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Wednesday 4 March 2020

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

An **ORDINARY MEETING** of the Council will be held in the Council Chamber on **MONDAY 9 MARCH 2020** 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. Each member of the public is allowed to speak once only in respect of a business item on the agenda (whether in the Open Forum or during the meeting) and shall not speak for more than three minutes at the discretion of the Chairman.

If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda the Chairman may direct that a member of the public submits a question or comment in writing which shall be answered in due course.

2. [APOLOGIES FOR ABSENCE](#)

3. [DECLARATIONS OF INTEREST](#)

In respect of any matter on the agenda.

4. [CHAIRMAN'S ANNOUNCEMENTS](#)

5. [PRESENTATION FROM BURGESS HILL FOOTBALL CLUB: VINCE ALFIERI AND KEVIN NEWELL](#)

6. [COUNCIL MINUTES](#)

To consider the Minutes of the Meeting of Council held on Monday 27 January 2020 (copy herewith).

7. [PLANNING COMMITTEE MINUTES](#)

To consider the Minutes of the meetings of the Planning Committee held Monday 3 February 2020 and Monday 24 February 2020 (minutes previously circulated)

We have considered 36 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

8. [CUSTOMER SERVICES KEY AREA GROUP: NOTES OF MEETING](#)

To consider the Notes of the meeting of the Customer Services KAG held on Tuesday 18 February 2020 (copy previously circulated).

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

Robert Duggan  
Chairman

9. [STRATEGIC DEVELOPMENT KEY AREA GROUP: NOTES OF MEETING](#)

To consider the Notes of the meeting of the Strategic Development KAG held on Wednesday 19 February 2020 (copy previously circulated).

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

Roger Cartwright

10. [ACCESS ACROSS FOLDERS MEADOW PLAYING FIELD](#)

10.1 Council is aware that funding has been approved to build a £20million complex at Woodlands Meed College. WSCC has approached the Council seeking permission for building vehicles to cross Folders Meadow Playing Field to gain access to the site. The Meadow is managed by the Town Council on behalf of Fields in Trust.

10.2 Attached as Appendix 1 is a report from WSCC setting out some challenges which face this access route. The first obstacle would be to get permission from Fields in Trust as there are covenants preventing this. Assuming this was granted WSCC would also need approval from another landowner. They would also need to block a footpath and get the permission of neighbouring properties. Then they would need to build an access to the meadow off Folders Lane which would mean losing some trees. These would be replaced at the end of the project.

10.3 The alternative access is along Birchwood Grove Road which has a difficult access onto Folders Lane. The main reason for them not wanting to follow this route is that it would mean heavy construction vehicles accessing the building site through the school. This would present a Health and Safety risk for the students. A further reason is that the route between two existing buildings would leave just a quarter of a meter on either side of the two existing buildings which drivers of construction vehicles would have to negotiate without damaging the buildings.

10.4 [RECOMMENDATION](#)

For Consideration

11. [MOTION - UPGRADE DIGITAL SIGNAGE IN BHTC HELP POINT TO IMPROVE COMMUNICATIONS OUT OF HOURS AND SUPPORT DIGITAL MEDIA](#)

Currently, BHTC Help Point utilises a small domestic monitor to communicate messages to those passing outside of the help point. Increasingly council communications will be digital, and therefore there is a sound rationale for upgrading this facility to a professional grade monitor (Designed to run 18/7 Operation), which is more noticeable through being larger/brighter, and also easier to read (due to PPI & text size enhancements)

Benefits:

- Improved Accessibility (Brighter Display, Enhanced Readability, Increased Text Size)
- Greater prominence of Council messages into Church Walk
- Increase footfall to Help Point by attracting more customers
- Mobile stand allows for display to be repurposed / used in other rooms (e.g. council chamber)

Costs:

- 55" Commercial Display – Philips QLine 55BDL3010Q
- Transparent-UK: £725.26 / Ballicom: £745.31 / JP-UK: £740.28  
(Possible Public Sector Pricing Available)
- Wheeled Display Stand
  - o Amazon, £129.99 Invision GT1200 Screen Station
- USB Drive 32GB approx £20

Motion Text:

Burgess Hill Town Council recognises that communications with residents can be increasingly made by digital (online) platforms. Whilst printed media will remain important, increasing the access to information by digital means is an important step in the modernisation of the Council's communication services and increasing the Council's commitment to sustainability.

Accordingly:

Burgess Hill Town Council resolves to:

- (i) purchase and install LCD screens in the Help Point window and, if possible, two other town centre points of presence in the town to display relevant council messages, council publications, public service information and messages to support the Council's projects and programmes (for example Bridge the Gap, Summer Festival and other events);
- (ii) invest in 'flip book' software to assist in the creation of online content;
- (iii) ensure that the council's printed media is loaded onto 'flip book' where appropriate; and
- (iv) ensure that the online content is appropriately promoted on social media to maximise reach in Burgess Hill and surrounding areas.

Burgess Hill Town Council instructs the Chief Executive to prepare the appropriate specifications and costs for the delivery of this project and to report to the next meeting of [Strategic KAG **OR** Customer Service KAG] so that it can implement this plan.

Maximum anticipated cost £3000 in year 1 and £500 in subsequent years. Funded from Earmarked Reserves

Proposer: Cllr Simon Hicks  
 Seconder: Cllr Graham Allen

Please refer to Appendix 2 for additional information.

12. [DIARY DATES](#)

- (A) MONDAY 16 MARCH 2020 - Planning meeting 19.00 hours in the Council Chamber.
- (B) MONDAY 6 APRIL 2020 - Planning meeting 19.00 hours in the Council Chamber.

- (C) TUESDAY 14 APRIL 2020 – Annual Town Meeting 19.00 hours for 19.30 hours start at Cyprus Hall.
- (D) MONDAY 27 APRIL 2020 - Planning meeting 19.00 hours in the Council Chamber.
- (E) MONDAY 4 MAY 2020 – Annual Meeting of Council 19.00 hours in the Council Chamber.