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Wednesday 16 November 2022

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

A MEETING of the Council will be held in the Council Chamber on Monday 21 November 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**

Yann Davies from Sussex Living will make a presentation on urban kerb growing, temporary box allotment and the Burgess Hill Farm.

5. **COUNCIL MINUTES**

To consider the Minutes of the Annual Meeting of Council held on Monday 26 September 2022 (copy herewith).

6. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held on Monday 10 October and Monday 7 November (minutes previously circulated).

We have considered 49 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. **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 6 October 2022 (previously circulated).

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

Peter Chapman
Chairman

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

To consider the Notes of the meeting of the Finance KAG held on 14 November 2022 (copy previously circulated).

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

Simon Hicks
Chairman

9. **GRANTS AWARDS PANEL – NOTES OF MEETING**

To consider the Notes of the meeting of the Grants Awards Panel held on 20 October 2022 (previously circulated).

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

Simon Hicks
Chairman

10. **FUEL BANK**

Council previously resolved as follows:

“That the Cost-of-Living Emergency Fund include provision to set up a Fuel Bank in Burgess Hill and that the Town Council look to partner with another agency or provide the service itself in partnership with the national Fuel Bank Foundation.”

The CEO has spent time investigating the Fuel Bank concept. The document attached at Appendix 1 sets out the next steps to be followed if the Council wishes to proceed.

Of concern is the Fuel Bank criteria (Appendix 2). The Fuel Bank needs to be clear on the following points:

“As a requirement for the funding that we receive, the Fuel Bank Foundation must ensure financial support is given to people in crisis who do not have access to funds to top up their prepayment meter.

Therefore, we must confirm with all current and prospective partners how they will guarantee clients meet the criteria below and ensure that staff and volunteers stay true to our principles.”

Criteria:

- Household is living without heat, light and power because the meters have switched off and there is no funds or money available to get them back on again.
- Or when the meters will switch off imminently (i.e., within the next 24 - 48 hours) and again there is no chance of any funds or money to avoid self-disconnection.
- Or when people have heat, light and power, but the way they are funding it isn't sustainable or indeed sensible – we have seen recent examples of unregulated doorstep loans for instance that could meet these criteria”

Discussions were held with an organisation which has joined the Fuel Bank to establish how they manage applicants to meet the criteria. They do the following:

- Identification
- Utility Bill to prove address
- Ask for a benefits letter
- Ask for an up-to-date bank statement

The Help Point is potentially able to assist the Fuel Bank Foundation with scanning residents required documents to them, in order for Burgess Hill residents to apply for a Fuel Bank voucher.

However, the Help Point Team is unable to meet criteria from the Fuel Bank Foundation to guarantee that a 'Household is living without heat light and power because the meters have switched off and there is no funds or money available to get them back on again'; 'Or when the meters will switch off imminently (i.e., within the next 24 - 48 hours) and again there is no chance of any funds or money to avoid self-disconnection'; 'Or when people have heat, light and power, but the way they are funding it isn't sustainable or indeed sensible .

On the first two issues there is no way of absolutely verifying the situation of the applicant or whether the applicant may have funds elsewhere (unlikely if they are on benefits as this would have been checked by the provider of the benefits).

Other partner organisations such as Citizens Advice, for example, are able to undertake full benefit checks to ensure clients are in receipt of the correct benefits, help with budgeting, setting up debt repayments with organisations and ensuring clients are left with enough available funds for food, fuel and so on, and if required, provide clients with a Food Bank or Fuel Bank voucher. We are unaware of whether they ensure the above criteria is met. The Citizens Advice volunteers/staff receive full training to assist their clients to this level and additionally have the time required for each case. The Help Point Team does not have the required training to undertake this and more so, their workload is extremely high. The Help Point already works in partnership with both the Food Bank and Mid Sussex District Council's Housing Benefit department, but this is a quick process of scanning or printing the required documents to forward on to these organisations; we do not undertake any assessments.

