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18th November 2025

Burgess Hill Town Councillors are called to attend A MEETING of the Council which will be held in the Council Chamber on Monday 24th November 2025 at 19.00 hours.

Mrs J Holden
Chief Executive Officer

The use of social media is permitted but mobile devices should be switched to silent for the duration of the meeting. Recording of meetings must be in accordance with the Council's policy which is on display in the chamber.

A G E N D A

Presentation from Burgess Hill RFC

- 1. Open Forum - please see [standing order 2.4](#)**
- 2. Apologies for Absence**
- 3. Declarations of Interest**
- 4. Chairman's Announcements**
- 5. Council Minutes**
- 6. Planning Committee Minutes**
- 7. Community Engagement Key Area Group Notes of Meeting**
- 8. Customer Service Key Area Group- Notes of Meeting**
- 9. Finance Key Area Group – Notes of Meeting**
- 10. To affix the Council Seal to the Lease for Downsview Meadow (Gatehouse Lane Allotments).**
- 11. Motion to Review the Key Area Group Structure**
- 12. Banking Arrangements**
- 13. Business Plan update**
- 14. Youth Council Representatives – To consider an additional representative to the Youth Council**
- 15. WSCC Place and Connectivity Consultation – to consider the council response to the consultation for the next phase, through Victoria Industrial Est.**
- 16. Diary Dates – to note**

The meeting will commence with a presentation from members of Burgess

Hill Rugby Football Club, to advise the Councillors as to their current status and club aspirations

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 29th September 2025 (previously circulated)

6. **PLANNING COMMITTEE MINUTES**

To agree the notes and the decisions therein, the significant resolutions are included here, the full notes have already been circulated; 14th July, 6th October, 27th October and 17th November The detail regarding the decisions will be found on the corresponding Agenda.

6th October:

Minute 413 **TOWN AND COUNTRY PLANNING ACT 1990 – SECTION 78 APPEALS**

Application Number: DM/24/0846

The Committee noted with sadness, the appeal was allowed as this contravenes the current Neighbourhood Plan Policy. It was clarified that changes to the NPPF have resulted in that policy having less weight, which was regretted by this Council.

Minute 414. **DELEGATED DECISION ON A LICENCE APPLICATION**

Ref: LI/25/1418 The Cricketers, 23 West Street, Burgess Hill, RH15 8NY:
Application: Minor Variation to Premises Licence.

Ref: LI/25/1366 Top House Pub, Station Road, Burgess Hill, RH15 0AD
Application: Premises Licence

The Committee noted the delegated decisions

27th October:

Minute 422. **TOWN & COUNTRY PLANNING ACT 1990 - APPEALS**

It was noted that Application No. DM/25/0289, 5 Silverdale Road was refused and an appeal has been made to the Planning Inspectorate. If anyone wished for additional comments to be submitted, these must be provided to Cllr Eggleton or the CEO before 18th November.

Minute 423. DELEGATED DECISIONS

RESOLVED: The Committee noted the delegated decisions.

17th November:

Minute 431. LICENSING APPLICATIONS

Ref: LI/25/1675

Premises: Motor Fuel Limited, Burgess Hill Service Station, 173 London Road, Burgess Hill RH15 8LJ

RESOLVED. The Committee of 17th November expressed concern about potential public nuisance and noise disturbance due to 24-hour opening hours.

7 [COMMUNITY ENGAGEMENT KEY AREA GROUP - NOTES OF MEETING 23RD OCTOBER 2025](#)

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

Note 73 PROGRAMME OF FUTURE EVENTS 2026-2027

RESOLVED that:

1. The Key Area Group approved the programme in full, adding an increase of £2,000 to the overall events budget, with those funds earmarked to support the Weald Classic Vehicle Club event on 14 June 2026, on receipt of invoices from the club to prove additional costs required.
2. Deferred the decision on the separate Christmas budget to be created to enable a three- or four-day Festival considering chalet options, to be made at a KAG in January 2026. A full qualitative and quantitative report was requested to be compiled by the Head of Projects in advance of the Key Area Group meeting so that an informed decision could be made. It was agreed that if a deposit was required to secure chalets ahead of January 2026, then a clear contract should be drawn up to ensure minimal money was lost.
3. The April tea party will be themed as St George's themed and planned delivery was 23 April 2026. It was noted this would be the poster theme only and the focus would be on delivering an event for older residents.

