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Wednesday 24 January 2018

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

An **ORDINARY MEETING** of the Council will be held in the Council Chamber on **MONDAY 29 JANUARY 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. **PRESENTATION FROM HAMSVA**

6. **COUNCIL MINUTES**

To consider the Minutes of the Meeting of Council held on Monday 20 November 2017 (copy herewith).

7. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held on Monday 4 December, Tuesday 2 January and Monday 22 January (minutes previously circulated).

We have considered 72 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

8. **FINANCE KEY AREA GROUP NOTES OF MEETINGS**

To consider the Notes of the meeting of the Finance KAG held on Monday 11 December 2017 and 16 January 2018 (copies previously circulated).

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

Chris Thomas-Atkin
Chairman

9. **RECOMMENDATION FROM THE FINANCE KEY AREA GROUP MEETING – BURIAL GROUND CHARGES AND REVENUE BUDGET AND PRECEPT 2018/19**

9.1 Council are requested to consider recommendations from the Finance Key Area Group, following their meetings of 11 December 2017 and 16 January 2018, as follows:

- A) to introduce a new voluntary burial ground charge of £130 per annum whereby plot owners would have the option to pay the Town Council to maintain their respective plots (Minute 104 refers), and
- B) the 2018/19 Revenue Budget and Precept of £915,962 be approved (Minute 117 refers).

9.2 RECOMMENDATION

Council is recommended to:

- A) approve the new voluntary burial ground plot maintenance charge,
- B) approve the precept as recommended; and,
- C) Inform Mid Sussex District accordingly.

10. REVENUE BUDGET AND PRECEPT 2019/20

- 10.1 The purpose of this report is to present to Council an advanced Revenue Budget for 2019/20 financial year.
- 10.2 Councillors will be aware of the ongoing development of the performance venue whereby the Town Council is looking to secure a loan of £5 million from the Ministry of Housing, Communities and Local Government (MHCLG) (formerly the Department of Communities and Local Government). The loan will be repaid over a period of up to 50 years with fixed repayments being in the region of £190,000 per annum.
- 10.3 To ensure the Town Council has sufficient finances to repay this loan, the Town Council will need to raise the amount it receives through the Precept over two financial periods, 2018/19 and 2019/20.
- 10.4 It should be noted, a first draft revenue budget for a forthcoming year is, ordinarily, discussed with the various Key Area Groups, presented to the Finance KAG in November and approved by Council in the following January, however, due to the timescales of the project, and in particular the requirements laid down by the MHCLG (see item 10.5), there is a need to complete an advance budget for 2019/20 and seek early approval from Council accordingly (Finance minute 117 refers).
- 10.5 The MHCLG stipulate any application for a loan must be accompanied by a budget approved by the respective Council demonstrating clearly the loan can be repaid. To meet this requirement, the Budget 2019/20 includes a specific budget item "Community Infrastructure Development Fund contribution" with a value of £190,000 which would be sufficient to fund the £5 million annual loan repayments (at current interest rates) associated with the performance venue.

- 10.6 The Budget for 2019/20 has been prepared using inflation at 3% (where applicable), a salary cost of living rise of 2% and a conservative estimated tax base increase of 1.5%. The budget also includes current known material issues and reflects a worst case scenario of a reduction of income of £49k (WSCC Partner income) and also includes savings of around £33k on base budget costs. The budget does not allow for any new projects that may incur additional net costs.

In summary, it is proposed to increase the Precept from £915,962 to £1,000,861 giving rise to an increase in the Band D rate from £78.08 to £84.05, a rise of £5.97 or 7.7% on the 2018/19 Band D rate. A detailed budget is attached at Appendix 1.

10.7 **RECOMMENDATION**

Council is recommended to approve a Precept of £1,000,861 for the financial year 2019/20.

RISK IMPLICATIONS: As noted previously, the budget for 2019/20 has been prepared in advance of the normal budgeting process and although known material issues have been included, the income and expenditure shown within the budget have been prepared on a best estimate basis only. Material variances to both income and costs that may occur prior to the start of the 2019/20 budget year may necessitate the budget to be revisited.

11. **ACCESS LICENCE: ROAD ADJOINING CYPRUS ROAD CAR PARK**

- 11.1 MSDC has agreed to enter into a 10 year access licence with the Town Council for the road adjoining the Cyprus Road Carpark with an entrance off Cyprus Road.
- 11.2 The Town Council has already installed an entrance barrier which the owners of the properties with access from the road have contributed to.
- 11.3 MSDC has submitted Heads of Terms for approval by the Town Council. These are attached as Appendix 2. MSDC has waived legal, licence and surveyors fees.

11.4 **RECOMMENDATION**

That the Heads of Terms for the road adjoining the Cyprus Road Car Park be approved and accepted.

12. **LICENCE AGREEMENTS: BURGESS HILL GREEN CIRCLE PUBLIC ARTS SCHEME**

- 12.1 MSDC and Burgess Hill Town Council recently installed 4 pieces of art on land along the Green Circle which belongs to MSDC. MSDC has provided a Licence Agreement for each of the 4 pieces of artwork. In order for the Council to consider the content a copy of one of the

Licences is attached as Appendix 3. The remaining licences are similar with the exception of the location and description details.

12.2 RECOMMENDATION

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

13. DIARY DATES

(A) **WEDNESDAY 7 FEBRUARY 2018** - Strategic Development Key Area Group 18.30 hours in the Council Chamber.

(B) **MONDAY 12 FEBRUARY 2018** – Planning meeting 19.00 hours in the Council Chamber.

(C) **MONDAY 5 MARCH 2018** – Planning meeting 19.00 hours in the Council Chamber.

(D) **MONDAY 19 MARCH 2018** – Council meeting 19.00 hours in the Council Chamber.

(E) **MONDAY 26 MARCH 2018** – Planning meeting 19.00 hours in the Council Chamber.

(F) **WEDNESDAY 11 APRIL 2018** – Annual Town Meeting 19.00 hours in Cyprus Hall.

(G) **MONDAY 16 APRIL 2018** – Planning meeting 19.00 hours in the Council Chamber.

(H) **FESTIVAL 2018 DATES** – Saturday 2 June to Sunday 10 June inclusive.

(I) **SIDNEY WEST CENTRE CHARITY TRUSTEE BOARD MEETINGS:** 12 April 18.30 hours, 12 July 18.30 hours at Sidney West Centre.

14. 2018/19 ROTA OF MEETINGS

14.1 The purpose of this report is to consider a draft rota of meetings for the Council year 2018/19 (attached at Appendix 4). The Key Area Group meetings will be called as and when required and added to the rota during the year.

14.2 RECOMMENDATION:

Council is recommended to approve the rota of meetings.