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Wednesday 18 September 2024

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

A MEETING of the Council will be held in the Council Chamber on Monday 23 September 2024 at 19.00 hours, when your attendance is required.

Julie Holden
Chief Executive Officer

****PLEASE NOTE THE START TIME OF THE MEETING****

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

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 G E N D A

1. **[OPEN FORUM](#)**

Each member of the public is permitted to speak once in respect of business relevant to the Town Council or of local concern to the residents of the town at the discretion of the Chairman (during the Open Forum). They can also speak during the meeting (on topics relating to the published agenda and any other business raised during the meeting) 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).

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**

Apologies have been received from Diane Black.

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 Meeting of Council held on 22 July 2024, hereto attached.

6. **UPDATE FROM WSCC**

Verbal report from Cllr Stuart Condie.

7. **UPDATE FROM MSDC**

Verbal report from Cllr Robert Eggleston.

8. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held on Monday 5 August, Tuesday 27 August and 16 September. (minutes previously circulated).

We have considered 71 applications for planning permission under the Town and Country Planning Act 1990. Our decisions and recommendations within our terms of reference are set out in the Minutes.

David Eggleton
Chairman

9. **STRATEGIC DEVELOPMENT KEY AREA GROUP**

To consider the Notes of the meeting of the Strategic Development Key Area Group held on 13 August 2024 (Previously circulated)

Our recommendations and decisions are set-out in the Notes of the meeting with a summary shown below:

**Election of Vice
Chairman**

That Cllr David Eggleton be appointed as Vice Chairman of the Strategic Development Key Area Group.

Burial Ground Phase 2 development

That an application for up to £300,000 be made to the Public Works Loan Board to cover the costs of developing phase 2 of the burial ground.**

Funding [considerations for projects on the council's Capital Programme or other projects]

1. To authorise the Responsible Finance Officer to apply for a PWLB loan towards the full cost of the burial ground phase 2 project, and
2. The view of the Members *[are sought]* as to how they would like to fund the balance of projects and any other projects be considered in regard to the use of internal resources and obtaining PWLB loans, *[to be discussed]* at the visioning day in Oct.

Maintenance Contract
(from the Confidential Section).

That Glendale be appointed for an initial 12-month period to carry out maintenance as set out in the agenda.

Robert Eggleston

Chairman

**** Burial Ground-Phase 2: For additional information**

To borrow £300k over 25 years (estimated life of phase 2), the annual repayments would equate to £21,116 @5.08%, to which the town council currently budgets £64k per annum towards such repayments. The total cost to the town council, over the 25 year period, would be just under £539k.

It should be noted, the interest rate applied to any loan is the point at which the loan is drawn down, not the application or loan approval date. This “draw-down” is not expected within the next 3 months giving rise to the potential for interest rates to reduce in the interim period with, subsequently, lower repayment rates.

RECOMMENDATION

To approve the notes and recommendations contained therein.

10. NEIGHBOURHOOD PLAN REVIEW

The purpose of this report is to provide Members with an overview of the town council's Neighbourhood Plan and to agree a way forward on its review. The attached report (at Appendix 1) notes key dates, processes and current information and should be read prior to considering the recommendations detailed below.

RECOMMENDATION

To take this forward in a positive and meaningful way the Council agrees to the formation of a Neighbourhood Plan Working Party with a remit to:

- (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 and report these in the first instance to the Full Council meeting on 27th January 2025, and
- (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.

Note 1. The Strategic KAG meeting of the 13 August 2024 recommended reporting, in the first instance, to the Council's visioning day on 10 October 2024, however, it is unlikely work would be completed in-time).

The Strategic KAG meeting of the same date recommended, also, 9 Members to form the working party, effectively, 1 from each ward. It is felt a working group of this size may be too unwieldy.

Note 2: Members are strongly advised to review the existing Neighbourhood Plan, draft District Plan 2021-2039, the MSDC guidance (Appendix 2) and the relevant sections of the NPPF when considering these recommendations.

11. **ADDITION TO BANK MANDATE**

Julie Holden has been appointed as the new CEO replacing Steve Cridland who retired recently.

Currently, the only senior officer on the bank mandate is the Responsible Finance Officer. To ensure continuity during periods of absence, it is recommended the town council has at least two senior officers who are able to authorise dealings with the town council's financial institutions.

RECOMMENDATION

- a) To add Julie Holden onto the Bank Mandate for each bank with which the town council has an account, and
- b) To authorise Julie Holden to hold a business debit card (Government Procurement Card) to be able to transact online and in-person payments with a monthly payment limit set at £2,500.

RISK

As noted within the agenda item.

12. MARKET WORKING GROUP UPDATE

The Town Council's Market Working Group met on 9th August 2024 to review and discuss the way forward with the weekly market. The notes of the meeting are at Appendix 3.

RECOMMENDED:

For noting.

13. THE BURGESS HILL ACADEMY WORKING GROUP

The Group met for the first time on Tuesday 20 August. In view of the change of heart by a number of the UBAT Trustees, it was considered more appropriate to change our name from 'Working Group' to 'Support Group'.

A full report is provided to Council by way of an Appendix 4.

RECOMMENDED

1. The Burgess Hill Academy Working Group be renamed The Burgess Hill Academy Support Group,
2. Council note the Group's displeasure at the plan to requisition part of the Burgess Hill Academy building to house the first Bedelands Academy students, and
3. The Notes of the meeting held on 20 August 2024 be noted.

14. TRANSFER OF PARK CENTRE TO THE PARK CENTRE BURGESS HILL CIO

The Park Centre Burgess Hill CIO has sent an update in regard to the transfer of the Park Centre building to the CIO. Concerns have been raised that as the Park Centre is registered as an "Asset of Community Interest", this has the potential to complicate/derail the transfer.

The CIO has requested the town council contact MSDC to withdraw the town council's request/support for the building to be an Asset of Community Interest.

As Council originally proposed the Park Centre as an Asset of Community Interest, Council will need to approve the reversal of this decision.

RECOMMENDATION

- a) The views of the Members are sought and, if in agreement,
- b) for the town council to contact Mid Sussex District Council to withdraw its support for the Park Centre building to be registered as an Asset of Community Interest.

RISK

The Asset of Community Interest register cannot be rescinded.

15. **DIARY DATES**

OCTOBER		
The Burgess Hill Academy Support Group	Tuesday 1	17.00 hours
Planning Committee	Monday 7	19.00 hours
Grants Panel	Monday 14	19.00 hours
Community Engagement KAG	Thursday 17	19.00 hours
Planning Committee	Monday 28	19.00 hours
NOVEMBER		
Finance Key Area Group	Wednesday 13	18.30 hours
Planning Committee	Monday 18	19.00 hours
Council	Monday 25	19.00 hours
DECEMBER		
Planning Committee	Monday 9	19.00 hours

Council are asked to note the following events:

1. Remembrance Parade Sunday 10 November 2024
2. Armistice Day Monday 11 November 2024
3. It's Christmas Light Switch On Saturday 23 November 2024

RECOMMENDATION

For noting.