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Wednesday 6 July 2022

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

A MEETING of the Council will be held in the Council Chamber on Monday 11 July 2022 at 19.00 hours, when your attendance is required.

Steven Cridland
CEO

****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. **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.

2. [APOLOGIES FOR ABSENCE](#)

3. [DECLARATIONS OF INTEREST](#)

In respect of any matter on the agenda.

4. [CHAIRMAN'S ANNOUNCEMENTS](#)

5. [COUNCIL MINUTES](#)

To consider the Minutes of the Annual Meeting of Council held on Monday 17 May 2022 (copy herewith).

6. [PLANNING COMMITTEE MINUTES](#)

To consider the Minutes of the meetings of the Planning Committee held on Monday 6 June 2022 and Monday 27 June (minutes previously circulated).

We have considered 37 applications for planning permission under the Town and Country Planning Act 1990. Our decisions and recommendations within our terms of reference are set out in the Minutes.

Janice Henwood
Chairman

7. [STRATEGIC AND DEVELOPMENT KEY AREA GROUP: NOTES](#)

To consider the Notes of the meeting of the Strategic and Development KAG held on 28 February 2022 (copy previously circulated).

Our decisions and recommendations within our terms of reference are set out in the Notes.

The following extract from the notes is included because of its importance:

**THE PROVISION OF MULTI-PURPOSE COMMUNITY FACILITIES
IN BURGESS HILL**

RECOMMENDED that:

The Council remains committed to the provision of a wide range of modern community and cultural facilities across the town but recognises that in a challenging economic environment it is necessary to adapt to these circumstances and act accordingly. It also recognises that there are community assets in the town which with investment could meet some of these community needs apart from The Beehive. These include Park Centre and St John's Pavilion.

Therefore, as regards:

1. The Beehive

- A. Further work on the delivery of The Beehive project be paused in view of the escalating construction and interest costs.
- B. Allow the undrawn PWLB loan to lapse.
- C. At the appropriate time, to recommission further investigation of the delivery of community and cultural facilities on the Royal British Legion and Cyprus Hall sites and involve members of the community in that development work.
- D. Consider reasonable proposals for the temporary use of the RBL site following the demolition of the building.

And as regards:

2. Park Centre

- A. Subject to confirmation that WSCC has agreed to transfer St John's Institute (the Park Centre charity) to Sussex Clubs for Young People (members to note that on the conversion of the Charity to a CIO the Town Council will become a trustee), proceed with the design and development of a plan for the extension, modernisation and refurbishment of the Park Centre ("Development").
- B. To commission an architect's design for the proposed Development (noting the need that the frontage of building should complement the existing historic frontage), in full consultation with SCYP.
- C. To commission a cost estimate for the proposed Development.
- D. To report back to Strategic KAG at the earliest opportunity for it to consider the next steps for this project.

And as regards:

3. St John's Pavilion

- A. To review with the Burgess Hill Cricket Club its plans for the redevelopment of St John's Pavilion and see how community facilities at this building may be further developed. Council emphasises that any involvement from it must be in support of wider community needs.
- B. To receive from Burgess Hill Cricket Club its outline proposals for the development of community use at St John's Pavilion in order to better inform members as to the extent of such community use.
- C. Welcomes the lead taken by Burgess Hill Cricket Club in bringing forward proposals for the redevelopment of St John's Pavilion for community uses and is supportive of its initiative.
- D. Consider, at the appropriate time, whether to make a financial grant toward the redevelopment but, as a condition of any financial grant, (i) require the transfer of the trusteeship of St John's Park (charity) from MSDC to the Town Council together with (ii) being satisfied with the community use plan and (iii) management plan for the use of the Pavilion.

And as regards 2 and 3 above:

4. Borrowing and use of reserves

- A. It is noted that the report refers to a potential borrowing of £2.25m but this will be confirmed and adjusted in the light of further information. Council will then consider the borrowing requirement in the light of this further information and make further recommendations at that time.
- B. Any loan will require consultation with, and support of, residents.
- C. The principle established for the loan for The Beehive is that Council Tax will not be increased to meet the loan repayments remains for any borrowing required to support these two projects.
- D. The Beehive earmarked reserve be reclassified as the Community Buildings Reserve and allow funds to be used in pursuit of the objects set out in these recommendations.

Joseph Foster
Chairman

8. **FINANCE KEY AREA GROUP: NOTES OF MEETING**

To consider the Notes of the meeting of the Finance KAG held on 24 June 2022 (copy previously circulated).

Our decisions and recommendations within our terms of reference are set out in the Notes.

Simon Hicks
Chairman

9. **CUSTOMER SERVICES KEY AREA GROUP: NOTES**

To consider the Notes of the meeting of the Customer Services KAG held on 4 July 2022 (copy previously circulated).

Our decisions and recommendations within our terms of reference are set out in the Notes.

