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Wednesday 10 July 2019

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

An **ORDINARY MEETING** of the Council will be held in the Council Chamber on **MONDAY 15 JULY 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, 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. COUNCIL MINUTES**

To consider the Minutes of the Annual Meeting of Council held on Monday 13 May 2019 (copy herewith).

**6. PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held Tuesday 28 May 2019, Monday 17 June 2019 and Monday 8 July 2019 (copies previously circulated).

We have considered 77 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. 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. The following statement was drafted for consideration by the Council:

*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.*

**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.

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

To consider the Notes of the meeting of the Community Engagement KAG held on 19 June 2019 (copy previously circulated).

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

Kathy Willis  
Chairman

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

To consider the Notes of the meeting of the Customer Services KAG held on 20 June 2019 (copy previously circulated).

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

Robert Duggan  
Chairman

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

To consider the Notes of the meeting of the Finance KAG held on 25 June 2019 (copy previously circulated).

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

Simon Hicks  
Chairman

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

To consider the Notes of the meeting of the Strategic Development KAG held on 2 July 2019 (copy previously circulated).

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

Roger Cartwright  
Chairman

**12. COMMUNITY CENTRE UPDATE**

12.1 The Project Manager and Architects have reported that they are almost ready to submit the plans for the Beehive centre to the Planning Authority. The submission of the application has been delayed by the Council while it addresses a legal issue.

12.2 Fundraiser Paddy Hunter Murphy has almost completed his fundraising brochure and has begun to approach possible funders.

- 12.3 The Group has appointed various smaller groups to look at governance issues and establishing a CIO.
- 12.4 Members of the public have been asked through a media release to consider volunteering to join the Steering Committee and some good responses have been received which the committee will consider.
- 12.5 The Steering Committee considered options available to it to name the various rooms within the Beehive centre. The feeling was that names should reflect the history of the town where possible. With this in mind the committee felt that it would be appropriate to name the main performance area after one of the patrons namely Dame Vera Lynn should she agree. This fits in with the previous history of the Royal British Legion building and is timely given the commemoration last year of the centenary of the First World War and the commemoration next year of the 75<sup>th</sup> anniversary of VE Day. In addition Dame Vera lives within the catchment area of the Beehive centre, is one of the nation's most famous and iconic entertainers, is well known and loved by young and old and it would be an honour to have the centre associated with her.

#### 12.6 **RECOMMENDATION**

1. That the progress made by the Cultural Quarter Steering Group be noted.
2. That 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.

#### 13. **COUNCIL REPRESENTATIVE: MID SUSSEX WALKING AND CYCLING FORUM**

Cllr Henwood has suggested that a councillor be nominated to represent the Council on this body.

#### **RECOMMENDATION:**

That a Councillor be nominated to represent the Council on the Mid Sussex Walking and Cycling Forum.

#### 14. **BURGESS HILL CRICKET CLUB**

- 14.1 Burgess Hill Cricket Club ("BHCC") is an award winning club of which the town can be justly proud. For some years the club has experienced problems regarding the pavilion and outfield maintenance.

BHCC has been in discussions with Mid Sussex District Council about developing the pavilion in St Johns Park to provide improved facilities for the club and for other users. BHCC currently licences the pavilion

from MSDC.

Negotiations between BHCC and MSDC have not progressed smoothly and BHCC is frustrated at the lack of progress, although the Council understands that a meeting between MSDC and BHCC has been planned for this month.

This Council recognises the value that all of our sporting organisations bring to the town and, therefore, supports the ambitions of BHCC in wanting better facilities. Facilities which are expected if the club is to meet the standards needed for competing at a higher level.

The Council also recognises that the provision of improved facilities for BHCC in the pavilion will help to raise the leisure profile of the town further.

Whilst the Town Council has no direct role in this matter it is of great importance to the town that the matter is resolved as a matter of urgency.

Accordingly the Council wishes to offer its support to BHCC in trying to realise its ambitions for the outfield and the pavilion.

#### **14.2 RECOMMENDATION:**

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.

#### **15. MID SUSSEX ASSOCIATION OF TOWN COUNCILS (MSATC)**

15.1 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. The Leader of Burgess Hill Town Council raised the problem of weeds in the street gutters across Burgess Hill as a result of cuts to the contract for gutter maintenance. The representative 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.

#### **15.2 RECOMMENDATION**

Members are asked to note this action

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

16.1 The Council previously entered into a 3 year lease for the old W/C block in the Cyprus Road carpark. This lease comes to an end in October and MSDC have offered the Town Council a 10 year lease with a break clause. The Heads of Terms are attached as Annexure 1.

16.2 The Town Council uses the block as a store and it has saved considerable time and expense by reducing trips to its other store in Jobs lane. In addition the ride on mower is stored here and there is no other suitable space to store the mower.

**16.3 RECOMMENDATION:**

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

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

The following motion has been proposed by Cllr Foster and seconded by Cllr 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.

