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Wednesday 11 July 2018

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

An **ORDINARY MEETING** of the Council will be held in the Council Chamber on **MONDAY 16 JULY 2018** 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. **COUNCIL MINUTES**

To consider the Minutes of the Annual Meeting of Council held on Tuesday 1 May 2018 (copy herewith).

6. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held on Tuesday 8 May 2018, Tuesday 29 May 2018, Monday 18 June 2018 (minutes previously circulated).and Monday 9 July 2018 (minutes attached).

We have considered 89 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

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

To consider the Notes of the meeting of the Customer Services Key Area Group Development KAG held on Thursday 10 May 2018 (copy previously circulated).

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

Wendy Agate
Chairman

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

To consider the Notes of the meeting of the Finance Development KAG held on Thursday 28 June 2018 (copy previously circulated).

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

Chris Thomas-Atkin
Chairman

9. **LICENCE AGREEMENT GREEN CIRCLE INFORMATION BOARDS**

- 9.1 MSDC and Burgess Hill Town Council recently installed 14 Information Boards along the Green Circle on land which belongs to MSDC.

MSDC has provided a Licence Agreement for the Information Boards. In order for the Council to consider the content a copy of one of the Licences is attached as Appendix 1.

9.2 RECOMMENDED

That the Council agree and enter into the Licence provided by MSDC for the installation of Information Boards along the Burgess Hill Green Circle on land belonging to MSDC and that the Chief Executive be authorised to affix the seal of the Council and sign the Licence in the presence of two Councillors.

10. COMMUNITY CENTRE

- 10.1 Following a public consultation which indicated that 68% of respondents were in favour of a flexible community centre incorporating a theatre but the majority were not in favour of an increase in the precept to pay for it, the Cultural Quarter Steering Group asked the architect for an alternative cheaper option.
- 10.2 The architect scaled down the original concept considerably and come up with a design that can be built on the footprint of the Royal British Legion Building (Appendix 2). While it will still be a flexible space with retractable seating it will seat 270 people as opposed to circa 350 in the original design. There will room for approximately 350 standing. This is, however, more in keeping with the Clark report (Appendix 3 previously considered by Council) which identified a need for such a space and recommended a theatre with around 250 seats to ensure the viability and affordability of the centre. It should be noted that the drawings are conceptual and may be adapted to fit the budget. Similarly the architect may have to provide stages for the sake of affordability.
- 10.3 The Steering Group further recommended that a Project Manager/Quantity Surveyor be appointed. To this end tenders were called for and 20 companies responded. Interviews with 7 will be held shortly. Once this appointment has been made the current architect can be formally appointed provided a suitable fee can be negotiated. This will fall under the remit of the Project Manager. The architect was part of the tendering process of the professional team previously appointed and it is felt that it would be counterproductive to re-tender for an architect. Section 26.2(e)(vi) of Standing Orders provides that *contracts with professional persons for the execution of works in which the personal skills of the person is of primary importance* is an exception to Orders. Council has to date been pleased with the work produced.
- 10.4 The budget provided for the project is £5 million to include construction and professional fees. The bulk of the funding will come from a £3 million Public Works Loan Board (PWLB) loan with the remaining £2 million coming from a fund raising exercise. A suitable fund raiser has been identified through a tender process and who could be appointed provided approval for the loan is received.

10.5 The agenda and minutes of the Finance KAG set out the financial planning required in terms of the PWLB requirements. They cover financial planning to fund repayments and the steps/options which the Council has in place to mitigate the risk for not being able to afford the loan repayments. In addition, they provide information on how the Council will afford the loan repayments, breakdown of funding resources and amounts to be used from existing resources.

10.6 **RECOMMENDED:**

1. That a community centre incorporating a 270 seat theatre space be designed and built on the land in Cyprus Road currently occupied by the British Legion Building and owned by the Council at a cost not to exceed £5 million including professional fees.
2. That an application be made to the Ministry of Housing, Communities and Local Government, who are the government department responsible for the approval of loans to local authorities, for a loan of £3 million via the Public Works Loan Board, to part fund the project.
3. That Paddy Hunter Murphy be appointed once approval of the loan is received to fund raise at least £2 million plus his costs.
4. That the Cultural Quarter Steering Committee (CQSC) be given delegated powers to appoint a Project Manager/Quantity Surveyor.
5. That provided a suitable fee can be negotiated, the CQSC be delegated authority to appoint Aedas Architects and that the need to tender for this professional be waived in terms of Section 26.2(e)(vi) of Standing Orders and on the grounds that they were previously appointed in terms of a tendering process.

