



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)

18<sup>th</sup> November 2024

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

**A MEETING of the Council will be held in the Council Chamber on Monday 25 November 2024 at 19.00 hours, when your attendance is required.**

**Julie Holden**  
Chief Executive Officer

---

## A G E N D A

### **Presentation to the Burgess Hill and District Lions for 70 years of service to the Town**

#### **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**  
To approve or note 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 Meeting of Council held on 23rd September 2024 for accuracy.
6. **POLICE MATTERS**  
Neighbourhood Policing Inspector Derrick has agreed to attend and update the Council on current policing matters in the town.

Councillors have asked about crime levels: As stats are not provided Councillors are asked to access [http://www.ukcrimestats.com/Police\\_Force/Sussex\\_Police](http://www.ukcrimestats.com/Police_Force/Sussex_Police) and view their ward for updated crime statistics and comparisons. This is a publically available site for crime stats.

Contacts: Contact numbers are: emergency 999, non-emergency 101 but also the dedicated neighbourhood policing number for Mid Sussex 01273 404937 – a response is guaranteed within 72 hours so it is more for intelligence and reporting concerns rather than specific incidents that need response. The Confidential anti-terrorism line is 0800789321

Cllrs Williams and Cornish along with The Chief Executive attended a meeting with the Chief Constable on 31<sup>st</sup> October. The Chief Constable advised that 90% of 999 calls were being answered in 10 seconds and 101 calls now averaged 2-3 minutes, which is a significant improvement on 18 months ago. They receive approximately 3000 999 calls per day and the response time on 999 has reduced from four hours to one hour. There is a new triage system with a target of 72 hours to respond to an investigation if opened. Once the new system is bedded in, a visit to the contact centre can be arranged for interested Councillors.

Other matters discussed included Anti-social behaviour, anti social driving, scams and the Disc system (shop keepers have a private circulation tool for warnings of shop lifters and can report directly to the police).

Sussex police is the 7<sup>th</sup> worst funded police force in the country, they do have 76 new learners who are doing community policing to aid their training before being assigned to teams.

7. **PLANNING COMMITTEE MINUTES**  
To consider the Minutes of the meetings of the Planning Committee held on Monday 7<sup>th</sup> October, Monday 28<sup>th</sup> October and Monday 18<sup>th</sup> November (minutes to be circulated later this week). (Resolutions besides those relating to plans and licencing are shown below)

Minute 267 (28<sup>th</sup> October)

**RESOLUTION** To forward the list to Mid Sussex District Council for allocation to future Street names in Burgess Hill

[Planning-Minutes-28-October-2024.pdf](#)

8. **GRANT PANEL**

To consider the notes and confirm the decisions of the meeting held on 14<sup>th</sup> October 2024 (resolutions of business shown below).

Minute 30:

**RESOLUTION** The Grants would be awarded as agreed by the Panel above. A total of £6,051 was allocated from the Grants Fund for minor grants and £2,400 for major grants.

9. **COMMUNITY ENGAGEMENT KEY AREA GROUP**

To consider the notes and confirm the decisions of the meeting held on 17<sup>th</sup> October 2024 (resolutions of business shown below).

Minute 38:

**RESOLVED** : The contents of the Event Reports were noted and approval for a change of approach for booking of sporting activities was agreed.

Minute 40:

**RESOLVED:** That the Town Council continues to support a Holocaust Memorial Day going forward.

The remaining items resolved at this meeting were referred to the finance KAG for further discussion and are reported there.

10. **STRATEGIC DEVELOPMENT KEY AREA GROUP**

To consider the notes and confirm the decisions of the meeting held on 4<sup>th</sup> November (resolutions of business shown below)

Minute 45:

**RESOLVED:** 1. To put the weekly Burgess Hill Market on hold for at least 2 years, to see what happens with the joint venture between Mid Sussex District Council and New River Retail.

2. The Town Council to grow the town centre events, subject to staff resources, using additional funds from the Bridge the Gap budget, and to ask the Community Team to research what they could deliver on top of the existing plans for the 'It's Christmas Lights Switch On event with an additional £5k budget.

3. The Town Council to continue to support the Burgess Hill Community Crafters and their quarterly markets

Minute 46:

**RESOLVED:** 1. To note that a Business Plan for the Council will be forthcoming to lay out projects and aspirations to the end of this administration.

2. To agree to approach Jackson Coles for an estimate to provide

the build costings for the revised plan of the Beehive and if below £3,000 plus VAT for the Chief Executive to commission the costings, to be paid for from the Community Building ear-marked reserve.

3. To agree that the short-term priorities as identified at the visioning day (shown in the report at paragraph 4), will be worked in to business cases for review at the appropriate KAG

4. To alert the Finance KAG that appropriate budgetary allocation should be considered for 2025/26 projects.

5. To agree the inclusion of “For A Better Burgess Hill” in to the Council logo and other profiles.

**Minute 47:**

**RESOLVED:** 1. To approve the principle of additional feature planters and hanging baskets in the town centre and more planting in the stone garden, and to recommend to Finance KAG to allocate £10,000 in the 2025/26 budget towards this.

2. To authorise Officers to explore with WSCC the possibility of taking on some of the lapsed Highways tasks and bring back a business case for consideration of inclusion in the 2025/26 budget.

