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25 April 2018

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

The **ANNUAL MEETING** of the **COUNCIL** will be held in the Council Chamber on **TUESDAY 1 MAY 2018** at **19.00 hours**, when your attendance is required.

Steve Cridland  
Chief Executive Officer

## 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. **ELECTION OF THE TOWN MAYOR** for the ensuing year.

2. **DECLARATION OF ACCEPTANCE**

To receive the Town Mayor's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.

3. **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.

4. **CHAIRMAN'S ANNOUNCEMENTS**
5. **APOLOGIES FOR ABSENCE**
6. **DECLARATIONS OF INTEREST** in respect of any item on the Agenda.
7. **ELECTION OF THE DEPUTY TOWN MAYOR** for the ensuing year.
8. **ELECTION OF THE LEADER OF THE COUNCIL** for the ensuing year.
9. **ELECTION OF THE DEPUTY LEADER OF THE COUNCIL** for the ensuing year.
10. **ELECTION OF THE CHAIRMAN OF THE PLANNING COMMITTEE** for the ensuing year.

11. **APPOINTMENT OF THE PLANNING COMMITTEE**

Consideration of the appointment of Members of the Planning Committee, which will consist of the Chairman of the Committee plus six other Members, comprising of one representing each Ward as follows:

Dunstall, Franklands, Leylands, Meeds, Victoria and St. Andrew's.

12. **APPOINTMENT OF THE KEY AREA GROUPS**

- 12.1 Consideration of the appointment of Members of the Key Area Groups.

**APPOINTMENT OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP**  
**7 Members.**

ELECTION OF THE CHAIRMAN OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP for the ensuing year.

**APPOINTMENT OF THE CUSTOMER SERVICES KEY AREA GROUP**  
**6 Members.**

ELECTION OF THE CHAIRMAN OF THE CUSTOMER SERVICES KEY AREA GROUP for the ensuing year.

**APPOINTMENT OF THE FINANCE KEY AREA GROUP**  
**6 Members and the Responsible Finance Officer in a non-voting**

**capacity.**

ELECTION OF THE CHAIRMAN OF THE FINANCE KEY AREA GROUP for the ensuing year.

**APPOINTMENT OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP**

**5 Members.**

ELECTION OF THE CHAIRMAN OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP for the ensuing year.

**THE STRATEGIC DEVELOPMENT KEY AREA GROUP**

**6 Members.**

ELECTION OF THE CHAIRMAN OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP for the ensuing year.

13. **APPOINTMENT OF SUBSTITUTES FOR THE PLANNING COMMITTEE AND KEY AREA GROUPS** for the ensuing year.

14. **APPOINTMENT OF PARTNERSHIP GROUPS**

14.1 Nominations are required for the following organisations.

**BURGESS HILL BUSINESS PARKS ASSOCIATION**

**2 Representatives** (meets quarterly at 16.00 hours).

**Chief Executive Officer or his representative and the Chairman of the Strategic Development Key Area Group**

**BUS FORUM**

**3 Representatives** comprising Chairman of the Customer Services Key Area Group and 2 Councillors, the Operations Services Manager plus West Sussex County Council Public Transport Manager and representatives of the Bus Companies (meeting 3 times a year during the day).

**CULTURAL QUARTER STEERING GROUP** 6 Councillor Representatives and 5 Community Representatives.

**EAST BURGESS HILL LIAISON GROUP**

**6 Representatives** comprising the Town Councillors for Franklands and St Andrews Wards.

**MID SUSSEX ASSOCIATION OF TOWN COUNCILS**

**4 Representatives** (Town Mayor, Deputy Town Mayor, Majority Group Leader and Minority Group Leader - Substitutes will be allowed) and the Chief Executive Officer (meeting quarterly during the evening).