11. **RECOMMENDATIONS FROM THE FINANCE KEY AREA GROUP MEETING**

11.1 Council are requested to consider recommendations from the Finance Key Area Group, following their meetings of 28 June 2018, as follows:

Funding Programme Proposal – Remodelled Community and Performance Venue

- A) To use the revenue generated (£133k) through the growth in the Tax Base over the next 5 years to fund, in-part, the repayments of a £3 million pound loan,
- B) To use cost savings generated and budget amendments, together with the use of Earmarked Reserves, in-total equating to £194k, to provide the additional funding for the proposed

loan repayment schedule,

C) To transfer £11,155 to the General Reserve

Community and Performance Venue (original plan) – Funds raised to be credited back to the 2019/20 Precept

To ring fence the monies of £72,386, raised through the venue element of the 2018/19 Precept, for crediting back to the 2019/20 Precept requirement.

11.2 RECOMMENDATION

Council is recommended to:

- A) Approve the use of revenue generated (£133k) through the growth in the Tax Base over the next 5 years to fund, in-part, the repayments of a £3 million pound loan,
- B) Approve the use of cost savings generated and budget amendments, together with the use of Earmarked Reserves, in-total equating to £194k, to provide the additional funding for the proposed loan repayment schedule,
- C) Transfer £11,155 to the General Reserve, and
- D) To ring fence the monies of £72,386, raised through the venue element of the 2018/19 Precept, for crediting back to the 2019/20 Precept requirement.

12. TOWN TWINNING - STADT SCHMALLENBERG - SUMMER FESTIVAL

- 12.1 The Town Mayor has received an invitation for the Town Council to send a delegation to attend the Schmallenberger Woche (the summer festival), which will be held from the 29th August to 2nd September 2018.
- 12.2 Some members of the Burgess Hill Town Twinning Association are planning to attend and a large party from the Mid Sussex Brass Band, including band members and relatives, will be travelling over to Germany for this event. As in previous times the Brass Band will be performing at several concerts during the Woche.
- 12.3 The Town Council has attended this bi-annual Summer Festival on a number of occasions in the past to promote good relations, tourism and economic development. These visits have helped to deepen the strong relationship that exists between the two Towns and the Town Councils.

12.4 It is proposed that the Council considers sending a small delegation from the Town Council to attend this event, particularly as this year (2018) marks the 30th Anniversary of the Twinning Charter between Schmallenberg and Burgess Hill. This will offer the opportunity to further develop the relationship between the two towns, which over recent years has extended to enhanced tourism links, business links, councillor visits and council staff exchanges.

12.5 Further details of the events over in Schmallenberg during the Woche to celebrate the 30th Anniversary are awaited. This is likely to include an official reception and the opportunity for re-signing the Town Twinning Charter to reaffirm the relationship between the two Towns.

12.6 **RECOMMENDED**

1. That the Mayor and her consort represent the Council at the Schmallenberger Woche as the Councils official delegates.

2. Note that the Deputy Leader and the Councils representative on the Town Twinning Association will be attending and travelling over with the Mayor's party.

13. **DIARY DATES**

(A) **THURSDAY 19 JULY 2018** – Community Engagement Key Area Group meeting 18.30 hours in the Council Chamber.

(B) **MONDAY 30 JULY 2018** – Planning meeting 19.00 hours in the Council Chamber.

(C) **MONDAY 20 AUGUST 2018** – Planning meeting 19.00 hours in the Council Chamber.

(D) **MONDAY 10 SEPTEMBER 2018** – Planning meeting 19.00 hours in the Council Chamber.

(E) **MONDAY 17 SEPTEMBER 2018** – Council meeting 19.00 hours in the Council Chamber.