The Help Point is unable to offer this service unless the required criteria is altered. The Help Point can act solely as a drop-off point/ admin support for scanning the required documents through to the Fuel Bank Foundation and the Fuel Bank Foundation itself will need to assess each client at this stage, using the supporting evidence.

Further enquiries to the Fuel Bank have gone unanswered. It is suggested that if the Council wishes to proceed with this initiative, Appendix 2 be completed to set out what the staff can do to validate

applicants. If the Fuel Bank agrees to this then the initiative can proceed, if not then the Council would need to withdraw. It is hoped that further training will provide more detail.

The Fuel Bank further requires the Council to agree to a data sharing agreement which is not a problem. Each applicant will have confirmed to them their data will be shared in order to comply with data protection legislation.

The Fuel Bank has confirmed that if the Council joins them as a partner and provides funding, such funding will be made available to Burgess Hill residents only. The Fuel Bank does not have additional funds available. The Fuel bank tries to ensure that applicants are not assisted more than twice. The amount they give is between £30 and £50.

RECOMMENDATION:

1. That the Council agree to join the Fuel Bank provided the verification process of providing the Fuel Bank with an applicant's identity, proof of address, current bank statement and proof of benefits meets their criteria.
2. The Council agree the data sharing agreement and authorise the CEO to sign it.
3. That Council agree a sum of money to provide to the Fuel Bank to be used for the benefit of Burgess Hill residents.

Risk Implications: The main risk is that people who are not in need abuse the system. It is impossible to determine beyond all doubt that an applicant is as in need as they claim. It is not possible to quantify the take up of this scheme. If it is extensive, the cost of living fund could be exhausted

11. MID SUSSEX CRIME & DISC PARTNERSHIP

- 11.1 A presentation has been made to representatives of the Town Council (all Councillors were invited to attend), Haywards Heath and East Grinstead Town Councils, Shopping Centre Managers and Mid Sussex District Council on DISC (Dedicated Intranet for Safer Communities), an online secure crime prevention engagement platform. Emulating the set up covering Wealden area (Wealden Crime Partnership), it is designed for local business crime reduction schemes such as Pubwatch, Shopwatch, local Police Teams, business parks, etc., to link together and have a co-ordinated approach, and enable scheme members to access useful information about low level crime and anti-social behaviour and submit incident reports to the Police, upload images/mugshots, alerts, news, events etc., all accessible 24/7 via smartphones, laptops, PCs. The local liaison, which is the essential component provided by Shopwatch, Pubwatch, Councils, shopping

centre management and security, and local Police teams/PCSOs would need to continue to gain the most from a DISC scheme.

11.2 The DISC Administration Service would be provided by Littoralis Ltd and is compliant with GDPR guidelines. It is Cloud based and covers all 'remote' functions, consultation, expertise, DISC set up, scheme Document Writing Service, daily admin function and overall management of the DISC System as per a Partnership's Rules & Protocols of the scheme and set within the Scheme Documentation.

11.3 It is proposed to establish a Mid Sussex Crime & DISC Partnership between the three towns (Burgess Hill, Haywards Heath and East Grinstead) in Mid Sussex. Both Burgess Hill Shopwatch and Pubwatch Groups support the proposal. The cost to introduce the system (DISC segregated content and monthly DISC Licence and administration service) will be £7,000 +VAT in the first year, with subsequent years at £6,600 +VAT. The Sussex Police Crime Commissioner (PCC) is supportive of setting up a Mid Sussex Crime & Disc Partnership and enquiries are underway to see whether the PCC or other funding streams can allocate funds to cover the costs for the first three years. If not, then the three Town Councils and Mid Sussex District Council (MSDC) would need to cover the cost. It is suggested this be done for a trial period of three years and be free to business users. Appendices 3 to 6 provide more information.

The MSATC is to consider its position on 16 November and an update will be provided to the meeting.

11.4 **RECOMMENDATION:**

Should the PCC be unable to fund in full the annual charge and provided East Grinstead and Haywards heath town councils are supportive of establishing a Mid Sussex Crime and DISC partnership, Burgess Hill Town Council will contribute £2300 in year 1 and £2,200 in subsequent years.

