



**MINUTES** of the **ANNUAL MEETING** of the **TOWN COUNCIL** held virtually  
on **Monday 4 MAY 2021**

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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:**

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(19.00 hours)

218. **ELECTION OF THE TOWN MAYOR**

Nominations were invited for the office of Town Mayor of the Council for the ensuing year.

**RESOLVED** that:

Anne Eves be appointed Town Mayor for the year 2021/22.

Roger Cartwright thanked Anne Eves for her support as Deputy Mayor and commented that he was happy to be handing over to a member of another party, as all Councillors, regardless of party, were working towards a better town.

Anne Eves thanked Roger Cartwright for his work as Mayor and commented that he had been a credit to the town. She was honoured and proud to assume the office, it was particularly pleasing taking on the office as she was not a member of the majority party. She thanked the Liberal Democrats for their trust and hoped she would rise to the occasion and represent the whole town.

219. **DECLARATION OF ACCEPTANCE**

The Town Mayor signed the formal declaration of office.

220. **OPEN FORUM**

A member of the public commented that they appreciated the work that the Councillors had been doing under very difficult circumstances over the last year.

221. **CHAIRMAN'S ANNOUNCEMENTS**

The court had ruled against allowing virtual meetings to continue. There were 2 Planning Committee meetings and the Annual Town Meeting due to be held between 4 May and 21 June when restrictions were due to be lifted. The options were to hold the Planning Committee meetings by Zoom, and ratify them at the next Council meeting, or to delegate the decisions of the next two Planning meetings to the Town Clerk, who would relay the decisions to MSDC.

It was commented that Council meetings, wherever possible, could be held online, as this had significant advantages for accessibility for Councillors, and members of the public. It had saved time for Councillors and led to an increased presence of Councillors at Committees and KAGs.

It was commented in response that face-to-face communication was essential to the process of democracy and should be resumed as soon as possible.

**RESOLVED that:**

1. The two Planning Committee Meetings would be held via Zoom, with the decisions delegated to the Town Clerk to relay to Mid Sussex District Council;
2. The Annual Town Meeting be delayed until after 21 June, when it could be held in person after the lifting of Covid restrictions.

222. **APOLOGIES FOR ABSENCE**

There were none.

223. **DECLARATIONS OF INTEREST**

Councillor Andrew Barrett-Miles declared an interest in Item 20, as he had been involved in this project, and Item 21 as a County Councillor.

224. **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:

Janice Henwood be appointed Deputy Town Mayor of the Council for the year 2021/22.

Mayor Anne Eves congratulated Janice Henwood on her appointment as Deputy Mayor, and commented that she had enjoyed working with her so far and would look forward to doing so in the future.

225. **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 2021/22.

Robert Eggleston thanked all of the members of the Council across all parties, as the majority of the time, they had operated on common ground, in spite of political differences. He wished to continue this way of working, and achieve as much for the Town as possible.

226. **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 2021/22.

227. **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 2021/22.

228. **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:

Matthew Cornish	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
Peter Chapman	Victoria & Hammonds Ward

229. **APPOINTMENT OF THE KEY AREA GROUPS**

The appointment of Members to the Key Area Groups was considered.

**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:

Peter Chapman be appointed Chairman of the Community Engagement Key Area Group for the year 2021/22.

**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:

Peter Chapman, Kathleen Willis, Emma Coe-Gunnell White, Sarah Lawrence, Simon Hicks, Sylvia Neumann, Tofojjul Hussain

**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 2021/22.

**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, Joseph Foster, Lee Gibbs, Emma Coe-Gunnell White, Kathleen Willis, Graham Allen

### **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 2021/22.

### **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 Allen, Roger Cartwright, Janice Henwood, Andrew Barrett-Miles and Anne Eves.

### **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 2021/22.

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

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

Sarah Lawrence, Robert Eggleston, Anne Eves, Andrew Barrett-Miles, Peter Chapman

### **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:

Joseph Foster be appointed Chairman of the Strategic

Development Key Area Group for the year 2021/22.