Further to this, the Council:

- Declares its recognition of global climate and biodiversity emergencies;

And commits to:

- Increase biodiversity by consciously ensuring the Council promotes this as part of its working practices and in how it manages specific sites and the protection of local ecosystems, and to actively work to increase biodiversity around the town and its surrounding areas.
- Examine and reduce Burgess Hill Town Council's carbon footprint, with an aspirational plan of carbon neutral by 2030
- Encourage sustainable development in the town by calling for planning stipulations that require reductions in emissions from new buildings and minimum environmental standards.
- Identify Sites for New Tree Planting, and encourage community involvement
- Continue to partner with other organisations in Burgess Hill such as Green Circle, etc to encourage greater engagement with and protection of our green spaces
- Lead by example by reusing and recycling wherever possible to ensure the Council provides a role model for our community.

- Look to reduce or eliminate the use of pesticides, herbicides and other harmful substances in the management of council owned/council run facilities
- Promote environmentally sound local business practices and encourage other organisations and individuals to work towards a net carbon neutral future.
- To work with Mid Sussex District Council, West Sussex County Council, and seek from the UK Government the powers and resources to help Burgess Hill achieve a sustainable, healthy and carbon neutral environment

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.

**18. DIARY DATES**

- (A) MONDAY 29 JULY 2019 – Planning meeting 19.00 hours in the Council Chamber.
- (B) MONDAY 19 AUGUST 2019 – Planning meeting 19.00 hours in the Council Chamber.
- (C) MONDAY 9 SEPTEMBER 2019 – Planning meeting 19.00 hours in the Council Chamber.
- (D) MONDAY 16 SEPTEMBER 2019 – Council meeting 19.00 hours in the Council Chamber.

**19. 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.

**20. UPDATE: BEEHIVE CENTRE**

Heads of Terms: Cyprus Road W/C block

DATE: 25<sup>th</sup> June 2019  
ISSUED BY: David Kemp  
SUBJECT TO CONTRACT

WITHOUT PREJUDICE &

- 1 Premises:** W.C's Cyprus Road, Burgess Hill  
**Description:** Single storey brick building under pitched tiled roof situated within and to the edge of an operational Council car park.
- 2 Landlord:** Mid Sussex District Council  
Oaklands Road  
Haywards Heath  
West Sussex RH16 1SS
- 3 Landlord Contact:** Contact: David Kemp  
Tel: 01444 477451  
Mob: 07565 009958  
Email: [david.kemp@midsussex.gov.uk](mailto:david.kemp@midsussex.gov.uk)

**Landlord's Solicitor:** Mid Sussex District Council Legal Services
- 4 Tenant:** Burgess Hill Town Council  
96 Church Walk  
Burgess Hill  
RH15 9AS
- 5 Tenant Contact:** Contact: Steve Cridland, Chief Executive Officer  
Tel: 01444 247746  
Mobile:  
Email: [council@burgesshill.gov.uk](mailto:council@burgesshill.gov.uk)

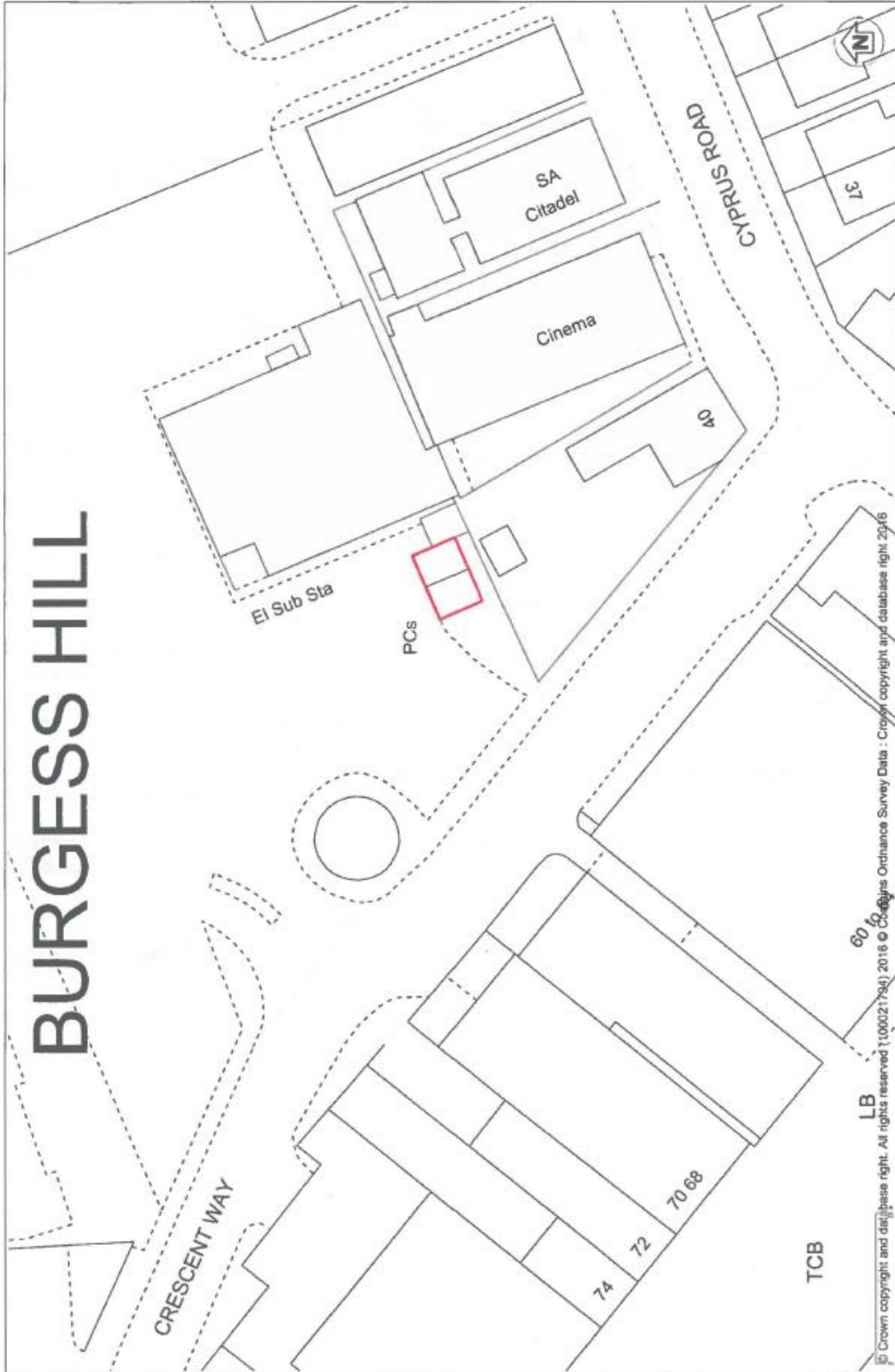
**Tenant's Solicitor:**
- 6 Lease Term:** A new 10 year lease to be granted from 24 October 2019 & to exclude security of tenure provisions of Part II L&T Act 1954 . Existing court excluded lease expires 23 October 2019 [M0272]
- 7 Demise:** The area edged red on the accompanying plan, comprising the former WC block.

