



**MINUTES** of the **ANNUAL MEETING** of the **TOWN COUNCIL** held in the Council Chamber on **Tuesday 6<sup>th</sup> May 2025 at 7pm**

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**Present:** Janice Henwood Town Mayor  
Tofojjul Hussain Deputy Town Mayor

Diane Black  
Stuart Condie  
Matthew Cornish  
Cedric de Souza  
Robert Eggleston  
David Eggleton  
Anne Eves  
Bob Foster  
Jon Gardner  
Matthew Goldsmith  
Simon Hicks  
Trevor Hines  
Mohammad Hossain \*  
John Orchard  
Andy Stowe  
Brenda Williams  
Peter Williams  
Adam White

\* *Denotes non-attendance.*

*Also in attendance:* Julie Holden - Chief Executive Officer  
Sam Kimblin - Administrative Support Officer  
6 members of the public

Cllr Henwood in the Chair

## **234. ELECTION OF THE TOWN MAYOR**

Cllr Stuart Condie was nominated, seconded and duly elected as Town Mayor for the year 2025/2026.

**235. DECLARATION OF ACCEPTANCE**

The Town Mayor made the Declaration of Acceptance of Office.

Cllr Condie in the Chair

**236. OPEN FORUM**

A member of the public asked about the volunteering opportunities advertised by Glendale Maintenance Contractors to assist with upkeep of open spaces. Why are volunteers being asked to do this when Glendale are paid out of Council Tax revenues to do this work.

It was responded that the aim of these volunteering opportunities is to provide a well-being initiative for the public, to encourage people to get outside in the fresh air and feel they are contributing to the improvement of open spaces. Volunteers are only used for certain types of work and this is on the whole separate to the contracted work carried out by Glendale for the Town Council.

**237. CHAIRMAN’S ANNOUNCEMENTS**

The Chair congratulated Burgess Hill Town Football Club on their promotion to the Isthmian league last week.

Various VE Day events are taking place around the town on Thursday 8<sup>th</sup> May including a cake making competition, raising of the flag at 9am, a 2 minutes silence outside the Town Council Help Point at 12noon. There will be a Lighting of the Beacon at 9.30pm.

The Town Mayor paid tribute to Cllr Janice Henwood, for the Role she had fulfilled during the past 2 years as Town Mayor. In particular the way she chaired these Council Meetings in a very fair and honest way. He made a presentation to her from her fellow Councillors as a memento for her time in office.

**238. APOLOGIES FOR ABSENCE**

The following apologies for absence were noted.

Mohammed Hossain	Illness
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**239. DECLARATIONS OF INTEREST**

There were no new declarations.

**240. ELECTION OF THE DEPUTY TOWN MAYOR**

Cllr David Eggleton was nominated, seconded and duly elected as the Deputy Town Mayor.

The Chair thanked Cllr Tofojjul Hussain for his 3 years’ service as Deputy Town Mayor and for all his hard work attending various events.

**241. ELECTION OF THE LEADER OF THE COUNCIL**

Cllr P Williams was nominated. Seconded and duly elected as the Leader of the Council.

**242. ELECTION OF THE DEPUTY LEADER OF THE COUNCIL** Cllr Black was nominated, seconded and duly elected as the Deputy Leader of the Council.

**243. REPORT OF THE RESULT OF THE RECENT BY-ELECTION**

The Chief Executive Officer advised that following the election on 1<sup>st</sup> May Cllr Trevor Hines had been duly elected and has completed his declaration of acceptance of office. The Town Mayor welcomed Cllr Hines to the chamber.

The Chair thanked all the candidates who stood in the election and all the members of public who voted.

**244. APPOINTMENT OF THE PLANNING COMMITTEE**

**RESOLVED:** The following Councillors were elected to serve on the Planning Committee:

St Andrew's (Cllr Cornish)  
Franklands (Cllr Eggleton and Cllr Hines)  
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**

