



**MINUTES** of the **ANNUAL MEETING** of the **TOWN COUNCIL** held in the Council Chamber on **Tuesday 17 May 2022**

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**Present:** Anne Eves                      Town Mayor  
Janice Henwood                      Deputy Town Mayor

Graham Allen\*  
Andrew Barrett-Miles  
Matthew Cornish  
Peter Chapman  
Robert Duggan  
Robert Eggleston  
Lee Gibbs  
Janice Henwood  
Simon Hicks  
Tofojjul Hussain  
Joseph Foster  
Sarah Lawrence  
Mustak Miah  
Sylvia Neumann  
Max Nielsen  
Kathleen Willis

\*        *Denotes non-attendance.*

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(19.00)

**330. [ELECTION OF THE TOWN MAYOR](#)**

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

**RESOLVED** that:

Peter Chapman be appointed Town Mayor for the year 2022/23.

Outgoing Town Mayor Anne Eves made a short speech about her time as Mayor, stating that it had been a privilege to serve as Town Mayor.

She thanked the other councillors for their help and advice, as well as her Green Party colleagues for their support. She also made special mention of Sara Moss, who had been serving as her assistant, as well as Jennifer O’Grady and the events team. She said that the incoming Mayor would bring youth, awareness of social media, an excellent memory for people and a fierce devotion to the town to the role, and welcomed him.

**331. DECLARATION OF ACCEPTANCE**

The Town Mayor signed the formal declaration of office.

Incoming Town Mayor Peter Chapman thanked Councillors for their nominations and thanked outgoing Mayor Anne Eves for her service to the council.

**332. OPEN FORUM**

One member of the public spoke during the open forum. He congratulated the new mayor, and thanked the Council for their support of Burgess Hill Town Football Club. He asked councillors about the new path that had been installed in Nightingale Meadows, explaining that there had been two spaces left for benches, but the benches had not yet been installed. He asked if benches would be installed soon, and suggested something could be made to tie in with the Jubilee celebrations.

Councillor Duggan said that he would speak to Sarah Hughes, Head of the Maintenance Team, and see what could be done.

Councillor Eggleston added that the land in question belonged to Mid Sussex District Council, but that the matter would be looked into.

**333. CHAIRMAN'S ANNOUNCEMENTS**

Councillor Chapman spoke about his recent visit to Forest View Nursing Home for their staff awards. He said that he was very impressed with how they had coped during Covid and that it was nice to see them coming out the other side of the pandemic.

**334. APOLOGIES FOR ABSENCE**

An apology for absence from Councillor Graham Allen, as he had family issues.

**335. DECLARATIONS OF INTEREST**

Councillors Eggleston, Barrett-Miles and Henwood declared an interest in the tender for the demolition of the Beehive as they were trustees of the Beehive CIO.

Councillor Chapman declared an interest in the Park Centre update as he was a volunteer at the Escape Youth Club.

**336. ELECTION OF 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 and Tofojjul Hussein be appointed Deputy Town Mayors of the Council for the year 2022/23. Janice Henwood would be the statutory deputy town mayor.

**337. 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 2022/23.

**338. 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 2022/23.

**339. 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 2022/23

**340. APPOINTMENT OF THE PLANNING COMMITTEE**

It was **RESOLVED** that the Members of the Planning Committee would consist of the Chairman of the Committee plus five other Members comprising one representing each Ward as follows:

Matthew Cornish	St Andrew's
Robert Duggan	Franklands
Simon Hicks	Leylands
Tofojjul Hussain	Meeds, St John's and Norman
Andrew Barrett-Miles	Dunstall and Gatehouse
Janice Henwood	Victoria and Hammonds

**341. 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:

Peter Chapman (Chairman), Kathleen Willis, Sarah Lawrence, Simon Hicks, Sylvia Neumann, Tofojjul Hussain, Mustak Miah

**ELECTION OF THE CHAIRMAN OF THE COMMUNITY 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 2022/23.

**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 (Chairman), Joseph Foster, Lee Gibbs, Kathleen Willis, Graham Allen, Mustak Miah

## **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 2022/23.

## **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 (Chairman), Graham Allen, 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 2022/23.

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

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

Sarah Lawrence (Chairman), Robert Eggleston, Anne Eves, Andrew Barrett-Miles, Peter Chapman.

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

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

**RESOLVED** that:

Sarah Lawrence be appointed Chairman of the Staff and Member Key Area Group for the year 2022/23.

## **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 (chairman), Kathleen Willis, Andrew Barrett-Miles and Robert Duggan.

