

**MINUTES** of the **ANNUAL MEETING** of the **TOWN COUNCIL** held in the Council Chamber on **Monday 13 MAY 2019**

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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.*

**Also Present:** Chris Cherry

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(19.00 hours)

Chris Cherry congratulated and welcomed the new councillors and said farewell. This was an exciting time and the next task was to complete the redevelopment of the town centre. There was a very able and hardworking team of officers which had proved an invaluable resource to the Council. All Councillors should get involved because they want the best for their community. The previous administration had laid the foundations for a prosperous town.

1. **ELECTION OF THE TOWN MAYOR**  
Nominations were invited for the office of Town Mayor of the Council for the ensuing year.  
**RESOLVED** that:

Roger Cartwright be appointed Town Mayor for the year 2019/20.

Andrew Barrett-Miles thanked Chris Cherry for her time as Mayor. Chris was an excellent Mayor and a great ambassador for the town. She was a very gracious and friendly person and both the Councillors and the Town Council staff had enjoyed working with her.

Roger Cartwright thanked Chris and said that it was an honour and a privilege to become Mayor. He explained that the new Council would run an open administration and involve everyone in it. There was a lot to achieve and it was pleasant to see new faces around the chamber.

2. **DECLARATION OF ACCEPTANCE**

The Town Mayor signed the formal declaration of office.

3. **OPEN FORUM**

There were several members of the public present.

A resident offered congratulations to the new councillors and wished them every success.

4. **CHAIRMAN'S ANNOUNCEMENTS**

Robert Eggleston explained that the Town Council had conducted a poll in order to source a name for the new Community & Performance Venue. The poll closed on Wednesday 8 May and received 1187 responses. The name with the most votes was 'Beehive' which was nominated by Fred Avery of the History Society and also Downlands School. The previous administration had set up a competition with the local schools as part of this process which meant that Downlands School would receive £250 [This was previously agreed at £200]. This name would be passed to the Steering Group for them to decide how other bits of branding will be incorporated.

5. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Robert Duggan. Lee Gibbs was delayed and would arrive late.

6. **DECLARATIONS OF INTEREST**

There were none.

7. **ELECTION OF THE DEPUTY TOWN MAYOR**

Nominations were invited for the office of Deputy Town Mayor of the Council for the ensuing year and it was

**RESOLVED** that:

Anne Eves be appointed Deputy Town Mayor of the Council for the year 2019/20.

8. **ELECTION OF THE LEADER OF THE COUNCIL**  
Nominations were invited for the office of Leader of the Council for the ensuing year and it was

**RESOLVED** that:

Robert Eggleston be appointed Leader of the Council for the year 2019/20.

9. **ELECTION OF THE DEPUTY LEADER OF THE COUNCIL**  
Nominations were invited for the office of Leader of the Council for the ensuing year and it was

**RESOLVED** that:

Joseph Foster be appointed Deputy Leader of the Council for the year 2019/20.

10. **ELECTION OF THE CHAIRMAN OF THE PLANNING COMMITTEE**  
Nominations were invited for the office of Chairman of the Planning Committee for the ensuing year and it was

**RESOLVED** that:

Janice Henwood be appointed Chairman of the Planning Committee for the year 2019/20.

11. **APPOINTMENT OF THE PLANNING COMMITTEE**  
It was **RESOLVED** that the Members of the Planning Committee would consist of the Chairman of the Committee plus six other Members, comprising one representing each Ward as follows:

Kathleen Willis	St Andrew's Ward
Graham Allen	Franklands Ward
Max Nielsen	Leylands Ward
Tofojjul Hussain	Meeds, St John's & Norman Ward
Andrew Barrett-Miles	Dunstall & Gatehouse Ward
Sarah Lawrence	Victoria & Hammonds Ward

12. **APPOINTMENT OF THE KEY AREA GROUPS**  
The appointment of Members to the Key Area Groups was considered.

**APPOINTMENT OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP**

It was **RESOLVED** that the members of the Community Engagement Key Area Group would be as follows:

Kathleen Willis, Sarah Lawrence, Peter Chapman, Joseph Foster, Sylvia Neumann, Tofojjul Hussain and Emma Coe-

Gunnell White.

