MINUTES of the **ANNUAL MEETING** of the **TOWN COUNCIL** held in the Council Chamber on **Tuesday 5th May 2026 at 7pm**

Present:	Stuart Condie	Town Mayor
	David Eggleton	Deputy Town Mayor
	Diane Black	
	Matthew Cornish	
	Cedric de Souza	
	Robert Eggleston	
	Anne Eves	
	Bob Foster	
	Jon Gardner	
	Matthew Goldsmith	
	Janice Henwood	
	Simon Hicks	
	Trevor Hines	
	Mohammad Hossain	
	Tofojjul Hussain	
	John Orchard	
	Andy Stowe	
	Adam White	
	Brenda Williams	
	Peter Williams	

** Denotes non-attendance.*

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

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337. ELECTION OF THE TOWN MAYOR

RESOLVED: Cllr Stuart Condie was nominated, seconded and duly elected as Town Mayor for the year 2026/2027.

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338. DECLARATION OF ACCEPTANCE

The Town Mayor made the Declaration of Acceptance of Office.

339. OPEN FORUM

No-one spoke at this point of the meeting.

340. CHAIRMAN'S ANNOUNCEMENTS

The Town Mayor advised that the Chief Executive has been elected as the next President of the Society of Local Council Clerks. This role will start in October at the annual SLCC conference and last for a year.

This will not detract from the day-to-day role of our Chief Executive here at the Council. She will have to attend more conferences and branch meetings around the country, however will utilise her leave entitlement for anything that is not beneficial training for her role (conferences, seminars). He also noted that she will be representing the UK at an international event in the US next year.
The Chair referred to his list of events attended in the past year; he mentioned that he tries to attend as many as possible and enjoyed the range of community groups and activities that he had attended. The full list of events attended is at Appendix A.

341. APOLOGIES FOR ABSENCE

There were none.

342. DECLARATIONS OF INTEREST

Cllr De Souza declared that he was a trustee of the Beehive CIO
Cllr Cornish declared he was a trustee of Park Centre.

Councillors were reminded if they need to change any of their declarations (if they are changing outside representation groups for the Council) then please remember to complete a new form or amend their existing one. This includes moving house and changing employment.

343. ELECTION OF THE DEPUTY TOWN MAYOR

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

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344. ELECTION OF THE LEADER OF THE COUNCIL

RESOLVED: Cllr P Williams was nominated, seconded and duly elected as the Leader of the Council.

345. ELECTION OF THE DEPUTY LEADER OF THE COUNCIL

RESOLVED: Cllr Black was nominated, seconded and duly elected as the Deputy Leader of the Council.

346. 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 Hussain)
Victoria (Cllr Orchard)

ELECTION OF THE CHAIRMAN OF THE PLANNING COMMITTEE

RESOLVED: Cllr Eggleton was elected as chair for the 2026/27 year.

347. APPOINTMENT OF THE COMMITTEES

RESOLVED: APPOINTMENT OF THE COMMUNITY ENGAGEMENT COMMITTE
8 Members were appointed**.** (Cllrs: Condie, Black, Eggleston, Foster, Gardner, White, B Williams and P Williams)

ELECTION OF THE CHAIRMAN OF THE COMMUNITY ENGAGEMENT COMMITTEE
RESOLVED*:* Cllr B Williams was elected as Chair for the 2026/27 year.

RESOLVED: APPOINTMENT OF THE CUSTOMER SERVICES COMMITTEE
7 Members were appointed. (Cllrs: Black, Eves, Goldsmith, Hussain, Hicks, Orchard and White)

ELECTION OF THE CHAIRMAN OF THE CUSTOMER COMMITTEE
RESOLVED: Cllr White was elected as Chair for the 2026/27 year.

RESOLVED: APPOINTMENT OF THE GRANTS COMMITTEE 5 Members were appointed. (Cllrs: Cornish, Goldsmith, Henwood, Hines, Hossain and B Williams)

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ELECTION OF THE CHAIRMAN OF THE GRANTS COMMITTEE
RESOLVED: Cllr Goldsmith was elected as Chair for 2026/27

RESOLVED: APPOINTMENT OF THE FINANCE COMMITTEE
The Chairs of the Community Engagement, Customer Services and Grants Committees plus an additional 6 Members were appointed (Cllrs: DeSouza, Eggleston, Foster, Gardner, Henwood and Hicks)

ELECTION OF THE CHAIRMAN OF THE FINANCE COMMITTEE
RESOLVED: Cllr de Souza was elected as Chair for the 2026/27 year.