**RESOLVED:** Cllr Eggleton was elected as chair for the 2025/26 year.

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

**RESOLVED:** APPOINTMENT OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP

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

**ELECTION OF THE CHAIRMAN OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP**

**RESOLVED:** Cllr B Williams was elected as Chair for the 2025/26 year.

**RESOLVED:** APPOINTMENT OF THE CUSTOMER SERVICES KEY AREA GROUP

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

**ELECTION OF THE CHAIRMAN OF THE CUSTOMER SERVICES KEY AREA GROUP**

**RESOLVED:** Cllr White was elected as Chair for the 2025/26 year.

**RESOLVED:** APPOINTMENT OF THE FINANCE KEY AREA GROUP

7 Members were appointed (Cllrs: de Souza, Foster, Gardner, Goldsmith, Henwood, Hicks and White)

**ELECTION OF THE CHAIRMAN OF THE FINANCE KEY AREA GROUP**

**RESOLVED:** Cllr de Souza was elected as Chair for the 2025/26 year.

**RESOLVED:** APPOINTMENT OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP

6 Members were appointed. (Cllrs: Condie, Cornish, Eggleton, Hussein, Stowe and White)

ELECTION OF THE CHAIRMAN OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP

**RESOLVED:** Cllr Condie was elected as Chair for the 2025/26 year

**RESOLVED:** APPOINTMENT OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP

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

ELECTION OF THE CHAIRMAN OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP

**RESOLVED:** Cllr Eggleston was elected as Chair of the 2025/26 year

**RESOLVED:** GRANTS PANEL 5 Members were appointed. (Cllrs: Cornish, Goldsmith, Henwood, Hossain and B Williams)

ELECTION OF THE CHAIRMAN OF THE GRANTS PANEL

**RESOLVED:** Cllr Goldsmith was elected as Chair for 2025/26

**246. APPOINTMENT OF WORKING GROUPS**

The following nominations were received and It was **RESOLVED:**

1. ST. JOHN'S PARK WORKING GROUP:

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

2. To change of name of the COMMUNITY BUILDING DEVELOPMENT GROUP

to the COMMUNITY LAND AND BUILDINGS DEVELOPMENT GROUP  
7 members were appointed (The Chair and Vice Chair of Strategic Development KAG, The Leader of the Council plus Cllrs Eves, Foster, Henwood and Hines.)

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

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

**247. APPOINTMENT TO PARTNERSHIP GROUPS**

The Town Mayor took the Nominations en bloc for the following groups and the representatives were **RESOLVED** for the 2025/26 year as:

1. BURGESS HILL BUSINESS PARKS ASSOCIATION  
Chief Executive Officer and Cllr P Williams
2. BUS FORUM  
Cllrs Eves, Henwood and P Williams
3. MID SUSSEX ASSOCIATION OF TOWN COUNCILS  
Town Mayor, Deputy Town Mayor, Majority Group Leader and Minority Group Leader - Substitutes will be allowed and the Chief Executive Officer
4. PUBWATCH  
Cllr Goldsmith
5. SHOPWATCH  
Cllr Stowe
6. YOUTH COUNCIL  
Cllrs Black and B Williams

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

Nominations were accepted for the following organisations, it was **RESOLVED** that the following would represent the Council for the 2025/26 year:

1. BURGESS HILL BONFIRE SOCIETY  
Cllr White
2. BURGESS HILL YOUTH  
Cllr B Williams
3. CYPRUS HALL COMMUNITY ASSOCIATION  
Cllrs Eves and Henwood
4. ESCAPE YOUTH CLUB  
Cllrs de Souza and Stowe
5. FAIRTRADE TOWN GROUP  
Cllr Eggleston
6. BURGESS HILL HORTICULTURAL SOCIETY  
Cllrs Eves and Henwood
7. SIDNEY WEST CENTRE CHARITY TRUSTEES  
Cllrs Eves and Hicks reappointed for a 3 year term.

8. SUMMERHAVEN

Cllr Orchard

9. THE FRIENDS OF BURGESS HILL GREEN CIRCLE NETWORK

Cllr B Williams

10. EUROPEAN FRIENDSHIP

Cllrs Condie, Eves and B Williams

11. SUSSEX ASSOCIATION OF LOCAL COUNCILS

Cllrs Hussein and P Williams

12. RESPECT YOUTH CLUB

Cllr B Williams

13. PARK CENTRE CIO

Cllr Cornish remains in place. The Chief Executive confirmed the Park Centre CIO having been consulted were content with just one Councillor as a trustee as per their constitution.

14. BEEHIVE CIO

Cllr de Souza remains in place.

15. BURGESS HILL COMMUNITY PARTNERSHIP CIC

Cllrs Eves, Hicks & White remain in place.

Cllr Henwood would be standing down.

**249. COUNCIL MINUTES**

**RESOLVED:** The minutes of the meeting held on 3<sup>rd</sup> March were agreed as a true record and the Town Mayor signed them.

