



**MINUTES** of the **EXTRAORDINARY MEETING** of the **TOWN COUNCIL** held virtually on **3 August 2020**

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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)

The notes of the Finance KAG held on Tuesday 21 July had been distributed in advance of the meeting to be considered as a late item. They would be considered after Item 9 of the Agenda.

**133. OPEN FORUM**

No members of the public spoke at the Open Forum.

**134. APOLOGIES FOR ABSENCE**

There were none.

135. **DECLARATIONS OF INTEREST**

Councillors Robert Duggan, Robert Eggleston, Janice Henwood, Simon Hicks and Andrew Barrett-Miles declared an interest as they were members of the Burgess Hill Community Partnership CIC.

136. **CHAIRMAN'S ANNOUNCEMENTS**

There had been correspondence amongst the Councillors on the protocols of Zoom meetings. Councillor Joe Foster would chair a meeting with those who had expressed views on this.

The Community Day held on Saturday 1 August had gone well. The Town Council thanked the Burgess Hill District Lions for funding this event. It was also noted that the event had been supported by Mid Sussex Round Table, Burgess Hill Radio, Burgess Hill Youth, Burgess Hill Bonfire Society, Burgess Hill Heritage and History Association, and the Friends of Woodlands Mead.

The Town Council also congratulated the Burgess Hill Artists for their Art Exhibition in the former Argos unit. The Chair had discussed with the artists the possibility of one of them painting something to be taken to Schmallenberg for the Town Council's next visit as part of the Town Twinning project.

Mid Sussex Round Table were proposing to hold a drive-in cinema on the Burgess Hill Rugby Club pitch. So far this had been refused by MSDC as it was on their land. The Town Council would raise objections and pursue this with MSDC on behalf of the Mid Sussex Round Table.

137. **COUNCIL MINUTES**

A correction was requested as the minutes referred to 'Heathlands' estate, this should be corrected to 'Heaselands'.

Councillor Anne Eves noted that the minutes referred to the Keymer Court wall, and that she had written to Keymer Court's solicitors to confirm whether they owned it, but had had no reply.

Councillor Robert Eggleston responded that he had been looking into this and confirmed that the wall was not owned by Keymer Court. So far he had been unsuccessful identifying the ownership, and it was possible that the title to the land was unknown, and therefore enforcing repair would be difficult.

Councillor Janice Henwood asked for clarification on why this had been called an 'Extraordinary Meeting'. It was responded that it was

because it was not on the Rota of Meetings previously approved by Council.

The Minutes of the Ordinary Meeting of the Council held on 22 June 2020 were **AGREED** and signed as a correct record.

138. **PLANNING COMMITTEE MINUTES**

Councillor Janice Henwood, Chair of the Planning Committee presented the minutes of the meetings and thanked all of the Councillors who had participated. She noted that the Committee had also considered the MSDC consultation on St John's Park.

The Minutes of the meetings of the Planning Committee held on Monday 29 June and Monday 20 July 2020 were **AGREED**.

139. **STRATEGIC DEVELOPMENT KEY AREA GROUP NOTES OF MEETING**

Councillor Roger Cartwright, Chair of the Strategic Development KAG presented the notes of the meeting. He noted that the application from the Town Council to register several Assets of Community Value had been unsuccessful, and that there would be another working group meeting convened on this. The KAG had also discussed the Food Pantry project, and the Council would be invited to vote to pass the resolutions.

Clarification was sought about the third resolution of the Food Pantry item, regarding appointing trustees for the CIO – what was the criteria for selecting trustees from the community, and how frequently would the CIO report back after its formation?

It was responded that there was a 6-month development plan, which was arranged with Your Local Pantry. During this period they would be primarily working with the Council, with meetings to review progress as regularly as was required. Once the CIO was established, it would be independent of the Council, with Councillors as trustees, and would be subject to its own governance. It was important that the Council was seen not to interfere with the governance of these independent bodies so as not to cause conflicts of interest.

Roger – will be a progress report.

Regarding the criteria for appointing community trustees, this would be the responsibility of the CIO, within the context of the Implementation Plan. They would be seeking people with experience in this kind of operation, people with technical skills, and people who wanted to volunteer to contribute to the town.

In the minutes it stated that a full-time manager was needed for the Pantry, this was incorrect, it would be a part-time manager.

It was commented that under the Active Travel Grants item it had not been agreed to request 20mph zones. In response it was commented that this would have required consultation with the public, and there had not been enough time for this within the project.

It was suggested regarding the Assets of Community Value that the Town Council should pursue an appeal against the Orion and the St Johns Pavilion. It seemed there needed to be evidence that they were of community value.

A question was raised regarding the notes about the Food Pantry project, which stated that all attending were asked to vote, was this correct or was it just the members of the KAG?

