



Tel: (01444) 247726  
Fax: (01444) 233707  
Email: [council@burgesshill.gov.uk](mailto:council@burgesshill.gov.uk)  
Website: [www.burgesshill.gov.uk](http://www.burgesshill.gov.uk)

2nd<sup>t</sup> July 2025

**A MEETING of the Council will be held in the Council Chamber on Monday 7<sup>th</sup> JULY 2025 at 19.00 hours.**

**Mrs J Holden**  
**Chief Executive Officer**

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 full copy of the agenda and appendices are available on the Council Website, a hard copy is available for perusal at the Help Point. Personal copies of the agenda are charged for at 2p per double side or 7p per double side colour and can be obtained from the Help Point during business hours.

---

## A G E N D A

1. **OPEN FORUM**  
Each member of the public is permitted to speak once in respect of business itemised on the Agenda (during the Open Forum). They can also speak during the meeting (on topics relating to the published agenda) 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). Questions or comments will be endeavoured to be answered but will not cause debate. 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 6<sup>th</sup> May and the Extra Ordinary Meetings of 12<sup>th</sup> May and 23<sup>rd</sup> June (previously circulated)

6. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held on; 12<sup>th</sup> May, 2<sup>nd</sup> June and 24<sup>th</sup> June (minutes previously circulated).

7 **POLICE UPDATE** - Inspector Derrick from the Neighbourhood Policing Team will attend and asked to be early on the agenda so that he can leave the meeting.

8. **CUSTOMER SERVICES KEY AREA GROUP - NOTES OF MEETING 16<sup>th</sup> JUNE 2025**

To agree the notes and the decisions therein, the resolutions are included here, the full notes have already been circulated.

Note 73: Tourism: Railway 200

**RESOLVED:** To continue with a permanent marker for Railway 200 and the Railway Station

Note 76: Bridge at Batchelors Farm

**RESOLVED:** Work on replacing the bridge in Batchelors Farm to go ahead without delay, the cost of which is recommended to the Finance KAG is taken from the Community Building Reserve, with the provision that such sums are repaid to that Reserve over a period of 2-3 years.

Note 78: Trees for Streets Scheme

**RESOLVED:** To not proceed with the scheme at this time, but work with WSCC to replace and provide new trees.

Note 79: Marle Place MUGA

**RESOLVED:** the KAG requested that the officers write to MSDC to support the request that a Pickleball court be included in one or more parks in Burgess Hill, including Marle Place, as part of their redesign.

Note 80: Land at site of old RBL building

**RESOLVED:** The KAG requested that a policy be drawn up for consideration for any future requests to use the land.

9 **FINANCE KEY AREA GROUP - NOTES OF MEETING 23RD JUNE 2025**

To agree the notes and the decisions therein, the significant resolutions are included here, the full notes have already been

circulated. Please note the Agar and Annual Account resolutions were approved at the Extra Ordinary Council of 23rd June

**Note 90: INTERNAL AUDIT – FINAL 2024/25**

**RESOLVED**

1. To approve the final internal report for 2024/25,
2. Reappoint Mulberry as the internal auditor for the 2025/26 financial year, and
3. Thank the RFO and his team for their work towards providing a clean audit.

**Note 91: FINANCIAL RESULT FOR THE 2024/25 FINANCIAL YEAR (SUBJECT TO EXTERNAL AUDIT)**

**RESOLVED**

- a) To approve the financial result for the 2024/25 financial year as presented,
- b) Set-aside £28k from the 2024/25 surplus towards the external repairs of 96 Church Walk, and
- c) To set aside the residual amount from the surplus of £10,361 for the Batchelors Farm bridge.

**Note 94: Earmarked and General Reserves**

**RESOLVED:**

- a) To note the contents of the report, and
- b) For alternative options and associated costings, in regard to the Batchelors Farm bridge, to be brought to the next Finance KAG meeting in November 2025 prior to any decision being made to proceed.

10 **[DEED OF EASEMENT & WAYLEAVE LICENCE FOR CELLNEX CONNECTIVITY SYSTEMS](#)**

1. Purpose of report: to consider granting an easement and wayleave over Council land.
2. The Chief Executive has been contacted by Cellnex advising that they wish to move forward with the citing of a Cellnex tower on the land to the north of Batchelors Farm. This is part of the string of towers that are being placed between Brighton and Three Bridges to aid communications. They are proposing a consideration of £500 per year for a 25year easement, to pass along our land at Batchelors Farm from the public right of way to reach the field where the mast is to be built. This will effectively be alongside the new cycle path that is to be built by Taylor Wimpey.
3. There is no right for siting or storing anything or laying cables on our land it is a simple right of passage over. They cannot block the route, and must make good any track marks or other disturbance to our land created by passing through.