Robert Duggan
Chairman

10. **COMMUNITY ENGAGEMENT KEY AREA GROUP – NOTES OF MEETING**

To consider the Notes of the meeting of the Community Engagement Key Area Group KAG held on 7 July 2022 (To be circulated).

Our decisions and recommendations within our terms of reference are set out in the Notes.

Peter Chapman
Chairman

11. COMMUNITY GOVERNANCE REVIEW

Council is aware that a petition was lodged with MSDC to include the Northern Arc within the boundary of Burgess Hill. The recommendations to amend the town boundary to include the Northern Arc were passed unanimously.

A second round of consultation commenced on 1 July 2022 and closes on 12 August 2022. The draft recommendations are as follows:

1. The northern exterior boundary of the Burgess Hill Town Council area should be extended to include the Local Government Boundary Commission for England's (LGBCE) newly created parish wards of Northern Arc East and Northern Arc West.
2. The Burgess Hill Town Council should be comprised of 10 Wards represented by 19 Councillors.
3. The Town Council Ward names and Councillor numbers should be as follows:

Town Ward	Electorate June 2022 *	Forecast Electorate 2027	Town Councillor No.
Leylands	4142	5105	3
St. Andrew's	4934	5682	3
Franklands	4206	4606	3
Meeds & Hammonds	2786	3212	2
Victoria	3624	3942	2
Dunstall	2079	3223	2
Gatehouse	1823	1881	1
St. John's	1110	1532	1
	Forecast Electorate May 2023		
Northern Arc East	340	1360	1
Northern Arc West	510	1700	1
* Updated to June 2022 electorate			19

4. The LGBCE had to create the new parish wards of Northern Arc East and Northern Arc West. They could not simply add them to the Leylands

and Dunstall parish wards because they are not able to alter the exterior Town boundary. The principal electoral authority can alter the exterior Town boundary and based upon this public consultation we should do so.

5. The principal electoral authority cannot alter the County Division boundary which runs along the current exterior northern boundary, though we can and most likely will request that the LGBCE considers this related alteration. This would enable a future possibility to consider bringing Northern Arc East into Leylands ward and Northern Arc West into Dunstall ward.
6. The newly created Parish wards of Victoria East and Hammonds North are small. We consider that they should be part of Victoria parish ward. Similarly, the parish ward of Norman has 485 electors currently, forecast to be 521 by 2027. We consider that this too should be part of Victoria Ward parish ward. We can do this because these smaller wards lay wholly within the County division of Burgess North.
7. In the case of Norman parish ward, we cannot achieve coincidence with the new district ward of Burgess Hill Meeds and Hammonds because the current County division boundary runs along the parish ward boundary of Norman and St. John's parish wards (see map at Appendix 1).

The issue for Council to consider in this round of consultation is the warding arrangements and Town Councillor numbers. There is one restriction on how we review the Town Council ward boundaries which is that these cannot be outside of a County division boundary. It is why we had the wards of St John's, Norman, Hammonds, and Gatehouse as single member wards as the table below shows

Town Ward	District	County
St John's	Meeds	BH East
Norman	Meeds	BH North
Hammonds	Victoria	Hassocks & BH South
Gatehouse	Dunstall	Hurst & Bolney

The review of the District wards by the Boundary Commission compounded this problem by creating the miniscule wards of Hammonds North (the part of Hammonds Ridge which the boundary commission failed to include in the Hassocks and BH South division) and Victoria West (that part of the old Victoria ward which the boundary commission redistributed into the Dunstall district ward but leaving it as part of the BH North county division).

Officers from MSDC have tried to remove the small wards by putting Norman (part of Meeds district), Victoria West (Dunstall district ward), and Hammonds North (Meeds district ward) into Victoria ward for the Town Council. They can only go into Victoria because they are all part of BH North at County level.

The Council has to hit upon a number for the make-up of Town Councillors for Burgess Hill. The recommendation from MSDC is for a total of 17 in 2023, rising to 19 in 2027. East Grinstead and Haywards Heath have (or will have) 16 Town Councillors but they both have a smaller electorate than Burgess Hill. If the ratio of Councillor to electorate in East Grinstead and Burgess Hill is compared, and if Council applied the East Grinstead ratio to Burgess Hill, a case could be made for up to 22 Councillors though whether this is desirable is debatable.

It is suggested that the status quo remain for 2023 – i.e., 18 Town Councillors – and then increase to 20 in 2027.

This can be achieved by increasing the number of Councillors in Victoria from 2 to 3 which can be justified on the electorate numbers (see 2023 – Franklands -v- Victoria). NB: not sure why the electorate in Victoria falls by 180 in 2027.

