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Thursday 12 May 2022

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

The **ANNUAL MEETING** of the **COUNCIL** will be held in the Council Chamber on **TUESDAY 17 MAY 2022 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

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. **ELECTION OF THE TOWN MAYOR** for the ensuing year.

2. **DECLARATION OF ACCEPTANCE**

To receive the Town Mayor's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.

3. **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.

4. **CHAIRMAN'S ANNOUNCEMENTS**

5. **APOLOGIES FOR ABSENCE**
6. **DECLARATIONS OF INTEREST** in respect of any item on the Agenda.
7. **ELECTION OF THE DEPUTY TOWN MAYOR** for the ensuing year.
8. **ELECTION OF THE LEADER OF THE COUNCIL** for the ensuing year.
9. **ELECTION OF THE DEPUTY LEADER OF THE COUNCIL** for the ensuing year.
10. **ELECTION OF THE CHAIRMAN OF THE PLANNING COMMITTEE** for the ensuing year.
11. **APPOINTMENT OF THE PLANNING COMMITTEE**

Consideration of the appointment of Councillors of the Planning Committee, which will consist of the Chairman of the Committee plus six other Councillors. It is proposed that for Planning Committee purposes the wards are as follows:

St Andrew's
 Franklands
 Leylands
 Meeds, St John's and Norman
 Dunstall and Gatehouse
 Victoria and Hammonds

The committee is currently made up 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

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

12.1 Consideration of the appointment of Members of the Key Area Groups.

APPOINTMENT OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP 7 Members.

The group is currently comprised as follows: Peter Chapman (Chairman), Kathleen Willis, Sarah Lawrence, Simon Hicks, Sylvia Neumann, Tofojjul Hussain

ELECTION OF THE CHAIRMAN OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP for the ensuing year.

APPOINTMENT OF THE CUSTOMER SERVICES KEY AREA GROUP

6 Members.

The group is currently comprised as follows: Robert Duggan (Chairman), Joseph Foster, Lee Gibbs, Kathleen Willis, Graham Allen

ELECTION OF THE CHAIRMAN OF THE CUSTOMER SERVICES KEY AREA GROUP for the ensuing year.

APPOINTMENT OF THE FINANCE KEY AREA GROUP

6 Members and the Responsible Finance Officer in a non-voting capacity.

The group is currently comprised as follows: Simon Hicks (Chairman), Graham Allen, Roger Cartwright, Janice Henwood, Andrew Barrett-Miles and Anne Eves.

ELECTION OF THE CHAIRMAN OF THE FINANCE KEY AREA GROUP for the ensuing year.

APPOINTMENT OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP

5 Members.

The group is currently comprised as follows: Sarah Lawrence (Chairman), Robert Eggleston, Anne Eves, Andrew Barrett-Miles, Peter Chapman

ELECTION OF THE CHAIRMAN OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP for the ensuing year.

APPOINTMENT OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP

6 Members.

The group is currently comprised as follows: Roger Cartwright, Graham Allen, Joseph Foster (chairman), Kathleen Willis, Andrew Barrett-Miles and Robert Duggan.

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

13. APPOINTMENT OF SUBSTITUTES FOR THE PLANNING COMMITTEE , KEY AREA GROUPS AND GRANTS PANEL for the ensuing year.

Council previously 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 is required.

14. **APPOINTMENT OF PARTNERSHIP GROUPS**

14.1 Nominations are required for the following organisations.

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

TRANSPORT WORKING GROUP

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

Current representation: 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).

Current representation Janice Henwood and Matthew Cornish

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

Current representation: 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

Current representation: Kathleen Willis

SHOPWATCH

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

Current representation: Lee Gibbs

14.2 RECOMMENDATION

Nominations are sought.

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

15.1 Nominations are required for the following organisations and members are reminded to produce a report for Council when they have attended a meeting of their organisation.

