



MINUTES of the **ANNUAL MEETING** of the **TOWN COUNCIL** held in the Council Chamber on **Tuesday 7 May 2024**

Present: Janice Henwood Town Mayor
Tofojjul Hussain Deputy Town Mayor

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

* *Denotes non-attendance.*

109. ELECTION OF THE TOWN MAYOR

Councillor Janice Henwood was elected Town Mayor for the ensuing year.

110. DECLARATION OF ACCEPTANCE

Councillor Henwood signed the Declaration of Acceptance of Office.

111. BURGESS HILL FOOTBALL CLUB PLANS

Vince Alfieri of Burgess Hill Town Football Club addressed the meeting regarding the club's future plans.

He gave an overview of the club's history including the financial situation, and showed Council a video of the club's achievements and how it looks today, focusing on their five-phase plan.

The club's purpose was to create a social community, inspiring and giving opportunities to local residents. He explained they want to expand the club with a disability team, women's team, walking football, deaf football and working with local schools.

The five-phase plan was as follows:

1. Convert the ground to a 3G pitch, allowing for more games each week and easing the financial struggle, allowing the club to become self-sufficient. Change carpark layout, invest in LED lighting and build soundproof fencing for neighbours.
2. Create a hospitality suite for visiting VIPs
3. Build stands on the north side of the ground, creating rooms beneath for gymnasiums, physiotherapy rooms etc. These would be available for community use.
4. Build a disabled viewing area.
5. Demolish current clubhouse and build two-story clubhouse with room for functions and a coffee shop/restaurant, with subsidies for local residents.

Councillor Henwood asked if the club had approached Brighton and Hove Albion, as they had been doing a lot of community work.

The club had not approached Brighton and Hove Albion, as they had changed the layout of their community outreach. The club felt that they could do more in the local area than another club could, due to their resourcing.

Councillor Stowe asked how much money was needed for the project. In total, the project would cost an estimated £2 – 2.3 million. The club had access to grants and investors and believed that they could cover approximately 75% of costs themselves. They needed help with the remaining 25% to get the project started.

Councillor Condie asked about negotiations for the lease, as currently the lease was relatively short.

The club was in the process of agreeing terms for a 25-year lease.

A member of the public asked if there would be consideration of shuttle buses, or increased public transport to allow regular connectivity to sports venues.

The club was located within walking distance of Wivelsfield train station and would be looking to encourage more visitors to take public transport, or walk to the ground. They would be seeking to create incentives for visitors using these travel methods.

112. OPEN FORUM

21 members of the public were present.

Councillor Henwood informed the public that there would be no questions or discussions relating to item 23 on the agenda. She would be making a statement when that item was reached.

All members of the public were asked to raise their hand if they wished to ask a question, and stand when speaking. If the Council was unable to give an adequate response to a question at the meeting, residents were asked to leave contact details so that the question could be researched and replied to.

One member of the public questioned a payment on the annual budget report. The payment referred to a payment to architecture company, Unknown Works for designs for the Beehive. They asked if this was an old invoice recently paid, or a new invoice.

Councillor Peter Williams explained that with the RBL land currently used, Council wanted to know whether development was a viable proposition. Ideas were requested from Unknown Works for a future plan. The Beehive project itself was currently on hold and there was a limit on the amount being spent.

113. CHAIRMAN'S ANNOUNCEMENTS

Councillor Henwood welcomed new Councillors, Jon Gardner and Andy Stowe.

The introduction of a voting system for Councillors was explained with members asked to raise their hands to vote for, against and to abstain for each agenda item.

114. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Anne Eves.

115. DECLARATIONS OF INTEREST

Councillor Peter Williams declared an interest in the Beehive CIO.

Councillors Eggleston, Henwood, Hicks and White declared an interest as Directors of the Burgess Hill Community Partnership CIC.

116. ELECTION OF THE DEPUTY TOWN MAYOR

Councillor Tofojjul Hussain was elected Deputy Mayor for the ensuing year.

117. ELECTION OF THE LEADER OF THE COUNCIL

Councillor Peter Williams was elected Leader of the Council for the ensuing year.

118. ELECTION OF THE DEPUTY LEADER OF THE COUNCIL

Councillor Diane Black was elected Deputy Leader of the Council for the ensuing year.

119. APPOINTMENT OF THE PLANNING COMMITTEE

The appointment of Councillors to the Planning Committee was considered and decided as follows:

St Andrew's – Matthew Cornish
Franklands – Janice Henwood
Leylands – Graham Allen
Dunstall and Gatehouse – Diane Black
Meeds and Hammonds and St John's – Tofojjul Hussain
Victoria – John Orchard

The wards for Brookleigh East and Brookleigh West were agreed to be covered by the representatives for Leylands and Dunstall and Gatehouse.