With the requisite rights of pedestrian and vehicular access [but not parking] to the property.
- 8 Rent:** Commencing rent of **one peppercorn** per annum exclusive. To be paid quarterly in advance if demanded.
- 10 Rent Review:** The rent will not be reviewed

- 11 Utilities/Outgoings:** Tenant responsible for all other usual Tenant's outgoings
- 12 Break Clause:** The lease to incorporate a mutual option to break on a rolling basis by six months prior written notice operable from and including the expiry of the 3<sup>rd</sup> year of the term [ for the sake of clarity the break notice being able to be served after 2 ½ years of the term].
- 13 Repairing Obligations:** The lease will be on a Tenant's full repairing basis
- 14 Decorations:** The tenant is to maintain the external decorations in good condition at all times, and to repaint not less than every three years. The tenant will be responsible for removal of any graffiti within one week of any occurrence.
- 15 Insurance:** The Tenant will insure the premises to the equivalent reinstatement value, and will insure in joint names of Landlord and itself.
- 16 Use:** The tenant to be permitted to use the premises for storage and parking of grounds maintenance equipment and ancillary storage/mess room. Any fuel or flammable liquids are to be retained within a steel storage cabinet at all times.
- 17 Alienation:** Assignment not permitted except to a successor Authority taking over the functions of the Town Council. Subletting not permitted.
- 18 Alterations:** Permitted subject to landlords consent not to be unreasonably withheld or delayed.
- 19 Trading Hours and access to parking bays:** The Landlord will require the Tenant to maintain parking availability and access at all times during the usual retail opening hours, and will not impede the parking circulation aisles of the Landlord's retained car park.
- 20 Reservations in favour of the Landlord:** The ability to tap into the electricity supply, and route cabling across the demised premises to an external source in order to provide electrical vehicular charging points externally to the property, to allow appropriate earthing of the equipment and the mains supply, and the ability to attach to the premises associated signage or other equipment necessary, subject to installing a separate meter or sub-meter and paying all appropriate standing charges and unit costs of consumption.

<b>21</b>	<b>Interest:</b>	Interest at 1% above Lloyds bank base rate will be payable on any sums due under the terms of the lease.
<b>21</b>	<b>Remaining Lease Terms:</b>	To be broadly similar to existing terms within expiring lease, save for general updating where necessary.
<b>22</b>	<b>Costs:</b>	The Tenant is to make a contribution of £400 to the Landlord's costs in dealing with this matter.
<b>23</b>	<b>SDLT:</b>	Tenant responsible for the SDLT payable upon the new lease if any [unlikely].
<b>28</b>	<b>Conditions:</b>	Subject to: <ul style="list-style-type: none"> <li>a) Contract.</li> <li>b) Landlord's approval</li> <li>c) Tenant's Council Committee approval.</li> </ul>
<b>26</b>	<b>Distribution List:</b>	MSDC David Kemp Sarah Durber BHTC Steve Cridland CEO

Title:  
Comment:



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Scale: 1:500

Map Centre (Easting:Northing): 531388:119105

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