Note 74: GRANTS

RESOLVED that: The Key Area Group:

1. Noted the grants process;
2. Agreed that from 2026/2027 any sports sponsorships will be approved as part of the grant panel deliberations. This included the £350 traditionally given to Burgess Hill Football Club.
3. Approved a new Annual Grant for St John's Church of £500, towards Christmas Tree Lights only.

8 **CUSTOMER SERVICES KEY AREA GROUP - NOTES OF MEETING
28th October 2025**

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

Note 88: MAINTENANCE TEAM REPORT

RESOLVED:

- 1) To contact WSCC in the first instance to ask that they refurbish the lettering on the stone garden plaque
- 2) To use the knowledge gained from the current open space management plans to renew the plans inhouse for the next 5 years, with the intention of an ecologist producing new plans at the end of that period
- 3) Fill the existing ditches at the former RBL site and monitor.

Note 89: REMEMBRANCE PLAQUE FOR GEN JOHN HALL

RESOLVED: that the plaque can be returned to the Park Centre, for public display in the building

Note 90: POLICY FOR THE LETTING OF COUNCIL OWNED LAND

RESOLVED: To adopt the Policy for letting of Council Land as contained at Appendix 3 of the report, with amendments to the application form to ask specifically about alcohol sales, consultation and that an accompanying Terms and Conditions of hire notice be added to the website.

9 **FINANCE KEY AREA GROUP - NOTES OF MEETING 10th
NOVEMBER 2025**

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

Note 104: EXTERNAL AUDIT –

To note and accept the contents of the report.

Note 105: BUDGET MONITORING REPORT 2025/26 –

To note the contents of the report.

Note 106: PRICING FOR GOODS AND SERVICES OFFERED BY THE TOWN COUNCIL –

RESOLVED: To increase charges levied by the town council for its good and services by 4% or forecast inflation rate as noted at the end of February 2026 which-ever is the higher, and for these increases to take effect on 1 April 2026.

Note 107: FIRST DRAFT REVENUE BUDGET –

RESOLVED:

- a) To transfer £16k from the 2025/26 surplus to the Batchelors Farm Bridge project, and
- b) For officers and Members to continue work on finalising the budget for the 2026/27 financial year.

10. **TO AFFIX THE COUNCILS SEAL TO THE LEASE FOR DOWNSVIEW MEADOW (GATEHOUSE LANE ALLOTMENT)**

Purpose of report: to agree to affixing the seal to a legal document

The Council are aware that the Officers have been negotiating an extension to the lease for Gatehouse Lane Allotments. The has been leased to the Council for a number of years. The land is part of the proposed Thakeham Homes development which will see the allotments land ownership transferred via sale, from the current owners to Thakeham. Discussions have been ongoing and it is anticipated that the land will remain as allotments under the stewardship of the Town Council. This will not be determined until the site progresses to or beyond the planning application stage.

The current lease expires in December 2026, however during the drawing up of the new lease the owners have asked that the new lease starts from January 2026. The Officers have no objection to this as the proposed term end of December 2030 has not altered. The lease is to be executed as a deed, therefore two Councillors will be required to witness the affixing of the seal, which in itself requires Council authorisation.

RECOMMEDNATION: To approve the affixing of the Council seal to the lease for the Gatehouse Lane Allotments for 2026- 2030 inclusive.

Environmental Implications: Continuing the site as an allotment has significant benefits for the environment and wildlife in Burgess Hill, this is one of six sites that the Council operate in the town.

Financial Implications: The annual rent of £40 is met through the budgeted expenditure and offset by rental income from the tenants.

Community Safety Implications: Allowing residents to tend their allotment has known mental health and recreational benefits.

11. **MOTION TO REVIEW AND REPLACE THE KEY AREA GROUP STRUCTURE**

The below motion has been received from Cllr Stowe and seconded by Cllr Henwood

That Burgess Hill Town Council discontinues the current Key Area Group (KAG) structure — with the exception of the Planning Committee — and replaces it with a regular monthly meeting of the Full Council to consider all matters of Council business.

12. **BANKING ARRANGEMENTS**

With the retirement of the current RFO at the end of November 2025 and subsequent removal of his authority to have access to the council's banking systems and deal directly with the council's bankers (NatWest), the town council will be reduced to one senior officer only, the CEO, with access to the banking system. This will give rise to operational difficulties.

Members are asked to approve the adding of David Hood, the new Head of Finance & Corporate Services, to the town council's bank mandate and to have issued a corporate card. For information, the corporate card has a limit of £5k expenditure per month split between two cards (currently, CEO + RFO).

