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22nd January 2025

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

A MEETING of the Council will be held in the Council Chamber on Monday 27 January 2025 at 19.00 hours, when your attendance is required.

Mrs J Holden
Chief Executive Officer

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. **PLANNING COMMITTEE MINUTES**
To consider the Minutes of the meetings of the Planning Committee held on; Monday 9th December and 6th January 2025 (minutes previously circulated).
7. **FINANCE KEY AREA GROUP - NOTES OF MEETING (TO INCLUDE THE PROPOSAL FOR APPROVING THE 2025/26 BUDGET AND LEVYING THE PRECEPT FOR 2025/26)**

To consider the circulated notes of the meeting of 20th January

MINUTE 75: Budget Monitoring Report

Members **RESOLVED** to allocate from the estimate Surplus:

- £5k towards the Alexandra Road Open Space works,
- £5k towards the reprint of maps and development of a digital option,
- £20k towards tree works, and
- Transfer any residual surplus to the General Reserve.

MINUTE 76: Pricing For Goods And Service Offered By The Town Council
RESOLVED

To increase charges levied by the town council for its good and services by 3% or forecast inflation as noted at the end of February 2024 whichever is the higher, and for these increases to take effect on 1 April 2025.

MINUTE 77: Draft Revenue Budget

Please note this Minute reference is the recommendation to Council to approve the Budget for 2025/26 and the levy of the Precept on Mid Sussex District Council, both of which are in the gift of Council alone.

RECOMMENDED

To recommend to Council -

- An annual Pantry grant of up to £15,000 for a 3 year period,
- To approve the balance of the 2025/26 budget as presented of £1,183,306, and
- To approve a Precept of £1,198,306.

MINUTE 78 : Reserves As At 31st December 2024

RESOLVED:

a) To transfer £3,814 from the Operation Watershed Fund to the Street Scene/Minor Works Fund,

b) To approve the payment of up to £56,907 + VAT to the Park Centre Burgess Hill CIO subject to –

1. Confirmation the facility has been transferred to the Park Centre Burgess Hill CIO,
2. An up-to-date project plan to be submitted to the town council,

3. A successful meeting between Trustees of the CIO and Officer of the town council,
4. Funds provided are ring-fenced by the CIO for the purpose to which the funds are given, and
5. To supply documentary proof to the town council of the expenditure being incurred where council (public) money is involved,

- c) To approve the Earmarked and General Reserves Schedule, and
- d) To note the contents of the report in regard to the burial ground loan.

MINUTE 79: Bank Reconciliation and Investments

RESOLVED

To note the contents of the report and for the Deputy Chairman to approve and counter-sign the bank reconciliation.

MINUTE 80: Review of Financial Regulations

RESOLVED

For the Finance KAG deputy Chairman to approve the bank reconciliations presented to each of the Finance KAG meetings and the final year-end bank reconciliation, and

To be included, as an agenda item, prior to any vote on the Budget and Precept, the opportunity for any Member to declare if they have unpaid council tax of more than two months, and to amend the Financial Regulations accordingly to reflect this regulation.

8 **CUSTOMER SERVICES KEY AREA GROUP - NOTES OF MEETING**

To consider the circulated notes of the meeting of 15th January

MINUTE 40: Tourism Update – Railway200

RESOLVED

- 1- To approve the Railway 200 walking and cycle trail
- 2- To recommend to Finance KAG that the tourism budget introduce an annual allowance of £400

MINUTE 41: Town Guide Maps

RESOLVED:

Officers to investigate the creation of an updated digital town map to better serve the community and visitors. If budgets are to be used for the production of the map, then this will return to KAG for approval to fund.

MINUTE 42: Front Desk Sign

RESOLVED

Not to purchase a sign for the front desk, to consider repositioning the town murals on display in the town, to the to the front desk panels if appropriate

MINUTE 43 : Shop Local

RESOLVED:

- 1 The Shop Local scheme should continue for Christmas 2025 and that, subject to sufficient available funding in the reserve, the Customer Service KAG, recommends the Finance KAG allocate £1000.00 from the Bridge The Gap (Economic Development) Reserve to finance monetary vouchers to be used as prizes.
- 2 Officers shall report back to this KAG with:
 - the proposed split of prize vouchers and their period of validity,
 - how they intend the scheme to operate including the period in which it will run,
 - what if any, additional publicity they feel is required.
- 3 Officers shall contact Mid Sussex District Council to see if it will be willing to support this scheme either financially or promotionally.

MINUTE 44: Changes to the Allotment Agreement

RESOLVED:

1. To amend paragraph 9 d to: If the allotment is not clear and in a good state of preparation for cultivation. Between the months of April and September, at least 75% of each plot should be cultivated.
2. To add a new clause at section 1: Within the first three months the tenant is within a probationary period. If the tenant chooses to return the allotment to the Council during this period, the tenant will have to return the plot in a condition suitable for reletting.

If the tenant undertakes no significant work (no less than 40% cultivation) to a plot within the first three months of receiving the plot, then the tenancy will be terminated, and the plot returned to the Council for re-letting. In such instances of termination, there will be no return of the rental and a charge will be made for the plot to be cleared ready for re-letting.

