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Wednesday 30th April 2025

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

The Annual Meeting of the Town Council will be held on **Tuesday 6 MAY 2025 at 19.00 hours**, when your attendance is required.

Julie Holden
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

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. **CHAIRMAN'S ANNOUNCEMENTS**

5. **APOLOGIES FOR ABSENCE**

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

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

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

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

10. **REPORT OF THE RESULT OF THE RECENT BY-ELECTION** to note the result of the election on 1st May and confirmation that the Declaration of the Acceptance of Office has been completed.

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 with the nominees for the committee shown in brackets.

St Andrew's (Cllr Cornish)

Franklands (Cllr Eggleton and new Franklands Councillor)

Leylands (Cllr Hicks)

Dunstall, Gatehouse and Brookleigh East & West (Cllr Black)

Meeds and Hammonds and St John's (Cllr Hussein)

Victoria (Cllr Orchard)

ELECTION OF THE CHAIRMAN OF THE PLANNING COMMITTEE for the ensuing year. (The nominee is Cllr Eggleton)

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

Consideration of the appointment of Members of the Key Area Groups (Appropriate staff will attend to support all KAG, Committee, Working Groups etc). Nominations for all roles are shown in brackets as submitted by the Leader of the Council.

APPOINTMENT OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP

8 Members to be appointed. (Cllrs: Condie, Black, Foster, Gardner, Henwood, White, B Williams and P Williams)

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

APPOINTMENT OF THE CUSTOMER SERVICES KEY AREA GROUP

7 Members to be appointed. (Cllrs: Black, Eggleston, Eves, Goldsmith, Hussain, Hicks, White)

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

APPOINTMENT OF THE FINANCE KEY AREA GROUP

7 Members (Cllrs: De Souza, Foster, Gardner, Goldsmith, Henwood, Hicks and White)

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

APPOINTMENT OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP

6 Members to be appointed. (Cllrs: Condie, Cornish, Eggleton, Hussein, White and P Williams)

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

APPOINTMENT OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP

7 Members to be appointed. (Cllrs: de Souza, Eggleton, Eggleston, Foster, Henwood, Orchard and Stowe)

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

GRANTS PANEL

5 Members to be appointed. (Cllrs: Cornish, Goldsmith, Henwood, Hossain and B Williams)

ELECTION OF THE CHAIRMAN OF THE GRANTS PANEL for the ensuing year (Cllr Goldsmith)

13. **APPOINTMENT OF WORKING GROUPS** (nominations shown in brackets)

ST.JOHN'S PARK WORKING GROUP

5 Members to be appointed (Cllrs: Foster, Henwood, Stowe, White, P Williams)

COMMUNITY BUILDING DEVELOPMENT GROUP

To approve the change of name to the COMMUNITY LAND AND BUILDINGS DEVELOPMENT GROUP

7 members to be appointed (The Chair and Vice Chair of Strategic Development KAG, The Leader of the Council plus Cllrs Eaves, Foster and Henwood.)

BURGESS HILL ACADEMY SUPPORT GROUP (Cllrs: Black, Henwood, Stowe, B Williams, P Williams, Academy: 2 Governors plus 4 teachers BHBPA: R Cox)

ALLOTMENT WORKING GROUP (Cllrs Henwood and Orchard along with representatives of the Allotment Associations).

14. **APPOINTMENT TO PARTNERSHIP GROUPS**

Nominations have been submitted by the Leader for the following organisations.

BURGESS HILL BUSINESS PARKS ASSOCIATION

2 Representatives (meets quarterly at 16.00 hours).
(Chief Executive Officer and Cllr P Williams)

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). (Cllrs Eves, Henwood and P Williams)

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) (Cllr Goldsmith)

SHOPWATCH

1 Representative and the Head of Projects (meets monthly during the day) (Cllr Stowe)

YOUTH COUNCIL

(Cllrs Black and B Williams)

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

Nominations are shown below in brackets for the following organisations and members are asked to produce a report for Council when they have attended a meeting of their organisation.

BURGESS HILL BONFIRE SOCIETY

1 Representative (Cllr White)

BURGESS HILL YOUTH

1 Representative (meets quarterly during the evening). (Cllr B Williams)

CYPRUS HALL COMMUNITY ASSOCIATION

2 Representatives (meeting bi-monthly on Tuesday afternoons) (Cllrs Eves and Henwood)

ESCAPE YOUTH CLUB

2 representatives (meets quarterly) (Cllrs de Souza and Stowe)

FAIRTRADE TOWN GROUP

1 Representative (Cllr Eggleston)

BURGESS HILL HORTICULTURAL SOCIETY

1 Representative (meeting bi-monthly in the evening). (Cllrs Eves and Henwood)

SIDNEY WEST CENTRE CHARITY TRUSTEES

2 Trustee (Charity Trustees stand down on a rolling 3 year basis.) (meets quarterly, early evening). (Anne Eves & Simon Hicks) reappointment is due for July 2025

