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Wednesday 18 November 2020

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

A **MEETING** of the Council will be held ONLINE on **MONDAY 23 NOVEMBER 2020** at **19.00 hours**, when your attendance is required.

Steve Cridland
CEO

****PLEASE NOTE THE START TIME OF THE MEETING****

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

Following government advice on social distancing, essential Council Meetings will be held virtually during the Covid-19 period. All papers will be published on our website as usual. Members of the public can attend the meeting by using the Zoom link that will be placed on the town council's website and social media shortly before the meeting takes place.

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. Each member of the public is

allowed to speak once only in respect of a business item on the agenda (during the Open Forum) 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. [UPDATE ON SPORTS ACADEMY AT BURGESS HILL ACADEMY](#)

Stuart Condie, Simon Adby and Marion Hemsworth will update the council on progress made.

6. [COUNCIL MINUTES](#)

To consider the Minutes of the Meeting of Council held on Monday 21 September 2020 (copy herewith).

7. [PLANNING COMMITTEE MINUTES](#)

To consider the Minutes of the meetings of the Planning Committee held Monday 28 September, Monday 19 October, and Monday 9 November (minutes previously circulated)

We have considered 75 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. [PLANNING COMMITTEE MEMBER](#)

Councillor Lawrence has resigned from the Planning Committee leaving a vacancy for a member.

RECOMMENDATION:

That a Councillor be appointed to the Planning Committee

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

To consider the Notes of the meeting of the Strategic Development KAG held on 29 October 2020 (copy previously circulated).

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

Roger Cartwright
Chairman

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

To consider the Notes of the meeting of the Customer Services KAG held on 5 November 2020 (copy previously circulated).

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

Robert Duggan
Chairman

11. [FINANCE KEY AREA GROUP: NOTES OF MEETING](#)

To consider the Notes of the meeting of the Finance KAG held on 12 November 2020 (copy previously circulated).

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

Simon Hicks
Chairman

12. [NOTES OF THE CULTURAL QUARTER MEETING](#)

The notes of a meeting of the Cultural Quarter are attached as appendix 1. The presentation provided by the architects can be accessed using the following link <https://we.tl/t-wkqf7W0fxK> (this link will expire on Tuesday 25 November 2020)

RECOMMENDED:

1. That the plans and phases as set out by the architect be accepted and endorsed;
2. That the Business Plan be amended by independent financial consultants to suit the changes in design and circumstances;
3. That the Finance Committee draw up a budget to fund the project;
4. That the 10 week public consultation period be reaffirmed and started on a date to be agreed by the Council to be followed thereafter by a residents' vote on The Beehive plan.

13. [MEMBERSHIP OF SSALC](#)

Most Towns and Parishes in the area are members of Surrey, Sussex Association of Local Councils which is affiliated to the National Association of Local Councils NALC. Attached as Appendix 2 is a paper which sets out what SSALC does. NALC has a website which sets out what they do <https://www.nalc.gov.uk/>

While the Council has access to a useful set of research papers, in reality this is seldom accessed. The Council does receive useful updates on government policy as well as general information. Members have been on training and the HR service has been used in the past. Both of these services are charged for in addition to the annual membership fee which will be £3,691 for 2021. The Society of Local Council Clerks (SLCC) which the CEO belongs to has a similar library. The membership per annum is £400 and provides weekly bulletins and a useful bimonthly magazine

RECOMMENDED:

That consideration be given to continuing the Council's membership of SSALC

14. [TRADING SPACES UPDATE](#)

The Council resolved as follows earlier this year:

The Council would:

