



MINUTES of the **ANNUAL MEETING** of the **TOWN COUNCIL** held in the Council Chamber on **Thursday 11 May 2023**

Present: Janice Henwood Town Mayor
Tofojjul Hussain Deputy Town Mayor

Graham Allen
Diane Black
Christine Cherry
Richard Cherry
Stuart Condie
Matthew Cornish
Cedric De Souza
Robert Eggleston
David Eggleton
Anne Eves
Bob Foster
Matthew Goldsmith
Simon Hicks
Mohammad Hossain
John Orchard
Brenda Williams
Peter Williams
Adam White

* *Denotes non-attendance.*

Also Present: Peter Chapman Departing Town Mayor

(19.00)

1. **ELECTION OF THE TOWN MAYOR**

Nominations were invited for the office of Town Mayor of the Council for the ensuing year.

RESOLVED that:

Janice Henwood be appointed Town Mayor for the year 2023/24.

Outgoing Town Mayor Peter Chapman welcomed returning Councillors and the successfully elected new Councillors. He offered some advice to the new Councillors, suggesting they should be good community volunteers and pick litter up at the end of community events and they would not go far wrong.

Peter Chapman thanked Steve Cridland and his team for their time spent discussing town issues and for helping to enlighten him. He thanked Councillor Robert Eggleston for showing faith in him, and thanked all the returning Councillors. He especially thanked Councillors Anne Eves and Janice Henwood for their time spent together and commented on their time as Councillors during Covid.

Peter Chapman stated he enjoyed his time as Town Mayor visiting groups he didn't know existed, such as the Horticultural Society and the Keyboard Club, and the highlight of visiting his old infant school to launch the Christmas Card Competition. He also thanked the Community Team and commented on the good times they shared.

He welcomed Councillor Janice Henwood as the new Mayor and stated she was strong willed, fiercely loyal and deserved the role. He wished her well for her time as Town Mayor.

2. DECLARATION OF ACCEPTANCE

The Town Mayor signed the formal Declaration of Office.

3. OPEN FORUM

There were several members of the public present, three residents spoke in open forum.

One resident addressed the Council about the review of the Place and Connectivity scheme. He questioned why there had been little progress when it had been previously agreed by the Councillors to action a review, with a budget being agreed previously too. He stated he had provided the Council with four contacts of engineers who were willing to provide quotes to undertake the work.

CEO Steve Cridland responded and stated that although it had been voted through by the Council, it had not been done as it should have been in local Government and there could be an audit enquiry if not rectified. For any agenda item to be legally agreed it must appear on the agenda three clear days before it is voted upon, and this had not happened, as it had been a knee jerk reaction from Councillors. He stated it appeared correctly as an agenda item for this meeting and asked Councillors to consider the actions that would be taken following the review.

Councillor Janice Henwood added that it was Agenda item 22, and up to this Council to approve.

Another member of the public raised concerns over the level of traffic throughout the town and said that West Sussex County Council (WSSC) had previously stated that the traffic flow would improve once the works had finished. As residents they had tried to mobilise and contact the relevant agencies to get the matter addressed. With the number of new homes and tipper trucks around the town, he asked what the Town Council was doing to support the residents in getting results.

Councillor Robert Eggleston responded and stated the Town Council and those who were on the District Council Planning Committee had consistently made the point over the years that pressure on the development south of Folders Lane would have significant, severe impact on roads. He added that WSSC has maintained that the impact would not be severe and that there was no need for changes to the Folders Lane, Keymer Road and Hoadley's roundabout area. He stated that on the site allocation DPD for SA12 and SA13 the Town Council had opposed it at both town planning and district planning level. He suggested residents should make representations when the areas came to the Planning Committee and the Town Council would make its own representation.

Councillor Janice Henwood added that the Town Council had financially supported the South of Folders Lane Action Group in opposing the sites.

The third member of the public asked the Council if during a cost-of-living crisis it was prudent to spend money on the Beehive when interest rates increased again. He also asked if there was an allotment strategy and a plan get the Chanctonbury allotments removed from the District Plan.

Councillor Robert Eggleston responded stating that the Council had made no commitment to borrow money at the current stage and due to the unsustainable rates, the plan was only to move the Beehive project as close to the "starting grid as possible". He said that there would be discussions with New River Retail about potential relocation to the Martlets site but that the project was taking a flexible and prudent approach. In terms of the cost-of-living crisis, he stated that the Town Council had supported the Burgess Hill Pantry in its set up and that the charity was in a robust position and did not need to rely on the Town Council. He added that the Chanctonbury allotments were going through the review of the District Plan as a legal process and that the Town Council wanted the site removed. He added Mid Sussex District Council (MSDC) was currently looking at additional site locations.