4. All legal fees are being met by Cellnex for the drawing up of the easement, Surrey Hills Solicitors have looked over the documents and advised that this is a standard agreement in line with the above. There is no date at this time for the construction work to begin, when it does communications with the public will be issued to allay any concerns as to the effect or access to Batchelors farm.
5. Following this, a request has come from Uk Power networks to connect the power source under our land (running near to the proposed cycle and walk way so this will need some negotiation). They propose siting 2 poles and running 80m of cable across our land and will of course make good. While this is not the only route it is the shortest route to connecting with existing cabling for the new tower. A map showing the placing of the transmitter and poles and the cabling route is appended at Appendix A.
6. Taylor Wimpey have also contacted the Council in the past week to advise that they will shortly be submitting their plans for the Bridle Path between Ockley Park and Burgess Hill, which will run across the same part of Batchelors Farm.

**RECOMMENDATIONS:**

- 1 - to agree that the Deed of Easement be entered in to and the Council seal affixed thereto.
- 2- To consider granting the Wayleave for UK Power Networks, to place 2 new poles and underground cabling across 80m of Batchelors Farm.
- 3-if Council grant the wayleave, to request that Cellnex work with Taylor Wimpey regarding timescales for the new Bridle Way to avoid extra disruption.

**Risks:**

Environmental implications: There will be some disruption to the land for the excavation, however this will recover

Financial implications: There are no costs to the Council

Public safety implications: Minimal during the excavation and construction. Cellnex and UK Power have been advised they cannot impede the public route and all excavation will have to be carried out following health and safety guidelines.

11. **MOTIONS RECEIVED**

Cllr Henwood has submitted two motions, which have been seconded by Cllr Stowe.

1 – To Confirm that while officers may make operational decisions in line with delegated authority, all strategic decisions must be reserved to elected councillors through a clear policy and decision-making framework

2- To request that mitigation measures for the proposed event on July 12 at the RBL site be reviewed in respect of:  
Noise pollution.

Crowd size and control  
Impact on local traffic and congestion along Cyprus Rd  
Wet weather contingency planning

Should mitigation not be adequate, the Council recommends consideration of an alternative venue- such as St John's Park

12. **YOUTH COUNCIL REPORT**

Councillor B Williams has provided a report on Youth Council, which is for noting by Council and is appended as Appendix B

13. **APPROVAL OF WORKING GROUPS (DEVOLUTION AND NEIGHBOURHOOD PLAN)**

Following the setting up of working parties for the year at the Annual Council Meeting, The Leader of the Council is recommending two further groups to be convened.

*Devolution Working Group*

This group will watch the developments of devolution an Local Government Reorganisation, as it progresses over the next 3 years (to April 2028), as to how it will affect Burgess Hill Town Council and our residents.

- (i) To review white papers and other consultation that may be issued from Central or Local Government regarding Devolution
- (ii) To work in tandem with similar groups set up in Haywards Heath and East Grinstead to identify areas where devolution may present opportunities that can be proposed to the new administration of the Mayoral and Unitary authorities once formed.

This group will report directly to Council and the membership of the group will be proposed by the Leader at a later time and will consist of single hatted, Town Councillors.

*The Neighbourhood Plan working group* had paused due to awaiting the approval of the District Plan however with the news that the District Plan is entering a challenge phase, it is felt prudent to get this group working on the review of the neighbourhood plan so that when more is known of the fate of the District Plan the revised Neighbourhood plan may be able to move forward. The terms of reference to remain as previously agreed:

- (i) Examine the existing NP and identify policies that are no longer valid,

- (ii) Undertake a scoping exercise on non-strategic policies to be retained and amended or new non-strategic policy areas which may be considered for inclusion in a new NP,
- (iii) Consider the evidence base needed to complete any review of the NP,
- (iv) Provide recommendations on the scope of any review of the NP in line with paragraph 9 above including whether a review should be conducted at all.
- (v) If the recommendations are agreed, the Working Party would be limited to a maximum of 6 Members who can be volunteers from all parties. The working party would report to Strategic KAG but its membership need not come from this KAG.

The membership of the Group is proposed as: Cllr Eggleston, Cllr Eggleton, Cllr Foster, Cllr Henwood, Cllr Stowe, Cllr White and Cllr P Williams. It is intended that an update on national affects to Neighbourhood Planning will go to the Strategic KAG later this summer.

**RECOMMENDATION:** To approve the new working groups, terms of reference and membership

14

**LAND AT THE FORMER RBL BUILDING – CANCER AID**

- a. Purpose of Report: To consider whether to allow an event to take place on the site.
- b. Background: Council Officers were contacted by Mr Stewart of the Constitutional Club and asked if the land could be used for a one-off charity event on 12<sup>th</sup> July. As Council land has been used by other groups in the past for community and charitable events, and it was agreed that the land could be considered for other uses in July 2022. It was agreed, on the proviso that the ditches were covered over for the event as this was perceived to be a health and safety matter, a full risk assessment and insurance details were supplied to the Council. The Risk Assessment and additional information is attached to these papers as appendix C. The event organiser would be responsible for the event, the health and safety at the event and the clean up afterwards.
- c. The Ward Councillor, asked questions as to the event and had dialogue with the event organiser following queries from the public.
- d. An item was taken to the Customer Services Key Area Group to ask whether a policy for the letting of Council land for events

ongoing should be brought forward and this was approved to come back. At that meeting there were concerns raised as to the suitability of the site for an event.