## **ELECTION OF THE CHAIRMAN OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP**

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 2022/23.

### **342. APPOINTMENT OF SUBSTITUTES FOR THE PLANNING COMMITTEE, KEY AREA GROUPS AND GRANTS PANEL**

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 is required.

### **343. 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 – Joseph Foster.

**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 Head of Projects 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, Matthew Cornish, Robert Duggan and Anne Eves.

**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 Head of Projects**

Councillor Kathleen Willis

**SHOPWATCH**

**1 Representative and the Head of Projects** (meets monthly during the day)

Councillor Janice Henwood

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

**BURGESS HILL BONFIRE SOCIETY**

**1 Representative**

Simon Hicks

**BURGESS HILL YOUTH**

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

Kathleen Willis

**CYPRUS HALL COMMUNITY ASSOCIATION**

**2 Representatives** (meeting bi-monthly on Tuesday afternoons).

Janice Henwood and Robert Duggan

**ESCAPE YOUTH CLUB**

**2 representatives** (meets quarterly)

Peter Chapman and Andrew Barrett-Miles

**FAIRTRADE TOWN GROUP**

**1 Representative**

Robert Eggleston

**BURGESS HILL HORTICULTURAL SOCIETY**

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

Joseph Foster

**GREEN CIRCLE STEERING GROUP**

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

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).

Anne Eves and Simon Hicks

**SIGNPOSTS**

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

Peter Chapman

**SUMMERHAVEN**

**1 Representative**

Janice Henwood

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

**1 Representative** (meeting quarterly in the evening).

Sylvia Neumann

**TOWN TWINNING ASSOCIATION**

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

Max Nielsen

**SUSSEX ASSOCIATION OF LOCAL COUNCILS**

**2 Representatives and the Chief Executive Officer**

Robert Eggleston and Andrew Barrett-Miles

**345. [COUNCIL MINUTES](#)**

The Minutes of the Ordinary Meeting of the Council held on Monday 7 March and Monday 31 March 2022 were **AGREED** and signed as a correct record.

**346. [PLANNING COMMITTEE MINUTES](#)**

The Minutes of the meetings of the Planning Committee held on Monday 14 March, Monday 4 April, Monday 25 April and Monday 16



May 2022 were **AGREED**.  
Monday 16 May was delayed until the next meeting.

**347. RISK REGISTER**

Council considered the Risk Register as set out at Agenda Item 18 dated 12 May 2022.

**RESOLVED** that:

The contents of the report were noted.

Councillor Barrett-Miles asked there could be an edit made to have points 77 and 72 grouped together, in order to better reflect preventative actions on the risk of an increased interest rate.

**348. 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 12 May 2022.

**RESOLVED** that:

- a) Robert Duggan, Simon Hicks, Andrew Barrett-Miles, Janice Henwood and Robert Eggleston will remain affirmed as Councillor directors of the CIC.
- b) CEO, Steve Cridland, affirmed as CEO of the CIC.
- c) CEO, Steve Cridland (Town Clerk), confirmed as the Secretary of the CIC.

**349. VISION**

Following the recent staff survey, key Councillors and staff participated in a visioning day exercise. Council was asked to discuss the three priorities listed in the report attached at Appendix 2 in the agenda, as outlined in Agenda Item 20, dated 12 May 2022.

**RESOLVED** that:

The priorities outlined in the Visioning Day report for the next 10 years:

- The Beehive
- The Park Centre
- An Inclusive Town

were **APPROVED**.

Councillors Willis, Eggleston and Hicks all endorsed the report.

**350. MARTLETS SHOPPING CENTRE SHORT TERM REVIVAL PROJECT**

Councillor Eggleston motioned to delay discussion on the matter, as the Council wanted to hear the outcome of the cabinet meeting, which had been delayed until 6 June 2022, before making a decision on the matter.

**RESOLVED** that: Council delay the discussion until after 6 June.

**351. PARK CENTRE UPDATE**

Two members of the public spoke on Park Centre. The first member of the public, Karen Taylor – chair and trustee of the Escape Youth Club – gave an overview of the situation at Park Centre, stating that the bid being made by Sussex Clubs for Young People, and supported Escape Youth Club, Clarion Futures and Burgess Hill Town Council, was the only bid being considered. She explained that a survey of the Park Centre building would be undertaken, with support from Clarion Futures, to give an overview of what works would need to be undertaken. She told the Council that it was necessary to hire someone to run the day-to-day of the building, with different clubs hiring out the hall. She said that Park Centre would change to a CIO with Burgess Hill Town Council as one of multiple trustees. She stated that the money asked for from the Council would go towards the day to day running of the first two years, once Park Centre had reopened. The second member of the public, Anne Jones, stated that she was delighted to see the work being put into Park Centre, and that, in her eyes, it was a large part of the future vision and was glad to hear that there would be a report for the future of the building. Both members of the public stated they were excited to see Park Centre returning to its original purpose, as a building for the youth of Burgess Hill.