Councillor Janice Henwood stated that many Councillors had been involved with Burgess Hill Food Bank as volunteers.

4. **CHAIRMAN'S ANNOUNCEMENTS**

Chairman Janice Henwood thanked the other Councillors for having confidence in her to be their Mayor. Additionally, she thanked Peter Chapman for previously being Chairman and Town Mayor.

5. **APOLOGIES FOR ABSENCE**

There were none.

6. **DECLARATIONS OF INTEREST**

Councillor Robert Eggleston declared a personal interest in Agenda Item number 21, the Beehive, as a Trustee of the CIO.

7. **ELECTION OF THE DEPUTY TOWN MAYOR**

Nominations were invited for the office of Deputy Town Mayor of the Council for the ensuing year.

RESOLVED that:

Councillor Tofojjul Hussain be appointed Deputy Town Mayor of the Council for the year 2023/24

8. **ELECTION OF THE LEADER OF THE COUNCIL**

Nominations were invited for the office of Leader of the Council for the ensuing year.

RESOLVED that:

Councillor Richard Cherry be appointed Leader of the Council for the year 2023/24.

9. **ELECTION OF THE DEPUTY LEADER OF THE COUNCIL**

Nominations were invited for the office of Deputy Leader of the Council for the ensuing year.

RESOLVED that:

Councillor Robert Eggleston be appointed Deputy Leader of the Council for the year 2023/24.

10. **APPOINTMENT OF THE PLANNING COMMITTEE**

It was **RESOLVED** that the Members of the Planning Committee would consist of the Chairman of the Committee, plus seven other Members (previously 5) representing the Wards as follows:

Janice Henwood	Franklands
Chris Cherry	St Andrew's
Diane Black	Dunstall and Gatehouse
Tofojjul Hussain	Meeds, Hammonds and St John's
Bob Foster	Brookleigh East and Brookleigh West
John Orchard	Victoria
Graham Allen	Leylands
David Eggleton	

10. **ELECTION OF THE CHAIRMAN OF THE PLANNING COMMITTEE**

Nominations were invited for the office of Chairman of the Planning Committee for the ensuing year and it was

RESOLVED that:

David Eggleton be appointed Chairman of the Planning Committee for the year 2023/24.

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

The appointment of Members to the Key Area Groups was considered, with an increase in the membership of the Council from 18 to 20.

APPOINTMENT OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP

8 (previously 7) Members were appointed.

It was **RESOLVED** that the members of the Community Engagement Key Area Group would be as follows:

Brenda Williams (Chairman), Diane Black, Cedric de Souza, Richard Cherry, Chris Cherry, Mohammad Hossain, Anne Eves, and Adam White.

ELECTION OF THE CHAIRMAN OF THE COMMUNITY KEY AREA GROUP

Nominations were invited for the office of Chairman of the Community Engagement Key Area Group for the ensuing year.

RESOLVED that:

Brenda Williams be appointed Chairman of the Community Engagement Key Area Group for the year 2023/24.

APPOINTMENT OF THE CUSTOMER SERVICES KEY AREA GROUP

7 (previously 6) Members were appointed.

It was **RESOLVED** that the members of the Customer Services Key Area Group would be as follows:

Chris Cherry (Chairman), Diane Black, Matthew Goldsmith, Tofojjul Hussain, Simon Hicks, Bob Foster and Adam White.

ELECTION OF THE CHAIRMAN OF THE CUSTOMER SERVICES KEY AREA GROUP

Nominations were invited for the office of Chairman of the Customer Services Key Area Group for the ensuing year.

RESOLVED that:

Chris Cherry be appointed Chairman of the Customer Services Key Area Group for the year 2023/24.

APPOINTMENT OF THE FINANCE KEY AREA GROUP

7 (previously 6) Members and the Responsible Finance Officer in a non-voting capacity.

It was **RESOLVED** that the members of the Finance Key Area Group would be as follows:

Cedric de Souza (Chairman), Janice Henwood, Matthew Goldsmith, Richard Cherry, Simon Hicks, Bob Foster and Adam White.

