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Wednesday 1 March 2023

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

**A MEETING of the Council will be held in the Council Chamber on Monday 6 March 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.**

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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 of Council held on Monday 30 January 2023 (copy herewith).

6. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held on Tuesday 30 January and Monday 20 February (minutes previously circulated).

We have considered 28 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. **SPECIAL MOTION: RESCISSION OF RESOLUTION**

Cllr Eggleston has submitted a Special Motion in terms of Section 14 of Standing Orders as set out in Appendix 1 to rescind the St John's portion of resolution 393 taken at the Council meeting of 30 January 2023 and to replace it with the resolution included in the appendix.

RISK ASSESSMENT: Provided MSDC and the Cricket Club fund the project as set out and that the town council is a trustee, then there is minimal risk especially as there is a good possibility that an anchor tenant might be sourced.

8. **MID SUSSEX CRIME & DISC PARTNERSHIP**

Council resolved as follows in November 2022:

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.

MSDC has now reported back as follows:

"The DISC project is progressing. We now have funding secured for three years, with the Police and Crime Commissioner's Office having confirmed that they will fund the project for years 2 and 3. I am working with Insp Chris Neilson who is the lead at Sussex Police and Littoris (the DISC provider) to set everything up, including relevant documentation and training etc.

We are planning on a phased approach with the initial roll out to businesses in Haywards Heath, followed by Burgess Hill and then East Grinstead but we are expected to have all three towns involved by late Spring. We will be looking at setting up a small working group and would like the Town Councils and a key business contact from each town (either a Town Centre Manager or Business Assoc contact) as well as someone from the Neighbourhood Policing Team to be involved in this."

### **FOR NOTING**

RISK ASSESSMENT: Nil

#### 9. **St JOHN'S INSTITUTE: PARK CENTRE UPDATE**

WSCC continues to work with Sussex Clubs for Young People (SCYP) and the charity commission with a view to transferring the charity to SCYP. Thereafter a CIO will be formed which will include the town council. At a meeting between SCYP, Cllr Eggleston, Steve Cridland and two other potential trustees it was suggested that 9 trustees be considered as follows:

SCYP 1

Burgess Hill Town Council 1

Clarion 1

6 members from the general public or other clubs

Since there is an election coming up and the charity commission needs to know who the trustees will be it was agreed by those at the meeting that Steve Cridland represent the town council and that this be reviewed by the new town council in due course.

In addition, there will be certain legal costs to develop a constitution for the CIO and to register the CIO. SCYP has obtained quotes from solicitors that they normally use which came to £5,200 plus VAT. It was suggested that the Town Council cover these costs as part of its contribution. In addition, the possibility of providing seed money to get the venture underway was discussed. Initially some maintenance work will be needed and it is hoped that WSCC will cover this to a maximum of £30,000. Attached as Appendix 2 is a spreadsheet setting out the expected costs. While it is unlikely that the centre will be occupied before September 2023, it is suggested that an initial amount of £30,000, taken from the Community Buildings and Projects Fund, be

made available to cover immediate costs and that the CEO be given delegated authority to spend this where necessary if needed and until the new council is in office.

**RECOMMENDED:**

1. That the Council note that 9 trustees are proposed for the CIO being set up to take over the St John's Institute Charity
2. That the Town Council cover the legal costs of £5,500 to set up the constitution and register the CIO.
3. That Steven Cridland be appointed as Trustee until the new council reviews this in May 2023.
4. That £30,000 be made available to assist with costs set out in appendix 5 to the report and that the CEO be given delegated authority to release this to the charity/CIO as necessary until the CIO is set up.

RISK ASSESSMENT: The steps above are needed to expedite the process described. The solicitors suggested are specialists in charity law and procedures. Once the CIO is set up, they will take over the decision-making process but until then there is a need for working capital to get the project off the ground.

10. **MUSEUM**

Two letters (Appendices 3 and 4) have been received from the Burgess Hill History Society setting out the need for a museum in the town and requesting premises. Their suggestion for space at the Park Centre would need to be considered by the Trustees of the St John's Institute and it is unlikely that a museum would fit with the objectives of the charity. The collection is undoubtedly something which is of great interest to the town and should be preserved for posterity. Quite where is the question.

**FOR CONSIDERATION**

RISK ASSESSMENT: Unless a suitable location is identified to keep these artifacts, they could be lost to the town

11. **BEEHIVE: APPOINTMENT OF ARCHITECT**

Council resolved as follows at its meeting in January 2023:

1. 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 could be accommodated in the Martlets and an architect was required, then the architect selected in 2 above be appointed to design a new facility in the Martlets subject to negotiation on fees.