## **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.

### 230. **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. In order to comply with the rules on political balance substitutes as a general rule should come from the relevant party but with agreement of the party where a substitute is required substitutes could be chosen from across the Council members. If a Councillor is unable to attend a meeting then 24 hours' notice was required.

### 231. **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 or Leader of the Council.

#### **TRANSPORT WORKING GROUP**

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

Councillors Janice Henwood and Robert Duggan.

#### **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).

Councillors Janice Henwood and Matthew Cornish

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

Councillors Joseph Foster, Robert Eggleston, Andrew Barrett-Miles, Janice Henwood, Sylvia Neumann and Peter Chapman.

#### **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).

**PUBWATCH**

**1 Representative and the Operations Section Head**

Councillor Kathleen Willis

**SHOPWATCH**

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

Councillor Lee Gibbs

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

**BURGESS HILL BONFIRE SOCIETY**

**1 Representative**

Lee Gibbs

**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**

**2 Representatives** (meeting twice yearly during the evening).

Robert Duggan and Sylvia Neumann

**SIDNEY WEST CENTRE CHARITY TRUSTEES**

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

Max Nielsen and Simon Hicks

**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 Neilsen

**SUSSEX ASSOCIATION OF LOCAL COUNCILS**

**2 Representatives and the CEO**

Robert Eggleston and Andrew Barrett-Miles

**ESCAPE YOUTH CLUB**

**2 Representatives**

Peter Chapman and Andrew Barrett-Miles

233. **COUNCIL MINUTES**

The Minutes of the Ordinary Meeting of Council held on Monday 8 March 2021, having been previously circulated, were **AGREED** and signed by the Chairman as a correct record.

An update was provided on the McDonalds Roundabout (Minute 208, dated 8 March 2021 refers). An engineer had been instructed to look at the proposal and cost it, no response had been received yet, but it was expected soon.

234. **PLANNING COMMITTEE MINUTES**

Councillor Henwood presented the minutes of the meeting, and thanked all members, including those not on the Committee, for attending and contributing to the meetings. She thanked the Burgess Hill Tree Warden for his contributions to several recent tree applications. The Committee recently submitted comments on PDR and the Chair thanked all Councillors for their contributions on this.

The Minutes of the meetings of the Planning Committee held on Monday 15 March, Tuesday 6 April, and Monday 26 April 2021 were **AGREED**.

235. **RISK REGISTER**

Council considered the Risk Register as set out at Agenda Item 18, dated 4 May 2021.

A question was asked regarding the £5000 allocated for potential representation against Site Allocation SA15, why was this not included on the Risk Register?

It was responded that it had not been confirmed whether this was



going ahead – as it had now been confirmed, this would be added. The Risk Register covered the Trading Spaces unit, and noted risks of not finding enough tenants, and business rates. It was asked was there any update on the business rates?

It was responded that an objection had been submitted to the value of the business rates for the building, which had not taken into account the condition of the site with the recent demolition of the Martlets Hall and the old library. This was awaiting a response. When the unit had been taken on, it was one unit with one rateable value – it had now been valued as individual units, and tenants would be responsible for their own business rates. Some tenants were not liable for any business rates. The valuation agency had got the calculations wrong – generally the front units in a building would have higher rates than those at the back, the agency had valued them all at the same rate. This was being questioned.

**RESOLVED that:**

The contents of the report were noted.

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

Council was asked to reaffirm or change the Directors, Secretary and CEO to the Burgess Hill Community Partnership Community Interest Company (CIC) as outlined in Agenda Item 19 dated 4 May 2021.

**RESOLVED that:**

- A) Robert Duggan, Simon Hicks, Andrew Barrett-Miles, and Robert Eggleston be reaffirmed 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.