ELECTION OF THE CHAIRMAN OF THE FINANCE KEY AREA GROUP

Nominations were invited for the office of Chairman of the Finance Key Area Group for the ensuing year.

RESOLVED that:

Cedric de Souza be appointed Chairman of the Finance Key Area Group for the year 2023/24.

**APPOINTMENT OF THE STAFF AND MEMBER DEVELOPMENT
KEY AREA GROUP**

6 (previously 5) Members to be appointed.

It was **RESOLVED** that the members of the Staff and Member Key Area Group would be as follows:

Graham Allen (Chairman), Stuart Condie, Brenda Williams, David Eggleton, Matthew Cornish and Adam White.

**ELECTION OF THE CHAIRMAN OF THE STAFF AND MEMBER
KEY AREA GROUP**

Nominations were invited for the office of Chairman of the Staff and Member Key Area Group for the ensuing year.

RESOLVED that:

Graham Allen be appointed Chairman of the Staff and Member Key Area Group for the year 2023/24.

**APPOINTMENT OF THE STRATEGIC DEVELOPMENT KEY AREA
GROUP**

6 (potentially 7) Members to be appointed.

It was **RESOLVED** that the members of the Strategic Development Key Area Group would be as follows:

Peter Williams (Chairman), Janice Henwood, Cedric de Souza, John Orchard, Robert Eggleston, David Eggleton and Matthew Cornish

**ELECTION OF THE CHAIRMAN OF THE STRATEGIC
DEVELOPMENT KEY AREA GROUP**

Nominations were invited for the office of Chairman of the Strategic Development Key Area Group for the ensuing year.

RESOLVED that:

Peter Williams be appointed Chairman of the Strategic Development Key Area Group for the year 2023/24.

13. [APPOINTMENT OF WORKING GROUPS](#)

GRANTS PANEL

5 (potentially 6) Members to be appointed.

It was **RESOLVED** that the members of the Grants Panel would be as follows:

Matthew Goldsmith (Chairman), Brenda Williams, Chris Cherry, Janice Henwood, and Mathew Cornish.

ELECTION OF THE CHAIRMAN OF THE GRANTS PANEL

Nominations were invited for the office of Chairman of the Grants Panel for the ensuing year.

RESOLVED that:

Matthew Goldsmith be appointed Chairman of the Grants Panel for the year 2023/24.

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 was agreed 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 the matter and that they would bring forward recommendations to the next meeting of Council.

Councillor Eggleston added that the Council regularly have ad hoc working groups and for this term the Town Council needed to revisit the subject of these groups and consider what was necessary. He stated that that the community was full of expertise and it was important to utilise this, and engage with the wider community.

14. APPOINTMENT OF SUBSTITUTES FOR THE PLANNING COMMITTEE, KEY AREA GROUPS AND GRANTS PANEL

The Town Mayor informed the Council that previously it had been 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 was unable to attend a meeting, then 24 hours' notice would be required. The Town Mayor confirmed that all Councillors were welcome to attend any meeting but unless they were a substitute, were unable to vote on agenda items.

15. APPOINTMENT OF PARTNERSHIP GROUPS

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 - Peter Williams

TRANSPORT WORKING GROUP

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

Councillors John Orchard and Anne Eves.

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).

Councillors Chris Cherry, Anne Eves and Peter Williams

CULTURAL QUARTER STEERING GROUP

It was agreed that the Cultural Quarter Steering Group 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)

Councillor Matthew Goldsmith

SHOPWATCH

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

Councillor Matthew Goldsmith

16. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS

BURGESS HILL BONFIRE SOCIETY

1 Representative

Adam White

BURGESS HILL YOUTH

1 Representative (meets quarterly during the evening).

Brenda Williams

CYPRUS HALL COMMUNITY ASSOCIATION

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

Janice Henwood and Anne Eves

ESCAPE YOUTH CLUB

2 representatives (meets quarterly)

Janice Henwood and Richard Cherry

FAIRTRADE TOWN GROUP

1 Representative

Robert Eggleston

BURGESS HILL HORTICULTURAL SOCIETY

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

Chris Cherry

GREEN CIRCLE STEERING GROUP

1 Representative (meeting twice yearly in the evening).

Diane Black

SIDNEY WEST CENTRE CHARITY TRUSTEES

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

Anne Eves, Simon Hicks, Janice Henwood, and Mathew Cornish

SIGNPOSTS

1 Representative (meets quarterly during the afternoon)

Chris Cherry

SUMMERHAVEN

1 Representative

Janice Henwood

THE FRIENDS OF BURGESS HILL GREEN CIRCLE NETWORK

1 Representative (meeting quarterly in the evening).

Brenda Williams

TOWN TWINNING ASSOCIATION

1 Representative (meeting monthly in the evening).

Richard Cherry

SUSSEX ASSOCIATION OF LOCAL COUNCILS

2 Representatives and the Chief Executive Officer

Peter Williams

ST JOHN'S INSTITUTE (PARK CENTRE)

A CIO is currently being formed.