The Council's Standing Orders and Financial Regulations will be amended in the January 2026 review to reflect these changes.

RECOMMENDATION

To add the new Head of Finance, David Hood, to the town council's bank mandate and to have issued a corporate card.

Environmental Implications - none

Financial Implications – as noted in the report.

Community Safety Implications - none

13 **BUSINESS PLAN UPDATE**

Purpose of Report: to update on the Council's agreed Business Plan 2024-2027.

The Business plan was approved at the January Council meeting following the visioning day in October 2024. The following new objectives were identified:

The purpose of the projects are to improve services in the town for the residents, services which will not be provided by the Principal Authorities or other providers. Identifying local needs and wishes and providing where financing from the Town Council or external funds can be achieved. Broadly focusing around:

- the environment
- aesthetic of the Town Centre

- enhanced community services
- accessibility
- events provision
- community safety

Short Term (2025)	Long Term (2025-2027)
Improvement of the Stone Garden	Temporary stage for events
Banking Hub	Changing Places Toilet
Christmas Lights	Community Warden / funding PC's/ PCSOs
More WSCC public realm work	Brookleigh Changes (comm bldngs)
Maps for interest routes (virgin media boxes walks cycle paths etc)	Carbon neutral council
Church walk planters and hanging baskets	E Bike hire
	Improving use of West Park Reserve

The Short-Term Goals

Improvement to the Stone Garden: new plants and year-round planters have been added to the stone garden to soften the look of the area. These will take a year or so to bed in well with the trailing plants softening the brick work. The planters on the whole drew positive comments from residents. The cost was £6,300 with the remainder of the budget allocation being held forward for use on further works in 2026.

Additionally, the Officers have discussed with the KAG the potential for enhancing the engraving on the stone garden plaque to ensure that the wording is readable.

The overall look of the garden has improved with less rubbish in the planters/ plants during the summer months.

Banking Hub: The experience in East Grinstead, who are having a banking hub established, has confirmed that a Banking Hub will be enforced should all the banks advise that they are leaving the town. However, it takes about a year to bring this to fruition and the East Grinstead hub is not yet settled on a premises. In Burgess Hill, there are still three banks (Santander, Nationwide and the Post Office) operating in the town centre therefore we would not qualify for a banking hub.

However, all banks/ BS were written to by Officers last year when it became known that Halifax were closing to ask if they were interested in a joint arrangement to continue providing services in Burgess Hill. No replies were received other than from the existing branches who confirmed that they had no plans to leave the town at this time, which was a comfort.

In addition to the existing branches Halifax attended the Council Help Point for six months from their closure but have now amalgamated their advice surgery with the Lloyds bank officers who attend the Council Help Point weekly to provide advice and information to customers, they cannot

undertake any cash transactions, but they are able to assist with other queries and assisting customers in navigating the online facilities. Lloyds are confirmed to remain at the surgery until the end of January and further advice as to extending their stay is awaited. Due to the above, at this time the banking hub option has no potential to go further.

Christmas Lights: The contract was successfully let to Icthus for a five-year term. They continue to work with the Head of Projects to ensure that this year's display will be good value but also aesthetically pleasing. The contract was let inside budget therefore some additional spend has been included to support the Christmas Market in December to ensure it has a festive look.

The Officers also approached New River who have agreed to fund the lighting up of the bandstand roof this year for the Christmas period, which we are grateful for as this will enhance the town centre and the Christmas market.

More WSCC Public Realm Work

The Council approved in 2024 for the recruitment of a new staff member from 2025 on the Mobile Maintenance team. However, due to sickness and then a staff member leaving, it took until the end of the summer 2025 to get the team fully staffed. Another staff member has also reduced their hours from 37 to 30.

It has not been possible to take on more WSCC work this year, partly due to the staffing issues but also as Local Government Reorganisation has taken the discussions off the table at this time. Approaches were made to WSCC who are happy that we take on additional work but there can be no additional payments made to the Council. It would be that the work is undertaken at our costs. Now that we are fully staffed we will be looking to start the conversations again with West Sussex as to additional work that would improve the look of the town.

We are also looking to have cluster meetings with our neighbouring parish councils of Albourne, Fulking, Hassocks, Hurstpierpoint and Sayers Common, Newtimber, Poyning, Pyecombe and Twineham, again to explore whether there is any work that the neighbouring Councils would want undertaken on their behalf.

