



Tel: (01444) 247726
Fax: (01444) 233707
Email: council@burgesshill.gov.uk
Website: <http://www.burgesshill.gov.uk>



Wednesday 1 May 2024

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

The Annual Meeting of the Town Council will be held on **Tuesday 7 MAY 2024 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**

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.

4. **BURGESS HILL FOOTBALL CLUB PLANS**

Vince Alfieri from the Burgess Hill Football Club will address the meeting on future plans which the Burgess Hill Football Club are developing.

5. **CHAIRMAN'S ANNOUNCEMENTS**

6. **APOLOGIES FOR ABSENCE**

7. **DECLARATIONS OF INTEREST** in respect of any item on the Agenda.

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

9. **ELECTION OF THE LEADER OF THE COUNCIL** for the ensuing year.

10. **ELECTION OF THE DEPUTY LEADER OF THE COUNCIL** 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. Current members appear in brackets:

St Andrew's (vacant)
Franklands (Janice Henwood)
Leylands (Graham Allen)
Dunstall and Gatehouse (Diane Black)
Meeds and Hammonds and St John's (Tofojjul Hussein)
Brookleigh East and Brookleigh West (Bob Foster)
Victoria (John Orchard)

ELECTION OF THE CHAIRMAN OF THE PLANNING COMMITTEE for the ensuing year. (David Eggleton)

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

Consideration of the appointment of Members of the Key Area Groups:

APPOINTMENT OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP

8 Members to be appointed. (Currently Diane Black, Cedric de Souza, Mohammad Hossain, Anne Eves, Adam White plus 2 vacancies)

ELECTION OF THE CHAIRMAN OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP for the ensuing year. (Brenda Williams)

APPOINTMENT OF THE CUSTOMER SERVICES KEY AREA GROUP

7 Members to be appointed. (Currently Diane Black, Matthew Goldsmith, Tofojjul Hussain, Simon Hicks, Bob Foster, Adam White)

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

APPOINTMENT OF THE FINANCE KEY AREA GROUP

7 Members and the Responsible Finance Officer in a non-voting capacity. (Currently Janice Henwood, Matthew Goldsmith, Simon Hicks, Bob Foster, Adam White, one vacancy)

ELECTION OF THE CHAIRMAN OF THE FINANCE KEY AREA GROUP for the ensuing year. (Cedric de Souza)

APPOINTMENT OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP

6 Members to be appointed. (Currently Stuart Condie, Brenda Williams, David Eggleton, Matthew Cornish, Adam White)

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

APPOINTMENT OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP

7 Members to be appointed. (Currently Janice Henwood, Cedric de Souza, John Orchard, Robert Eggleston, Matthew Cornish, David Eggleton)

ELECTION OF THE CHAIRMAN OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP for the ensuing year. (Peter Williams)

13. **APPOINTMENT OF WORKING GROUPS**

GRANTS PANEL

5 Members to be appointed. (Currently Brenda Williams, Janice Henwood, Matthew Cornish, one vacancy)

ELECTION OF THE CHAIRMAN OF THE GRANTS PANEL (Matthew Goldsmith)

ST.JOHN'S PARK WORKING GROUP

5 Members to be appointed (Currently Janice Henwood, Bob Foster, Adam White, Peter Williams, one vacancy)

COMMUNITY BUILDING DEVELOPMENT GROUP

To be created. The format, members and remit to be set out if approved by 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 to the CEO is required.

15. **APPOINTMENT TO PARTNERSHIP GROUPS**

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 (Peter Williams)

TRANSPORT WORKING GROUP

7 Representatives comprising the Chairman of the Bus Forum, 2 councillors and 4 members of the public. (John Orchard, 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). (Anne Eves, Peter Williams and one vacancy)

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) (Matthew Goldsmith)

SHOPWATCH

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

RECOMMENDATION

Nominations are sought.

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

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 (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, Anne Eves)

ESCAPE YOUTH CLUB

2 representatives (meets quarterly) (Janice Henwood and one vacancy)

FAIRTRADE TOWN GROUP

1 Representative (Robert Eggleston)

BURGESS HILL HORTICULTURAL SOCIETY

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

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, Matthew Cornish (MSDC))

SIGNPOSTS

1 Representative (meets quarterly during the afternoon) (Vacant)

SUMMERHAVEN

1 Representative (Janice Henwood)

THE FRIENDS OF BURGESS HILL GREEN CIRCLE NETWORK

1 Representative (meeting quarterly in the evening). (Brenda Williams)

EUROPEAN PARTNERSHIP

To replace the Town Twinning Association (2 members initially to be identified)

SUSSEX ASSOCIATION OF LOCAL COUNCILS

2 Representatives and the Chief Executive Officer (Peter Williams)

PARK CENTRE BURGESS HILL CIO

Previously St John's Institute

(Cedric de Souza, John Orchard, 1 vacant, Matthew Cornish)

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, Simon Hicks, Janice Henwood, Robert Eggleston. The CEO of the Town Council is the Secretary. Richard Cox has been appointed as a member from outside the Town Council. 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 established the Trading Places Centre which is home to 2 independent traders and the Food Pantry.