BURGESS HILL BONFIRE SOCIETY

1 Representative

Current representative: Lee Gibbs

BURGESS HILL YOUTH

1 Representative (meets quarterly during the evening).
Current representative: Kathleen Willis

CYPRUS HALL COMMUNITY ASSOCIATION

2 Representatives (meeting bi-monthly on Tuesday afternoons).
Current representative: Janice Henwood and Robert Duggan

ESCAPE YOUTH CLUB

2 representatives (meets quarterly)
Current representatives: Peter Chapman and Andrew Barrett-Miles

FAIRTRADE TOWN GROUP

1 Representative
Current representative: Robert Eggleston

BURGESS HILL HORTICULTURAL SOCIETY

1 Representative (meeting bi-monthly in the evening).
Current representative: Joseph Foster

GREEN CIRCLE STEERING GROUP

1 Representative (meeting twice yearly in the evening).
Current representatives: Robert Duggan and Sylvia Neumann

SIDNEY WEST CENTRE CHARITY TRUSTEES

1 Trustee (Charity Trustees stand down on a rolling 3 year basis.) (meets quarterly, early evening).
Current representatives: Max Nielsen and Simon Hicks

SIGNPOSTS

1 Representative (meets quarterly during the afternoon)
Current representative: Peter Chapman

SUMMERHAVEN

1 Representative
Current representative: Janice Henwood

THE FRIENDS OF BURGESS HILL GREEN CIRCLE NETWORK

1 Representative (meeting quarterly in the evening).
Current representative: Sylvia Neumann

TOWN TWINNING ASSOCIATION

1 Representative (meeting monthly in the evening).
Current representative: Max Nielsen

SUSSEX ASSOCIATION OF LOCAL COUNCILS

2 Representatives and the Chief Executive Officer
Current representative: Robert Eggleston and Andrew Barrett-Miles

15.2 RECOMMENDATION

Nominations are sought.

16. **COUNCIL MINUTES**

To consider the Minutes of the Ordinary Meeting of the Council held on Monday 31 March 2022 (copy herewith).

17. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held on Monday 14 March 2022, Monday 4 April, and Monday 25 April (copies already circulated and on website) and Monday 16 May (Minutes to be circulated).

52 applications for planning permission under the Town and Country Planning Act 1990 have been considered. Decisions and recommendations within the terms of reference of the committee are set out in the Minutes.

Janice Henwood
Chairman of the Planning Committee

18. **RISK REGISTER**

- 18.1 The purpose of this report is to update Councillors on a range of risks faced by the Council. The Summary Risk Register (Appendix 1) covers risks encountered by the Town Council which have been considered through the Council's Key Area Groups and do not fall within normal operational policies and procedures. The register includes only current open and/or items that were open when Council previously reviewed the register (May 2019). The full detail of any risk item reported on the summary can be reviewed through the respective Key Area Group/Council agendas and meeting notes.

RECOMMENDATION

Council is recommended to note the contents of the report.

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

- 19.1 Council is asked to reaffirm or change the Directors, Secretary and CEO to the Burgess Hill Community Partnership Community Interest Company (CIC). At present the Directors are Robert Duggan, Simon Hicks, Andrew Barrett-Miles, Janice Henwood, Robert Eggleston. Steve Cridland is the Secretary. It is suggested that 4 members from the community be appointed at some stage.
- 19.2 The CIC was established on 28 February 2012 and its objects were, "to carry on activities which benefit the community and in particular (without limitation) to deliver, and assist in the delivery of, community benefits and associated infrastructure arising from the Burgess Hill Town Wide Strategy and related planning documents, in the interests of the Town of Burgess Hill (and the surrounding locality) and its inhabitants."
- 19.3 The CIC has recently established the Trading Places Centre which is home to 3 independent traders and the Food Pantry.