Risk Implications: Contained within the report.

12. **PHASE 2 REAL TIME PASSENGER INFORMATION DISPLAYS & BUS STOP IMPROVEMENTS**

12.1 At a recent Burgess Hill Bus Forum meeting, Paul Jackson-Cole, WSCC's Growth Programme Delivery Manager gave a presentation on the proposed Phase 2 Real Time Passenger Information Displays (RTPIs)/ bus stop improvements scheme under the Place & Connectivity Programme to support sustainable economic growth by creating safe, direct and attractive routes to encourage greater use of walking, cycling and public transport, enhance public transport interchanges, create high quality public realm and delivering modal shift. The presentation is attached at Appendix 7.

The Burgess Hill Bus Forum comprises Cllrs Anne Eves, Janice Henwood, Robert Duggan and Matthew Cornish, representatives from Metrobus, Compass Travel and CT Sussex Community Transport, and, West Sussex County Council (WSSC) and Burgess Hill Town Council (BHTC) Officers.

- 12.2 WSSC and BHTC Officers are working together on this scheme and the Bus Forum Group were consulted on the proposed list of new RTPI's and bus stop improvements (bus shelters), compiled from the Burgess Hill Sustainable Transport Study in 2016. As a result of the Bus Forum's feedback, a revised list will be drawn up and WSSC Officers will finalise the scheme's scope and costs, draw up a business case and governance to secure the funds, and a funding agreement established with Burgess Hill Town Council to undertake procurement and deliver the improvements.
- 12.3 There are a couple of preferred RTPI design options suitable for shelters and post mounted such as battery powered and a separate audio button to assist visually impaired bus passengers.
- 12.4 If the funding is secured, permissions and residents' consultations will be sought where applicable. The Town Council is currently responsible for nine bus shelters and cleaning/ safety inspections of them is undertaken six times per annum, if funding is secured the number of shelters will increase to eighteen, and it is therefore proposed to undertake the cleaning/ safety inspections three times per annum. WSSC will be responsible for the ongoing maintenance, replacement of batteries etc. of the RTPIs.
- 12.5 The Bus Forum was also updated on the wider bus stop and RTPI improvements which included Church Road Public Realm and opportunity for solar and/ or green 'living' roof bus shelters/ bus hub. Working with Clear Channel and Burgess Hill Town Council on relocated bus stop/ RTPI on Station Road and new bus stop/ RTPI on Queen Elizabeth Avenue northern footway.

12.6 **RECOMMENDATION**

- a) That Council supports the Burgess Hill Bus Forum's recommendations for Phase 2 Real Time Passenger Information Displays/ bus stop improvements; and,
- b) Subject to the Place & Connectivity funding being secured, Members support a funding agreement with WSSC for Burgess Hill Town Council to undertake procurement and delivery of the improvements.

Risk Implications: If the Place & Connectivity funding is not secured the project will not go ahead. If material costs continue to rise the number of RTPIs/ bus shelters being delivered may need to be reduced. The Town Council's bus shelter assets will increase by 100% and any

future replacements will become the responsibility of the Town Council and impact on insurance accordingly.

13. MID SUSSEX MARATHON

The Council previously considered a request to increase its contribution to the Mid Sussex Marathon to £1000. The matter was referred to the Mid Sussex Association of Town Councils (MSATC) to discuss what each Council felt about the marathon and whether they would be making a contribution. The meeting of the MSATC was held after the Council agenda was issued. A verbal report will be provided.

The following is background provided to MSATC on which to base their decision:

AHS Wellbeing is contracted by Places Leisure to assist with the running of the Mid Sussex Marathon Weekend (MSMW). Places Leisure are a contractor to Mid Sussex District Council (and fourth partner and race owner).

The event is currently loss making (to the tune of £20,000 in 2022) and our contract requires the event to run at least break even, with any profit invested into the local sports groups and individuals. As a partner race, the three Town Councils and the District Council also have a part to play in making sure the event meets the criteria to the betterment of our communities. Our discussion at the last Marathon Board meeting was designed to prompt thoughts on what more we can do, collectively, to help bring some of the event expenditure down and income up.