An exhaustive tender process was followed which led to 22 bids being submitted. This was reduced to 4 following and then to a run-off between two excellent firms who were both interviewed again. The panel unanimously selected Unknown Works (Appendix 5), a London firm although one of its partners is from Burgess Hill. They will be formally appointed after the local elections in May. They have quoted as follows:

Stage 1: £65,348  
Stage 2: £52,700  
Stage 3: £79,577

The question of whether a Project Manager was needed was also considered and discussed and both architects felt that the council should appoint a project manager to represent its interests. Since Greenwoods were previously awarded the job of project manager following a tender process, it is suggested that they be reappointed to represent the council. They have quoted as follows:

To RIBA stage 3 (planning): 0.4% (£19867)  
To RIBA stage 5 (construction): 1.49% (£74605)  
To RIBA stage 7 (end of defects): 0.1% (£4,857)

#### **RECOMMENDED:**

1. That Architects Unknown Works be appointed to redesign the Beehive after the local government elections in May provided the new council is in agreement and that their quote as follows be accepted;  
Stage 1: £65,348  
Stage 2: £52,700  
Stage 3: £79,577

2. That Greenwoods be reappointed as Project Manager for the project and their quote as follows be accepted:

To RIBA stage 3 (planning): 0.4% (£19867)  
To RIBA stage 5 (construction): 1.49% (£74605)  
To RIBA stage 7 (end of defects): 0.1% (£4,857)

#### **FOR NOTING**

**RISK ASSESSMENT:** The process followed included two members from the Cultural Quarter Committee who are not councillors as well as 3 councillors. The process followed was exhaustive and thorough. The

reappointment of Greenwoods will ensure that there is continuity and the council's interests are covered.

12. **TIERED PLANTERS IN CHURCH WALK**

Council resolved as follows in January 2023

That 2 x 3 tier flower planters with flowering plants be hired from Plantscape for summer 2023 to be suitably placed in Church Walk at a cost of £500 including delivery and removal. Funding to come from the Street Scene Reserve.

The supplier of the planters has advised that the delivery charge would in fact be over £700 plus the hire charge. This makes it more viable for the council to purchase and plant the planters. The cost for this will be £ 1,200

**RECOMMENDED:**

That instead of hiring 2 tiered planters the council purchase and plant 2 tiered walkers in Church Walk at a cost of £1,200.

**RISK ASSESSMENT:** There is a risk of vandalism but if that was a concern very little would ever be done. If for some reason the project does not work out there is a good possibility that the planters could be sold.

13. **PLACE AND CONNECTIVITY**

Council resolved as follows in January 2023:

The Town Council arrange for three quotes to be received expeditiously with a view to appointing a civil engineer to review the delivery of the Place and Connectivity – Western Gateway – programme. If the quotes were to come in within £10,000, the Town Council would proceed to undertake the work.

13 civil engineers were approached most of whom politely declined the invitation and a couple did not respond. One explained that in order to audit the works a design team would need to assess the works, ground works would need to be done, design drawings (if not made available) would need to be drawn and so on. In all he estimated that the council would easily be looking at £100,000. He was of the opinion that an audit was unlikely to bring up anything major given the procedures which WSCC would have had to follow in order to get the green light from planning to undertake the works.

**FOR NOTING**

14. **CHANCTONBURY RD ALLOTMENT SITE: ASSET OF COMMUNITY VALUE**

Council previously resolved to apply for the Chanctonbury Road Allotment site to be declared an asset of community value. MSDC has granted this status (Appendix 6). Given that this site has been added to the register of Assets of Community Value it would be prudent to add the Allotments to the Council's Capital Expenditure programme should the land be made available for sale or the Council wishes to exercise its right to bid.

**Recommended**

That the Chanctonbury Allotment site be added to the Capital Programme with an Amber Flag.

15. **DIARY DATES**

<b>MARCH 2023</b>		
Planning Committee	Monday 13 March	19.00 hours
<b>APRIL 2023</b>		
Planning Committee	Monday 3 April	19.00 hours
Planning Committee	Monday 24 April	19.00 hours
<b>MAY 2023</b>		
Annual Meeting of Council	Thursday 11 May	19.00 hours

Council are also asked to note the following Community Events (as agreed at the Community Engagement Key Area Group in October 2022) that the Town Council are involved with and Councillors are very welcome to attend the public events in the town centre:

Saturday 4 March 2023 – Diabetes Awareness event and children’s activities in Church Walk (although the event is after Council meeting this agenda is circulated to all on Wednesday 1 March).

Wednesday 15 March - Treat for Carers event to be held at Burgess Hill Girls school. This event is open to all adult carers and booking is open now in the Help Point.

Tuesday 4 April – Family Fun events to be held at Kings Church specifically for children with Special Educational Needs or Disabilities.

Thursday 20 April – Tea Party for Senior Citizens to be held at Kings Weald Community Centre – tickets will be available from the Help Point from Monday 3 April.

Saturday 22 April – event to be held in the Town Centre featuring various street entertainment and stalls from 10am-2pm.

**RECOMMENDATION:**

For noting.