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12 August 2021

To: **MEMBERS OF THE CUSTOMER SERVICES KEY AREA GROUP,
BURGESS HILL TOWN COUNCIL**

Robert Duggan, Joe Foster, Lee Gibbs, Kathleen Willis, Graham Allen,
Emma Coe-Gunnell White

A **MEETING** of the **CUSTOMER SERVICES KEY AREA GROUP** will be held online on 18 **August 2021** at **19:00** hours, when your attendance is required.

Steve Cridland
Chief Executive Officer

Following government advice on social distancing, some 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 request a Zoom link for the meeting by emailing council@burgesshill.gov.uk by 4pm on the day of the meeting.

****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.

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 (in 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. APPOINTMENT OF DEPUTY CHAIRMAN

4. SUBSTITUTES

5. DECLARATIONS OF INTEREST

In respect of any matter on the agenda.

6. NOTES OF PREVIOUS MEETING

To consider the Notes of the Meeting of the Customer Services Key Area Group held on 6 January 2021 (previously distributed).

6. COMMUNITY ROAD VERGE PROGRAMME

Update on project so far – Sarah/Anne Eves.

For noting.

7. FURTHER UPDATES

- **PETANQUE:** construction of the Petanque rink has been delayed due to the Place & Connectivity footpath upgrade works near to the site at Fairfield Recreation Ground. The footpath works are nearing completion so it is hoped construction will be able to start soon but unlikely to be open before late September. This is unfortunate but due to prolonged work on pathways preventing access to the site..
- **VIRGIN BOX ARTWORK:** Virgin Media has approved the design of tulips, rolling hills, rainbow, butterflies, trees, sun and clouds on their communication cabinet at Wheatsheaf Close (cabinet number BRIG AP0411). It is anticipated the artist will undertake the painting w/c 6th September, subject to weather conditions.

8. MEMORIAL TREE DEDICATED TO HRH PRINCE PHILIP

Following HRH Prince Philip's death in April this year it is proposed a memorial tree is planted at Folders Meadow.

The Town Council keeps the children's play area clean and safe as a delegated function on behalf of Fields in Trust (formerly known as the National Playing Fields Association) of which Prince Philip was the President of the organisation for 64 years. It was the first national charitable patronage that The Prince took on after he married HM The Queen.

It is suggested a Prunus Flowering Cherry tree or similar is planted as they bloom in April. It is proposed the tree is planted on the section of grass on the boundary with Birchwood Grove School playfields where other trees are already located. A plaque would be placed next to the tree. The cost of a tree and plaque will be approximately £300 - £400.

Recommendation

A Prunus Flowering Cherry tree or similar is planted in memory of HRH Prince Philip at Folders Meadow and a plaque placed next to it, funded from the Site Improvements budget.

9. HELP POINT

Appendix 1

The Group is asked to consider and agree the recommendations.

10. REWILDING PROJECT - BURIAL GROUND

A suggestion has been made that the rewilding project be extended to the Burial Ground. There are areas within the burial ground which could be suitable for rewilding and this will be progressed in time for the next growing season.

For Noting

11. TOWN COUNCIL VANS

One of the Town Council vans has reached the end of its productive life and requires expensive repairs. Unfortunately there is no suitable electric equivalent to replace the van with nor does the area they are kept in have a charging point and is not Council property. A lease on a suitable van will be taken out.

For Noting

12. BURGESS HILL TOWN MARKET

Appendix 2 and 3

The group is asked to agree the suggestion to outsource the market to a professional operator and to agree the terms and conditions of the operator.

13. NEW BENCH QUEEN ELIZABETH AVENUE

A request has been received from a resident to install a bench on the north side of Queen Elizabeth Avenue near to the bus shelter. The bus shelter does not have a perch seat and there are currently no benches on this side of the road.

Officers are trying to ascertain if the bus shelter on the south side is going to be upgraded as part of the Place & Connectivity Programme and if yes, a request will be made for the new shelter to include a perch seat.

However, it is also suggested a bench, similar to the rainbow style bench in St John's Park, be installed at a suitable location in Queen Elizabeth Avenue, the cost of which would be approximately £1,000 including installation. The bench could be funded from the Queen Elizabeth Avenue budget.

RECOMMENDATION

A new bench be installed at a suitable location in Queen Elizabeth Avenue, funded from the Queen Elizabeth Avenue budget.

14. URBAN BEACH EXTENDED PERIOD

The following letter has been received from Mims Davies MP:

We have been approached by our constituent, Ms Kent, of Burgess Hill regarding the sand pit opening times. She writes:

“As I'm sure you're aware during the summer holidays a sand pit is set up in the burgess hill town centre. My daughters and I really enjoy it. It gets taken away the day the summer holidays end. I'm writing to you to ask if there is a way it can be left open for another week or two after the summer holidays end so the preschoolers can enjoy it without older children there as they can intimidate or scare the younger children. Due to the covid 19 pandemic younger children haven't had playgroups or activities to go to in order to socialise with children their age and I think keeping the sandpit open a bit longer for them could help them learn to socialise and can give them the opportunity to play with some new friends.”

I would appreciate your consideration of this matter, providing a reply that can be shared with our constituent.

If we were to continue with the sand pit for another 1-2 weeks after the schools re-open the main implications will be the opening/closing of it each day. The MMT would need to continue weekdays with BH Radio covering the weekends. We have already extended the opening to include the Health & Wellness and Cinema weekend (4th & 5th Sept). We would also need to re-schedule the dismantling date with Unimove though this should not be a problem as have already done this once due to the Health & Wellness weekend and he said he was pretty flexible.

Costs so far £5,707.43 +VAT :

- Sand pit construction – £4,709 +VAT
- Advertising – £48.93 +VAT
- BH Radio weekend cover – £65 per day x 13 = £845 +VAT (credit of £65 as didn't open on Sunday 25th July due to weather conditions)
- Equipment - £39.50
- Additional weekend cover 4th & 5th September - £65 x 2 - £130 +VAT

This does not include Grounds and Maintenance operative time for assisting with the opening/closing @ £10.40 per hour for whatever work he does here during this time. Say he spends 1½ - 2 hours per day x 24 days = £374.40 - 499.20.

To extend a further 2 weeks to Sunday 19th September will cost £260 +VAT for BH radio.

No guarantee the weather will be good so if inclement the sand pit won't be opened.

For Consideration