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Wednesday 24 January 2024

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

A MEETING of the Council will be held in the Council Chamber on Monday 29 January 2024 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. **OPEN FORUM**

Each member of the public is permitted to speak once in respect of business relevant to the Town Council or of local concern to the residents of the town at the discretion of the Chairman (during the Open Forum). They can also speak during the meeting (on topics relating to the published agenda and any other business raised during the meeting) as the agenda debate is progressed. Speakers are encouraged not to speak for more than three minutes, at the discretion of the Chairman or nominee (including the Chair of any other meeting of the Council).

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**

To hear Chairman's announcements, for noting items only, if any.

5. **COUNCIL MINUTES**

To consider the Minutes of the Council Meeting held on Monday 27 November 2023 (copy herewith)

6. **UPDATE FROM WSCC**

Cllr Richard Cherry will provide a report.

7. **UPDATE FROM MSDC**

Cllr Robert Eggleston will provide a report.

8. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held on Monday 11 December 2023 (minutes previously circulated).

We have considered 18 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.

David Eggleton
Chairman

9. **STRATEGIC PLANNING AND DEVELOPMENT KEY AREA GROUP
- NOTES OF MEETING**

To consider the Notes of the meeting of the Strategic Planning and Development Key Area Group KAG held on 11 January (previously circulated).

Our decisions and recommendations within our terms of reference are set out in the Notes. The main recommendation made is as follows:

SPEED INDICATOR DEVICES

RECOMMENDED

That provided section 106 funds are available, additional solar powered Speed Indicator Devices be purchased (4 maximum) and placed in semi-permanent positions in order of preference along:

- London Road,
- Folders Lane,
- Valebridge Road
- Janes Lane.

Peter Williams
Chairman

10. FINANCE KEY AREA GROUP - NOTES OF MEETING

To consider the Notes of the meeting of the Finance KAG held on 22 January 2024 (previously circulated).

Our decisions within our terms of reference are set out below:

BUDGET MONITORING REPORT 2023/24	a) To approve the Budget Monitoring Report as presented, and b) Transfer the final declared surplus for the 2023/24 financial year to the Community Building Fund.
PRICING FOR GOODS AND SERVICES OFFERED BY THE TOWN COUNCIL	a) To increase charges levied by the town council for its good and services by 6% or actual inflation as at 28 February 2024 which-ever is the greater, and b) Increase the burial ground interment charges by the agreed rate of inflation or the increase in charge from the burial contractor, which-ever is the greater.
2nd DRAFT REVENUE BUDGET 2024/25	a) To approve the 2024/25 budget as presented, and b) Recommend to Council a Precept of £1,054,366
RESERVES	To approve the schedule as presented.
BANK RECONCILIATION AND INVESTMENTS	To note the contents of the report.

RECOMMENDATION

To approve the 2024/25 Revenue Budget and set the Precept at £1,054,366 and inform the District Council accordingly.

Cedric de Souza
Chairman

11 **REPORT FROM ST JOHN'S PARK WORKING PARTY**

A verbal update will be given at the meeting

12. **MID SUSSEX DISTRICT COUNCIL DISTRICT PLAN**

Consultation is now open.

Notification has been received from Mid Sussex District Council on their draft District Plan 2021-2039 consultation end date 23 February 2024. A paper copy of the submission document is available in the Help Point. Members of the public are encouraged to acquaint themselves of the contents of the plan and lodge their comments by the deadline.

“The Mid Sussex District Plan 2014-2031 was adopted in March 2018. In accordance with legislation and national policy, Local Plans must be reviewed every five years and updated as necessary. The adopted District Plan commits the Council to reviewing the Plan with submission to the Secretary of State in 2023. The submission draft District Plan 2021-2039 is published for Regulation 19 consultation which is the first formal stage in its preparation.

The draft Mid Sussex District Plan 2021-2039 reviews and updates the adopted vision and strategic objectives while implementing a revised strategy to guide growth during the plan period. It provides updated and new policies to ensure that the Plan remains effective and in accordance with National Policy. It also includes new housing allocations to meet identified housing needs. The drafting of the Plan is supported by a proportionate, up-to-date and robust evidence base available alongside the consultation documents.

All of the consultation documents can be viewed on the Regulation 19 Consultation webpage at <https://midsussex.inconsult.uk/districtplanreg19/> . Supporting evidence is accessible from this webpage.

Responses can be submitted online using the above link, this is the easiest way to respond to the consultation and will facilitate the processing of responses. Detailed guidance on how to respond to this consultation is available on that page.

All responses made through the consultation will be collated by the District Council and submitted to the independent Inspector appointed by the Secretary of State alongside the submission District Plan, statutory documentation and full evidence base.”

For information.

13. **COMPLAINT PROCEDURE**

A member of the public pointed out that complaints made to the council should be reported to the council. In the last year only two complaints have been made which did not cover routine matters and could not be resolved by officers. Appendix 1 sets out the complaint procedure. These concerned the following:

- An allotment tenant was not happy with the response they received about leaving the gates unlocked when they were on site. This was escalated to a small committee of councillors which ruled that the officer concerned was correct in insisting that the gates be locked as per the allotment agreement be enforced at all times for the safety of all allotment tenants.
- The second complaint referred to actions taken by the CEO in conjunction with the leader and deputy leader to pause the process being taken by WSCC to transfer the St Johns Institute Charity to the newly formed CIO. This was addressed at an extraordinary town council meeting and has been handed to the Mayor to resolve further if necessary.

Apart from these two complaints, numerous complaints mostly of a routine nature are received on a daily basis. Whether all can be considered to be complaints or merely bringing matters to our attention is sometimes debatable. The following, for example, concern the state of the town, Martlets shopping centre and the slab, empty shops, potholes etc. Most of these are forwarded to the relevant authority for attention. In some instances the Monitoring Officer has been approached to help resolve matters.

RECOMMENDED:

That written complaints of a serious nature that cannot be routinely resolved be reported to the Council

14. **DRAFT ROTA OF MEETINGS FOR 2024/2025**

This is attached at Appendix 2 for consideration. Key Area Group Meetings are not listed as these are called as and when needed by the Chairperson and lead officer.

FOR CONSIDERATION AND NOTING

15. **DIARY DATES**

JANUARY 2024		
Planning Committee	Tuesday 30 January	19.00 hours
FEBRUARY 2024		
Planning Committee	Monday 19 February	19.00 hours

MARCH 2024		
Council	Monday 4 March	19.00 hours
Planning Committee	Monday 11 March	19.00 hours

Council is requested to note the Health screening event to be held on Saturday 2 March in Cyprus Hall from 10am to 2pm. Residents will be invited to book a blood pressure and /or a blood glucose test.

Recommended: For noting.