- e. Following the officer decision comments and complaints have been made, by some members of the public as to the perceived noise, mess and disruption that the event may cause
- f. Two Councillors have called for the decision to be referred to full Council for discussion, to review or confirm whether the event can go ahead.
- g. Matters of concern regarding the event have been raised as:
  - i. Noise pollution.
  - ii. Crowd size and control
  - iii. Impact on local traffic and congestion along Cyrus Rd
  - iv. Wet weather contingency planning

Mr Stewart has provided a robust risk assessment and is aware of these concerns. He will be present at the meeting to reply to these matters directly.

- h. The event is Cancer Aid a charitable concert to raise money for Stand Up to Cancer. The event would be covered by the Constitutional Clubs Insurance. It was originally believed that the music started at 3pm, however this has now been corrected and the event is advertised as between 12.30-7.30pm.
- i. Mr Stewart, the event organiser is well versed in organising events as he annually arranges party in the park, however this year, due to changes in his team, he asked if he could move the event to the Council land in conjunction with the next-door Constitutional Club.
- j. West Sussex were approached to ask if they could loan some covers for the ditches, this was refused during an on-site inspection when the highways engineer advised that the ditches were actually a health and safety hazard and should be filled in. They had offered to fill in the ditches for the event, but as this would have required additional expense later which had not been approved, this was declined and a decision made to barrier off the ditches until such a time as quotes for the work to permanently resolve the ditches can be considered by the appropriate Key Area Group. Mr Stewart has been informed that he cannot use the whole of the area as a result of this.

**RECOMMENDATION:** Council are to advise whether the event can proceed.

Risks:

Environmental implications: the event will have live music for a period of seven and a half hours, will not be continuous as bands generally need cross over times. This is a one off-event and near neighbours have been advised by the event organiser.

Financial implications: Should the ditches be filled in there will be expense in excavating them again later to ensure that flooding does not occur.

Public safety implications: The ditched area has been barriered off. Mr Stewart and the Constitutional Club will be responsible for the safe running of their event. Issues raised regarding crowd control and traffic movements have been included in the events risk assessment which is supplied with the report.

15 **DIARY DATES**

To note the dates of forthcoming meetings and noted dates

<b>JULY</b>		
Planning Committee	Monday 14 July	19.00 hours
Community Engagement Key Area Group	Tuesday 15 <sup>th</sup> July	19.00 hours
Staff and Member Development Key Area Group	Monday 21 <sup>st</sup> July	19.00 hours
Strategic Development Key Area Group	Monday 28 <sup>th</sup> July	19.00 hours
<b>AUGUST</b>		
Planning Committee	Monday 4 August	19.00 hours
Planning Committee	Tuesday 26 August	19.00 hours
<b>SEPTEMBER</b>		
Planning Committee	Monday 15 September	19.00 hours
Council	Monday 29 September	19.00 hours

Friday 15<sup>th</sup> August VJ Day - War Memorial Commemoration AM

Monday 25<sup>th</sup> August – late summer bank holiday - **Offices closed**

## **Appendix B**

### **BURGESS HILL YOUTH COUNCIL**

Burgess Hill Youth Council has now been in session since February 2024 and has recently said goodbye to its second group of students. There has been a good response to the project, with a minimum of two students from all but one of our local Primary and Senior Schools. Those attending have been very responsive and have enjoyed the experience.

In brief, the objectives of the Youth Council are to:

Encourage students to meet and work with others from different schools; empower students to represent their generation; to generate ideas and present them to the Council for consideration; represent their schools at outside events and learn valuable skills including communications and building of self-confidence.

Youth Council meets every two months in the Chamber. Members have a varied agenda which includes items for discussion and surveys to take back to their schools. Speakers from outside groups have included; a talk on Green issues and Swifts, Sustainable Fashion via a live link from Singapore; another live link to the Houses of Parliament from where our Mid Sussex MP answered their questions; a presentation by a student from Burgess Hill Girls, who is a member of the National Youth Parliament, following which they took part in a mixed school debate about lowering the voting age to 16. Finally, members from the BH Lions talked about the Community Book Den.

Members have taken part in outside events including Remembrance Day, D-Day, stalls at TBHA Spring Fayre, BH Christmas events and BH Summer Fayre where they have raised money from the sale of items for their chosen charity, Burgess Hill Pantry, and very recently have taken part in a visit to the Bluebell Railway in celebration of Rail 200.

Feedback from the schools is very positive, saying that they love taking part in the Youth Council and value the impact it makes on their individual students.

We have met our original success criteria and will continue to organise this initiative. There are few Youth Councils in the UK so this is another example of a positive benefit of attending a Burgess Hill school.