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Wednesday 25 January 2023

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

A MEETING of the Council will be held in the Council Chamber on Monday 30 January 2023 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. **[PRESENTATION TO JACK BENNETT, BURGESS HILL DISTRICT ROTARY](#)**

The Town Mayor will present a Certificate of Appreciation to Jack Bennett thanking him for his contribution to the Burgess Hill Community.

2. **[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.

3. **PLACE & CONNECTIVITY**

The Town Council hereby requests that West Sussex County Council Convenes a meeting of Burgess Hill residents to be chaired by the Cabinet Member for Highways, Cllr Joy Dennis, and supported by WSCC officers, to explain the Place and Connectivity programme and to answer residents' concerns.

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

In respect of any matter on the agenda.

6. **CHAIRMAN'S ANNOUNCEMENTS**

- A minute of silence will be held in respect of past councillor and Leader of the Town Council, Pru Moore

7. **COUNCIL MINUTES**

To consider the Minutes of the Annual Meeting of Council held on Monday 21 November 2022 (copy herewith).

8. **MID SUSSEX MARATHON**

1. Council resolved as follows in November 2023:

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.

2. The following report served before council in November 2022:

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.

3. The following is the content of minutes of the MSALC meeting which formed the basis of a letter to MSDC:

What is it that we want the marathon to do for us? How much are we prepared to spend? The pandemic caused a financial problem for the marathon. Should it be more of a town event, a sports event, a health event? It is not sustainable in its current format. What did we want it to become?

EG had very little benefit to the town as the race was mostly out of town. It does not drive tourism. The route was largely a geographical issue as there were busy roads that had to be avoided. There was no easy link between the rugby club and the town. It was moved from the sports club to the rugby club to avoid the Saints Hill road which is a busy road. It is a beautiful cross-country route. In addition, roads in the centre were closed on the Monday for the May fair and they could not close roads twice over the same weekend. It could possibly become part of the May fair. It was an important event for the wellbeing of the residents. They would not like it to collapse. EG were not willing to increase their contribution above £500.

BH had previously run the race through the centre of the town but this proved to be of little benefit to the traders as participants left soon after the race. People who had just run a race were in no condition to shop or eat in a restaurant. It could even have had a negative effect as customers were put off by the closure of the roads.

HH will give £1000 to the marathon and considered it a worthwhile event. They are starting a sports forum and felt that all towns should back the event. They are evolving their offer. Their event is also a Grand Prix event which raises the stature of the race.

BH will relook at its offer but would like to know what it would offer for the additional £1500. Presumably to increase entries but could community organisations not do this better? By way of example the Bike Ride which was run by the Lions and Rotary clubs was very successful and did not require large amounts of funding. It is understood that the event may be advertised on the London Underground and it was questioned whether this was a good use of funds. None of the towns wanted to see the marathon die but questioned whether a more organic approach could be followed encouraging local participation and wellbeing.

- 4 Jo Reid, Head of Contracts and Services MSDC and Geoff Evans from Places Leisure have agreed to attend the meeting to address the issues raised above and to answer questions. They have provided the attached Appendix 1 as background.

FOR CONSIDERATION

RISK ASSESSMENT: There is little risk to the council, however the town could lose the marathon if it is not viable.

9. PLANNING COMMITTEE MINUTES

To consider the Minutes of the meetings of the Planning Committee held on Monday 28 November, Monday 19 December and Monday 9 January (minutes previously circulated).

We have considered 56 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

10. SUMMARY OF RECOMMENDATIONS

Appendix 2 provides a summary of recommendations with financial implications considered by the Strategic Development, Customer Services and Finance KAGs for easy reference.

11. STRATEGIC PLANNING AND DEVELOPMENT KEY AREA GROUP – NOTES OF MEETING

To consider the Notes of the meeting of the Community Engagement Key Area Group KAG held on 11 January 2023 2022 (previously circulated).

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

Joe Foster
Chairman

12. CUSTOMER SERVICES KEY AREA GROUP – NOTES OF MEETING

To consider the Notes of the meeting of the Community Engagement Key Area Group KAG held on 11 January 2023 (previously circulated).

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

13. FINANCE KEY AREA GROUP: NOTES OF MEETING

To consider the Notes of the meeting of the Finance KAG held on 23 January 2023 (copy previously circulated).

Our decisions and recommendations within our terms of reference are set out in the Notes with specific recommendations to Council as follows:

- A) Approve the 2023/24 Revenue Budget and set the Precept at £965,833
- B) To categorise and approve, using a traffic light system, each of the projects detailed within the Capital Programme:

- i. Basket Ball Court Upgrade: RED – supported by the town council but refer to MSDC for funding,
- ii. Batchelors Farm Community Orchard: GREEN – funds (£9.5k) to be ring-fenced from the 2022/23 surplus,
- iii. Beehive Centre: AMBER - Investigate new project concept and defer any additional expenditure on design work,
- iv. Burial Ground Phase 2: GREEN - funds (£250k) to be ring fenced from the Community Building and Projects Reserve, however, the seeking of external funding should continue,
- v. Parish (church) Clock: GREEN - funds (£25k) to be ring fenced from the Community Building and Projects Reserve, however, the seeking of external funding should continue,
- vi. Park Centre: AMBER - Charity formation, Trusteeship, Governance, Financials remain outstanding, and for the project to be split into two phases, “Repair and Refurbishment” and an optional “Extension Build”, and
- vii. St John’s Pavilion: AMBER - Charity formation, Trusteeship, Governance, Financials remain outstanding.