Maps for interest Routes (Virgin media boxes, red telephone boxes, cycle routes etc)

Work continues on these including seeking sponsorship to meet the cost of production. Maps have proved somewhat tricky as it is not simply a hard copy map but also a digital map that has been requested. Initial works on the new town centre map have taken most energies so far, which could incorporate elements of the "interests". A company have approached the Council offering to produce the original streetmap, however advertising has been difficult to achieve and this project has yet to be delivered. Discussions with Lewes TC provided links to a community group who provided the cycle map in Lewes, the cost of which was sponsored. A meeting with Homes England regarding walking and

cycling routes between Brookleigh and the Town Centre have yet to result in agreement as to the walkways to be promoted which will feed in to this mapping. The WSCC Place and Connectivity programme moving to the next phase will also feed in to this once routes and timetables for completion are known. If the works are completed timely it may be best to wait to include these new routes.

Where the map will fall to the Town Council to produce, there is not currently the expertise skill knowledge to produce the appropriate graphics and mapping, and this will need to be “bought in or “contracted out” which result in additional costs.

Quotes for reprinting the twitten and history trail maps are being sought, as they have not be printed since 2019 finding the artwork has been challenging.

Church Walk planters and hanging baskets

The focus has been the stone garden first this year and reviewing the existing planters. 2026 will see new planters and baskets being added in to Church Walk. However the officers are watching the progress of the South East Water Non Essential Use Ban application to the Government. If this is approved it is a huge step in reducing the amount of water that is allowed to be used. The Council are looking at water butts to capture rain water for use on civic planting going in to 2026, however a dry winter and spring may mean that the restrictions remain in place and we may struggle to water existing civic planting, in which case increasing the planters and baskets may not be sustainable. This remains under watch and will be reported to the Customer Service KAG as more information becomes known.

Longer term Aspirations:

During 2026 the officers will turn their attention to the remaining projects and bring them forward to the relevant Key Area Groups for discussion.

Initial work responding to the MSDC offer to lease the larger Brookleigh Community building (for £10,000 PA) has been undertaken and further contact from MSDC is awaited.

RECOMMENDATION: To note the progress against the current business plan as set out. Council are asked to consider whether any aspirations should be added or removed to the plan for 2026-2027.

Environmental Implications: There are none specifically raised by the report, further consideration as to civic planting will report back yet further.

Financial Implications: The considerations are brought to the appropriate KAG with costs and budgetary considerations

Community Safety implications: There are none.

14. [YOUTH COUNCIL – WSCC REPRESENTATIVE](#)

The Town Council set up the Youth Council with representation from Burgess Hill Town Council and Governors from the BH Academy. With

both of the current Governors stepping down, it has been suggested that now that the youth council is established it may be time to reconsider where the adult representatives are drawn from. The adult representatives handle the administration for the Youth Council. There are ten schools represented (and one adult representative from each school would be unwieldy). The Town Council representatives could do this alone, however it has been stated that as West Sussex CC are the authority with the responsibility for youth services and it may be appropriate to approach them to ask if they would like to appoint a representative.

RECOMMENDATION: To note that that the adult representatives to the Youth Council would only be from BHTC going forward and therefore to invite WSCC to appoint a representative to the Youth Council.

15. **WSCC PLACE AND CONNECTIVITY CONSULTATION**

Purpose of Report: To approve the consultation response regarding phase 2 of the place and connectivity programme.

Council are aware that the next phase of the Place and Connectivity Programme from WSCC has been advertised. Councillors have been encouraged to make a response individually on the advertised link via WSCC website. The area for this next phase concerns the Victoria Business Park, but is part of the overall plan to connect the Railway station with the business park and residential areas of the town including the new Brookleigh development.

The Town Council has been involved in the consultation as the plans have been drawn up by being involved in the Mid Sussex Growth Deal. The Chief Executives and Leaders of the Town Council over the past few years have attended meetings regarding these plans along with Mid Susse and West Sussex representatives to feed in to the plans.

The current consultation began on 24th October and ends on 28th November. Councillors were asked to submit their comments for inclusion in the Council formal response. The Chair of the SDKAG felt it appropriate that this come directly to full Council as the KAG was not scheduled to meet during the consultation period and the overall place and connectivity programme affects the whole town.

The body of the final draft response is included below in italics, based on the comments submitted to the Chief Executive and previously circulated to all Councillors for additional comment.