It has been suggested that Council might look at treating Northern Arc as a single ward rather than NA East and NA West. Both are contained within the Cuckfield and Lucastes County Division so it would work from that perspective. However, NA East is part of the Leylands district ward and NA West is part of the Dunstall district ward. There is no compelling administrative reason to do this, but Councillors may think otherwise.

It is suggested that the Council requests 20 Councillors by adding one more to Victoria (3 rather than 2).

The electoral role forecast for Victoria is 4122 (2023) and then 3942 (2027). It is unclear where the 180 fall in the electorate comes from, unless it is Marten House (but that is not 180 electors). There are 2 sites in the Site Allocation DPD (SA14 and SA15) that would replace Marten House if that was the place at risk. There is also the potential redevelopment of The Brow area (6 – 10 years). Officers at MSDC have undertaken to review this figure.

RECOMMENDED:

That in response to the Community Governance Review consultation the Council recommends that 20 Councillors represent Burgess Hill in the future increasing the number of Town Councillors representing Victoria ward from 2 to 3, and leaving the rest as proposed by MSDC.

12. MAYORAL REGALIA

1. The badges of office currently used by the Mayor, Deputy Mayor and Consort are from the previous Borough Council. In addition, the Council appointed 2 Deputy Mayors this year. One Deputy is currently using the Consort badge.

2. It is suggested that new badges of office be purchased for the Mayor, 2 Deputies and a Consort. Vaughtons who are one of a few suppliers of this type of regalia have provided a quote attached as Appendix 2a. Not everything that has been quoted for is required as the chain of office for the Mayor is still serviceable as is the case for the chain. Examples of the proposed regalia are attached as Appendix 2b and c.
3. It is suggested that the following be considered:

Mayor's chain of office:	
Stamping die	£875
Badge Hallmarked Silver Gilt	£1100
Deputy and Consorts badges of office	
Stamping Die	£700
Badge X 3 Hallmarked Silver Gilt	£2,166
Deep engraving of titles @£1.07 (36)	£38.52
Double mitred neck ribbons x 3	£202.47
Cases x 3	£132.87
TOTAL	£5,214.86

4. While this item has not been specifically budgeted for, there are sufficient funds in the General Reserve to cover this cost.

RECOMMENDED:

The views of the Council are sought.

13. ECONOMIC DEVELOPMENT OFFICER

1. Burgess Hill Town Market was established by the Town Council as one of its Bridge the Gap initiatives to support Burgess Hill's shops and businesses by attracting footfall into the town centre. Markets are part of Burgess Hill's history! The monthly Saturday market was launched in September 2020 attracting at its peak around 15 - 20 stallholders and was well supported by shoppers, existing shops and businesses. In September 2021 the Town Council agreed to appoint a market operator to take over the operational management of the market, previously the market had been operated inhouse by Liz Clark, Head of Projects.
2. At a recent meeting of the Market Working Group, it was reported that the market operator had decided to give the Town Council notice to withdraw after the September market. Despite the operator's best efforts to find new traders to join the monthly market the number of traders had been dwindling each market day. For example, at the June market the market operator only managed to subscribe 5 stalls, of which three reported a poor day and the other two, fair. In addition to the stallholder disappointment, feedback to the market operator was similar from members of the public who were expecting more stalls. The market operator feels the enthusiasm for regular markets

has changed since Covid-19 and created a rollercoaster of changes in shopping habits with many people now preferring to do most of their shopping online and those getting out and about wishing to do so in a more leisurely way. Burgess Hill Market has not been viable for the operator and in the current climate they feel it is unlikely to become so in the foreseeable future.

3. The Market Working Group discussed the feedback and decision by the operator and were disappointed that the market operator was not able to make a success of the monthly market by attracting new additional stallholders and footfall. It was agreed by the Market Working Group that the agreement with the operator should finish after the July 2022 market, and to take the operational management of the market back inhouse with a view to expand the existing stallholders who trade every Friday in Church Walk as they appear to be well supported by shoppers and are establishing a regular customer base. Existing traders include - La Boulangerie du Marché selling artisan breads, pastries, French music, lavender and soaps; Joni's Fresh Fish and Jack's Fruit & Veg. The issue of resourcing the market was highlighted and available capacity within the existing staff resources and it was suggested a new part time position should be created, funded from the Bridge the Gap Fund.
4. Following a discussion between the CEO, Head of Customer Services and Head of Projects, it is proposed that a new part time position of Economic Development and Projects Officer be created (Appendix 3a) to take over the operational management of the weekly Friday market plus other initiatives to support existing shops and businesses to increase the economic development of Burgess Hill town centre. This post would sit under the Head of Customer Services and would also provide support to the Head of Projects, where required, with the development and delivery of Council capital and other larger projects.
5. It is further proposed that the Head of Customer Services role is changed to Head of Customer Services and Economic Development (Appendix 3b). This would be a natural expansion of the Customer Services Department to include Economic Development. The Head of Customer Services has recently created a number of economic initiatives designed to support businesses within the town, such as the Help Point Shop, Shop Independent and Shop Appy.
6. Funding the part time position of Economic Development and Projects Officer, would, for the first year, come from the Bridge the Gap Fund, which to date has circa £61,000 remaining. Thereafter the funding will need to be accommodated within the Salaries budget. The remaining Bridge the Gap Funds will be utilised by the Economic Development and Projects Officer to create initiatives to support existing shops and businesses and increase the economic development of Burgess Hill town centre. Additional funds would be agreed upon prior to the commencement of each financial year, for utilisation within the department.