It is our understanding that the request to increase the marketing contribution for the 2023 event has been declined by a couple of the Town Councils - this would have helped secure more interest in the event and reduce the deficit so we're keen to understand what you can all offer (possibly resourcing or organising aspects of the event) to help get the event back on track. The District Council is also reviewing its own contribution in terms of time etc as we recognise there is more we can do to support the success of the MSMW.

The Association was asked to consider the Marathon and make any comments as to what they want this race/ event to be and how the funding that we are putting in is used. It is run over the May Day Weekend with three races that make up the traditional marathon distance. It is Olympic legacy and has been popular with runners, but like most has struggled post Covid with the 2022 race making a loss of £20,000. This is unsustainable and is time to think about the future, any changes that we would like to see and how the event can be made more of. But this needs to be an agreement by the three towns to then take it back to the board for discussion with the fourth partner and race owner, Mid Sussex District Council.

RECOMMENDATION:

That consideration be given to increasing the Town Council's contribution to the Mid Sussex Marathon to £1000 pending the report from the MSATC.

Risk Implications: If there is insufficient funding to run the event it will be curtailed.

14. MARLE PLACE UPDATE

West Sussex County Council (WSSCC) has decided to dispose of Marle Place which can best be described as an old school/ educational centre. The building comprises numerous class rooms of various sizes and a kitchen. There is a large car park and garden. Aspire left Marle Place in July and the property became vacant. The property was declared surplus in Key Decision FP10_22/23 and it is the County Council's intention to continue with the marketing of the property.

The County Council considered a range of options including; - considering the property for an alternative WSSCC operational use, repurposing for education use, leasing out to a third party on FRI terms, letting to multiple occupiers, environmental schemes, redevelopment through our Joint Venture and disposal. The County Council did consider if any community use may be viable. After considering the pros and cons of all options, the most viable option for the County Council is to sell the property, either as-is, or for development, hence why the property is being marketed by estate agents. It is not commercially viable for the County Council to offer this large valuable property for a Community Asset Transfer.

Local Councillors or Community Groups are welcome to arrange viewings with the agent, but will need to bid for the property alongside any other prospective purchaser.

If a strong offer for a lease, at a market rent, comes in from an interested party, this will be considered alongside the offers to buy, but would not be the Council's preference.

Appendix 8 sets out the description of the property. The value is expected to be in excess of £1.35 million. If the Town Council was interested in acquiring the property, a loan would need to be obtained.

To run the property in its current state would require additional staff and a proper business plan would need to be developed. Tenants would probably be made up from community groups. It is a large building in what appears to be good condition. The cost to heat and maintain would be challenging. In addition, business rates would need to be paid.

The Council is already committed to the Beehive and is interested in developing the Park Centre and may have an interest in St John's Park Pavilion.

RECOMMENDATION:

That if the Council is of the opinion that the acquisition of Marle Place has merit, a working party be established to develop a business plan and properly consider the financial implications of such a decision, and that a further report be considered by the Town Council.

Risk Implications: Members are made aware in the report of the other interests that the Town Council currently has. A proper business plan should be drawn up if the Council is interested. The Council may be over extending itself if it takes on this property while retaining its interest in the Beehive, Park Centre and St John's Pavilion.

15. ECONOMIC DEVELOPMENT TEAM UPDATE

In order to improve the economic potential of Burgess Hill, the Town Council formed a new Economic Development department with an aim of bridging the gap between local independent businesses, their digital connectivity, training or skills they may require assistance with and overall, to work towards Burgess Hill being a destination once again for inward investment.

Please find an update below regarding both current and future initiatives for the Economic Development department, budgeted from the Bridge the Gap Fund.