The Town Council is grateful to have had some input in to the scheme as it has been drawn and seeks to contribute to this final consultation stage in a positive manner to ensure that the scheme delivers the ability for sustainable travel between our town centre, residential areas and the Victoria Business Park. The council notes that the purpose of phase two of the place and connectivity scheme intends to “deliver infrastructure allowing for comprehensive

pedestrian/cycle access between Burgess Hill Railway station and the town centre, the business park and the green circle, to the hub and Brookleigh employment areas, centre for outdoor sport and wider strategic locations”
Looking at the proposals and the maps supplied the Council would offer the following comments:

Map2: The proposed unrestricted parking bays are in a place where for some time long term parking from trailers and caravans has occurred. The parking of these vehicles is not desirable in these spaces and restrictions to state no overnight parking would ensure that there is movement in the spaces if the caravans cannot simply be left for weeks or months at a time. Beyond the parking bay where the build out of the existing verge is proposed, and the corner is present, this area becomes extremely difficult to navigate by HGVs due to the presence of the parked vehicles. The new extended footpath/cycle route may well become damaged due to the restricted maneuverability should large vehicles be parked in those bays. It is suggested that double yellow lines along this stretch would ensure that there is good visibility, sight lines and adequate passing points.

Creating a cycle path/ bridge over the stream between York Road and Victoria Road (the extremity of map 2) would be a much quicker way in to the Business Park for cyclists, it would remove a lot of the road travel and incentivize the cycling route and helping to achieve the desired outcome of modal shift.

Map3: The Town Council would support the introduction of bus routes to serve the Business Park and the more outlying parts of town to encourage sustainable travel. We welcome the provision of bus stops, but do query the reality of bus routes being brought to fruition. We would also ask that if the bus stops are to be included in the infrastructure that funds be retained from this project for the provision of initial bus shelters, signs and realtime update provision. Should bus shelters be introduced there is an expectation that they are passed over to the Town Council for ongoing maintenance, if this is to happen discussion should be had for the town council to consider whether they can take the maintenance and allow appropriate budgetary allocation at the right time.

While welcoming the parking bays on Jubilee Road and others, we have concerns that they will be used by employees rather than business users, which will perpetuate the poor parking which is already evident in parts of the Business Park. We would suggest that some level of restriction to avoid all day parking would be more beneficial.

Map4: The Council have some concerns as to the proposed informal crossing on Albert Drive, this is quite close to the curve in the road making the crossing potentially dangerous. We can't see the rationale for the change from one side of the road to the other. In reality this will be cumbersome for cyclists who are more likely to take to the road rather than the dedicated lane.

Along the south side of Albert Drive there are, at the moment, no drop kerbs. Anyone with a push chair or wheelchair can't walk along there. We would

welcome the inclusion of drop kerbs at this point. Cyclists wanting to access the path into the back of Tesco can't stay on the pavement to turn into that path due to the lack of drop kerbs & because the barrier into that path is too complicated to get a bicycle through easily. Making this path dual use would make cycling more attractive to access Tesco from the Business Park.

The Council is aware that Burgess Hill Business Parks Association have submitted a Community Highway Scheme (CHS) for Victoria Park which will complement the Places and Connectivity works, however we believe the CHS should be implemented and evaluated against the Connectivity proposals before the final design is agreed. This will allow taking in to account any unintended repercussions of the CHS.

RECOMMENDATION: To approve the consultation response for submission to the Place and Connectivity Programme.

Environmental Implications: A Good well thought out and used connectivity plan around the town to reduce the use of car and encourage sustainable travel reduces pollution from emissions.

Financial Implications: The programme is funded from LEP grant and S106 contributions via WSCC.

Community Safety Implications: cycle routes need to be clearly signposted and safely thought out to ensure the safety of cyclists, pedestrians and other road users. Greater cycling and less road traffic reduces the opportunities for road accidents at speed, making the community safer.

16. **DIARY DATES**

To note the dates of forthcoming meetings and noted dates

December		
Planning Committee	Monday 8 th December	19.00 hours
January		
Planning Committee	Monday 5 th January	19.00 hours
Community Engagement KAG	Monday 12 th January	19.00 hours
Finance KAG	Monday 19 th January	18.30 hours
Council	Monday 26 th January	19.00 hours
Planning Committee	Tuesday 27 th January	19.00 hours

Christmas Market 11th - 14th December (2-8pm Thurs-Sat & Sunday 12-6)

The Council offices will close lunchtime on 24th December and re-open Friday 2nd January at 9.00 am