19.4 RECOMMENDATION

Council is recommended to:

- A) Affirm Councillor Directors to 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 VISION

A recent staff survey identified a need for a vision for the council. Key councillors and staff participated in a visioning day exercise. The outcome is summarised in Appendix 2. It is suggested that the three priorities listed in the report be approved.

For Discussion

21. MARTLETS SHOPPING CENTRE SHORT TERM REVIVAL PROJECT

A meeting was held with MSDC to put forward the following projects approved by the Town Council:

- Urban Garden
- The Little Hive
- Creative hoardings
- LIDL building wrap

The matter was to be referred to the MSDC cabinet for consideration at a meeting on 9th May 2022 that did not proceed and was replaced by a meeting on 16th May 2022. This meeting has also been cancelled and the projects will now be considered by MSDC Cabinet at its meeting on 6th June 2022. In the meantime, the Town Council has sought an update on our proposals from MSDC

For Noting

22. PARK CENTRE UPDATE

Only one bid to take over the St Johns Institute Charity (Park Centre) is now being submitted to WSCC following the withdrawal by the other bidder. The bid is being submitted by Sussex Clubs for Young People, the Escape Youth Club and the Town Council. There appears to be a good chance of the bid being accepted. If this is the case then the Council will need to appoint trustees (number unknown at this point). In addition, the trustees will need seed money to launch the project. It is suggested that £50k be made available.

RFO Comments:

Members will be aware the town council maintains a General Reserve and a policy that allows for monies to cover unforeseen risks and to be used for opportunities that may arise. As at the 1 April 2022, the town council's General Reserve amounted to £249k

and with the current reserve policy requiring a minimum of 20% of net budgeted expenditure to be maintained, which equates to £187k, there are sufficient funds within the General Reserve that could be allocated to this project.

Prior to any formal approval by Members to allocate monies to this project, the RFO raises the following issues and concerns:

- to have clarified the basis of the liability being placed on the town council in regard to building maintenance, in particular, if there is to be a full repairing and insuring lease. Should this be the case, a survey of the site must be undertaken covering, as a minimum, the condition of the roof, electrical systems, windows and general structure of the building. The RFO understands the heating system has been replaced recently and costs associated with the repair or replacement of the lift would not be for the Town Council's account, however, an understanding by Members and the RFO is needed as to how the costs associated with the lift would be funded,
- subsequent to the initial funding being given by the town council, all ongoing cost liabilities (to the town council), if any, must be clarified and confirmed.

Risk:

In addition to the comments noted above, Members should be aware that with a substantial sum being allocated to this project there may be, potentially, implications towards the funding of the Beehive. With, however, a back-drop of substantial inflationary pressures, particularly within the building trade, increasing borrowing costs (bank of England base rate), the outstanding boundary review and the project itself moving to the right, it is problematic, at this time, to be precise as to the full financial implications.

RECOMMENDATION:

1. That either the Town Council be appointed as a corporate trustee (with nominated councillors representing it) or councillors be identified in order of preference to stand as Trustees of the St Johns Institute
2. That, in principle, £50,000, subject to the comments made by the RFO, be made available to the St Johns Institute if the bid submitted by Sussex Clubs for Young People, Escape Youth Club and the Town Council is approved and there is a clear understanding of how this money will be used.

23. **INCLUSIVE TOWN INITIATIVE**

The notes of the first meeting between councillors and representatives from the community are attached (Appendix 12)

For Noting

24. **COMMUNITY GOVERNANCE REVIEW**

Council resolved as follows at its meeting held on 31 March 2022:

That a Community Governance Review be requested on the terms set out in the petition request and in accordance with the guidelines set out in the Local Government and Public Involvement in Health Act 2007.

The public responded very positively and some 3000 signatures were submitted to MSDC requesting a Community Governance Review.

MSDC has since written to each elector in Burgess Hill (Appendix 3). An example of a response has been posted on the Town Council Website and It is suggested that this response (Appendix 4) be approved and submitted as the Town Council Response.