SUMMERHAVEN

1 Representative (Cllr Orchard)

THE FRIENDS OF BURGESS HILL GREEN CIRCLE NETWORK

1 Representative (meeting quarterly in the evening). (Cllr B Williams)

EUROPEAN FRIENDSHIP

Formerly Town Twinning Association (Cllrs Condie, Eves and B Williams)

SUSSEX ASSOCIATION OF LOCAL COUNCILS

2 Representatives and the Chief Executive Officer (Cllrs Hussein and P Williams)

RESPECT YOUTH CLUB

Respect Youth Club have asked for a representative. Cllr Brenda Williams is already involved with the Club and has indicated she would be willing to represent the Council on this community group

PARK CENTRE CIO

1 Cllr as Trustee Cllr Cornish confirmed with Park Centre as per constitution, is currently in place.

BEEHIVE CIO

1 Cllr as Trustee currently Cllr deSouza

BURGESS HILL COMMUNITY PARTNERSHIP CIC

Cllrs as Trustees: Cllrs Eves, Henwood, Hicks & White. This CIC will be meeting later in the year to determine its future following relinquishing the tenancy of trading spaces.

16. **COUNCIL MINUTES**

To consider for accuracy, the Minutes of the Ordinary Meeting of the Council held on Monday 3rd March 2025.

RECOMMENDATION: To approve the minutes

17. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held on Monday 10th and 31st March and Tuesday 22nd April. The minutes are appended to the agenda for this meeting and significant resolutions are reproduced below. Councillors are asked to view the agenda for the meeting and the full notes regarding the resolutions.

Request to support Traffic Regulation order Amendment

Minute 10.03.25 318 RESOLVED: to support a revised Traffic Regulation Order if submitted by the residents of Doubledays to West Sussex County Council and conforming with the outlined changes.

Street Naming

Minute 10.03.25 322 : RESOLVED: to include Crowhurst in the list of approved street names and to advise Mid Sussex District Council accordingly.

RECOMMENDATION: To approve the minutes and decisions therein of the meetings

18. **NOTES OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP 17th MARCH 2025**

The notes are appended to the agenda for this meeting Councillors are asked to view the agenda for the meeting and the full notes.

RECOMMENDATION: To consider the notes and confirm the decisions therein of the meeting held on 17th March 2025.

19. **NOTES OF THE CUSTOMER SERVICES KEY AREA GROUP 24th MARCH 2025**

The notes are appended to the agenda for this meeting and significant resolutions are reproduced below. Councillors are asked to view the agenda for the meeting and the full notes regarding the resolutions.

RECOMMENDATION: To consider the notes and confirm the decisions therein of the meeting held on 24th March 2025.

Railway 200

Minute 55: RESOLVED: The KAG approved the outline scheme and noted the work to date.

Improvement to the Public Realm

Minute 57: RESOLVED: The KAG approved the improvements to the Church Walk public realm from the 2025/26 budget

Burial Ground

Minute 59: RESOLVED: The KAG confirmed that the current practices are to be continued and noted the steps taken to ensure that the public are aware of the machinery in use at the Burial Ground.

Town Hall Roof And Scheduled redecoration of Town Hall

Minute 60: RESOLVED: To recommend to Finance KAG that the two areas of work be combined to take advantage of reduced overall costs and to recommend that this should take place during the next year.

Aecom/ Homes England Consultation On Proposed Traffic Regulation Order (tro)

Minute 63: RESOLVED:

- 1- The Officers would write to AECOM advising that the Council having become aware of an informal consultation with residents by AECOM regarding mobility corridors between the new Brookleigh Estate and the Town Centre/ Wivelsfield Station, The Council wished to raise its concern that the proposals have not been sent to the Town Council for comment, at the same time as informally canvassing views from residents.

Specifically officers were asked to raise the following concerns:

- a) The omission from the recent planning application for Freeks Lane to be upgraded to an all-weather footpath and cycle way of the northern section from Maple Drive to Eastbridge Avenue leaving residents of Brookleigh using a muddy and overgrown footpath as their most convenient route for local services.
 - b) The proposals to eliminate parking spaces on London Road outside Londis which would threaten the shops viability and end options for local residents to park on this section of London Road.
 - c) The proposals to remove parking spaces in the vicinity of St Johns Park leading to a loss of resident amenity for those who do not have off-street parking for their cars and a reduction in footfall for local businesses.
 - d) The consultation period be extended until such a time as the Town Council and local residents can be briefed as to the whole mobility corridor plans. These specific measures don't make sense as stand alone proposals and the Council is keen to understand the overall context of these measures.
- 2- Officers to write to AECOM/ Homes England to request a briefing on the wider strategy of the Mobility corridors and also progress on plans regarding a safe crossing on Leylands Road near the Mill Road junction.

Cyprus Hall Lease

Minutes 65: RESOLVED: to instruct the staff regarding the lease negotiations in accordance with the recommendations in the confidential report subject to discussion and amendment that ensued. The detail of the resolution will be made public once the negotiations have been concluded.