237. **FINANCIAL SUPPORT FOR BURGESS HILL PANTRY**

At the 27 July 2020 Strategic Key Area Group meeting it was agreed the Town Council would provide financial support for setting up the Burgess Hill Pantry, as set out in the addendum to the Agenda dated 4 May 2021. As the Pantry's own bank account was now open and costs including rent and staffing were being incurred it was proposed to transfer the remaining funds totalling £5,152.86 to the Burgess Hill Pantry bank account to assist them with the next phase of development.

**RESOLVED that:**

The remaining funds totalling £5,152.86 be transferred to Burgess Hill Pantry to assist with the next phase of development.

238. **REQUEST FOR FUNDING ASSISTANCE: YELLOW LINES: VICTORIA BUSINESS PARK**

A letter was received from the CEO of the Burgess Hill Business Parks Association requesting funding assistance to implement new yellow lines in the business park, as set out in Agenda Item 20 dated 4 May 2021.

It was considered whether the Town Council should allocate funds from the Street Scene Activities/Minor Works fund contributions and budget code 7031. A maximum of £2000 was considered.

Councillor Andrew Barrett-Miles had been involved in this project and provided background information. The Burgess Hill Business Park Association (BHBPA) had applied to WSCC for yellow lines to be implemented in the Business Park, however the application had not met WSCC's criterion for this. WSCC would implement the yellow lines if BHBPA paid for the legal work to be done.

A discussion ensued, during which the following points were discussed:

- There were other areas in town with similar ongoing issues, for example on Cants Lane, and Norman Road, where residents had requested measures but these had not been agreed by WSCC. Residents could not meet the costs required for these measures.
- Could BHTC help in a wider capacity across a number of areas in the town, setting aside capacity to help with similar situations going forward, particularly as the population of the town grew.
- A challenge in assisting in a wider capacity would be the limited budget – there were numerous spots around the town which would benefit from similar measures – could BHTC afford to help with all of these. If not, how would it be decided which measures were funded.
- The sum could be given to BHBPA on the condition that they funded the remainder – this would put the onus on BHBPA.
- It was not one particular criterion the application for yellow lines had not met, it was a set of criteria which applications scored points against, the application had not met the total needed. WSCC could only do a limited number of TRO orders in one year.
- WSCC were happy for people to pay for their own street

additions – BHTC had done this in the past, funding barriers to prevent parking on verges. This had come from the Street Scene Activities fund. A licence was needed from WSCC.

- Could BHBPA seek funding from MSDC who had a larger budget than BHTC?
- Could WSCC provide copies of their traffic assessments and show that they had thoroughly assessed the area at various times? It was responded that the assessments had been sent to the BHBPA.
- Could WSCC be asked to provide a formal response on why they could not fund this?
- Contributing towards this specific project could set a precedent for other issues in the town.
- WSCC had originally proposed a Controlled Parking Zone (CPZ) across the whole of Burgess Hill, but were now looking at the option of CPZs on a much smaller scale, for example individual roads, without the residents having to pay for this.
- There was only £5000 in the budget for this this year, had all avenues been explored before approaching BHTC? Had an approach been made to MSDC?
- There was around £17,000 in reserves for this budget which had not been spent.

Councillor Joseph Foster declared an interest in this item – his wife used to work in the Business Park and he had driven there a lot.

Councillor Robert Eggleston proposed a motion, which Councillor Andrew Barrett-Miles seconded, as follows:

The Town Council would contribute £2000, on the condition that the Burgess Hill Business Park Association fund the remainder of the cost.

The motion was voted on and agreed.

**RESOLVED that:**

The Town Council would contribute £2000, on the condition that the Burgess Hill Business Park Association fund the remainder of the cost.

239. **[RESPONSE TO WEST SUSSEX COUNTY COUNCIL'S REDESIGN PROPOSALS FOR THE EARLY HELP SERVICE](#)**

At the Council meeting on Monday 8 March 2021 it was resolved that a Working Party be formed to consider the proposals (Minute 208 refers). The report was provided in Agenda Item 21 dated 4 May 2021.

Councillor Sylvia Neumann and officer Judy Pointing were thanked for the work they had done on this report.