RECOMMENDED:

That the response set out in Appendix 4 be submitted to Mid Sussex District Council as the Town Council's response to the Community Governance Review.

25. **ABOUT TOWN MAGAZINE**

The Community Engagement KAG suggested that there were possibly cheaper options to producing About Town such as a smaller quarterly leaflet or brochure in the future. It was confirmed that there would be a survey in the About Town magazine and a digital survey for residents to fill out to seek views on the magazine in the next issue.

A survey was circulated in the March edition of the magazine and the responses collated are attached as Appendix 5 and 6. 50 electronic responses and 55 paper responses were received.

Council is advised of the following points to be considered:

- The magazine is circulated to 14,000 households 3 times per year. A response of 105 represents 0.75% response rate.
- The survey was provided in paper copy in the magazine and publicised via a press release and then on social media on three occasions (27 March; 14 April; 21 April) to promote the opportunity to complete the survey.
- The costs of the magazine are as follows:
 - Royal Mail Delivery cost £1,702 per issue
 - Print costs £3,947 per issue
 - Staff cost- Approximately £1500 per issue
 - Advertising revenue – Approximately £1,800 per issue however this varies. During Covid there was a 50% reduction in our rates but this has been reduced to 25% reduction for local businesses.

Currently we are operating at an approximate £4k deficit per issue.

Considerations

- It is recommended that written communication is provided to all residents to ensure we are responding to all in the community.
- This is a significantly low response rate.
- Distribution points if not delivered to each household would need to be considered and approached for necessary permissions but could include:
 - Help Point
 - Burgess Hill library

Market Place Shopping Centre
Burgess Hill and Wivelsfield train stations
Doctors and dental surgeries in the town
Cafes in the town

RECOMMENDATION:

The views of the Council are sought.

26. **LETTER TO PRIME MINISTER**

Attached as Appendix 7 is a letter sent to the Prime Minister. Responses were received from Mims Davies MP (Appendix 8) and Eddie Hughes MP (Appendix 9)

For Noting

27. **MEMBERSHIP: TOWN AND COUNTRY PLANNING ASSOCIATION**

Council joined the Town and Country Planning Association a year ago. From the interest shown in taking their publications, it would appear that there is limited interest or benefit. Council is asked whether it wishes to renew its membership at a cost of £99.

For Consideration

28. **GRANTS PANEL MINUTES**

To consider the Minutes of the meeting of the Grants Award Panel Meeting held on Monday 9 May 2022 (copy previously circulated and on website). Councillors are asked to note the awarded grant of £500 provided to Mid Sussex Brass Band will be funded from the Town Twinning Budget.

Simon Hicks
Chairman of the Grants Awards Panel

29. **LICENCE: DEMOLITION OF RBL BUILDING**

Council is asked to consider and approve a licence drawn up by MSDC (Appendix 10) for the use of a part of the service lane behind the RBL building for use by the demolition contractor.

RECOMMENDATION:

That the licence to use a portion of the service lane behind the RBL building for the demolition of the building be approved.

30. **DIARY DATES**

Council is reminded of the Jubilee programme featuring events across the festival period of 1-5 June – key events are:

Wednesday 1 June – Burnside Jubilee Celebration from 1pm.
 Thursday 2 June – Concert in the Park from 7pm at St John’s Park.
 Friday 3 June – Wheels through the Years from 11am at Fairfield Recreation Ground.

Full details are in the Jubilee programme accessible here
<https://www.burgesshill.gov.uk/town-community/town-events/platinum-jubilee/>

JUNE		
Planning Committee	Monday 6 June	19.00 hours
Planning Committee	Monday 27 June	19.00 hours
JULY		
Planning Committee	Monday 18 July	19.00 hours
Council Meeting	Monday 25 July	19.00 hours

31. 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.

32. BEEHIVE DEMOLITION TENDER

33. MARTLETS SHOPPING CENTRE SHORT TERM REVIVAL PROJECT