20. **NOTES OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP 7th APRIL 2025**

The notes are appended to the agenda for this meeting and significant resolutions are reproduced below. Councillors are asked to view the agenda for the meeting and the full notes regarding the resolutions.

RECOMMENDATION: To consider the notes and confirm the decisions therein of the meeting held on 7TH April 2025.

CHRISTMAS VILLAGE

Minute 49: RESOLVED:

- 1) KAG approved the concept of the Christmas Village, and preference was expressed for the dates 10-17 December 2025.
- 2) KAG approved the booking of the chalets for £1,794 from the Bridge the Gap fund.

21. **TO CONSIDER A SUBSCRIPTION TO OPEN SPACES SOCIETY AND SUSSEX WILDLIFE TRUST**

Cllr Eves has asked that the Council consider membership subscription to the above two organisations. A little more information about them is here:

Open Space Society

The annual cost for the Open Spaces Society is £45. This will not only provide resources, training and information regarding the work of the Society in protecting land for public use, but will also give access to support and legal advice should we find that we need it regarding protecting open spaces in the town. There is also a quarterly

newsletter.

Sussex Wildlife Trust

Their website sets out their purposes as follows:

- *We manage over 30 nature reserves across Sussex that people can explore and enjoy*
- *We act to protect the wildlife and the natural environment across Sussex*
- *We create opportunities for people of all ages to learn about nature and connect with it*
- *We inspire people through our events, publications and courses to care for nature*
- *We conduct research that supports the conservation of nature in Sussex*
- *We engage with policy makers and other organisations to encourage positive change.*

The nature reserves that they manage are not in our Parish, while the Sussex wide support for the natural environment would include our area. A business partner membership for our size organisation would be £500 plus VAT per annum. The membership allows the inclusion of their logo on our website, our name in their list of supporters included in wildlife magazine, linked in and their website, a quarterly newsletter and invitation to corporate events. They do offer landowner advice regarding management of land to encourage wildlife and nature recovery. This advice can also be accessed by non-members.

Council are asked whether they would like to subscribe to these two organisations and if so from which budget it will be accounted against.

22. **TO REAFFIRM CIVILITY AND RESPECT PLEDGE**

The Council adopted the Civility and Respect Pledge in 2022. It is good practice to include this in the agenda at the Annual Council Meeting to remind Council of the responsibility of the Pledge.

“By signing the Pledge, your council is agreeing that the council will treat Councillors, Clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for Councillors and staff
- Has signed up to the Code of Conduct for Councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local **Local Council Award Scheme**
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.”

Councillors are reminded that there is a training programme available to all and you are encouraged to attend courses to demonstrate that as an organisation we value training and understand the importance of this.

Training for Councillors is delivered by West Sussex Association of Local Councils, training courses are advertised in the Weekly Briefing News, however if you require something specific please contact the Chief Executive who will endeavour to source this.

RECOMMENDATION: To reaffirm the Councils commitment to the Respect and Civility Pledge.

23 **TO NOTE THE FORMAT OF THE ANNUAL TOWN MEETING ON 20TH MAY**

The Annual Town Meeting is required to be held between 1st March and 1st June, following the success of last years’ meeting towards the end of May the Officers have arranged this years’ meeting for Tuesday 20th. Once again, the Council have asked Mid Sussex Radio to broadcast the meeting live for residents to listen in. There have been some changes this year to ensure that the radio microphones are not interfered with from other signals.

The Venue is Cyprus Hall, which will start with coffee / tea available from 7pm and a chance to meet with the three tiers of local government representatives. All Councillors who represent the town have been invited.

The meeting is the annual meeting of electors and is required to have an open forum which is at the end of the agenda. The Town Mayor will open the meeting at 7.30 and give a brief update on what is known regarding devolution (the combined mayoral authority and next years election) along with the timetable for local government reorganisation and what is currently known. Following this will be a brief presentation on Railway 200 by the Bluebell Railway and then the open forum.

The Annual Town Meeting is not a Council meeting and nothing that is stated or agreed by the attendees, is binding on any Council. Should there be any vote at the meeting only those who are on the Burgess Hill Register of Electors held at Mid Sussex DC have the right to vote. Despite the County By-election being underway, we are advised this meeting is not affected.

24. **DIARY DATES**

Council is asked to note the following dates as currently set for meetings between this and the next Council meeting and other notable dates.

May 2025 Meeting	Date	Time
Planning Committee	Monday 12 th May	19.00 hours
Annual Town Meeting (Cyprus Hall)	Tuesday 20 th May	19.00 hours
June 2025 Meeting		
Planning Committee	Monday 2 nd June	19.00 hours
Customer Services Key Area Group	Monday 16 th June	19.00 hours
Finance Key Area Group	Monday 23 rd June	19.00 hours
Extra Ordinary Council Meeting (Accounts)	Monday 23 rd June	Following Finance KAG
Planning Committee	Tuesday 24 th June	19.00 hours
July 2025 Meeting		
Council	Monday 7 th July	19.00 hours

- VE DAY 80 - Thursday 8th May
- Whitsun Bank Holiday - Monday 25th May - office closed