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26th February 2025

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

A MEETING of the Council will be held in the Council Chamber on Monday 3rd March 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](#)**
The public are welcome to ask a question concerning the Town Council or local interest. Please see [standing order 2.4](#) for the protocols around speaking during the open forum and the substantive agenda.
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 January 2025 (previously circulated)
6. **[PLANNING COMMITTEE MINUTES](#)**
To consider the Minutes of the meetings of the Planning Committee held on; Tuesday 28th January and Monday 17th February 2025 (minutes

previously circulated).

7. **STRATEGIC DEVELOPMENT KAG**

To consider the notes of the meeting of the meeting held on 24th February (previously circulated).

Minute 57:

1. **to carry out consultation with key stakeholders for the proposed Beehive to determine appetite for the scheme and if still supportive ;**
2. **to recommend to Council that the project proceed with the previously appointed architects and project managers to RIBA Stage 2.**

Council are asked to approve the notes, ratify 57(1) and note 57(2) As the recommendation from the KAG is dealt with separately in the next item.

8 **THE BEEHIVE**

Council had asked for a full report on the Beehive project as this Administration have not had an opportunity to consider it as a whole, and mindful that due to the national economic picture there has been little movement for the past two years. A timeline of events is included at Appendix A along with funding information and considerations. This is an opportunity for the Council to consider the project as a whole and determine whether this project should proceed to the next stage.

Further to the meeting of the Strategic Development Key Area Group, stakeholder consultation was carried out and the Council will be asked to consider the result of this consultation and determine whether this project is to continue to the next stage.

The updated papers that were supplied to the SDKAG are circulated as Appendix A and B, including a precis from the Stakeholder meeting on 25th February in Appendix A. The majority of stakeholders in attendance gave their verbal and or email support for the continuation of the project. None of the stakeholders present have indicated that they were no longer supportive.

RECOMMENDATION: That the project proceed with the previously appointed architects and project managers to RIBA stage 2

Economic Impacts: there are none in proceeding to the next stage although the overall project will have implications during the building phase. As the project is intended to embrace sustainable technology and energy this will have a positive impact.

Financial Impact: there is sufficient allocated funding for the stage 2 to be met (estimated at £31k), the overall project of the Beehive however currently costed at £5.1 m requires external funding in the shape of section 106 contributions, donations, grants and a public works loan board loan.

9. **PRINCIPAL COUNCIL UPDATE**

An update on the news from WSCC and or MSDC and any information as to local government reorganisation will be given.

10. **TOWN TWINNING VISIT TO SCHMALLEMBERG 2025**

Purpose of the report: To note the arrangements for the Schmallemburg visit

1. Council will recall that the Town Mayor announced at the last meeting that "Schmallemburger Woche" ("Schmallemburg Week") festival is due to run from Aug. 27 - Aug. 31, 2025. At that time they will also be celebrating the 50th anniversary of the incorporation of many small towns and villages into greater Schmallemburg.
2. Burgess Hill has been invited to be part of this and we have provided a copy of our town crest to assist Schmallemburg in creating a flag to be flown as part of their celebrations.
3. An invitation has been received for the Town Mayor along with other Councillors to attend the event. As was reported at the last meeting A gift will be purchased and the Town Mayors expenses to attend will be met from the Town Twinning Budget. We understand that other members of community organisations have been approached including the Mid-Sussex Brass Band.
4. The European Friendship (Town Twinning) budget for the Council stands at just over £3000, there is no annual award to this budget so this is a finite amount at this time.
5. Councillor Brenda Williams is making enquiries as to the reinvigorating European Friendship (Twinning) in the town as to whether a community group would form to take forward new initiatives. She has been talking with other town groups as to how they are funded and operate.

RECOMMENDATION; To note the report

Environmental Impact : Twinning does of course require travel which is harmful to the environment although these trips are not regular.

Financial Impact: there is adequate budgeted reserve to meet the expenses. Should a community group set up in Burgess Hill to further this, it may be that a grant is applied for. Council may wish to consider introducing an annual grant or allocation at a later time should this relationship grow.

Community Safety impact: There is none.

11. [RISK MANAGEMENT PROCESS AND RISK REGISTER](#)

Periodically, the town council’s Risk Management Process is required to be reviewed to ensure adequacy. This review was undertaken in January 2025 by the Responsible Finance Officer and is attached at appendix C for Members to consider.
An updated Risk Register, compiled in February 2025, is also attached (Appendix D).

RECOMMENDATION: Council are asked to approve:

- a) the updated Risk Management Process, and
- b) the updated Risk Register

Environmental Impact : None
Financial Impact: None
Community Safety impact: None.

12. [DIARY DATES](#)

MARCH 2025		
Council	Monday 3 March	19.00 hours
Planning Committee	Monday 10 March	19.00 hours
Staff and Member Development KAG	Monday 17 th March	19.00 hours
Customer Service KAG	Monday 24 th March	19.00 hours
Planning Committee	Monday 31 st March	19.00 hours

April 2025		
Planning Committee	Tuesday 22 nd April	19.00 hours

May 2025		
Annual Town Council	Tuesday 6 th May	19.00 hours
Planning Committee	Monday 12 th May	19.00 hours

Council offices are closed Good Friday 18th April and Easter Monday 21st April and Spring Bank Holiday Monday 4th May

RECOMMENDED: For noting.