



MINUTES of the **ORDINARY MEETING** of the **TOWN COUNCIL** held in the Council Chamber on **Monday 21 November 2022**

Present: Peter Chapman Town Mayor
Janice Henwood Deputy Town Mayor *

Graham Allen
Andrew Barrett-Miles *
Roger Cartwright
Matthew Cornish
Robert Duggan
Robert Eggleston
Anne Eves
Lee Gibbs
Simon Hicks
Tofojjul Hussain
Joseph Foster *
Sarah Lawrence
Mustak Miah
Sylvia Neumann
Max Nielsen
Kathleen Willis *

* *Denotes non-attendance.*

(19.00)

361. OPEN FORUM

Five members of the public were present.

362. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Andrew Barrett Miles, Janice Henwood, Joseph Foster and Kathleen Willis.

363. DECLARATIONS OF INTEREST

Councillor Robert Eggleston declared a personal interest as a trustee of the Beehive.

364. CHAIRMAN'S ANNOUNCEMENTS

1. Yann Davies from Sussex Living made a presentation on urban kerb growing, temporary box allotments and the Burgess Hill Farm. He informed Council that it was open to residents of Burgess Hill and Haywards Heath and that they were looking for brown spaces to use for community growing. They would be looking for funding and relevant permissions from the Town Council to set up areas. Members of the Council were invited to suggest viable locations. Ote Hall had promised them a space that would hopefully come to fruition in a few years' time.
2. The Chairman informed the council of Edward Belsey's sad passing, which was noted by Council.
3. The Chairman told the Council he had attended Mid Sussex Applauds Awards the previous night and had personally nominated Burgess Hill Bonfire society who finished 2nd in the 'Stronger Communities Together' category. He mentioned 3 young people from Burgess Hill were highly commended and that Jess, a young leader from Burgess Hill Youth won in her category. He also informed the Council that the Monday Group won their category and additionally won the peer nominated category.
4. The Chairman commented he was blown away with the Christmas Light Switch On event and how many people had attended. Councillor Robert Eggleston thanked the Community Engagement Team comprising Jen, Kayleigh and Molly for the phenomenal effort and amount of work they had put into the event. Councillor Mustak Miah also thanked the team. Councillors agreed the Imperial Outlanders were great at engaging members of the public and would like to see them again.

365. COUNCIL MINUTES

The Minutes of the Annual Meeting of the Council held on Monday 26 September 2022 were **AGREED** and signed as a correct record.

366. PLANNING COMMITTEE MINUTES

The Minutes of the meetings of the Planning Committee held on Monday 10 October and Monday 7 November 2022 were **AGREED**. Matthew Cornish informed the council that they had made comment on 49 applications.

367. COMMUNITY ENGAGEMENT KEY AREA GROUP – NOTES OF MEETING

The Notes of the meeting of the Community Engagement Key Area Group KAG held on 6 October 2022 were **AGREED**.

368. FINANCE KEY AREA GROUP: NOTES OF THE MEETING

The Notes of the meeting of the Finance KAG held on 14 November 2022 were **AGREED**

369. GRANTS AWARDS PANEL – NOTES OF MEETING

The Notes of the meeting of the Grants Awards Panel held on 20 October 2022 were **AGREED**

370. FUEL BANK

CEO Steve Cridland spoke to the Council and informed them that he had investigated how a fuel bank would work. The suggestion was to join the Fuel Bank, with the Help Point scanning and sending documents of proof of need. There would be no inspection service from the Council itself and it would rely on the relevant checks from the Fuel Bank to ensure the validity of the claim.

It was discussed that £3,000 would be put aside from the Cost-Of-Living fund. Clients would be able to apply for a £30 voucher, twice a year, provided they were on a prepayment meter and in crisis with their electric being disconnected. It would only be available to those living within a RH15 postcode.

Resolved that:

1. The Council agreed 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 agreed the data sharing agreement and authorise the CEO to sign it.
3. The Council agreed £3,000 from Cost-of-Living fund would be provided to the Fuel Bank to be used for the benefit of Burgess Hill residents within the RH15 postcode only.

371. MID SUSSEX CRIME & DISC PARTNERSHIP

It was discussed that the Council would like to see better reporting of crimes to the police and the launch within the town centre and business parks would enable this. The Sussex Police Crime

Commissioner (PCC) was looking to fund it, however if they were unable to another funding stream would be required. Concerns were raised that councils were being asked to fund a PCC initiative and step in where police have a lack of funding.

Concerns were also raised around how sensitive data would be accessed and shared, as it would be infringing on the rights of the citizen. It was discussed it would run the same as the current procedures but with faster reporting and reaction times, with a better network.

Resolved that: Council would wait to see the outcome in terms of funding from the PCC and Mid Sussex Partnership and would review the decision over funding in the future if it was required.

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

Council considered the report as set out in Agenda Item 12 dated 21 November 2022. Councillor Anne Eves told Council there were key fobs that read the real time screen for blind people.