RESOLVED: APPOINTMENT OF THE STAFF AND MEMBER DEVELOPMENT COMMITTEE
7 Members were appointed**.** (Cllrs: Condie, Cornish, Eggleton, Hussain, Stowe White and P Williams)

ELECTION OF THE CHAIRMAN OF THE STAFF AND MEMBER DEVELOPMENT COMIMTTEE
RESOLVED: Cllr Condie was elected as Chair for the 2026/27 year.

RESOLVED: APPOINTMENT OF THE STRATEGIC DEVELOPMENT COMMITTEE
8 Members were appointed. (Cllrs: DeSouza, Eggleton, Eggleston, Eves, Hines, Orchard, Stowe and P Williams)

ELECTION OF THE CHAIRMAN OF THE STRATEGIC DEVELOPMENT COMMITTEE
Following a requested recorded vote (below) where both Cllrs Eggleston and Eves were nominated and seconded;
RESOLVED: Cllr Eggleston was elected as Chair of the 2026/27 year.

Votes were cast as follows by Councillors:

Condie: Eggleston
Eggleton: Eggleston
Black: Eves
Cornish: Eves
De Souza: Eggleston
Eggleston: Eggleston
Eves: Eves
Foster: Eves
Gardner: Eggleston
Goldsmith: Eggleston
Henwood: Eves
Hicks: Eggleston
Hines: Eggleston

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Hossain: Eggleston
Hussain: Eggleston
Orchard: Eves
Stowe: Eves
B Williams: Eves
P Williams: Eggleston
White: Eggleston

348. APPOINTMENT OF WORKING GROUPS

Cllr R Eggleston left the room.

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. COMMUNITY LAND AND BUILDINGS DEVELOPMENT GROUP
7 members were appointed (The Chair and Vice Chair of Strategic Development Committee, 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: 4 Governors/ Parents plus 3 teachers, BHBPA: R Cox and 1 rep from WSCC)

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

Cllr R Eggleston returned to the room after the vote on the above.
Cllr Orchard left the room.

It was noted that there were other working groups which had not been itemised on the agenda but fell into this item, it was agreed to reconstitute three of them as follows.

Regarding the Neighbourhood Plan Working Group, The Leader advised that the advice from government at this time is to wait on further review of Neighbourhood Plans, following the review of the National Planning Policy Framework. It was further commented that changes to the NPPF may yet be coming and also noted that as the District Plan was hoped to be adopted later this year, waiting until this was settled would be useful.

Regarding the Local Government Reorganisation Working Group, it was felt there has been little enthusiasm to join this Working Group and the CEO and Leader will instead ensure that members are kept up-to-date as and when more information is forthcoming from Central Government and other trusted sources. It was not necessary to reconvene this group at this time.

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RESOLVED:

5. NEIGHBOURHOOD PLAN WORKING GROUP: (Cllrs: Eggleton, Eggleston, Foster, Henwood, Stowe, White and P Williams)

6. STANDING ORDERS WORKING GROUP: (Cllrs: Black, Condie, Eves, Henwood, Hicks, White)

7. TRIANGLE WORKING GROUP: (Cllrs: Gardner, Goldsmith, Hines, Orchard, P Williams plus Mr Graysmark and Mr Parr)

Cllr Orchard returned to the room during the above votes.

349. APPOINTMENT TO PARTNERSHIP GROUPS

The Town Mayor took the Nominations en bloc for the following groups and the representatives were **RESOLVED** for the 2026/27 year as:

1. BURGESS HILL BUSINESS PARKS ASSOCIATION
Chief Executive Officer and Cllr P Williams

2. BUS FORUM
Cllrs Black, 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 Hines

5. SHOPWATCH
Cllr Stowe

6. YOUTH COUNCIL
Cllrs Black and B Williams

350. 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 2026/27 year:

1. BURGESS HILL BONFIRE SOCIETY
Cllr White

2. BURGESS HILL YOUTH
Cllr B Williams

3. CYPRUS HALL COMMUNITY ASSOCIATION
Cllrs Eves and Henwood

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4. ESCAPE YOUTH CLUB
Cllrs de Souza and Stowe

5. FAIRTRADE TOWN GROUP
Vacant pending review

6. BURGESS HILL HORTICULTURAL SOCIETY
Cllrs Eves and Henwood (Cllr Eves advised she has difficulty attending this group and advised if any other Councillor wished to take this seat she would relinquish it).