**250. PLANNING COMMITTEE MINUTES**

**RESOLVED:** The Planning minutes of 10<sup>th</sup> and 31<sup>st</sup> March and 22<sup>nd</sup> April, and the decisions contained therein were approved.

**251. NOTES OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP 17<sup>th</sup> MARCH 2025**

**RESOLVED:** The notes of the meeting of 17<sup>th</sup> March and the decisions contained therein were approved.

**252. NOTES OF THE CUSTOMER SERVICE KEY AREA GROUP 24<sup>TH</sup> MARCH 2025**

**RESOLVED:** The notes of the meeting of 24<sup>th</sup> March and the decisions contained therein were approved.

A member of public asked if AECOM had replied to BHTC regarding the mobility corridors that Homes England are involved with and the loss of parking spaces in London Road.

It was commented that AECOM have sent an apology to Mid Sussex District

Council for the process used. The Chief Executive will chase AECOM for a direct response and request again a briefing on the overall plans.

The Chief Executive has asked for Burgesshill.net to be kept more up to date and requested that all the mobility corridor plans should be visible on this website for members of the public to view.

The Town Mayor advised that the negotiation meeting with Cyprus Hall Association had resulted in a request to slightly amend one of the terms agreed by the KAG. An extraordinary Council meeting will be called to take place next Monday 12<sup>th</sup> May at 7pm to consider this request. The papers will be sent out tomorrow to Councillors with the details. This will be a confidential item as the contract is still in the negotiation stage.

A member of the public asked if another public referendum would be held on the Beehive? It was clarified that the whole project was being reviewed and it would come back to Councillors to determine the next steps.

**253. NOTES OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP  
7<sup>th</sup> APRIL 2025**

**RESOLVED:** To approve the notes and confirm the decisions therein of the meeting held on 7<sup>TH</sup> April 2025.

One Councillor requested that a comprehensive market research report on the feasibility of the Christmas village be brought to the next meeting.

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

Cllr Eves introduced the item. She advised that another potential subscription is the CPRE for £60 per annum. Following discussion it was not felt that the Sussex Wildlife Trust should be considered due to the high cost. It was also suggested that all KAGS should consider whether there are any societies that should be considered to do so in a co-ordinated rather than an adhoc manner.

**RESOLVED:** To join the Open Spaces Society for £45 per annum.

A member of the public commented that suggestions for other subscriptions could be raised with members of the public at the Annual Town Meeting as Councillors don't know of all groups.

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

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

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

The format of the meeting for 20<sup>th</sup> May was noted.

A member of public said the Annual Town Meeting could be publicised more widely. The availability of live streaming should be made clearer in the advertising. Some members of the public don't know when it's taking place.

Mid Sussex Radio have been invited to do the live broadcast, the quality of live streaming needs to be better this year.

The Chief Executive confirmed that the Town Mayor arranges the Annual Town Meeting and not the Town Council. Mid Sussex District Council have confirmed it's permissible to hold the Town Meeting during the District and County Election period. The Bluebell Railway's presentation will be limited to 15 minutes. An announcement will be made at the start of the Annual Town Meeting to clarify the purpose of the meeting and advise that electioneering cannot take place.

**257. DIARY DATES**

Council noted the following dates:

<b>May 2025 Meeting</b>	<b>Date</b>	<b>Time</b>
Extraordinary Council Meeting	Monday 12 <sup>th</sup> May	19.00 hours
Planning Committee	Monday 12 <sup>th</sup> May	To follow the extraordinary meeting
Annual Town Meeting (Cyprus Hall)	Tuesday 20 <sup>th</sup> May	19.00 hours
<b>June 2025 Meeting</b>		
Planning Committee	Monday 2 <sup>nd</sup> June	19.00 hours
Customer Services Key Area Group	Monday 16 <sup>th</sup> June	19.00 hours
Finance Key Area Group	Monday 23 <sup>rd</sup> June	19.00 hours
Extra Ordinary Council Meeting (Accounts)	Monday 23 <sup>rd</sup> June	Following Finance KAG
Planning Committee	Tuesday 24 <sup>th</sup> June	19.00 hours
<b>July 2025 Meeting</b>		
Council	Monday 7 <sup>th</sup> July	19.00 hours

- VE DAY 80 - Thursday 8<sup>th</sup> May
- Whitsun Bank Holiday - Monday 25<sup>th</sup> May - office closed

**The meeting was closed at 8.06pm.**

Signed : Town Mayor .....