**PUBWATCH**

**1 Representative and the Operations Section Head** (meets monthly during the day).

**SHOPWATCH**

**1 Representative and the Operations Section Head** (meets monthly at 18.10 hours).

**TOWN CENTRE PARTNERSHIP GROUP**

**2 Representatives (Leader of the Council and the Chief Executive Officer)** (meets bi-monthly at 10.00 hours).

**14.2 RECOMMENDATION**

Nominations are sought.

**15. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

15.1 Nominations are required for the following organisations and members are reminded to produce a report for Council when they have attended a meeting of their organisation.

**BURGESS HILL BONFIRE SOCIETY**

**1 Representative**

**BURGESS HILL YOUTH (formerly known as The Boys Club)**

**1 Representative** (meets quarterly during the evening).

**CYPRUS HALL COMMUNITY ASSOCIATION**

**2 Representatives** (meeting bi-monthly during Tuesday afternoons).

**FAIRTRADE TOWN GROUP**

**1 Representative**

**BURGESS HILL HORTICULTURAL SOCIETY**

**1 Representative** (meeting bi-monthly during the evening).

**GREEN CIRCLE STEERING GROUP**

**1 Representative** (meeting twice yearly during the evening).

**MID SUSSEX SUSTAINABILITY PARTNERSHIP**

**1 Representative**

First Monday of each month at 14.00 hours.

**SIDNEY WEST CENTRE CHARITY TRUSTEES**

**2 Trustees (Charity Trustees stand down on a rolling 3 year basis.)** (meets quarterly, early evening).

**SIGNPOSTS**

**1 Representative** (meets quarterly during the afternoon)

**SUMMERHAVEN**

**1 Representative** (meets Sunday and Wednesday in the afternoon).

**THE FRIENDS OF BURGESS HILL GREEN CIRCLE NETWORK**

**1 Representative** (meeting quarterly during the evening).

**TOWN TWINNING ASSOCIATION**

**1 Representative** (meeting monthly during the evening).

**SUSSEX ASSOCIATION OF LOCAL COUNCILS**

**2 Representatives and the Chief Executive Officer**

**15.2 RECOMMENDATION**

Nominations are sought.

**16. COUNCIL MINUTES**

To consider the Minutes of the Ordinary Meeting of the Council held on Monday 19 March 2018 (copy herewith).

**17. PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held on

Monday 26 March 2018 and Monday 16 April 2018 (copies already circulated and on website).

We have considered 51 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 of the Planning Committee

**18. RISK REGISTER**

18.1 The purpose of this report is to update Members on a range of significant risks faced by the Council. The Summary Risk Register (attached at Appendix 1) covers risks encountered by the Town Council which have been considered through the Council's Key Area Groups and do not fall within normal operational policies and procedures. The register includes current open and/or items that were open when Council previously reviewed the register (May 2017). The detail of any risk item reported on the summary can be reviewed through the respective Key Area Group agendas and meeting notes

**18.2 RECOMMENDATION**

Members are recommended to note the report.

19. **DIARY DATES**

- (A) **MONDAY 7 MAY 2018** – Mid Sussex Marathon Burgess Hill leg.
- (B) **TUESDAY 8 MAY 2018** – Planning meeting 19.00 hours in the Council Chamber.
- (C) **TUESDAY 29 MAY 2018** – Planning meeting 19.00 hours in the Council Chamber.
- (D) **FESTIVAL 2018 DATES** – Saturday 2 June to Sunday 10 June inclusive.
- (E) **SUMMER FAYRE 2018** – Sunday 10 June at St John's Park.
- (F) **MONDAY 18 JUNE 2018** – Planning meeting 19.00 hours in the Council Chamber.
- (G) **MONDAY 9 JULY 2018** – Planning meeting 19.00 hours in the Council Chamber.
- (H) **MONDAY 16 JULY 2018** – Council meeting 19.00 hours in the Council Chamber.
- (I) **MONDAY 30 JULY 2018** – Planning meeting 19.00 hours in the Council Chamber.