#### ELECTION OF THE CHAIRMAN OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP

Nominations were invited for the office of Chairman of the Community Engagement Key Area Group for the ensuing year and it was

**RESOLVED** that:

Kathleen Willis be appointed Chairman of the Community Engagement Key Area Group for the year 2019/20.

#### APPOINTMENT OF THE CUSTOMER SERVICES KEY AREA GROUP

It was **RESOLVED** that the members of the Customer Services Key Area Group would be as follows:

Robert Duggan, Simon Hicks, Lee Gibbs, Kathleen Willis, Graham Allan and Emma Coe-Gunnell White.

#### ELECTION OF THE CHAIRMAN OF THE CUSTOMER SERVICES KEY AREA GROUP

Nominations were invited for the office of Chairman of the Customer Services Key Area Group for the ensuing year and it was **RESOLVED** that:

Robert Duggan be appointed Chairman of the Customer Services Key Area Group for the year 2019/20.

#### APPOINTMENT OF THE FINANCE KEY AREA GROUP

It was **RESOLVED** that the members of the Finance Key Area Group would be as follows:

Simon Hicks, Graham Allan, Roger Cartwright, Janice Henwood, Andrew Barrett-Miles and Anne Eves.

#### ELECTION OF THE CHAIRMAN OF THE FINANCE KEY AREA GROUP

Nominations were invited for the office of Chairman of the Finance Key Area Group for the ensuing year and it was

**RESOLVED** that:

Simon Hicks be appointed Chairman of the Finance Key Area Group for the year 2019/20.

## **APPOINTMENT OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP**

It was **RESOLVED** that

Sarah Lawrence review the format and purpose of this committee and revert back to council but at this stage no members would be appointed.

## **ELECTION OF THE CHAIRMAN OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP**

Nominations were invited for the office of Chairman of the Staff And Member Development Key Area Group for the ensuing year and it was

**RESOLVED** that:

Sarah Lawrence be appointed Chairman of the Staff And Member Development Key Area Group for the year 2019/20.

## **APPOINTMENT OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP**

It was **RESOLVED** that the members of the Strategic Development Key Area Group would be as follows:

Roger Cartwright, Graham Allen, Joseph Foster, Kathleen Willis, Andrew Barrett-Miles and Robert Duggan.

## **ELECTION OF THE CHAIRMAN OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP** for the ensuing year.

Nominations were invited for the office of Chairman of the Strategic Development Key Area Group for the ensuing year and it was

**RESOLVED** that:

Roger Cartwright be appointed Chairman of the Strategic Development Key Area Group for the year 2019/20.

### 13. **APPOINTMENT OF SUBSTITUTES FOR THE PLANNING COMMITTEE AND KEY AREA GROUPS**

Council agreed that all Councillors who were not members of the Planning Committee or Key Area Groups respectively may attend all Key Area Group Meetings in a substitute capacity, providing that they are a member from the relevant political party. If a Councillor is unable to attend a meeting then 24 hours' notice was required.

### 14. **APPOINTMENT OF PARTNERSHIP GROUPS** **BURGESS HILL BUSINESS PARKS ASSOCIATION** **2 Representatives** (meets quarterly at 16.00 hours).

**Chief Executive Officer or his representative and the Chairman of the Strategic Development Key Area Group**

It was agreed that members of all political parties may attend on a rotation basis to ensure a broad view. Roger Cartwright would be the first representative.

**TRANSPORT WORKING GROUP**

**7 Representatives comprising the Chairman of the Bus Forum, 2 councillors and 4 members of the public.**

Anne Eves, Janice Henwood and Roger Cartwright

**BUS FORUM**

**3 Representatives comprising Chairman of the Customer Services Key Area Group and 2 Councillors, the Operations Services Manager plus West Sussex County Council Public Transport Manager and representatives of the Bus Companies** (meeting 3 times a year during the day).

Anne Eves, Cathy Willis and Janice Henwood.

**CULTURAL QUARTER STEERING GROUP 6 Councillor Representatives and 5 Community Representatives.**

Andrew Barrett-Miles, Robert Eggleston, Janice Henwood, Sarah Lawrence, Joseph Foster and Peter Chapman.

It was proposed that a member of the Green Party be added to the Steering Group and the number of community representatives be increased to allow for balance.

Simon Hicks asked how members of the community are appointed onto the Steering Group. CEO Steve Cridland explained that it was the responsibility of the Council and the Steering Group to decide on this process.