MINUTE 46: Improvements To The Public Realm

RESOLVED

Officers to proceed with improvements to the public realm

MINUTE 47: Folders Meadow

RESOLVED:

To request the finance KAG to make an allocation of £5,000 starting with the 2025/26 budget for an earmarked reserve for the replacement of play equipment in Folders Meadow Playpark

9 **UPDATE FROM PRINCIPAL COUNCILS**

A general update from Mid Sussex DC is expected to be received for sharing at the meeting.

Recommendation: This will be for noting

10. **DRAFT BUSINESS PLAN**

The Council held a visioning day on 10th October to determine Council priorities for short and long-term financial planning. A High-Level Business Plan has been drawn up for consideration and adoption by the Council. (Appendix A)

RECOMMENDATION: To agree the Business Plan to drive the Councils work plans for 2025/26 and 2026/27

11. **STANDING ORDER REVIEW**

The Council is required to review its standing orders annually. There are a couple of discrepancies that have been identified between custom and practice and the Standing Orders, and following a cross party discussion the Standing orders have been reviewed and are brought forward for adoption. For ease of reference a track changes copy is enclosed as Appendix B. Please note that the Financial Regulations have been reviewed by the Finance KAG at their meeting on 20th January and their amendments are also included in the draft.

RECOMMENDATION: To approve the new standing orders as set out in the appendix.

12. **COMPLAINTS / COMPLIMENTS RECEIVED 2024/25**

The Council receive a list of formal complaints and written compliments received twice annually. Going forward this will be a feature on the Annual Council in May and the Council Agenda in November. The list of formal complaints received since January 2024 (when last reported) are attached at Appendix C

RECOMMENDATION: To note the update

13. **DEVOLUTION - WHAT THIS MAY MEAN IN WEST SUSSEX**

A briefing paper at Appendix D is attached for information as to the White Paper released on 16th December and the WSCC/ESCC/Brighton and Hove Council decisions of 9th January.

RECOMMENDATION : Councillors are urged to read the papers on the links regarding changes as there are likely to be questions from the public as plans are released. This item is to note.

14 **TRAFFIC REGULATION ORDER**

The Town Council have been asked by Cllr Eves to consider supporting the following proposal which has been submitted to the County Council. In order for it to proceed, the Town Council along with the Local County Councillor are required to support the proposal.

This is on the bend from Leylands Park into Maple Drive. The proposal is for an extension of the existing TRO, ie double yellow lines. Cars parking on that bend during home football matches, chiefly on Saturday afternoons, are a safety problem. Buses have to swing out to make it round the parked vehicles. Compass Buses support the changes as it will assist with Busses getting around the estate. Please see the below map, the thick line shows the proposed positioning of the lines.



RECOMMENDATION: Council are asked to confirm their support to the proposal.

15 **DRAFT ROTA OF MEETINGS FOR 2025/2026**

This is attached at Appendix E for consideration. Council must set the dates of the Council meetings. Key Area Group Meetings are not necessarily listed as these are called as and when needed by the Chairperson and lead officer, when called the website and noticeboards are updated with the list of meetings.

RECOMMENDATION: For approval of Council meeting dates

16. **PEDESTRIAN AND CYCLING ROUTES**

A concern has been raised that a previously suggested cycle route is unlikely to now happen. This route was alongside Marle Place and was

part of the proposals for links between Brookleigh and the Town Centre. A communication between Cllr Eves and West Sussex County Council resulted in the below response;

As you are aware, it can be a challenge to secure land / width to ensure a route is useable in a constrained and relatively historic highway network and this is the challenge that has led to the postponing of any improvements adjacent to Marle Place. Despite WSCC and MSDC working to secure an additional strip of land when the site was sold, this was for various reasons, not achieved and the new site occupiers have erected new boundary fencing that significantly limits the width of the link and there is no real scope to deliver cycle link improvements here. While this is a disappointment, the current occupiers are keeping the adjacent lights on until later in the evening to help the route operate as a pedestrian link.

It is requested that the Town Council confirm their disappointment in this position and as West Sussex CC for the reasons as to how this strip of land became to be transferred to the new owners of Marle Place when it had been identified and withheld from the sale, specifically for the provision of cycle links.

RECOMMENDATION: the Town Council express their dismay that the land has been sold to the new owners of Marle Place preventing a cycle lane from now being developed and write to WSCC to ask for the reasons for this, as it was understood that the land had been initially reserved from the sale.

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DIARY DATES

JANUARY 2025		
Planning Committee	Tuesday 28 January	19.00 hours
FEBRUARY 2025		
Community Buildings Development Group*	Monday 4 th February	19.00 hours
Planning Committee	Monday 17 February	19.00 hours
Strategic Development KAG	Monday 24 th February	19.00 hours

MARCH 2025		
Council	Monday 3 March	19.00 hours
Planning Committee	Monday 10 March	19.00 hours

Working Groups are not held in public. They cannot make decisions but do report to a parent committee or KAG.

RECOMMENDED: For noting.