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Friday 5 May 2023

To: **MEMBERS OF BURGESS HILL TOWN COUNCIL**

The **Thursday 11 MAY 2023** at **19.00 hours**, when your attendance is required.

Steve Cridland
Chief Executive Officer

****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. **ELECTION OF THE TOWN MAYOR** for the ensuing year.

2. **DECLARATION OF ACCEPTANCE**

To receive the Town Mayor's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.

3. **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.

4. **CHAIRMAN'S ANNOUNCEMENTS**

5. **APOLOGIES FOR ABSENCE**
6. **DECLARATIONS OF INTEREST** in respect of any item on the Agenda.
7. **ELECTION OF THE DEPUTY TOWN MAYOR** for the ensuing year.
8. **ELECTION OF THE LEADER OF THE COUNCIL** for the ensuing year.
9. **ELECTION OF THE DEPUTY LEADER OF THE COUNCIL** for the ensuing year.
10. **ELECTION OF THE CHAIRMAN OF THE PLANNING COMMITTEE** for the ensuing year.
11. **APPOINTMENT OF THE PLANNING COMMITTEE**

Consideration of the appointment of Councillors of the Planning Committee, which will consist of the Chairman of the Committee plus six other Councillors. It is proposed that for Planning Committee purposes the wards are grouped as follows:

St Andrew's
Franklands
Leylands
Dunstall and Gatehouse
Meeds and Hammonds and St John's
Brookleigh East and Brookleigh West

ELECTION OF THE CHAIRMAN OF THE PLANNING COMMITTEE for the ensuing year.

12. **APPOINTMENT OF THE KEY AREA GROUPS**

- 12.1 Consideration of the appointment of Members of the Key Area Groups reflecting the increase in the membership of the Council from 18 to 20.

APPOINTMENT OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP
8 (previously 7) **Members to be appointed.**

ELECTION OF THE CHAIRMAN OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP for the ensuing year.

APPOINTMENT OF THE CUSTOMER SERVICES KEY AREA GROUP
7 (previously 6) **Members to be appointed.**

ELECTION OF THE CHAIRMAN OF THE CUSTOMER SERVICES KEY AREA GROUP for the ensuing year.

APPOINTMENT OF THE FINANCE KEY AREA GROUP
7 (previously 6) **Members and the Responsible Finance Officer in a non-voting capacity.**

ELECTION OF THE CHAIRMAN OF THE FINANCE KEY AREA GROUP for the ensuing year.

APPOINTMENT OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP

6 (previously 5) Members to be appointed.

ELECTION OF THE CHAIRMAN OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP for the ensuing year.

APPOINTMENT OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP

7 (previously 6) Members to be appointed.

ELECTION OF THE CHAIRMAN OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP for the ensuing year.

13. **APPOINTMENT OF WORKING GROUPS**

GRANTS PANEL

6 (previously 5) Members to be appointed.

ELECTION OF THE CHAIRMAN OF THE GRANTS PANEL

Other Working Groups

The Council forms Working Groups from time to time to scrutinise and support the development of specific projects. The previous administration developed a number of policy initiatives and it is proposed that the matter of the formation of Working Groups, their terms of reference and the extent of community involvement in them be referred to the first meeting of the Strategic KAG to consider this matter and bring forward recommendations to the next meeting of Council.

14. **APPOINTMENT OF SUBSTITUTES FOR THE PLANNING COMMITTEE , KEY AREA GROUPS AND GRANTS PANEL for the ensuing year.**

Council previously agreed that all Councillors who were not members of the Planning Committee or Key Area Groups respectively may attend all Key Area Group Meetings in a substitute capacity, providing that they are a member from the relevant political party. If a Councillor is unable to attend a meeting, then 24 hours' notice is required.