**MID SUSSEX ASSOCIATION OF TOWN COUNCILS**

**4 Representatives (Town Mayor, Deputy Town Mayor, Majority Group Leader and Minority Group Leader - Substitutes will be allowed) and the Chief Executive Officer** (meeting quarterly during the evening).

Andrew Barrett-Miles asked for clarity as to which party was the minority party. It was confirmed that the Conservative Party was the minority party.

**PUBWATCH**

**1 Representative and the Operations Section Head**

Kathleen Willis

**SHOPWATCH**

**1 Representative and the Operations Section Head** (meets monthly during the day)

Peter Chapman

**TOWN CENTRE PARTNERSHIP GROUP**

**2 Representatives (Leader of the Council and the Chief Executive Officer)** (meets as and when necessary).

15. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

**BURGESS HILL BONFIRE SOCIETY**

**1 Representative**

Robert Eggleston

**BURGESS HILL YOUTH**

**1 Representative** (meets quarterly during the evening).

Kathleen Willis

**CYPRUS HALL COMMUNITY ASSOCIATION**

**2 Representatives**

Janice Henwood and Robert Duggan

**FAIRTRADE TOWN GROUP**

**1 Representative**

Robert Eggleston

**BURGESS HILL HORTICULTURAL SOCIETY**

**1 Representative** (meeting bi-monthly during the evening).

Joseph Foster

**GREEN CIRCLE STEERING GROUP**

**1 Representative** (meeting twice yearly during the evening).

Robert Duggan

**MID SUSSEX SUSTAINABILITY PARTNERSHIP**

### **1 Representative**

First Monday of each month at 14.00 hours.

Janice Henwood

### **SIDNEY WEST CENTRE CHARITY TRUSTEES**

**2 Trustees (Charity Trustees stand down on a rolling 3 year basis.)** (meets quarterly, early evening)

Max Nielsen

### **SIGNPOSTS**

**1 Representative** (meets quarterly during the afternoon)

Peter Chapman

### **SUMMERHAVEN**

**1 Representative** (meets Sunday and Wednesday in the afternoon)

Janice Henwood

### **THE FRIENDS OF BURGESS HILL GREEN CIRCLE NETWORK**

**1 Representative** (meeting quarterly during the evening)

Sylvia Neumann

### **TOWN TWINNING ASSOCIATION**

**1 Representative** (meeting monthly during the evening).

Max Neilson

### **SUSSEX ASSOCIATION OF LOCAL COUNCILS**

**2 Representatives and the CEO**

Robert Eggleston and Andrew Barrett-Miles

16. **COUNCIL MINUTES**

The Minutes of the Ordinary Meeting of Council held on Monday 11 March 2019, having been previously circulated, were **AGREED** and signed by the Chairman as a correct record.

17. **PLANNING COMMITTEE MINUTES**

The Minutes of the meetings of the Planning Committee held on Monday 25 March 2019, Monday 15 April 2019 and Monday 29 April 2019 were **AGREED**.

18. **RISK REGISTER**

Council considered the Risk Register as set out at Agenda Item 18, dated 13 May 2019.

### **RESOLVED that:**

To note the contents of the report.

19. **BURGESS HILL COMMUNITY PARTNERSHIP COMMUNITY INTEREST COMPANY- DIRECTORS AND CEO**

Council was asked to consider the appointment of Directors, a



Secretary and a CEO to the Burgess Hill Community Partnership Community Interest Company (CIC). The arrangements for the CIC were established by resolution at a series of meetings in 2011 as outline in Agenda Item 19 dated Monday 13 May 2019.

Directors who were Town Councillors would cease to be Directors on the date of the Annual Meeting of Council following an election. While the CIC had been dormant, there was a possibility that it would be revived or changed to a CIO to run the proposed Community Centre and fundraise.

**RESOLVED that:**

- A) Kathy Willis, Robert Duggan, Simon Hicks, Roger Cartwright, Andrew Barrett-Miles, Anne Eves, Janice Henwood, Robert Eggleston and Peter Chapman be appointed as directors of the CIC,
- B) Confirm the CEO, Steve Cridland, as the CEO of the CIC; and,
- C) Confirm the CEO (Town Clerk) Steve Cridland as the Secretary of the CIC.