A discussion ensued during which the following points were discussed:

- The general policy behind this proposal was to provide more specific assistance to the families in greater need, rather than more general provision across the population.
- General provision of services across the population was important, and meant that issues could be picked up on before they became more significant.
- Face to face interactions were a key point for issues to be picked up that may not be over the phone.
- Burgess Hill was a large town, with a growing population, and should keep its services. It was a centre for the surrounding villages, and was easier to access via public transport. Services should be kept in both Burgess Hill and Haywards Heath, however if they could only be kept in one, they should be kept in Burgess Hill for these reasons.
- The report provided to the Scrutiny Committee had not included analysis of the job roles they were proposing to cut.

**RESOLVED that:**

The report be sent to West Sussex County Council in response to the consultation. It should be added that if any centres needed to be shut, these should not be in Burgess Hill, as it was a large, growing town, with increasing numbers of young families.

240. **REVIEW OF TOWN COUNCIL'S GRANTS SCHEME**

At the March 2021 Council Meeting it was proposed the Town Council's Grants Scheme be reviewed with the aim of reducing the amount of officer time involved.

It was resolved that:

1. A Grants Panel be formed to review and agree grant applications rather than have them go through Community Engagement KAG.
2. Officers review the process for grant reviews in order to streamline the process and produce efficiencies.

A report was provided in Agenda Item 22 dated 4 May 2021.

Councillor Joseph Foster declared an interest in this item as he had been appointed to the Burgess Hill Community Cupboard, which was a Community Interest Company and may be applying for grants in the future.

A discussion ensued during which the following points were raised:

- Having an officer present at meetings allowed Councillors to ask questions on any pertinent points not included on the grant summaries. In response to this it was commented that Councillors should do their research on applications prior to the meeting, and any queries be raised then, rather than during the meeting
- Would all Councillors be able to see the documents being considered by the Grants Panel? It was responded that yes, all papers would be published in advance of the meeting.
- Currently two of the three most senior officers were spending time analysing small grants – this was not an efficient use of officer time.
- Getting to a point where, in most cases, the information received from the applicant was sufficient for Councillors to make the decision would reduce officer time.
- Separating the Grants process from the Community Engagement KAG would allow the KAG to spend more time on other issues, and reduce the length of these meetings.
- The Grants panel could meet on a rolling basis, this was not necessarily fixed to two or three times a year. This could allow more flexibility for groups. There should be 3 or 4 meetings per year.
- Clearer guidance should be provided to those submitting applications, to help organisations reduce the amount of time they were spending on this process. Currently, if someone at an organisation had prior experience in grant applications, then they may have an advantage.
- The criteria for giving grants should be fair, and not rely on nuance. Officer input on the background of applicants and the history of applications was valuable, but a score system would help applicants make their case clearly and fairly.
- There should be a revision of the process and criteria for giving grants. The same guidelines could be given for minor and major grants. The first meeting of the Grants Panel should consider and revise the criteria.

The members of the Grants Panel were selected as follows:

Simon Hicks, Matthew Cornish, Andrew Barrett-Miles, Peter Chapman, and Sylvia Neumann.

Simon Hicks was selected as the Chair of the Grants Panel.

**RESOLVED that:**

- A) a Grants Panel be formed of 4 Councillors plus a Chair, as outlined above;
- B) the RFO and Community Development staff continue to provide Grants Panel members with summaries of the applications;

- C) the Town Council's Grants Scheme move to an online application system, and a 'score card' system be considered at the first meeting of the Grants Panel;
- D) Members are requested to consider whether to set a limit on the financial size of organisations that can apply; and
- E) CIOs and CICs be included in the eligibility criteria, with the Conditions of Funding amended to require demonstrable public benefit and clear protection against private benefit.

241. **DIARY DATES**

Council received a schedule of forthcoming events, as set out in Agenda Item 23 dated 4 May 2021.

**RESOLVED that:**

The contents of the report was noted.

242. **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 be temporarily excluded and they were requested to withdraw from the meeting.

243. **MEETING TERMINATED AT 20.35 HOURS**