Councillor Eggleston responded stating that it was right to point out that Park Centre was one of the 3 key visions for the future of the town. He said that from a financial point of view, due diligence was necessary. He stated that sooner an operational plan was in place, the sooner a finance meeting could be organised and the situation analysed. He referenced the amendment to the recommendations, which were up for discussion.

**RESOLVED** that:

The following recommendations

1. That the Town Council be appointed as a corporate trustee.
2. That the Town Council provide financial support of up to £50,000 towards the Park Centre subject to the following:
  - a) Finance KAG see and approve:
    - a) An operating budget and financial plan which identifies sources of revenue and costs of operating Park Centre on a forwarding looking basis (minimum of 3 years);
    - b) The sources of other committed funds;
    - c) The clear identification of maintenance costs and risks to ensure there are no liabilities which could not be reasonably foreseen (and which might fall by default onto the Town Council).
  - b) The Town Council to have an overview of the management of the Park Centre and, in particular, a representation on the management body which runs it on a day to day basis.

were **APPROVED**

**352. INCLUSIVE TOWN INITIATIVE**

**RESOLVED** that: The Council noted the notes of the first meeting on the Inclusive Town Initiative.

**353. COMMUNITY GOVERNANCE REVIEW**

Councillor Chapman made special thanks to Councillor Eggleston for his hard work, and thanked the community for all their support.

**RESOLVED** that:

The official response set out in the agenda to the Community Governance Review was approved.

**356. ABOUT TOWN MAGAZINE**

Councillor Eves stated that she was disappointed with the response to the survey, but noted that those who did respond said that they found the magazine useful. She circulated a proposal for recommendation of continuation of the About Town magazine. She outlined the importance of communication between the editor and the councillors, especially in terms of the editing deadline, and suggested that a more sustainable type of paper be used.

Councillor Foster agreed with Councillor Eves, noting the importance of making About Town accessible to the public, and encouraged the idea that the Community Engagement Team experiment with different formats for the magazine.

Councillor Lawrence seconded the need for accessibility, and Councillor Henwood seconded the idea to change the format and paper.

**RESOLVED** that:

The following recommendations

1. The Council would continue to deliver to all households.
2. Plenty of information on what the Town Council was doing, as well as events it was running would be provided in the magazine.
3. The editor inform Councillors and Burgess Hill Town Council of the editorial copy deadline, one month ahead.

were **APPROVED**

**357. LETTER TO PRIME MINISTER**

The responses to the letter were noted.

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

**RESOLVED** that:

The Council continue with membership of the Town and Country Planning Association.

**359. GRANTS PANEL MINUTES**

Councillor Hicks informed the Council that the money relating to the Twinning Association could be allocated from the twinning budget, and not from the grant money.

**RESOLVED** that:

The minutes were **AGREED**.

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

**RESOLVED** that:

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

**361. DIARY DATES**

Council received a schedule of forthcoming events, as set out in Agenda Item 30, dated 12 May 2022.

**RESOLVED** that: The contents of the report were noted.

**362. 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 withdraw from the meeting.

**363. BEEHIVE DEMOLITION TENDER**

The Council discussed the tenders for the Beehive demolition. Consultants Greenwood Projects had considered tenders and supported Dorton Group.

Councillors discussed the tender, suggesting that the top-soil element be removed if possible – reducing the price of the tender by £7000.

Councillor Eggleston then suggested that CEO Steve Cridland go back to the contractors and negotiate the tender down by a further £3000.

CEO Steve Cridland said that he could not negotiate further with the contractors, as it would not be correct to do so.

Councillor Barrett-Miles added that further negotiation may foster bad-will with the contractors.

**RESOLVED** that: The Council **AGREED** to award the tender to Dorton Group, and that the CEO review any items that may be taken out of the tender at his discretion, and in the light of discussions with the contractor.

**364. MARTLETS SHOPPING CENTRE SHORT TERM REVIVAL PROJECT**

**RESOLVED** that: The Council deferred discussion until after the District Council meeting, on 6 June.

**365. MEETING TERMINATED AT 20:18 HOURS**