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Wednesday 21 September 2022

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

**A MEETING of the Council will be held in the Council Chamber on Monday 26 September 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.**

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## 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 11 July 2022 (copy herewith).

6. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held on Monday 18 July, Monday 8 August, Monday 30 August and Tuesday 20 September (minutes previously circulated).

We have considered 63 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. **BEEHIVE PROJECT: UPDATE**

Council previously appointed DDE contractors (Dortons) to demolish the RBL building. The company has, since starting, run into various snags. The latest Project Managers report (Appendix 1) sets out progress. In short, an overspend of £36,716 has been incurred due to:

Removal of pigeon guano £2530,35;  
Removal of asbestos £14,055.50  
Clearance of site rubbish £2,082,96  
Provision of works insurance £6,720  
Contractor's preliminary costs associated with the delay £13,567,50  
Extension to MSDC licence £1000

Omission of costs for works not required - £2,240

In addition, the architect appointed by Council, Aedas has given notice that they are closing their London office and will no longer be able to take the project forward. In order to take the project forward, the CEO has made contact with other architects. This has been done on the understanding that the project may be able to be progressed provided they are able to provide a proposal within the budget of £5 million. Three architects have shown interest. After scrutinising the last report

from the Quantity Surveyor, it became apparent that certain professional fees could be reduced. By so doing and by reducing the design, it should be possible to take the project forward. This would mean directing the focus of the project to providing a theatre facility and omitting additional studios and rooms.

It is suggested that Council appoint three Councillors and one Non-Councillor from the Cultural Quarter Committee to interview the architects who have shown an interest and who are of the opinion that the budget is achievable.

**RECOMMENDED:**

1. That additional costs in the amount of £37,716 incurred during the demolition of the RBL building for asbestos, guano removal, insurance, clearance of site rubbish and an extension to the MSDC licence be noted and approved;
2. That it be noted that Aedas architects have closed their London office and are no longer able to continue with this project;
3. That an interview committee comprising three Councillors and one Non-Councillor from the Cultural Quarter Committee be appointed to interview and recommend a new architect to take the project forward.

**Risk Implications:** Additional costs may be incurred should soil contamination be present though a provisional sum is included in the contract.

8. **MID SUSSEX MARATHON**

The organisers of the Mid Sussex Marathon have appealed to the three participating Councils to increase their contribution from £500 to £1000 each. With entry sales across the running events sector significantly down on pre-pandemic levels the 2023 expenditure budget is expected to be depleted. In order to achieve growth an increased marketing presence is deemed vital to generate direct sales and to support the sponsorship packages the organisers are seeking to sell.

No provision was made in the budget for this additional expenditure. Council has previously rejected a similar appeal.

Roche Diagnostics has already pledged to continue their support of the Schools Challenge next year, which is very encouraging, and the organisers hope to get a further three sponsors on board but all will require bespoke marketing activity.

**RECOMMENDED:**

The views of the Council are sought.

**Risk Implications:** It is an unknown as to whether increased marketing will generate increased participation in the event.

9. **ST JOHN'S INSTITUTE (PARK CENTRE) UPDATE**

Before entering into an Agreement and taking over St John's Institute from WSCC as a partner with Sussex Clubs for Young People (SCYP), it was decided that a survey of the building be undertaken to assess its state. The report received is attached as Appendix 2. While it was always known that the lift would need to be replaced and the windows upgraded, the report has highlighted some additional points of concern. As a result, a structural engineer has been commissioned to further investigate the state of the building. Once the outcome of the report is known, a decision will be made on how to proceed with the project.

**RECOMMENDED:**

For noting.

**Risk Implications:** By commissioning an initial surveyor's report and now a structural engineer's report an accurate assessment of the state of the building can be made. The report from the structural engineer will put Council into a position to determine whether or not to proceed with this project.

10. **ST JOHN'S PAVILION**

An approach was made to MSDC to invite members of the Charity which runs St John's (Cricket Club) Pavilion to enter into discussions with the Town Council regarding the development of the pavilion. The attached letters (Appendices 3 and 4) were received from the Leader of MSDC and the Solicitor for MSDC. Appendix 5 sets out the proposed new floor plan. Once discussions have been held a further report will be submitted.

**RECOMMENDED:**

For noting.

**Risk Implications:** It is not possible to pre-empt the outcome of the discussions to be held and a further report will be submitted for consideration to determine the Town Council's level of commitment to this project.

11. **CIC REPORT**

Attached as Appendix 6 is a copy of the latest CIC financial report.

Once Upon a Time Boutique will soon be moving to larger premises. The Directors have given permission for this space to be used as a Santa Grotto over the Christmas period subject to volunteers running the grotto, whereafter The Pantry will expand into this space. It should be noted that The Pantry now has over 210 clients.