7. To accommodate a new member of staff within the offices at 96 Church Walk, it is suggested that the Help Point Surgery is repurposed as a working office space for the Head of Customer Services and Economic Development, Economic Development and Projects Officer, and Head of Projects. The Help Point Surgery is currently only utilised by the Mid Sussex District Council Wellbeing Team on Tuesdays, when they meet their clients for 1-1's. These appointments are prearranged and following preliminary discussions with the team, they are happy to relocate to the Small Meeting Room. The Wellbeing Team utilise the Help Point Surgery free of charge, as part of Burgess Hill Town Council's partnership agreement with Mid Sussex District Council; this would remain the same for any use of the Small Meeting Room.

8. To enable this move and to provide the equipment required for the Economic Development and Projects Officer, approximate estimates are shown below for your reference:

IT/Computers/Phones/Alarm

2 x Internet dongles for two office phones - FOC

2 x Computers, keyboards, mouses, cables etc - £1,000 (£500 each)

2 x Computer monitors - £200 (£100 each)

1 x Switch box - £20

2 x Computer camera webcams and headphones - £40

1 x Printer - FOC (utilise existing printer from current office)

1 x Handheld panic alarm for Small Meeting Room/Break Room - TBC

Removal of 1 x panic alarm from Help Point Surgery - £78

Total cost for IT/Computer/Phones - £1,338

Furniture

2 x Office desks - £400

2 x Office chairs - £180

1 x Storage cupboard - £200

Total cost for Furniture - £780

Fixtures and Fittings

Wall shelving – repurposed from current glass office with the addition of 1 x White Twin Slot Shelving Kit 1000h x 1000w x 300d mm with 4 Melamine Levels - £75.99

2 x Whiteboards 900x600mm - £46.50

Paint - FOC (use leftover paint from Help Point refurbishment)

Surgery lighting - change 2 x current ceiling lights to 600 x 600 LED panels (as used in rest of building, to improve efficiency and reduce waste) - £130

Total cost for Fixtures and Fittings - £252.49

Total estimated cost for repurposing Help Point Surgery - £2370.49

(Please note, this figure is an estimate only, does not include prices to be confirmed and costs will be taken from the Bridge the Gap Fund)

9. The current glass office of the Head of Customer Services and Head of Projects would be repurposed as an overflow space for the Help Point Customer Services Assistants to undertake their project work away from the main counter, whilst additionally holding the Shop Appy Click

& Collect storage locker, Help Point's fridge (saleable bottled water), freezer (saleable ice cream) and a private space for occasional burial ground meetings to be carried out.

10. The Small Meeting Room / Break Room is currently let out to various external organisations on a regular basis and this would provide a suitable space for any surgery users who wish to meet clients within the building; Mid Sussex District Council Housing Benefit, Workability, 4Sight etc. However, to date these organisations have not returned for face-to-face meetings and have indicated that they no longer require office space at 96 Church Walk.

RECOMMENDED:

- a) The agreement between current market operator and Burgess Hill Town Council be terminated after the July market and the operational management of the Burgess Hill Market be brought back in-house;
- b) To develop the weekly Friday market offering by attracting new stall holders and increase footfall into the town centre;
- c) To appoint an Economic Development & Projects Officer to co-ordinate the Burgess Hill Market and other economic development projects and initiatives to support Burgess Hill shops and businesses, and to support the Head of Projects where required;
- d) To expand the Customers Services department to include Economic Development thereby creating one team
- e) That the current position of Head of Customer Services become Head of Customer Services & Economic Development;
- f) To repurpose the Help Point Surgery and back office to create new office spaces as per the report; and,
- g) To allocate the Bridge the Gap Fund to cover the costs of the new Economic Development & Projects Officer position, repurpose office spaces, and for new economic development projects and initiatives.

14. DIARY DATES

14.1 Council are asked to note the following public meeting dates:

JULY		
Planning Committee	Monday 18 July	19.00 hours
AUGUST		
Planning Committee	Monday 8 August	19.00 hours
Planning Committee	Tuesday 30 August	19.00 hours
SEPTEMBER		
Planning Committee	Monday 19 September	19.00 hours
Council	Monday 26 September	19.00 hours

RECOMMENDED:

FOR NOTING