7. SIDNEY WEST CENTRE CHARITY TRUSTEES
Cllrs Eves and Hicks have completed one of a three year term.

8. THE FRIENDS OF BURGESS HILL GREEN CIRCLE NETWORK
Cllr Eves

9. EUROPEAN FRIENDSHIP
Cllrs Condie, Eves and B Williams

10. SUSSEX ASSOCIATION OF LOCAL COUNCILS
Cllrs Hussain and P Williams

11. RESPECT YOUTH CLUB
Cllr B Williams

12. PARK CENTRE CIO
Cllr Cornish remains in place as a Trustee.

13. BEEHIVE CIO
Cllr de Souza remains in place.

14. BURGESS HILL COMMUNITY PARTNERSHIP CIC
Cllrs Eves, Hicks & White.

351. COUNCIL MINUTES

Two members of the public spoke about the Triangle Leisure Centre, discussed at the Council Meeting on 2nd March.

It was asked for an update as to the working group and when they would be meeting as it was understood that a visit and meeting had been held.
The Leader advised that an initial meeting had taken place with Mid Sussex District Council (MSDC) and Places Leisure (PL), to raise the concerns. He was going to call a meeting of the working group within the following couple of weeks to bring everyone up to date.
A Cllr said she was surprised that as this was considered urgent on 2nd March, a site visit has not taken place. It was replied that the Town Council could not insist on a site visit and a collaborative approach was being taken.

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Members of the public said they were still concerned as to safety regimes at the Triangle and that incidents had been noted over the past few weeks. They were fearful that a serious accident may occur.

It was asked that the notes from the meeting between the Councillors and MSDC be shared with all Councillors.

It was again asked that all District Councillors who are present tonight, should press the matter at the District Council and it was asked that where it was stated that MSDC officers had not responded appropriately to members of the public that these names be furnished to District Councillors for follow up.

The Leader again advised that the working group would review the response from MSDC/ PL and the next steps to be taken by the Town Council.

RESOLVED: The minutes of the meeting held on 2nd March were agreed as a true record and the Town Mayor signed them.

352. GRANTS COMMITTEE MINUTES – 5th MARCH 2026

The Chair of the Committee introduced the minutes.
It was **RESOLVED:** To approve the minutes noting the decisions therein.

353. PLANNING COMMITTEE MINUTES

The Chair of the Committee introduced the minutes and it was **RESOLVED:** To approve the minutes noting the decisions therein for the meetings of 9th and 30th March and 20th April 2026.

354. MINUTES OF THE STAFF AND MEMBER DEVELOPMENT COMMITTEE - 16TH MARCH 2026

RESOLVED:

1) The notes of the meeting of 16th March and the decisions contained therein were approved, the update was noted.
2) To approve the policy for flexible working as set out in Appendix B to the papers of the meeting of 16th March.

355. MINUTES OF THE CUSTOMER SERVICE COMMITTEE 23RD MARCH 2026

RESOLVED:

1)The minutes of the meeting of 23rd March were approved, noting the decisions therein.
2)The new Burial Ground rules as set out in appendix D to the papers for the meeting of 23rd March were approved.

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356. MINUTES OF THE STRATEGIC DEVELOPMENT COMMITTEE - 22ND APRIL 2026

The chairman of the committee introduced the minutes. Cllr Stowe asked that the minute recorded his concern that the project business case is to be drawn up internally as this was not independent, he would prefer quotes for independent consultants be sought now and therefore he would vote against the proposal. The chair responded that whilst the initial work will be internal, this will save costs. The committee had agreed that once the business case is ready to be presented to the working group, it would be recommended for external scrutiny to ensure it is robust.

It was confirmed that the Barnden Hall proposal is not a Town Council project and is being pursued by the external proposers.

It was **RESOLVED**: To note the minutes and the decisions therein.

357. REPORTS FROM WORKING GROUPS

The update for the Academy Working Group was noted with further reports on progress of work promised more regularly.

St Johns Working Group – It was noted that following a meeting in the past few days, it was clarified that the consultation has been extended and is still open.

358. DIARY DATES

Council noted the following dates.

May 2026 Meeting	**Date**	**Time**
Planning Committee	Monday 11th May	19.00 hours
Staff and Member Development Committee	Monday 18th May	19.00 hours
Annual Town Meeting (Cyprus Hall)	Wednesday 27th May	19.00 hours
June 2026 Meeting		
Planning Committee	Monday 1st June	19.00 hours
Finance Committee	Monday 8th June	19.00 hours
Extra Ordinary Council Meeting (Accounts)	Monday 8th June	Following Finance Committee
Customer Services Committee	Monday 15th June	19.00 hours
Planning Committee	Monday 22nd June	19.00 hours
July 2026 Meeting		
Council	Monday 6th July	19.00 hours

- Whitsun Bank Holiday - Monday 25th May - office closed

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The meeting was closed at 20.06.

Town Mayor …..……

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