Simon Hicks
Chairman

14. GRANTS AWARDS PANEL – NOTES OF MEETING

To consider the Notes of the meeting of the Grants Awards Panel held on 12 December 2022 (previously circulated).

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

Simon Hicks
Chairman

15. ARCHITECT: BEEHIVE

The Council agreed as follows at its meeting on 21 November 2022:

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.

A tender was issued and 22 architects submitted tenders. A working party shortlisted 4 submissions and interviewed them. From these 2 have been asked to provide additional information and two were discarded. The two remaining have indicated with confidence that they would be able to deliver a 250-seat theatre. Their cost to draw up plans suitable for submission to planning would be between £65,000 and £75,000.

Now that the Levelling Up Fund has declined the application from MSDC, there may be an opportunity to build the Beehive in the Martlets centre. This is under investigation with NRR. Until a definite answer has been received it is suggested that the actual appointment of the architect be delayed.

RECOMMENDATION

1. That the appointment of an architect to redesign the Beehive be delayed pending a response from NRR as to whether the facility could be incorporated into their plans for the Martlets.
2. Should an architect be required and the original site is to be used, then the CEO in conjunction with the working party be given delegated authority to appoint one of the two remaining architects.
3. If the facility can be accommodated in the Martlets and an architect is required, then the architect selected in 2 above be appointed to design a new facility in the Martlets subject to negotiation on fees.

RISK ASSESSMENT: It is important that momentum be maintained and discussions with the developer and MSDC should take place as soon as possible. Construction of the building may be delayed for some time depending on interest rates.

16. DIARY DATES

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| JANUARY 2023 | | |
| Planning Committee | Tuesday 31 January | 19.00 hours |
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| FEBRUARY 2023 | | |

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| Planning Committee | Monday 20 February | 19.00 hours |
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| MARCH 2023 | | |
| Council | Monday 6 March | 19.00 hours |
| Planning Committee | Monday 13 March | 19.00 hours |
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| APRIL 2023 | | |
| Planning Committee | Monday 3 April | 19.00 hours |
| Planning Committee | Monday 24 April | 19.00 hours |
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RECOMMENDATION:

For noting.

17. FORTHCOMING ROTA OF MEETINGS 2023-2024 AND INDUCTION PROGRAMME 2023

17.1 Councillors are requested to consider the forthcoming rota for the next Council year as attached at Appendix 3. Mid Sussex District Council was unable to provide their meeting dates at this stage so we continue to avoid Wednesday evenings for meetings as many of theirs are held then. The Annual Town Meeting has been moved to Monday 22 May and will be held at Burgess Hill Academy.

17.2 The Induction Programme will be provided to all prospective Councillors once the nomination deadline has passed on 4 April 2023. However, please note the dates below which were provided on Briefing Note 20 January 2023. At the Election Count, Steve Cridland CEO will be in attendance and all newly elected Councillors will be provided with a copy of this along with a USB data stick that will include the relevant training materials required. This is in accordance with the Council's green approach to minimise printing. There will also be information on the training programmes provided by West Sussex Association of Local Councillors. The Council agreed to sign up to the Civility and Respect pledge and an essential element is that we have well trained Councillors so all Councillors are asked to review and consider their training needs.

RECOMMENDATION:

For noting.

RISK ASSESSMENT: Nil

18. LAND ABUTTING 3 ALEXANDER ROAD

Most Councillors are aware of the piece of land abutting 3 Alexander Road which was previously public open space. The owner of 3 Alexander Road entered into discussions with WSCC, the owners of the land, with a view to acquiring it to extend the garden. Neighbouring residents were against this proposal.

The owner of 3 Alexander Road has now agreed in principle to sell the

land and the residents are keen to acquire this land and return it to its former status of public open space. The residents have agreed a price with the owner. In order to do this the town council would need to become involved and have the land transferred into its name and maintain it. This would involve cutting the grass and trimming the hedges.

Provided the residents pay for the land and the legal costs, there is no objection to this.

RECOMMENDATION:

That provided the residents provide the funds and cover the legal costs, the town council purchase the land abutting 3 Alexander Road and maintain it as public open space.

RISK ASSESSMENT: Provided additional sites are not acquired, there should be minimal pressure to the maintenance team. However, this is a precedent and if additional pieces of land are identified to acquire and maintain, this would have an effect on the maintenance team.