Current initiatives:

15.1 Market (ongoing initiative)

Advertising via multiple methods and channels

- Posters in all noticeboards within the town and on Metrobus & Compass buses. Sent to Community Transport and Clear Channel.
- Postcards designed and printed for Market traders to hand out to their customers and to deliver to businesses within Burgess Hill.
- Standalone 'commercial feel' website created in order to showcase the Market, it's traders and create a central point for communication on future Market events, traders and updates. On-site optimisation has been set up to increase search engine optimisation (SEO).
- Standalone Facebook and Instagram social media pages have been created to advertise weekly traders, events and any Market cancellations due to severe weather.
- Market regulations have been updated.
- On 29th November, 4 x 10ft Christmas trees are to be installed on Church Walk in readiness for Festive Fridays and Sleighing Saturdays, throughout December – in order to create ambience.
- Festive Fridays and Sleighing Saturdays advertised to this effect via social media and radio stations (Mid Sussex Radio, Mid Downs Radio, More Radio).

- Mid Sussex Radio to support the Market and play Christmas music during Friday's markets; speakers sited outside of their studios, with the volume kept relatively low to reduce any negative impact.
- Visiting other Markets to attract new traders to the Burgess Hill Market and advertise the Market further afield.

Traders

- Securing new traders for both the weekly Friday Markets and monthly, 2nd Saturday Markets.
- Site visits to Hurstpierpoint, Worthing, Chichester and other weekly/monthly Markets to secure new traders.

Events

- Continental Market confirmed for February 2023. A three-day event which will complement our existing traders.

Market Research

- Survey/questionnaire for residents to complete, regarding the stalls they would like to see at the Market, price points etc.
- Paper copies will be available within the Help Point, an online version will be available via the website and social media channels.

Installation

- External electricity supply to be installed on 28th November 22 for the Town Council building, to install power outlets for future travelling market requirements.
- This electricity will also be able to be used for events and other such Town Council activities when the Market traders are not utilising it.
- Market traders will be billed individually for their usage; four separate points and meters are being fitted, to enable accurate meter readings.

15.2 Shop Independent (ongoing initiative)

- 44 shops are now registered as part of the Shop Independent scheme and there has been a notable increase in the number of residents supporting the initiative, with thirty-two entries for this three-month period; compared to the previous six when the scheme was launched on 1st April 2022.
- We expect to see numbers continuing to increase over the coming periods, particularly with the Christmas shopping season fast approaching; the next hamper draw will be on 31st December 2022, with the winner being announced on 4th January 2022, due to the holiday closures.

15.3 Free Hippo Bags

- Two-hundred and fifty Hippo Water Saver Bags have been purchased from the Green Grants budget.

- These are available to any Burgess Hill independent business or resident, in order to help conserve water in their toilet cisterns. For those on a metered supply this can mean a significant and sustained saving on water and their water bills each annum.
- 15.4 Business Information Seminar
- All SME (small and medium-sized enterprises) independent businesses within Burgess Hill, will be invited to a Business Information Seminar held at the Town Council offices in January 2023.
 - A number of organisations will be in attendance to showcase the available free expert support and grant funding that Burgess Hill businesses could benefit from.
 - Mid Sussex District Council's Economic Development department will also be in attendance to offer support and guidance on their available grants and free training for businesses, as well as Shop Appy, who can provide free training to businesses.
- 15.5 Email Marketing (ongoing initiative)
- Monthly business update emails will be sent out to all independent businesses within Burgess Hill, providing information on business and green grants, free business training and so on.
- 15.6 Monthly Economic Meetings
- Monthly meetings have been arranged between both the Town Council's Economic Development department and MSDC Economic Development department; in order to ensure neither department duplicates work and we maintain a strong, working partnership.
- Future Initiatives:
- 15.7 Market Parking Scheme
- Following consumer feedback, it has been noted that offering a period of free parking during the time of the Friday Market, would encourage consumers to attend and shop more frequently with the Market traders.
 - A self-funded pilot scheme will be implemented throughout the winter months (Jan, Feb, Mar), enabling consumers to park for one - two hours each Friday, so they can visit and shop from the Market; claiming back the parking cost from the Town Council.
 - A Shop Independent loyalty card would need to be stamped at the time of purchasing an item from a Market trader and brought down to the Help Point, for reimbursement to be made. Official stamps and loyalty cards will be provided to all Market traders.
 - Funding will come from Bridge the Gap / Economic Development fund.
- 15.8 Market Event
- Late Night Shopping event planned for December 2023. Working in conjunction with Market Place Shopping Centre and the Martlets, regarding their tenants opening late on the same date.