15. **APPOINTMENT OF PARTNERSHIP GROUPS**

15.1 Nominations are required for the following organisations.

BURGESS HILL BUSINESS PARKS ASSOCIATION

2 Representatives (meets quarterly at 16.00 hours).

Chief Executive Officer or his representative and the Chairman of the Strategic Development Key Area Group

TRANSPORT WORKING GROUP

7 Representatives comprising the Chairman of the Bus Forum, 2 councillors and 4 members of the public.

BUS FORUM

3 Representatives comprising Chairman of the Customer Services Key Area Group and 2 Councillors, the Head of Projects plus West Sussex County Council Public Transport Manager and representatives of the Bus Companies (meeting 3 times a year during the day).

CULTURAL QUARTER STEERING GROUP This Steering Group is specifically engaged in the work on The Beehive. Given the passage of time since its formation and the new development work it is recommended that this be referred to the first meeting of the Strategic KAG so that it can consider the make-up, terms of reference and extent of community engagement in this project.

MID SUSSEX ASSOCIATION OF TOWN COUNCILS

4 Representatives (Town Mayor, Deputy Town Mayor, Majority Group Leader and Minority Group Leader - Substitutes will be allowed) and the Chief Executive Officer (meeting quarterly during the evening).

PUBWATCH

1 Representative and the Head of Projects (meets monthly during the day)

SHOPWATCH

1 Representative and the Head of Projects (meets monthly during the day)

15.2 RECOMMENDATION

Nominations are sought.

16. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

16.1 Nominations are required for the following organisations and members are reminded to produce a report for Council when they have attended a meeting of their organisation.

BURGESS HILL BONFIRE SOCIETY

1 Representative

BURGESS HILL YOUTH

1 Representative (meets quarterly during the evening).

CYPRUS HALL COMMUNITY ASSOCIATION

2 Representatives (meeting bi-monthly on Tuesday afternoons).

ESCAPE YOUTH CLUB

2 representatives (meets quarterly)

FAIRTRADE TOWN GROUP

1 Representative

BURGESS HILL HORTICULTURAL SOCIETY

1 Representative (meeting bi-monthly in the evening).

GREEN CIRCLE STEERING GROUP

1 Representative (meeting twice yearly in the evening).

SIDNEY WEST CENTRE CHARITY TRUSTEES

1 Trustee (Charity Trustees stand down on a rolling 3 year basis.) (meets quarterly, early evening).

SIGNPOSTS

1 Representative (meets quarterly during the afternoon)

SUMMERHAVEN

1 Representative

THE FRIENDS OF BURGESS HILL GREEN CIRCLE NETWORK

1 Representative (meeting quarterly in the evening).

TOWN TWINNING ASSOCIATION

1 Representative (meeting monthly in the evening).

SUSSEX ASSOCIATION OF LOCAL COUNCILS

2 Representatives and the Chief Executive Officer

ST JOHN'S INSTITUTE (PARK CENTRE)

A CIO is currently being formed.

1 Representative

15.2 RECOMMENDATION

Nominations are sought.

17. BURGESS HILL COMMUNITY PARTNERSHIP COMMUNITY INTEREST COMPANY – DIRECTORS AND CEO

17.1 Council is asked to reaffirm or change the Directors, Secretary and CEO to the Burgess Hill Community Partnership Community Interest Company (CIC). At present the Directors are Robert Duggan, Simon Hicks, Andrew Barrett-Miles (Resigned), Janice Henwood, Robert Eggleston. Steve Cridland is the Secretary. It is suggested that 4

members from the community be appointed at some stage.

17.2 The CIC was established on 28 February 2012 and its objects were, “to carry on activities which benefit the community and in particular (without limitation) to deliver, and assist in the delivery of, community benefits and associated infrastructure arising from the Burgess Hill Town Wide Strategy and related planning documents, in the interests of the Town of Burgess Hill (and the surrounding locality) and its inhabitants.”

17.3 The CIC has recently established the Trading Places Centre which is home to 3 independent traders and the Food Pantry.

17.4 **RECOMMENDATION**

Council is recommended to:

A) Affirm Councillor Directors to the CIC,

B) Confirm the CEO, Steve Cridland, as the CEO of the CIC,

C) Confirm the CEO (Town Clerk) Steve Cridland as the Secretary of the CIC, and refer the matter of the resignation and appointment of other directors to the board of the CIC for consideration.