17.4 **RECOMMENDATION**

Council is recommended to:

- A) Affirm Councillor Directors to the CIC,
- B) Confirm the CEO, as the CEO of the CIC,
- C) Confirm the CEO as the Secretary of the CIC

18. **BEEHIVE CIO**

A maximum of 11 members and a minimum of 3. Members are currently Robert Eggleston, Peter Williams, Ms Jacqueline Hilary and Chris Elkins.

Nominations sought if deemed necessary

19. **COUNCIL MINUTES**

To consider the Minutes of the Ordinary Meeting of the Council held on Monday 4 March 2024 and the Extraordinary Meeting of Council held on 22 April 2024 (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).

55 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. **NOTES OF THE CUSTOMER SERVICES KAG**

To consider the Notes of the Meeting of the Customer Services Key Area Group held on 23 September 2023 (previously distributed).

Adam White (vice Chairman)

The following recommendations were made:

1. LAND HIRE – UNLOST DEN CO

RESOLVED

That this Council will not now, nor in the future, entertain any suggestions, proposals or approaches from organisations that will disturb the ecology of Batchelors Farm Nature Reserve or conflict with its status as a Protected Green Space as set out in DPN2 of the District Plan.

2. FOLDERS MEADOW PLAY AREA

RESOLVED

- the suggested items of play/kickabout equipment contained within the report is supported;
- the Town Council commences with the tendering process; and,
- the Town Council liaise with Mid Sussex District Council to release the £44,999.02 S106 funds to the Town Council.

3. NEW BUS SHELTER, KEYMER ROAD

RESOLVED

The Town Council agree to take ownership of the new bus shelter on Keymer Road, subject to receipt of a one-off contribution of £275.

4. ALLOTMENT ADDITIONAL PROVISION REQUESTS

5.

RESOLVED:

- That the Town Council note the contents of this report and the four residents who have asked for additional allotment provision be advised that we are unable to provide additional sites at this time.
- That, a working group consisting of councillors, officers and allotment holders be formed to ensure future allotment sites are developed to everyone's satisfaction.

6. BEE MASON GREEN CIRCLE ARTWORK

RESOLVED

7. That alternative funding be researched and what the life of the artwork might be if repaired.

8. REQUEST FOR INTERVENTION: MAPLE DRIVE PAVEMENT PARKING

RESOLVED:

That the Town Council purchase bollards and postcrete for the whole project provided the football club install the bollards and that this be funded from the Community Infrastructure Fund.

FOR CONSIDERATION

22. **BURGESS HILL YOUTH COUNCIL**

Objectives of the Youth Council

1. Encourage pupils to meet and work with others from local Burgess Hill schools, at the Youth Council meetings and events in the town.
2. Empower the pupils to represent their generation, express their views and make decisions.
3. To generate ideas, present them to Town Council on the understanding that they will be properly considered.
4. Youth Council members to represent their schools at events in the local Community whenever possible.
5. Learn valuable skills, including communication and planning of events, to give them the opportunity to build self-confidence.

FOR NOTING

23. **THREATENING LETTERS**

Three threatening letters have been received which are being investigated by the police. Attached as Appendix 1 is the latest. Clearly this type of correspondence is unwanted and illegal and the perpetrator can face up to 7 years in prison. The way in which these views are expressed is a threat to democracy and should be condemned.

FOR NOTING

24. **DIARY DATES**

Council is asked to note the following dates:

MAY 2024	Date	Time
Annual Meeting of Council	Tuesday 7 May	19.00 hours
Planning Committee	Monday 13 May	19.00 hours
Annual Town Meeting at St Wilfrid's Parish Centre, Station Road, residents welcome from 19.00 hours.	Wednesday 22 May	19.30 hours
Grants Awards Panel meeting	Thursday 23 May	19.00 hours
JUNE		
Planning Committee	Monday 3 June	19.00 hours
Community Engagement Key Area Group	Monday 10 June	18.00 hours
Finance Key Area Group	Monday 24 June	18.30 hours
Council Meeting	Monday 24 June	19.30 hours

Council is reminded of the dates for the following community events:

- **Burgess Hill Market and Burgess Hill Community Crafters Market** – Saturday 1 June 10am-3pm, Church Walk and The Kiln.
- **D-Day Commemorations** – Thursday 6 June, 6 – 9:20pm. This event will incorporate a community picnic, prayers at the war memorial and the lighting of the beacon in St John's Park.
- **Summer Fayre** – Sunday 23 June, 11am – 3pm. A community event with over 80 stallholders and activities in St John's Park.