the Townwide Strategy, effectively from the Northern Arc plus the Sunleys site, where they agreed that £20,000 per house for 4000 houses could be contributed, hence the £80million.

The first one of these sites to have their application approved was Sunleys which was for 450 houses and they signed an agreement with MSDC for £9.5million in 106 contributions. This money has been made available. Significant proportions of any 106 agreement concerns the County Council, Highways and schools. The school money was allocated to Birchwood Grove School to provide an extra years input. Some of the money went to the improvement of Ditchling Common.

The Northern Arc accounted for the bulk of this £80million. That 106 agreement has not been signed yet. The Town Council had assumed and should ensure that all of the Northern Arc would come within the boundary of Burgess Hill. It was assumed that around £70million would be provided from the Northern Arc but at the moment this was being discussed. There were 3 potential schools which would account for at least £20million. There was a centre for community sport facilities that should account for another £10million. The opportunity is there. To say that the money was not available for providing facilities for the town was incorrect and the notes should be amended.

Robert Eggleston explained that a letter had been received from Judy Holmes. CEO Steve Cridland would respond to this letter and any necessary changes to the report would be made and put into the public domain to ensure there was no misunderstanding. The Northern Arc currently was in the parish of Ansty however residents would access Burgess Hill services more than Ansty services. In Band D terms, 3500 homes would be worth around £250,000 a year in council tax precept.

There was concern from Burgess Hill and other surrounding parishes that MSDC would keep the 106 money and decide how it would be spent as it could be used primarily for Northern Arc infrastructure or it would contribute to the bigger connectivity project. The town and parish councils should have a say, as if it was Community Infrastructure Levy. Town Councils with a Neighbourhood Plan would receive 25% of any Community Infrastructure Levy. There was a reasonable expectation that a proportion of that money gets spent in the town and not just on the edges of the town.

Andrew Barrett-Miles confirmed that the Northern Arc was not in the Burgess Hill Neighbourhood Plan. Haywards Heath would also like to absorb the homes into their boundary. It should be a priority for this administration to make sure there was sufficient development in infrastructure to benefit everybody in the town.

A resident asked why the Beehive Centre was still being referred to in as the 'Community Centre' in meeting agendas and minutes. This name did not stand out and its proper name should be used to avoid confusion as to the purpose of the building. Robert Eggleston explained that we needed to get into the habit of just calling it 'Beehive' and reassured the resident that it was a Community Arts Venue. It would be a place for parties, meetings, rehearsals but it was also a live arts venue for shows.

A resident asked what ideas had been discussed to increase footfall in the town centre following the launch of the Bridge the Gap group. Roger Cartwright explained that the group had only just started and that they would canvass local shops and residents to get some ideas. Robert explained that the CEO Steve Cridland had asked Town Council staff to 'dare to dream' and this phrase would be used to further brainstorm ideas from traders and residents in order to help the Town Centre through the difficult redevelopment phase.

The notes of the Strategic Development KAG were agreed subject to the changes to the report as suggested by Andrew Barrett-Miles.

### 36. **COMMUNITY CENTRE UPDATE**

The Project Manager and Architects were almost ready to submit the plans for the Beehive centre to the Planning Authority. The submission of the application had been delayed by the Council while it addressed

a legal issue. Fundraiser Paddy Hunter Murphy had almost completed his fundraising brochure and had begun to approach possible funders.

Robert Eggleston advised that Dame Vera Lynn had given permission for her name to be used for the main performance space at the Beehive centre. The Council was serious about this project and had pulled in a number of influential names to back it. There were a number of patrons already, including Tim French MBE from the charity 'It's Magic'. Zoe Ball had agreed to support the fundraising appeal and CEO Steve Cridland would write to her to see if she would join as a patron.

**RESOLVED** that:

- A. the progress made by the Cultural Quarter Steering Group be noted.
- B. Dame Vera Lynn be approached for permission to name the main performance area in the Beehive centre the Dame Vera Lynn Theatre in recognition of her contribution to entertainment, her contribution to the war effort and the respect she has garnered from the British Public from serving it loyally for so many years.

38. **COUNCIL REPRESENTATIVE: MID SUSSEX WALKING AND CYCLING FORUM**

Janice Henwood had suggested that a councillor be nominated to represent the Council on this body.

**RESOLVED** that:

Janice Henwood be nominated to represent the Council on the Mid Sussex Walking and Cycling Forum.

39. **BURGESS HILL CRICKET CLUB**

Geoff Brailey, Secretary of Burgess Hill Cricket Club addressed the Council. He explained that the club had 300 players now and had become a Community club with a growing junior section. There were breakfast clubs and after-school clubs for local schools and the schools were using the club facilities in St John's Park. BHCC was in the top 12 clubs across the district and the cricket square was one of the best of its kind in the area.

Burgess Hill Cricket Club had been in discussions with MSDC to develop the pavilion and the outfield however negotiations had not progressed smoothly and there was a lack of progress. There was a lack of investment in maintaining these areas. Every time a match was played, the club had to hire the park from MSDC so it was costing money to run the games.

The pavilion building was 30 years old and no longer fit for purpose. The double-glazing was fitted recently due to a spate of burglaries however the building was still prone to flooding which was damaging equipment. The building had flooded 3 times already this year and each time the damage to equipment had amounted to £500. Geoff asked the Council to get behind the club for the sake of the community it served.