15.9 Apprenticeship Scheme

- Working in collaboration with Brighton and Chichester Universities, Burgess Hill Business Parks Association (BHBPA) and independent Burgess Hill businesses; facilitating the matching of apprentices to businesses who would benefit from the advice, skills and support said students would bring. In particular, Marketing, Business & Economics and Graphic Design students, who could assist with the digital connectivity of these businesses, re-branding etc.
- This would be zero cost to the businesses and ultimately, would assist both the independent business and student.

15.10 Energy Assessment Scheme

- In light of the current energy crisis, in January 2023, the Town Council will be rolling out an Energy Assessment scheme for all local independent businesses within Burgess Hill, who have ten or fewer staff and would like to see where they may be losing energy within their premises.
- This is a free assessment funded by the Town Council and will provide businesses with a report, showing where they may be able to upgrade systems within their premises or even simply change to using energy efficient LED bulbs, in order to contribute towards savings on their electricity bills each year.
- This will be funded from the Green Grants budget, which to date has circa £9,500 remaining.

15.11 BHTC Hosting BHBPA, BHBA and HHBA

- Future networking or training seminars with BHBPA, BHBA and HHBA will be arranged and held in the Town Council's Council Chamber; showing the Town Council's support and willingness to work in collaboration with these organisations and for the benefit of our local, independent businesses.

The Economic Development Department will continue to work closely with the Burgess Hill Business Park Association, Haywards Heath Business Association, Mid Sussex District Council's Economic Development department and local businesses, in order to fulfil our intention of creating further economic initiatives within the town which ultimately will support our independent businesses and the local economy.

RECOMMENDATION

- a. The report be noted.
- b. Members agree to the Green Grants budget being utilised by the Economic Development department to implement the Energy Assessment Scheme and future purchases of Hippo Water Saver Bags.

Risk Implications: The 'cost of living crisis' could affect the Market's viability, with both traders and consumers facing financial challenges in the current economic climate.

16. MSDC DISTRICT PLAN: CHANCTONBURY ROAD ALLOTMENTS

Mid Sussex District Council (MSDC) has identified the land currently leased from Network Rail for allotments in Chanctonbury Road for housing development in its District Plan. The site has sixty-three allotments and has been an allotment site for over sixty years. Along with the Queens Park parking lot and the parking site belonging to Network Rail, the site would provide around three-hundred dwellings.

The Town Council's Neighbourhood Plan provides that all allotment sites in the town should be protected.

The Neighbourhood Plan also identifies the Station area as a site in need of improvement and development.

MSDC is consulting on the plan from 7 November to 19 December 2022.

All allotment tenants, people on the waiting list (over two-hundred) and owners of neighbouring properties were invited to a public meeting on 17 November. A verbal report of this meeting will be given at the Council meeting.

Tenants of the site are unhappy about this decision as many have spent years establishing their plot and growing their vegetable crops. They have developed their own small community which will be broken apart. It is unlikely that a similar site would be found in the immediate area. The site is ideal for many who are able to walk to the site and has a parking lot which accommodates allotment holders.

MSDC has agreed to assist the Town Council to find an alternative site.

As the property is leased, there is nothing to stop Network Rail from giving the Town Council notice to end the lease. This may well alleviate the need for MSDC to find an alternative site. If, however, MSDC was to remove the site from the District Plan, the site would not be available for development and therefore would be unlikely to have any other use than for allotments.

In addition to objecting to the inclusion of the allotment site into the district plan, it is suggested that application be made to make the site an Asset of Community Value, (Appendix 8, 9 and 9a). If this status is conferred it means that the Town Council would be given the first option to purchase the site at whatever value the seller (Network Rail) set.

