



Tel: (01444) 247726
Fax: (01444) 233707
Email: council@burgesshill.gov.uk
Website: www.burgesshill.gov.uk

Wednesday 21 November 2018

To: **MEMBERS OF BURGESS HILL TOWN COUNCIL**

An **ORDINARY MEETING** of the Council will be held in the Council Chamber on **MONDAY 26 NOVEMBER 2018** at **19.00 hours**, when your attendance is required.

Steve Cridland
Chief Executive Officer

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

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded.

If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. 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**

Members of the public are invited to put questions or to draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to fifteen minutes and shall be limited to three minutes per person.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

In respect of any matter on the agenda.

4. **CHAIRMAN'S ANNOUNCEMENTS**

Presentation of cheques

5. **INSPECTOR PETER DOMMETT: WEST SUSSEX POLICE**

6. **COUNCIL MINUTES**

To consider the Minutes of the Meeting of Council held on Monday 17 September 2018 (copy herewith).

7. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held Monday 1 October 2018, Monday 22 October 2018 and Monday 12 November 2018 (copies previously circulated).

We have considered 81 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.

Steve Hansford
Chairman

8. **FINANCE KEY AREA GROUP: NOTES OF MEETING**

To consider the Notes of the meeting of the Finance Development KAG held on Tuesday 20 November 2018 (copy to follow).

Our decisions and recommendations within our terms of reference are set out in the Notes.

Chris Thomas-Atkin
Chairman

9. **COMMUNITY CENTRE UPDATE**

9.1 Work continues with Architect Aedas drawing up plans with the assistance of the sub group of the Council and Greenwoods Quantity Surveyor and Project Manager. The latest designs provide seating for 250 including 8 disabled spaces. A disabled toilet will be found on each floor while the bulk of toilets will be in the basement. A changing places facility will be provided as well.

9.2 A structural engineer has now been appointed and a survey of the site was undertaken from 12 to 19 November. Soil tests have also been undertaken.

- 9.3 Council is asked to approve the costs of the above in the amount of £6190 and £7110 respectively.
- 9.4 The design of the kitchen/s has been discussed at length and it is recommended that a specialist in the field of industrial kitchen design be appointed in the amount of £1750 to design the food and beverage facilities. It is expected that there will be a main kitchen suitably equipped to service the café and cater for banquets as well as a finishing kitchen for hirers of the facility who make use of outside caterers. Sharing the kitchen between a possible franchisor would not work and therefore 2 kitchens are required.
- 9.5 A VAT specialist has been appointed to provide advice on the most advantageous options to pay VAT and get the most out of any fundraising exercise. Council is asked to approve the initial amount of £3000 for this advice and to be aware that a possible further amount may be needed to create a charity to take care of fundraising and possibly a charity to manage the facility.
- 9.6 It is still hoped that plans will be submitted early 2019. However a public consultation will be needed prior to this once plans are developed to a suitable standard.

RECOMMENDED:

- A. That the expenditure of £6190, £7110 and £3000 be approved for work completed by consultants to survey the site, carry out geotechnical tests and provide advice on VAT.
- B. That the CEO be authorised to pay consultant costs as they come up provided either the Steering Group or the Project Manager has recommended the payment.

10. APPROVAL OF LICENCE: NOTICEBOARD

- 10.1 The Worlds End Residents Association asked that the noticeboard which had previously been removed be replaced. MSDC has agreed to replace the board using section 106 funding and is part of the Worlds End improvements.
- 10.2 Approval is sought to enter into a licence (Appendix 1) for the noticeboard.

RECOMMENDED:

That the licence issued by MSDC for a noticeboard at Worlds End be approved and the CEO authorised to sign and seal it.

11. MAINTENANCE OF CHURCHYARDS

11.1 The Council currently maintains St Johns, St Edwards and St Andrew's churchyards. St Johns is a closed churchyard and MSDC give the Council a grant to maintain it. The other two churchyards are not closed. It appears that in the 90s the Council was concerned about the poor standard of maintenance carried out by the churches and stepped in to assist. St Edwards was keen to close their churchyard in 2004 but as the council burial ground was not available they continued with burials. They are now in the process of applying for a faculty from the diocese to close the churchyard.

11.2 Local Government Act (1972) s 215 provides that where a churchyard has been closed by an Order in Council the parochial church council shall maintain it. A parochial church council ...may:

- a)serve a written request on that council (ie the Town Council) to take over the maintenance of the churchyard

And subject to subsection 3, the maintenance of the churchyard shall be taken over by the authority ...(Town Council) three months after service of the request.

(3) If ... a request is served on a parish and, if that council so resolve and, before the expiration of the said three months, give written notice of the resolution to the council of the district and to the parochial church council maintaining the churchyard, the local authority to whom the notice is given, and not the parish, shall take over the maintenance of the churchyard at the expiration of the three months.

11.3 As the town council is facing further cuts from WSCC and MSDC it is necessary to look at whether it can continue to maintain the St Andrews and St Edwards Churchyards while still providing other services.

11.4 In order to save financially and to provide relief to the maintenance team which has been cut, it is suggested that both churches be notified that the Council will no longer maintain the churchyards with effect 1 March 2019. As and when the two churches close their churchyards the Council will need to resolve whether it wishes to take on the maintenance or to pass it on to MSDC.

11.5 RECOMMENDED:

- A. That Notice be given to St Edwards and St Andrews Churches that the Council will no longer maintain their churchyards with effect 1 March 2019 as they are not closed churchyards.
- B. That if notice is received that either or both of the churchyards have been closed the Council decide whether or not to take over the maintenance or pass it over to the District Council.

12. DIARY DATES

- (A) **MONDAY 3 DECEMBER 2018** - Planning meeting 19.00 hours in the Council Chamber.
- (B) **WEDNESDAY 2 JANUARY 2019** - Planning meeting 19.00 hours in the Council Chamber.
- (C) **MONDAY 21 JANUARY 2019** - Planning meeting 19.00 hours in the Council Chamber.
- (D) **MONDAY 28 JANUARY 2019** - Council meeting 19.00 hours in the Council Chamber.
- (E) **MONDAY 11 FEBRUARY 2019** – Planning meeting 19.00 hours in the Council Chamber.