Robert Eggleston advised that whilst the Town Council had no direct role in this matter it was of great importance to the town that the matter is resolved as a matter of urgency. The Council agreed to offer its support to BHCC in trying to realise its ambitions for the outfield and the pavilion. MSDC had agreed to look at the drainage issues at a recent meeting. The rhythm of managing a cricket outfield is different to managing a park, and this must be stressed to the District Council.

Janice Henwood asked whether the Cricket Club could be confident in the District Council's maintenance of this area in the future, given it was defective previously. Geoff Brailey explained the club were not confident going forward however MSDC wanted to renegotiate the contract. The main issue was the heaps of grass that were left on the field after it had been cut. The club had an experienced groundsman and should the pavilion be reconfigured, there could be an opportunity for the club to purchase a gang mower to maintain the outfield.

A resident asked Geoff Brailey whether he agreed with reports that cricket was a declining sport. Geoff Brailey explained that the Burgess Hill Cricket Club was one of the most successful and numbers were rising however some village clubs were struggling. There were lots of initiatives in the area that were designed to encourage new players, especially juniors and women's cricket was one of the fastest growing sports in the country.

**RESOLVED** that:

the Town Council consider options to assist the Burgess Hill Cricket Club to remedy issues they have with the pavilion and outfield and as a first step agrees to meet with the officers of BHCC to identify areas where the Council may provide support.

**40. MID SUSSEX ASSOCIATION OF TOWN COUNCILS (MSATC)**

A meeting of MSATC took place on Wednesday 28 March with representatives from Burgess Hill Town Council, Haywards Heath Town Council and East Grinstead Town Council. During the meeting there was a discussion on partnership contracts with other local authorities specifically WSCC. Robert Eggleston raised the problem of weeds in the street gutters across Burgess Hill as a result of cuts to the contract.

The representatives from Hayward Heath and East Grinstead confirmed that this was a problem in their towns and also a frequent cause for complaint by local residents. The MSATC meeting agreed that the secretary of MSATC would write to the Leader of WSCC and the Cabinet Member for Highways requesting that the policy on weed maintenance be reviewed.

Robert Eggleston explained that MSDC had informed the Help Point team that they would be weed spraying in Burgess Hill over the next few weeks and that they would be using white vinegar which was non-toxic to people and animals.

**RESOLVED** that:

the contents of the report be noted.

41. **RENEWAL OF LEASE: W/C BLOCK CYPRUS ROAD**

The Council previously entered into a 3 year lease for the old W/C block in the Cyprus Road car park. This lease would end in October. The Town Council had stored the ride on mower in there as there was no other suitable space. MSDC offered the Town Council a 10 year lease with a break clause. Details of the lease were set out in Agenda Item 16 dated 15 July 2019. CEO Steve Cridland explained that there was a cost of £400 per annum in the lease however MSDC had previously agreed to cover the first £1000 of these costs. This was yet to be confirmed.

Janice Henwood explained that the last time this lease was under consideration, a group of residents had asked the Council to convert the block into a Changing Places Toilet. It was important to highlight that there was a distinct lack of public toilets in the town centre and that there was an increasing need for better disabled toilet facilities. Tofojjul Hussain questioned whether the block could be converted to a Changing Places Toilet further down the line.

Robert Eggleston advised that the block could be converted however the Town Council would still need to find storage for the mower. The Council should look at provision for toilet facilities and a Changing Places Toilet that could be open in the evening. The location of this toilet block was not ideal and the Council should look for better options for a more central location. Andrew Barrett-Miles suggested that a Changing Places Toilet be installed in the proposed Bowling Alley as this would have later opening hours than the Library.

**RESOLVED** that:

the lease with MSDC for the W/C Block in Cyprus road be renewed for a peppercorn for a further 10 years with the inclusion of a six month break clause after three years.



42. **MOTION: RECOGNITION OF GLOBAL CLIMATE AND BIODIVERSITY EMERGENCIES**

The following motion was proposed by Joseph Foster and seconded by Simon Hicks:

*Burgess Hill Town Council notes with concern the recent Intergovernmental Panel on Climate Change (IPCC) report on global climate change impacts and the recent Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) reports on global species and habitat loss.*

The Council declared its recognition of global climate and biodiversity emergencies and committed to a range of measures as set out in agenda item 17 dated 15 July 2019. Joseph Foster explained that he had proposed this motion to affirm the Council's commitment to decrease its carbon footprint. The Strategic Development KAG should consider the objectives at their next meeting.

Anne Eves suggested that the second commitment be amended to read:

*Reduce Burgess Hill Town Council's carbon footprint, with a target of carbon neutrality by 2030.*

Sylvia Neumann suggested that the following commitment be added:

*To work with Mid Sussex District Council and West Sussex County Council to develop sustainable transport in Burgess Hill.*

The motion was agreed subject to these amendments.

**RESOLVED** that:

the Council instructs the Strategic Development KAG to formulate a plan for, and include in the strategic planning process for the council, any and all relevant actions & measures to further the spirit and intent of this motion.

43. **DIARY DATES**

Council received a schedule of forthcoming events as set out in Agenda Item 18 dated 15 July 2019.

**RESOLVED** that:

the contents of the report be noted.

44. **EXCLUSION OF PUBLIC AND PRESS**

Public and press were requested to withdraw from the meeting.

The matter to be discussed would meet Standing Order 7.2 as amended, because the Council may be considering the negotiation of a contract with another party and disclosure of information relating to that contract may be prejudicial to the Council's interests and/or the Council may be the subject of legal proceedings.

45. Meeting terminated at 20.50 hours.