20. **GENERAL POWER OF COMPETENCE**

Council was updated on the general power of competence for local authorities. Council is eligible to exercise the general power of competence if it had a qualified Clerk and at least two thirds of the council's members had been elected. CEO Steve Cridland is a qualified Clerk.

In order to assume the General Power of Competence the Town Council was required to pass a resolution that "it meets the criteria of having a qualified Clerk, who has been trained and passed Section 7 of the CiLCA, and has two thirds of its Councillors who were elected at the last election and wishes to exercise the Power of General Competence".

**RESOLVED that:**

To agree the resolution that Council qualify to exercise the General Power of Competence.

21. **LICENCE FOR INTERPRETATION BOARD**

The Town Council was approached by Lesley Urbach seeking permission to place an interpretation board in the Marle Place park to commemorate Wyberlye House and its connection with her mother and

the other 49 young ladies who were homed there as part of the Kindertransport project during the second World War.

The park belongs to Mid Sussex District Council, therefore it was necessary to apply for a licence to place the board there. MSDC agreed to the placement of the board and issued a licence for the Town Council to approve and sign.

Janice Henwood agreed that this was a good idea however raised some concerns over the position and location of the board, in case it interfered with the playground at the site. CEO Steve Cridland explained that this would not be the case and would arrange for Janice Henwood to visit the site to see the proposed location.

**RESOLVED that:**

That the licence provided by Mid Sussex District Council to place an interpretation board at Marle Place to commemorate Wyberlye Ladies Convalescent Home: Sanctuary to refugee Jewish Girls during World War II be approved and the CEO authorised to sign it on behalf of the Town Council.

22. **DIARY DATES**

Council received a schedule of forthcoming events, as set out in Agenda Item 19 dated 13 May 2019.

**RESOLVED that:**

the contents of the report be noted.

23. **MOTION: AMENDMENT TO STANDING ORDERS: OPEN GOVERNMENT**

The following motion was proposed by Robert Eggleston and was seconded by Janice Henwood as set out in Agenda Item 23 dated Monday 13 May 2019:

- A. That this Council accepts the principle of greater openness in its proceedings and commits to:
1. provide more opportunities for the public to contribute to its proceedings;
  2. increase transparency by reducing the scope of “confidentiality” to exclude the public and press from meetings; and
  3. increase formal engagement between councillors and the public.
- B. This Council resolves to:
1. Give residents the right to make contributions and ask questions on any agenda item as and when they arise during the course of a meeting;

2. Create a “compelling reason” test to strengthen the principle of transparency and limit the right to exclude the public and press from meetings;
  3. Establish a “Residents Forum”, drawn from a cross section of the public, allowing them to raise issues of concern and contribute to the policy making process.
- C. Accordingly this Council instructs the Community Engagement Key Area Group to:

1. Prepare the necessary amendments to the Council’s Standing Orders to give effect to principle of greater openness;
2. Prepare an annex to the Council’s Standing Orders setting out the “compelling reason” test;
3. Establish the terms of reference of the Residents Forum; and
4. Submit these in time for the meeting of the Council due to be held on Monday 15 July 2019 to enable the Council to implement these changes immediately thereafter.

A debate ensued and the following points were raised:

- A Residents Forum would be set up in order to restore the connection between the Council and the residents in Burgess Hill.
- The Residents Forum would be set up initially by the Community Engagement Key Area Group prior to the next Council meeting and would eventually be controlled by the residents. The forum would allow residents to express ideas and put forward proposals.
- Members of the public that attend Council meetings would now be able to speak during each item and would not be restricted to the open forum item at the start of the meeting.
- Confidential items would go through a ‘compelling reason’ test to minimise the amount of items that would exclude members of the public.
- The Cyprus Hall meeting times may differ from those listed as part of Agenda Item 15 dated Monday 13 May 2019 and this should be investigated for the new representative.
- Members of the public that were currently appointed on the Transport Working Group had been nominated following on

from the Market Town Health Check and were keen to continue working with the group.

- It was proposed that a new venue should be sought for Council meetings due to the large attendance by members of the public. The capacity for the Council Chamber was 50.

**RESOLVED that:**

the motion was carried and the Community Engagement Key Area Group be instructed to establish the terms of reference prior to the Council meeting to be held on Monday 15 July 2019.

**24. MEETING TERMINATED AT 20.07 HOURS**