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18 August 2023

To: **MEMBERS OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP, BURGESS HILL TOWN COUNCIL**

A **MEETING** of the **STRATEGIC DEVELOPMENT KEY AREA GROUP** will be held in the Council Chamber on **24 August 2023** at **19.00 hours**, when your attendance is required.

Steve Cridland
Chief Executive Officer

Filming, recording of Council meetings and use of social media:

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded.

If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking.

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.

****PLEASE NOTE THE START TIME OF THE MEETING****

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 (whether in the Open Forum or during the meeting) and shall

Cllrs Peter Williams (Chairman), Janice Henwood, Cedric De Souza, John Orchard, Robert Eggleston, Mathew Cornish, David Eggleton.

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. SUBSTITUTES

4. APPOINTMENT OF DEPUTY CHAIRMAN

The meeting is asked to appoint a deputy chairman.

5. DECLARATIONS OF INTEREST

In respect of any matter on the agenda.

6. NOTES OF THE STRATEGIC DEVELOPMENT MEETING

Notes of the meeting held on 11 January 2023 (previously distributed).

7. PARK CENTRE UPDATE

Discussions are ongoing with both WSCC and the Park Centre CIO over the governance of the facility. The preferred shape of the governance of the Park Centre is for the town council to become the sole trustee of the St Johns Institute and to work with the CIO as a key anchor tenant. The prime reason for this is to facilitate the channelling of public funds to make the property fit for purpose.

At present the CEO is a trustee of the Park Centre CIO. This has led to a conflict of interest and it is suggested that he step down as Trustee and be replaced by a councillor.

RECOMMENDED:

1. That the progress made regarding the governance of the Park Centre be noted
2. That a councillor be identified to take over as trustee on the Park Centre CIO

8. BEEHIVE UPDATE

Two options have been explored with New River Retail. Unfortunately the more favourable one could only guarantee a 10 year lease which did not make it viable. The second option was at the rear of the old Lidl shop but its location was deemed unsuitable.

A third option is being explored but it is too early to report back with any significance.

For information

9. ST JOHN'S PAVILION UPDATE

A meeting was held with the cricket club who reported that the submission of plans for the new pavilion was imminent. They have since been submitted. Once planning permission has been obtained the club will be in a position to approach funders for assistance. The Town Council and the District Council are fully supportive of this project.

10. BURIAL GROUND DEVELOPMENT (Phase 2)

10.1 The current burial ground (phase 1) was opened in 2004 and was planned to provide burial space for some 50 years. With just 20 years having passed, it is clear this was an over estimate of capacity and the latest assessment, based on current interment rates, show that within 3 to 4 years, the current burial ground (phase 1) will be full. In addition, the planned housing associated with the Brookleigh development has the potential to accelerate the rate of interments. It should be noted, phase 1 of the burial ground took 2 years to complete from concept through to delivery.

10.2 Adjacent to the current burial ground there is another parcel of land, owned by the town council, that is designated as "Phase 2" and officers of the town council have started work on the development plan for this site.

10.3 As the estimated cost associated with this development is some £300k-£400k, legislation requires the tender is placed on the government's Contracts Finder website.

10.4 Due to the technical nature of this project, officers have been required to seek expert advice in the development of the tender document and are to appoint a consultant who will (in summary*) provide burial ground designs, tender documentation (for the "Contract Finder" website), post tender evaluation and the preparation of a development contract (JCT Minor Works). The cost for this work is set at just under £13k and the town council has some £60k set aside for consultancy fees for this project.

Once a developer has been appointed, additional fees in the form of project management will be required.

**a more detailed "spec" is available on request*

- 10.5 As part of the design process, it is important to receive input from interested stakeholders such as the town's Muslim and Gypsy and Traveller communities. In addition, the finalisation of the overall development and delivery plan with milestones is required and as such it is proposed to set-up a Burial Ground working party to include officers and, say, 3 Members of the council.
- 10.6 Funding – at an estimated build cost of £300k-£400k, the town council will need to consider funding options either through its own resources, the Public Works Loan Board and/or Section 106 monies, although the latter seems unlikely at this time as the Section 106 “pot” does not have any monies designated for burial ground works.

Recommendation

- a) To approve the funding as detailed in 10.4 of £13k, and
- b) To set up a Burial Ground Working party as noted in 10.5

Risks – there are a number of risks associated with this project, but in the main, access to funding and the timely delivery of the development are critical.

11. NEW DEPOT FOR MAINTENANCE TEAM

Appendix 1

12. KILN (NEW CIO) RELOCATION

Appendices 2 and 3

13. THE PANTRY RELOCATION

Appendices 4, 5 and 6.

14. BIODIVERSITY NET GAIN

Appendix 7

15. WORLDS END RECREATION GROUNDS PROPOSAL_

Submitted by Cllr De Souza

The site located between Janes Lane and Manor Field includes a pavilion (let to a nursery) has many varied facilities for adults and children and is a lovely and popular green space in St Andrews ward popular with dog walkers, for picnics and local gatherings and we have junior football training and tournaments as well as an annual duck fair. It also has a pavilion though that is solely used by a Nursery. It has two

football pitches, one a full-sized pitch, the other for training and under 11's

The current issues with the park that need to be addressed are

1. That the football pitches are not fit for purpose, though mowed regularly the ground is uneven and often has large holes. With incessant rain the larger pitch floods and also becomes unusable for general use.
2. The seating area tables are sinking and surrounded by mud
3. The boundary wooden fencing is low and unobtrusive, however with increased and speeding traffic on Jane's lane and Manor Road, at least two dogs recently have been injured by running through the boundary and often balls from matches present difficulties to oncoming traffic and there is a risk of an accident.

Burgess Hill Football club have made an approach as they do not have training grounds for their women's teams. They have tentatively offered the following:

1. That they will make both pitches fit for purpose and maintain them to the standard required. Training is limited to one day a week at most for both adults and children's teams
2. That they will help to fund ancillary facilities, such as improved seating, rain shelters and even storage to be added to the Pavilion. Potentially they need changing rooms

Benefits of this arrangement which must be made with MSDC are clear, it presents no added cost to MSDC or BHTC, if maintenance of pitches is conducted that is a saving for MSDC going forwards and is significantly beneficial to the other football clubs in town. We are also supporting a local entity which means much to this town especially as it is encouraging girls and young women to take up the sports.

I will be writing to Simon Hughes, Director of People and Commercial Services, Rob Anderton (Park open spaces and to Chris Hobbs the MSDC councillor whose remit is parks and open spaces, I have raised this matter with him already

RECOMMENDED

1. To obtain the approval in principle from the town council S&D committee to approach MSDC through the appropriate channels.
2. To prepare a detailed business plan proposal with regards to this development initially for the Town to consider
3. To consult neighbourhood groups about the proposal

4. To ascertain as to whether there is any funding available to support the extension of the pavilion for changing rooms principally for local junior clubs etc.

16. REVIEW AND UPDATES OF THE ECONOMIC DEVELOPMENT DEPARTMENT AND HEAD OF PROJECTS

Appendix 8