1. Implement the Trading Spaces project by initially taking a lease, via Burgess Hill Community Partnership CIC on Units 25 – 29 The Martlets on a two-year tenancy with a three-month mutual break clause from New River REIT subject to satisfaction with the financial terms and the other terms and conditions of the lease;
2. Establish the first Trading Spaces unit with a clear model based on zero-waste and sustainability;
3. Prepare and enter into leases with sub-tenants on financial terms to be agreed with them (noting that the period of the tenancy and break will be not be more favourable than the tenancy signed by Burgess Hill Community Partnership Plc with New River REIT;
4. Zone and divide the sub-units for 25-29 The Martlets for potential tenants and implement necessary work for this purpose;
5. Confirm and register the appointments of the directors of Burgess Hill Community Partnership CIC for those Councillors and Officers willing to continue to serve;
6. Prepare an operational and financial risk assessment for Trading Spaces (including confirming that appropriate insurances are in place)
7. Prepare a schedule of works in compliance with current building regulations.
8. Continue to work with other interested parties in bringing other units in the Martlets Shopping Centre back into use;
9. Aim for the first Trading Spaces unit to open in September 2020.

The first two units opened on 24 October following a longer than expected period of refurbishment. Leases have been entered into with

three tenants and the fourth lease is being drawn up. The leases are with Scrapless, a packaging free initiative, Remake which upgrades used clothing into modern alternatives and a baby clothes manufacturer. The 4th lease is with the Burgess Hill Pantry which will open in January.

The refurbishment of the unit entailed the fitting of 4 air-conditioning units, toilets, kitchen, stud walling to create 4 units, upgrading of fire doors, installation of a window, fire extinguishers, extension to the fire alarm and a fire risk assessment.. Council agreed a budget of 40 000 pounds for this initiative and the project is still within budget.

New River Retail, the landlord has been very cooperative and has agreed to absorb some costs which will help the fledgling businesses establish. Unfortunately, the second lockdown has not assisted Remake but Scrapless has remained open.

In addition to the Trading Spaces initiative members may be aware that three further units in the Martlets Shopping Centre have been or are being re-occupied.

The former Argos unit has been taken over by an offshoot of the Burgess Hill Shed; Pulse has been taken over by Signposts since that charity was required to vacate its premises on Station Road and the former Iceland unit has been taken by a company set up by a Burgess Hill resident selling second-hand furniture and accessories.

Earlier in the year, the Burgess Hill Foodbank took a unit on Church Walk.

The Leader of the Council is to be commended for his involvement in attracting entrepreneurs to the project and opening some of the empty shops.

From discussions with the Martlets Shopping Centre manager it is understood that negotiations on leases on two further units are under discussion with potential tenants.

For noting

15. [BURGESS HILL PANTRY](#)

Good progress has been made with fitting out the unit in Trading Spaces to create a base for Burgess Hill Pantry. The fit-out is nearly complete, with installation of hard flooring and skirting, creation of a storage area and office as well as a shop area with counter and shelving. Much of the work has been carried out by members of the Town Council's Maintenance Team, who have built the internal partitioning and the counter.

A display fridge and a display freezer have been purchased thanks to financial assistance from the Budding Foundation, Financial support has also been provided by Clarion Housing and an individual donor.

Other funding applications are being submitted.

Surplus office furniture has been donated by NewRiver and the Town Council and the Food Bank donated surplus shelving following their recent move to new premises.

A recent appeal for volunteers has resulted in 12 applications from people interested in helping in the shop or as a Trustee. The process of recruiting a part-time manager is also under way. It is hoped to open the Pantry in January.

RECOMMENDED:

Members are requested to note the contents of the report.

16. [DIARY DATES](#)

NOVEMBER		
Community Engagement Key Area Group	Thursday 26 November	19.00 hours
Planning Committee	Monday 30 November	19.00 hours
DECEMBER		
Planning Committee	Monday 21 December	19.00 hours
JANUARY 2021		
Customer Services Key Area Group	Wednesday 6 January	19.00 hours
Planning Committee	Monday 11 January	19.00 hours
Finance Key Area Group	Thursday 14 January	18.30 hours
Council	Monday 25 January	19.00 hours

17. [EXCLUSION OF PUBLIC AND PRESS](#)

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

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

19. [COMMUNITY CENTRE UPDATE](#)