The initial three-year lease with New River will be expiring and New River has been approached to discuss future arrangements.

**RECOMMENDED:**

For noting.

**Risk Implications:** The future of the lease may have implications for the project and the repayment of the loan made to the CIC to set the project up.

12. **COST OF LIVING EMERGENCY FUNDING**

The current economic situation will have a serious effect on the financial situation of many. For some it might mean greater reliance on the Foodbank and The Pantry. For others it is choosing whether to heat the home. With inflation at around 10%, food prices are steadily rising as are electricity and gas bills.

Council is asked to consider establishing a Cost-of-Living Emergency fund to help address these effects on the community. Council could consider making a contribution to both the Foodbank and The Pantry while assisting churches and other organisations establishing warm rooms for the winter. Sufficient funds are available in the General Reserve to cover the suggested amount of £25,000.

Council is asked to set out the parameters around which the money can be allocated.

**RECOMMENDED:**

That an amount of £25,000 be set aside from the General Reserve for a Cost-of-Living Emergency Fund and that Council set out the parameters of spending.

**Risk Implications:** None

13. **CIVILITY AND RESPECT**

NALC and the Society for Local Council Clerks invite Councils to sign up to the Civility and Respect Pledge.

This initiative has come about as there is sometimes a problem with civility and respect in some Councils leading to bullying and harassment. Although this is in the minority, it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the Council, as well as the local community.

There is no place for bullying, harassment or intimidation within the local government sector and signing up to the Civility and Respect

Pledge is one of the ways a Council can demonstrate that it is committed to standing up to poor behaviour across the sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, the Council is agreeing that it will treat Councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. All Councils are invited to review the statement and sign up to the Civility and Respect Pledge.

**RECOMMENDED:**

That the Council sign up to the Civility and Respect Pledge:

*To treat other Councillors, clerks, all employees, representatives of partner organisations and volunteers with civility and respect in their roles.*

**Risk Implications:** None

14. **CLEAR CHANNEL: DEED OF VARIANCE**

This item was previously withdrawn from a Customer Services KAG as it was unknown as to how any decision might impact on the Place and Connectivity programme and plans which are being drawn up for Church Road. Discussions have now been held between WSCC, Clear Channel and the CEO. It was agreed that replacement of the bus shelter in Church Road would be delayed until such time as WSCC (Place and Connectivity) was clear as to what would be needed and designs were agreed with role players including the Town Council. This will probably be towards the end of 2023.

Clear Channel has asked that their agreement (Appendix 7 as amended by deed of variance Appendix 8) be extended in the meantime as they need to make decisions regarding future investments and to cover the use of the spaces by the Town Council to advertise community events.

Clear Channel has proposed a further deed of variance (Appendix 9) to amend and extend the contract to 2028.

**RECOMMENDED:**

That the contract with Clear Channel for the provision of certain bus shelters around town be extended to 2028 and include a deed of variance as set out in Appendix 9.

**Risk Implications:** The Town Council has enjoyed a good relationship with Clear Channel over the years and no risk can be seen should the contract be extended.

15 **CODE OF CONDUCT**

It is a requirement to review the Code of Conduct from time to time. Council is asked to consider the Code attached as Appendix 10.

**FOR CONSIDERATION**

**Risk Implications:** A query on the audit report could be expected if this is not done.

16. **STREET TREES**

There is a possibility of a substantial donation being made by the Campaign to Save Rural England to the Town Council for the provision of street trees. More information will be available at the meeting.

For Consideration

**Risk Implications:** A further report would need to be submitted depending on what the offer entails.

17. **DIARY DATES**

17.1 Council is asked to note the following public meeting dates:

<b>OCTOBER</b>		
<b>Planning Committee</b>	<b>Monday 10 October</b>	<b>19.00 hours</b>
<b>Grants Awards Panel</b>	<b>Thursday 20 October</b>	<b>19.00 hours</b>
<b>NOVEMBER</b>		
<b>Planning Committee</b>	<b>Monday 7 November</b>	<b>19.00 hours</b>
<b>Finance Key Area Group</b>	<b>Thursday 10 November</b>	<b>18.30 hours</b>
<b>Council</b>	<b>Monday 21 November</b>	<b>19.00 hours</b>

17.2 Council is reminded of the Remembrance Services to be held on Friday 11 November and Sunday 13 November. Details will be provided in Briefing Note nearer the event dates. The Christmas event will be held on Saturday 19 November in Church Walk and publicity will be circulated via Briefing Note.

17.2 **RECOMMENDED:**

For noting.