119.1 ELECTION OF THE CHAIRMAN OF THE PLANNING COMMITTEE

Councillor David Eggleton was elected Chairman of the Planning Committee for the ensuing year.

120. APPOINTMENT OF THE KEY AREA GROUPS

The appointment of Members to the Key Area Groups was considered and decided as follows:

121.1 APPOINTMENT OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP

The following members were appointed:

Diane Black
Cedric de Souza
Bob Foster
Jon Gardner
Mohammad Hossain
Andy Stowe
Adam White
Brenda Williams

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

Councillor Brenda Williams was elected Chairman of the Community Engagement Key Area Group.

121.3 APPOINTMENT OF THE CUSTOMER SERVICES KEY AREA GROUP

The following members were appointed:

Diane Black
Robert Eggleston
Anne Eves
Matthew Goldsmith
Tofojjul Hussain
Simon Hicks
Adam White

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

Councillor Adam White was elected Chairman of the Customer Services Key Area Group.

121.5 APPOINTMENT OF THE FINANCE KEY AREA GROUP

The following members were appointed:

Cedric de Souza
Bob Foster
Jon Gardner
Matthew Goldsmith
Janice Henwood
Simon Hicks
Adam White

121.6 ELECTION OF THE CHAIRMAN OF THE FINANCE KEY AREA GROUP

Councillor Cedric de Souza was elected Chairman of the Finance Key Area Group.

121.7 APPOINTMENT OF THE STAFF AND MEMBER DEVELOPMENT KEY AREA GROUP

The following members were appointed:

Graham Allen
Stuart Condie
Matthew Cornish
David Eggleton
Tofojjul Hussain
Adam White

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

Councillor Graham Allen was elected Chairman of the Staff and

Member Development Key Area Group.

121.9 APPOINTMENT OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP

The following members were appointed:

Cedric de Souza
David Eggleton
Robert Eggleston
Bob Foster
Janice Henwood
John Orchard
Andy Stowe

121.10 ELECTION OF THE CHAIRMAN OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP

Councillor Robert Eggleston was Elected as the Chairman of the Strategic Development Key Area Group.

122. [APPOINTMENT OF WORKING GROUPS](#)

122.1 GRANTS PANEL

The following members were appointed to the Grants Panel:

Matthew Cornish
Matthew Goldsmith
Janice Henwood
Mohammad Hossain
Brenda Williams

122.2 ELECTION OF THE CHAIRMAN OF THE GRANTS PANEL

Councillor Matthew Goldsmith was appointed Chairman of the Grants Panel.

122.3 ST.JOHN'S PARK WORKING GROUP

The following members were appointed to the St John's Park Working Group:

Bob Foster
Janice Henwood
Andy Stowe
Adam White
Peter Williams

122.4 COMMUNITY BUILDING DEVELOPMENT GROUP

RESOLVED that:

Council agreed to the creation of the Community Building Development Group.

123. APPOINTMENT OF SUBSTITUTES FOR THE PLANNING COMMITTEE, KEY AREA GROUPS AND GRANTS PANEL

Council previously agreed that all Councillors who were not members of the Planning Committee or Key Area Groups respectively may attend all Key Area Group Meetings in a substitute capacity, providing that they were a member from the relevant political party. If a Councillor was unable to attend a meeting, 24 hours' notice to the CEO was required.

124. APPOINTMENT TO PARTNERSHIP GROUPS

The following Councillors were appointed to represent the following groups:

BURGESS HILL BUSINESS PARKS ASSOCIATION

Chief Executive Officer or his representative and the Chairman of the Strategic Development Key Area Group.

Councillor Peter Williams was appointed.

TRANSPORT WORKING GROUP

Comprising of 7 representatives, Chairman of the Bus Forum, 2 Councillors and 4 members of the public.

Councillors Anne Eves and John Orchard were appointed.

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.

Councillors Anne Eves, Janice Henwood and Peter Williams were appointed.

MID SUSSEX ASSOCIATION OF TOWN COUNCILS

4 Representatives (Town Mayor, Deputy Town Mayor, Majority Group Leader and Minority Group Leader - substitutes allowed) and the Chief Executive Officer.

PUBWATCH

1 Councillor and the Head of Projects.

Councillor Matthew Goldsmith was appointed.

SHOPWATCH

Councillor and the Head of Projects.

Councillor Andy Stowe was appointed.

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

Nominations were sought for the following organisations and the following Councillors were appointed.