#### **11. FINANCE KEY AREA GROUP**

To consider the notes and confirm the decisions of the meeting held on 13<sup>th</sup> November (Resolutions of business shown below)

**Minute 63:**

**RESOLVED:** 1)To provide funding to the Burgess Hill Pantry of up to £7k, these funds to come from the 2024/25 surplus,

2)To defer agreeing to further financial support of circa £13k for the Burgess Hill Pantry to the Finance KAG meeting in January 2025 to allow for more clarity on funding requirements, and

3)To find a solution to the bird problem at the Cyprus Hall facility with funds of up to £3k coming from the 2024/25 surplus.

**Minute 64: RESOLVED:**

1)To increase the grant paid to the Burgess Hill Bonfire Society by £5.5k and for this to be included within the town council’s base-line Revenue Budget for 2025/26 and subsequent years with a review of requirements to take place annually,

2)To include within the base-line Revenue Budget for 2025/26 and subsequent years, an amount of £10k towards Public Realm enhancements. This was carried by a majority vote of 5 to 2, and

3)To refuse an additional £5k towards Christmas Lights Switch On event.

**Minute 65; RESOLVED:**

1)To increase the events programme funding by £8k to cover events through to March 2026, to purchase a branded gazebo for £2k and to purchase some barriers at £1.1k, with the funds to come from the Community Engagement Fund,

- 2) To set-aside up to £5k towards the replacement of the heating and ventilation system with the funds to come from the General Reserve,
- 3) For officers to seek a quote for the repair and external decoration of the town council building and to present this to the next available Finance KAG,
- 4) To set-aside up to £3k towards the provision of a walkway at West Park Reserve with the funds coming from the General Reserve, and
- 5) To provide additional funds to the Park Centre CIO of up to £21,884 on the condition the money would be ring-fenced by the CIO for the purpose for which it was given, and for the CIO to provide proof of expenditure to the town council when requested.

**12. UPDATE FROM WSCC**

Cllr Jacque Russell, Cabinet member for Education and Skills will give an update on her portfolio.

**13. UPDATE FROM MSDC**

Mid Sussex will send a written update for the Council's information and wider circulation.

**14. CORRECTION OF MINUTE/ PAGE NUMBERS**

An error has come to light with the misnumbering of minutes in November 2023. This has now been corrected and both the Town Mayor and Chief Executive have signed a statement to advise of the correct numbers for the minutes. The correction is made for Audit purposes to explain why the minutes for the September 2024 meeting do not appear to follow on. Once minutes are adopted it is not lawful to amend the original copy, therefore the note explains where the error occurred and details of the renumbering thereafter up to the 23<sup>rd</sup> September Council meeting which is now correct.

**RECOMMENDATION:** Council are asked to note this position.

**15. COMMUNITY BUILDING DEVELOPMENT GROUP**

This group was constituted as a working group to oversee the community building projects. The group will report to Strategic Development KAG but will need membership and Terms of Reference approved.

The Terms of Reference are proposed as:

1. To play a role in all new proposals for community buildings brought forward through the Town Council or otherwise through:
  - Discussions with developers and the planning authority for allocation in strategic locations around the town to provide local centres for community.
  - Creating and keeping up to date a database of community facilities to monitor the use and availability at venues
2. To scrutinise, for value for money and feasibility, identified projects

3. To bring projects forward for consideration and completion as agreed.
4. To report via the Strategic Development KAG

Initial membership is proposed as: The Chair and Vice Chair of Strategic Development KAG, The Town Mayor, The Leader of the Council plus two other members to be decided. Officer support will include the Chief Executive Officer and Head of Projects. Other members including stakeholders external to the Council can be considered by the Development group and approved by Strategic Development KAG as the parent Committee.

**RECOMMENDATION:** Council are asked to amend or approve the Terms of Reference and membership of the Working Group.

**16. DIARY DATES**

The Annual Town Meeting date was to be agreed but had been scheduled for April. The Meeting is required to be held between 1<sup>st</sup> March and 30<sup>th</sup> June. Councillors felt that following any elections in May was a good time to hold the meeting, therefore it is being suggested to move the meeting to Middle May ongoing. A provisional booking has been made for Tuesday 20<sup>th</sup> May 2025 at Cyprus Hall. Council are asked to approve this date. The Annual Town Meeting is not a meeting of the Council but a meeting of electors, hosted by the Council and presided over by the Town Mayor under statute.

<b>DECEMBER</b>		
Planning Committee	Monday 9	19.00 hours
<b>JANUARY</b>		
Planning Committee	Monday 6th	19.00 hours
Finance Key Area Group	Monday 20 <sup>th</sup>	18.30 hours
Council	Monday 27th	19.00 hours

Council are asked to note the forthcoming events:

1. The skate rink is in place 23<sup>rd</sup> November – 8<sup>th</sup> December
2. Christmas Market on Saturday 7<sup>th</sup> December
3. The Help Point and Council offices are closed from lunchtime on Christmas Eve until 9 am on 2<sup>nd</sup> January

**RECOMMENDATION**

To approve the date of 20<sup>th</sup> May 2025 as the Annual Town Meeting 7pm at Cyprus Hall and to note the remainder of the report.