Resolved that:

1) The Council supported the Burgess Hill Bus Forum's recommendations for Phase 2 Real Time Passenger Information Displays/bus stop improvements; and,

2) Subject to the Place & Connectivity funding being secured, Members support the funding agreement with WSCC for Burgess Hill Town Council to undertake procurement and delivery of the improvements.

373. MID SUSSEX MARATHON

The Council was informed that Haywards Heath Town Council had agreed to the £1,000 funding request, however East Grinstead Town Council would not increase from the original funding amount of £500.

Councillors said they would like extra information from the event organisers and to see a business plan. They noted numbers had dropped since Covid and that the company were suffering a massive loss of profits, raising concerns as to whether the money would be wasted on an event that was not financially viable. It was suggested there were many places where money could be saved by the event organisers and cost saving measures should be looked into before additional funds were agreed.

The Councillors questioned whether a different concept event was needed which was inclusive of all members of the community, such as the Burgess Hill cycle event.

Resolved that: The Council agreed to invite the event organisers to address the council in January. CEO Steve Cridland would ask relevant questions of organisers prior to the meeting. The Councillors agreed the payment to the organisers would stay at £500 at this stage.

374. MARLE PLACE UPDATE

Councillor Robert Eggleston informed the Council that Aspire, which had leased the building until September, had gone into administration with a loss of 192 jobs across Sussex. This was due to a lack of funding available from central government and drop off in physical attendance at courses.

The building was not available for 'Community Asset Transfer' or lease and at a sale cost in excess of over £1.35m plus stamp duty, business rates and interest, it was not viable for the Council to purchase the property.

It was raised that Marle Place was in a conservation area with protected trees, it was a heritage asset and therefore should be protected via the District Plan. It was also said to be an Archaeological Notification Area all of which would make demolition harder but not impossible.

Resolved that:

1. The Council does not wish to purchase Marle Place
2. The Council will request West Sussex County Council to ring fence the sale proceeds from Marle Place for investment in community buildings and assets within Burgess Hill.

375. ECONOMIC DEVELOPMENT TEAM UPDATE

The Council extended their gratitude and thanks to the Economic Development Team and commended their efforts on the level of achievement within such a small time. They looked forward to the market continuing to grow.

Resolved that: Council noted the report and agreed that the Green Grants budget could be utilised by the Economic Development department to implement the Energy Assessment Scheme and future purchases of Hippo Water Saver Bags.

376. MSDC DISTRICT PLAN: CHANCTONBURY ROAD ALLOTMENTS

Councillor Robert Eggleston informed the Council that there were currently two initiatives with respect to the Allotments, one was to list the site as an Asset of Community Value and secondly that the Town Clerk was preparing a Town Council response to MSDC's draft update to the District Plan that would be shared with councillors.

He informed the Council there was a meeting booked with Mid Sussex District Council and Network Rail to discuss options for the land and that ideally, they could secure the protection of this as an allotment site.

It was discussed that officers of the Town and District Councils were already engaged in looking at other sites to be used as an allotment site should the Chanctonbury site be closed, as well as additional sites to alleviate the waiting list.

The Council was informed that the National Planning Policy Framework specifically excludes allotment sites to be included as brownfield land and therefore inclusion of the allotments as a contribution to brownfield land was contrary to the policy.

Resolved that:

1. The Town Council objected to the inclusion of the Chanctonbury Road Allotment site in the District Plan on the grounds of inter alia:
 - 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.

377. [STANDING ORDERS](#)

Resolved that: The Council agreed to defer to the Strategic Key Area Group.

378. [HOLOCAUST MEMORIAL DAY 2023](#)

Resolved that: Councillors noted the contents of the report set out in Agenda Item 18 dated 21 November 2022.

379. [PARK CENTRE UPDATE](#)

The Council were informed that a structural engineer inspected the Park Centre on 14 and 15 November and that a report would be forthcoming after the Council Meeting.

380. [BEEHIVE UPDATE](#)

Council was informed that Aedas had gone into liquidation and alternative architects were being sought.

Councillor Robert Duggan requested that the work should be carried out to the best possible sustainability credentials for energy use and other environmental considerations such as Passivhaus or the ‘BREEAM’ outstanding accreditation, as opposed to the standard building regulations.

Resolved that: The Councillors agreed to appoint replacement architects for the Beehive and that the Beehive was built to the highest environmental standards possible, by adhering to the ‘BREEAM’ outstanding accreditation or similar, as long as it came at no additional cost to those already laid out in the agenda.

381. ST JOHN’S PAVILION

Councillor Mustak Miah asked Council the status of the project. Councillor Robert Eggleston confirmed that the Cricket Club were compiling a Business Plan for consideration by Mid Sussex District Council.

382. DIARY DATES

The Councillors were 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

Resolved that: The diary dates were noted.

Meeting ended at 21.38