BURGESS HILL BONFIRE SOCIETY

Councillor Adam White was appointed.

BURGESS HILL YOUTH

Councillor Brenda Williams was appointed.

CYPRUS HALL COMMUNITY ASSOCIATION

Councillors Anne Eves and Janice Henwood were appointed.

ESCAPE YOUTH CLUB

Councillors Janice Henwood and Andy Stowe were appointed.

FAIRTRADE TOWN GROUP

Councillor Robert Eggleston was appointed.

BURGESS HILL HORTICULTURAL SOCIETY

Councillors Anne Eves and Janice Henwood was appointed.

GREEN CIRCLE STEERING GROUP

The position was left in abeyance.

SIDNEY WEST CENTRE CHARITY TRUSTEES

Councillors Matthew Cornish, Anne Eves and Simon Hicks were appointed.

SIGNPOSTS

The position was left in abeyance.

SUMMERHAVEN

Councillor Janice Henwood was appointed.

THE FRIENDS OF BURGESS HILL GREEN CIRCLE NETWORK

Councillor Brenda Williams was appointed.

EUROPEAN FRIENDSHIP GROUP

The Town Twinning Association was renamed the European Friendship Group.

Councillors Anne Eves and Brenda Williams were appointed.

SUSSEX ASSOCIATION OF LOCAL COUNCILS

Councillors Tofojjul Hussain and Peter Williams were appointed.

PARK CENTRE BURGESS HILL CIO

Councillors Matthew Cornish, Cedric de Souza and John Orchard were appointed.

It was noted that former councillor, Richard Cherry, continues as a trustee, and there were no remaining vacancies.

126. BURGESS HILL COMMUNITY PARTNERSHIP COMMUNITY INTEREST COMPANY – DIRECTORS AND CEO

Councillor Stowe asked whether a Councillor leaving the Town Council would mean that they would in turn have to leave their role as a Director of the CIC.

Councillor Eggleston explained that upon leaving their role as a Councillor, individuals would also resign from the directorship of the CIC. Individuals would be able to be voted in as Directors in their capacity as a local resident, if necessary.

RESOLVED that:

1. Council affirmed Councillor Directors, Anne Eves and Adam White to the CIC.
2. Council confirmed the CEO, as the CEO of the CIC.
3. Council confirmed the CEO as the Secretary of the CIC.

127. BEEHIVE CIO

It was noted that Councillor Eggleston ceased to be a trustee in July 2023, and that Councillor Peter Williams was to stand down as a trustee, this left one vacancy.

RESOLVED that:

Councillor Cedric de Souza was appointed trustee for the Beehive CIO.

128. COUNCIL MINUTES

RESOLVED that:

The Minutes of the Ordinary Meeting of the Council held on Monday 4 March 2024 and the Extraordinary Meeting of Council held on 29 April 2024 were considered and agreed as correct record.

129. PLANNING COMMITTEE MINUTES

RESOLVED that:

The Minutes of the meetings of the Planning Committee held on Monday 13 March, Monday 3 April, and Monday 24 April 2024 were considered and agreed as correct record.

130. NOTES OF THE CUSTOMER SERVICES KAG

Councillor Stowe requested that the minutes be amended to include comments from Councillor Peter Williams regarding the Council's preference for a freehold on allotment land, with reference to item 4 on the Customer Services agenda.

RESOLVED that:

The Notes of the Meeting of the Customer Services Key Area Group held on Wednesday 3 April were considered and Council agreed to the amendment.

131. BURGESS HILL YOUTH COUNCIL

RESOLVED that:

The objectives of the Youth Council, as set out in agenda item 22 were noted.

132. THREATENING LETTERS

Councillor Henwood read a statement condemning the threatening letters being sent to local councillors, and explaining that police enquiries were ongoing. She urged any resident with information regarding the identity or identities of the perpetrators to go to the police. She stated that the letter in question has been removed from the Town Council website.

Councillor Eggleston requested a motion under Standing Order 8A8 to close debate on the topic.

A member of the public asked who chose to place the letter on the website, as they had been accused of being the perpetrator by others online. Residents were informed that questions would not be taken on the matter, as they were closing the debate.

Councillor Stowe asked if it was possible to publish the details of the investigating officer for the public. It was stated that this would not be done.

133. DIARY DATES

Councillor Henwood informed the public that the Annual Town Meeting on Wednesday 22 May would provide an opportunity for members of the public to ask questions.

A member of the public asked what the deadline was for the submission of questions in advance. Residents were asked to submit questions at least a week in advance.

RESOLVED that:

Council noted the diary dates.

Meeting ended at 20:01.