18. **BEEHIVE CIO**

A maximum of 11 members and a minimum of 3. Members are currently Robert Eggleston, Andrew Barrett-Miles, Ms Jacqueline Hilary and Chris Elkins. Andrew Barrett-Miles was a trustee by virtue of his membership of Burgess Hill Town Council. Since his retirement as a Councillor he automatically resigns as trustee to be replaced by a serving Councillor.

Nomination sought.

19. **COUNCIL MINUTES**

To consider the Minutes of the Ordinary Meeting of the Council held on Monday 6 March 2023 (copies herewith).

20. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held on Monday 13 March, Monday 3 April, and Monday 24 April 2023 (copies on website) and Monday 16 May 2023 (minutes to be circulated).

67 applications for planning permission under the Town and Country Planning Act 1990 have been considered. Decisions and recommendations within the terms of reference of the committee are set out in the Minutes.

21. **BEEHIVE APPOINTMENT OF ARCHITECT AND PROJECT MANAGER**

The following report served at Council on 6 March 2023:

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 (equivalent to RIBA stages 1 – 3)

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)

Council resolved as follows:

1. That Architects Unknown Works be appointed to redesign the Beehive after the local government elections in May provided the new Council was 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)

Council is asked to:

- (1) consider the above resolution and to either agree the quotes or dismiss them;
- (2) consider the timing of any expenditure whilst discussions with NRR continue.

FOR CONSIDERATION

22. PLACE AND CONNECTIVITY

At the January 2023 meeting of Council members agreed to the appointment of a Civil Engineer to audit the Place and Connectivity project being implemented by WSCC. A total budget of £10,000 was allocated for this work. While the CEO has been authorised to take forward the appointment of an engineer the fact that due notice of this expenditure had not been given raised the risk as far as senior officers were concerned that the approval of £10,000 in this way could be ultra vires.

The specific resolution from the January meeting is set out below:

1. 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.

At the March 2023 Council meeting the CEO reported that he had been unable to obtain any quotes for the audit within the allocated sum of £10,000. He had, however, had the offer of the free services of a traffic engineer who wished to remain anonymous, but who would write a report for consideration.

At the March meeting a member of the public in attendance, stated that no local firm would take on a project such as this due to possible reprisal from WSCC. He informed the Council that he had found 4 Civil engineers who were willing to assess the project and provide a quote for the work. The member of the public was invited to submit his four quotes to the Council so that we could make an appointment. The Council agreed that should one of these engineers fit the budget available then they would be appointed by the Council. These quotes were received on 11th April 2023 and on 19th April 2023 the member of the public gave an indication of the firm that he would recommend Appendix 1 (ICENI Consulting).

Council is further asked to consider what it wishes to do with the information once received and what costs might be involved.

Members are requested to consider this matter.

23. DIARY DATES

Council are asked to note the following public meeting dates:

<i>MAY 2023</i>	Date	Time
Planning Committee	Monday 15 May	19.00 hours
Grants Awards Panel meeting	Thursday 18 May	19.00 hours
Annual Town Meeting to be held at Burgess Hill Academy Main Hall.	Monday 22 May	19.00 hours
<i>JUNE</i>		
Planning Committee	Monday 5 June	19.00 hours
Planning Committee	Monday 26 June	19.00 hours

Council is 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:

Wednesday 31 May - Wowzer Wednesday, from 10am-1pm there will be free inflatables in St John's Park.

Sunday 4 June - Romeo and Juliet, The Lord Chamberlain's Men will be performing Shakespeare's Romeo and Juliet at Burgess Hill Girls school.

Sunday 25 June - Summer Fayre, one of the largest community events in Burgess Hill, running from 11am – 3pm. The event will be opened with a parade of local schoolchildren, as well as involving a dog show and a mix of community groups and commercial businesses running stalls.