RECOMMENDATION:

1. That the Town Council object to the inclusion of the Chanctonbury Road Allotment site in the District Plan on the grounds that:
 - It is contrary to the Neighbourhood Plan.
 - The site is an established allotment site near the centre of town.
 - An alternative site serving the principles of a twenty-minute community will be difficult to find.
 - Strain would be placed on the roads in this area which already show signs of congestion most times of the day.
2. That an application to make the site an Asset of Community Value be lodged.

Risk Implications: It is probable that if the decision to include the site in the District Plan is not reversed, an alternative site may not be identified and fewer allotments will be available for the community particularly in certain areas around town. In addition, the small community of allotment holders at this site will be broken.

17. STANDING ORDERS

The internal auditor recommended that Council's Standing Orders be reviewed from time to time to ensure that they are kept up to date with current procedures.

Attached is a copy of both the Burgess Hill Town Council Standing Orders (Appendix 10), the Model Standing Orders (Appendix 11) and the sections from the Model Standing Orders which could be considered for inclusion in Council's Standing Orders (Appendix 12).

Council is asked to consider the sections recommended for inclusion and if satisfied to accept the reviewed Standing Orders with the new sections incorporated (Section 13).

It should be noted that the review does not include the financial standing orders and the RFO will review these in due course.

RECOMMENDATION:

1. That Council consider its Standing Orders and that sections from the Model Standing Orders as set out in Appendix 11 be included in Burgess Hill Standing Orders.
2. That the reviewed Standing Orders be adopted

Risk Implications: Failure to review the Standing Orders will place the town council in default of its governance requirements.

18. **HOLOCAUST MEMORIAL DAY 2023**

Councillors are invited to attend the event to be held on Friday 27 January 2023 at the War Memorial Garden at 10am. Holocaust Memorial Day encourages remembrance in a world scarred by genocide. The international day on 27 January is to remember the six million Jews murdered during the Holocaust, alongside the millions of other people killed under Nazi persecution of other groups and in genocides that followed in Cambodia, Rwanda, Bosnia and Darfur. 27 January marks the anniversary of the liberation of Auschwitz-Birkenau, the largest Nazi death camp.

The service is currently being finalised but the intention is that readers from Burgess Hill Academy and Burgess Hill Girls will be participating with representation from the multi faith groups. This is the first time the Town Council will be delivering this event and Lesley Urbach has been helpful with providing contact information and will be present on the day demonstrating the link with the town. After the brief service Councillors and invited attendees will be invited back to the Council Chamber for a presentation by Lesley and refreshments. It is essential that Councillors confirm their attendance in advance.

RECOMMENDATION: Councillors note the contents of the report.

Risk Implications: There are no risk implications.

19. **PARK CENTRE UPDATE**

A structural engineer inspected the Park Centre on 14 and 15 November. A report will be forthcoming after the Council Meeting.

20. **BEEHIVE UPDATE**

Demolition of the RBL building has now been completed. The final cost of demolition came to £141,142. A second quantity of asbestos was discovered which increased the costs substantially. The Project Managers fees on this aspect of the Beehive project came to £13,000.

Due to commercial sensitivities, this balance of this item has been amended post-Council meeting and deferred to a later date.

RECOMMENDATION:

Due to commercial sensitivities, this item has been amended post-Council meeting and deferred to a later date.

Risk Implications: There could be additional costs from other consultants. Prices of material could escalate further. The project would not be undertaken until the interest rates come down to a more affordable level.

21. DIARY DATES

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

Planning Committee	Monday 28 November	19.00 hours
DECEMBER		
Planning Committee	Monday 19 December	19.00 hours
JANUARY 2023		
Planning Committee	Monday 9 January	19.00 hours
Finance Key Area Group	Thursday 19 January	18.30 hours
Council	Monday 30 January	19.00 hours
Planning Committee	Tuesday 31 January	19.00 hours

21.2 **RECOMMENDATION:**

For noting.