A discussion ensued during which the following points were raised:

- At the meeting it had been stated that there was a majority of Councillors present and therefore all should vote.
- It was questioned whether this was appropriate as not all Councillors were present and able to give their opinion.
- Were the minutes correct – had all been allowed to vote on the Food Pantry item, or was this just for the later item on the application for the grant?
- Usually only members of the KAG were able to vote
- During the discussion, firstly the members of the KAG voted, and then all attending were invited to vote.
- The Town Council would now be asked to vote on this during this meeting, so whatever happened at the KAG, all would now have an opportunity to vote.

The Councillors were asked to vote first on Resolutions 1-4, then Resolutions 5-8 of minute 67, Food Pantry. The results were as follows:

Resolutions 1-6: 15 for, 1 against, 1 abstention

Resolutions 5-8: 16 for, 1 against

**Resolutions 1-8 were AGREED.**

The Council next discussed minute 69, Active Travel Grants.

The second resolution referred to 'unfunded projects' from the Place and Connectivity project. It was asked what these projects were, and why they could not be funded from the Place and Connectivity project.

It was responded that the projects were funded, with £10million for Phase 1 and a further £10million for Phase 2, this resolution was about

accelerating the projects from Phase 2.

It was commented that at the meeting it was felt that the pedestrian crossing was the top priority and questioned if applying for two projects could mean they were less likely to get funding than just applying for one.

It was responded that the reply had already been submitted, as agreed in the KAG meeting.

The Council then voted on the two resolutions under the Active Travel Grants item.

**The two resolutions were AGREED.**

The Notes of the meeting of the Strategic Development Key Area Group held on 27 July 2020 were **AGREED**.

#### 140. **CUSTOMER SERVICES KEY AREA GROUP NOTES OF MEETING**

Councillor Robert Duggan, Chair of the Customer Services KAG presented the notes from the meeting. He highlighted that the KAG had looked at plans for the artwork commissioned by MSDC for the Wivelsfield Bridge, and that work on this project was due to start on 17 August.

They had also discussed the painting of the Virgin Media boxes, artwork for which had now been submitted to Virgin for approval.

The KAG had also approved the Burgess Hill Calendar project.

The Notes of the meeting of the Customer Services Key Area Group held on 28 July 2020 were **AGREED**.

#### 141. **FINANCE KEY AREA GROUPS NOTES OF MEETING**

This was a late item, distributed after the publication of the Agenda.

Councillor Simon Hicks, Chair of the Finance KAG presented the notes of the meeting.

The notes of the meeting of the Finance KAG held on Tuesday 21 July were **AGREED**.

Councillor Robert Eggleston raised a Point of Order. This was a point that had been raised on a number of occasions. When notes from KAGs came to Council, they would contain a number of different decisions. Whilst it was correct that when the Council accepted the

notes of the meetings this meant they therefore accepted the recommendations, it was important that recommendations were brought to the Council's attention, as Councillors may want to raise a point or objections. The Council could choose whether they wanted to move the notes as a whole or the specific recommendation.

142. **APPOINTMENT OF TRUSTEES TO CIO**

The Notes of the Strategic Development KAG provided for a CIO to run the Community Pantry. The Council was asked to identify trustees.

Councillor Robert Eggleston recommended Councillors Sarah Lawrence, Lee Gibbs and Joseph Foster.

Councillor Robert Eggleston nominated Councillor Matthew Cornish, who declined due to the time commitment.

Councillor Peter Chapman nominated Councillor Robert Eggleston, who said he would be happy to do it if there were no other volunteers.

It was asked how much time involvement would be expected of the trustees? It was responded that the 4 trustees would initially be involved in getting it set up and running, and then would act as a board to monitor the progress. It would be a reasonably high workload for the first year and then would tail off.

Councillor Kathleen Willis volunteered to be a trustee.

The Council voted on whether to formally appoint Councillors Sarah Lawrence, Lee Gibbs, Joe Foster, Kathleen Willis as trustees of the CIO.

**The appointments were AGREED.**

Councillor Janice Henwood raised a Point of Order. She was concerned that the Council did not specifically look at the recommendations from the Councillor Services KAG, particularly as one was a financial commitment of over £3000.

A discussion ensued in which the following points were raised.

- Any objection should have been raised when the notes were presented.
- Why had the Council gone into detail and voted on the Strategic KAG resolutions but not for the Customer Services KAG?
- It had been agreed in the Strategic KAG that the resolutions would be voted on in full Council.
- It was possible to add resolutions as a separate Agenda Item in addition to agreeing the notes if they needed discussing separately.

- The onus was on the Chair of each KAG to raise anything of a strategic nature. The onus was also on members if they wanted to raise a point on a specific item from the notes of a KAG.

143. **DIARY DATES**

Council received a schedule of forthcoming events as set out in Agenda Item 10 dated 3 August 2020.

**RESOLVED** that:

The contents of the report were noted.

144. **CONFIDENTIAL SECTION  
EXCLUSION OF PUBLIC AND PRESS**

In view of the confidential nature of the business about to be transacted, it was proposed that, in the public interest, the public and press were temporarily excluded and they were requested to withdraw from the meeting.

145. The public portion of the meeting concluded at 20.03.