1 Representative

Cedric de Souza

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

Council was asked to reaffirm or change the Directors, Secretary and CEO to the Burgess Hill Community Partnership Community Interest Company (CIC). Previously the Directors were Robert Duggan, Simon Hicks, Andrew Barrett-Miles (Resigned), Janice Henwood, and Robert Eggleston. Steve Cridland is the Secretary. It was suggested that 4 members from the community be appointed at some stage.

Councillor Robert Eggleston suggested that the appointment of directors be referred to a board meeting of the CIC and the members address council with who they would like to appoint.

17.4 RESOLVED that:

- A. Council Agreed the Councillor Directors to the CIC as Simon Hicks, Robert Eggleston and Janice Henwood.
- B. Council agreed the secretary of the CIC as Steve Cridland
- C. Council agreed to refer the resignation and replacement of other Councillors to the board of directors.

18. BEEHIVE CIO

A maximum of 11 members and a minimum of 3. Members were previously 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 resigned as trustee was replaced by a serving Councillor.

Nominations were sought.

RESOLVED that:

Council agreed to assign Peter Williams as the replacement trustee.

19. COUNCIL MINUTES

The Minutes of the Ordinary Meeting of the Council held on Monday 6 March 2023 were **AGREED** and signed as a correct record.

20. **PLANNING COMMITTEE MINUTES**

The Minutes of the meetings of the Planning Committee held on Monday 13 March, Monday 3 April, and Monday 24 April 2023 and Monday 16 May 2023 were **AGREED**.

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

Councillor Robert Eggleston stated the Council was committed to the project but was aware of the financial situation, and was currently in discussions with New River Retail about the potential to move the project to the Martlets. He added that there had been an extensive retendering process and that Unknown Works had been chosen following this. He stated that the cost of the project was high but the architects' fees were relative to the cost of the project, and that it would take the project from Riba stage 1 to Riba stage 7. He also noted that the cost of the architects was about 50% less than the architects who had been appointed previously.

CEO Steve Cridland stated he would go back to Unknown Works and Greenwoods to put them on hold whilst talks with New River Retail took place.

The length of time that the quote would be valid for was questioned and how long the Council would await a response from New River. Councillor Eggleston responded that he hoped in 90-120 days the Council would know either way. It was added that Unknown Works could choose to pull out from the project should their costs no longer be reflected in the quote previously provided.

RESOLVED that:

CEO Steve Cridland would go back to Unknown Works and Greenwoods to put them on hold whilst talks with New River Retail took place and he would confirm the time validity of their quote.

22. **PLACE AND CONNECTIVITY**

Councillor Janice Henwood asked the Council to consider what it wished to do with the information, should the review take place, and what costs might be involved.

Council Robert Eggleston informed the Council that the members of the Council had potentially made a decision out of it powers and that the Officers, including the Responsible Finance Officer had legal duties that

they could not depart from, due to risk of liability and of judicial review. He stated Councillors made a promise and wanted to honour that by carrying out the review but with an amendment as the works had moved forwards since the commitment was made.

The suggested amendment was 'Subject to specification being updated to reflect the current status of the works.'

There were questions about how long the review would take and it was hoped that ICENI Consulting would be appointed within the following 30 days but the timescale of the review itself would be up subject to ICENI Consulting capacities.

It was discussed whether BHTC had received a copy of the specifications for the works as this would probably be require by ICENI Consulting. CEO Steve Cridland stated this had not been received. Gordon Parr, a member of the public stated that he had received a vast number of documents from WSCC and agreed to share these with Town Council.

RESOLVED that:

The Council voted and agreed to appoint ICENI Consulting, at a cost of up to £10,000, subject to the specification being updated to reflect the current status of the works.

23. DIARY DATES

The Council noted the diary dates as set out in Agenda item 23.

24. MEETING TERMINATED AT 20:17 HOURS