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Wednesday 15 September 2021

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

A MEETING of the Council will be held in the Council Chamber on Monday 20 September 2021 at 19.00 hours, when your attendance is required.

Steven Cridland
CEO

****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](#)**

Members of the public are invited to put questions or to draw relevant matters to the Council's attention. Each member of the public is allowed to speak once only in respect of a business item on the agenda (during the Open Forum) and shall not speak for more than three minutes at the discretion of the Chairman.

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**

3. **DECLARATIONS OF INTEREST**

In respect of any matter on the agenda.

4. **CHAIRMAN'S ANNOUNCEMENTS**

5. **COUNCIL MINUTES**

To consider the Minutes of the Extraordinary Meeting of Council held on Monday 21 July 2021(copy herewith).

6. **PLANNING COMMITTEE MINUTES**

To consider the Minutes of the meetings of the Planning Committee held Monday 9 August and Tuesday 31 August(minutes previously circulated)

We have considered 44 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.

Janice Henwood
Chairman

7. **CUSTOMER SERVICES KEY AREA GROUP: NOTES OF MEETING**

To consider the Notes of the meeting of the Customer services KAG held on 18 August 2021 (previously circulated).

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

Robert Duggan
Chairman

8. **BEEHIVE: APPROVAL OF LOAN APPLICATION**

The Council applied for a £4,8 million loan from the Public Works Loan Board. Approval (Appendix 1) has been received for the first tranche of £1,68million. Further tranches will be applied for and approved depending on the progress of the project. The Bat survey showed there were no bats in the building. MSDC Planning is currently reviewing our application for an amendment. Hopefully we will be able to commence with demolition in the coming months.

For Noting

9. **MID SUSSEX MARATHON**

The following question has been received from MSDC:

Believe it or not, we're just approaching the time of year when we need to start planning for next year's Mid Sussex Marathon.

As you probably know, in light of the pandemic, we have- for the past two years- run a 'virtual' event; but our current hope is that we'll be able to reinstate the full event again this year.

Given our previous correspondence on this, I just wanted to check with you where BHTC is in terms of its support (or otherwise) for this event? Does your Council wish to continue supporting (and contributing towards) the marathon, or should we be making plans for a different course, not involving Burgess Hill, in 2022?

FOR CONSIDERATION

10. **BURIAL GROUND: MOUNDING AND SALE OF PLOTS**

The purpose of this report is to appraise Members of recent developments at the burial ground where Members' views are sought. Ordinarily, this report would be presented, first, to the Customer Services KAG, but due to time constraints, the report is being presented direct to Council.

MOUNDING OF PLOTS POST BURIAL

Some within the Muslim community have raised concerns in regard to plots being walked over when interring a body due to the number of mourners that attend Muslim burials. They have asked for the town council to consider "mounding" graves with earth as a permanent feature as opposed to the traditional grassing of flat plots.

While this option may assist in part, in stopping graves being walked over during a funeral, there are implications that need to be considered:

- The Burgess Hill burial ground has been designated a "lawned" burial ground whereby all plots should be level with the ground and grassed to be sympathetic with the surrounding countryside,
- By having a lawned burial ground, maintenance becomes considerably easier and cost effective particularly during grass cutting. By mounding plots, it will cost more to maintain as grass cutting would need to be completed with smaller hand machines (as opposed to a ride-on mower), this would, in turn, increase costs to purchasers,
- If the Muslim area was allowed to have "mounded" plots, this right would need to be extended to non-Muslim plots, but with some 50% of the burial ground already used, the situation would arise where part of the burial ground would be part mounded and part lawned, which would not be aesthetically pleasing.

A solution has been developed whereby a new, flexible, waist high "respect barrier" has been purchased which can be used to place

around existing plots during burials. This is in-effect, a series of 1 metre spiked poles (10 in total) that can be placed at the burial ground during an interment in any configuration with a visible cord attached between the poles. This system will clearly show where mourners would be allowed to walk and stand without impacting on existing graves.

RECOMMENDATION

The recommendation from officers involved in the burial ground is to use the newly purchased respect barrier, as opposed to the mounding of individual plots, however, the views of Members are sought.

PURCHASING OF ADJACENT (2ND) PLOTS

Members may be aware the current policy of the town council is to allow individual residents to purchase more than one plot within the burial ground to allow for family members to be buried next to each other. This right is granted when the first interment takes place so that, for example, a husband can be buried next to his wife, or a son or daughter next to their parents.

Concern has been raised within the Muslim community that this policy, due to the size of the area allocated for Muslim burials, would cause the Muslim section to reach capacity with pre-purchased (empty) plots making it problematic to allow interments in the future.

Others within the Muslim community have expressed the view that an additional adjacent plot should be allowed to be purchased.

It should be considered that to prevent the Muslim community from purchasing an additional plot, whilst the non-Muslim community are able to do so, could be seen as discriminatory.

Member's will be aware the town council has plans to develop the field next to the existing burial ground and these plans will be put into place as the burial ground gets closer to capacity in about 3 to 4 years' time. At the time of writing, about 15% of the Muslim area has been used.

RECOMMENDATION

It is the view of the officers of the town council that, at the time of a burial, the additional adjacent plot should be available to be purchased to allow a husband and wife to be buried next to each other (double plots i.e. where one deceased is buried on top of another, are not permitted in Islam), however, the views of Members are sought.

11. [WSCC TRANSPORT PLAN](#)

Cllr Duggan has submitted a brief and proposed resolution for consideration by the Council (Appendix 2).

FOR CONSIDERATION

12. **WELCOME BACK FUND**

Mid Sussex District Council are the agents for the Government's Welcome back fund. The Town Council put forward a list of projects to be considered for funding. The following has been received from MSDC:

Thank you for submitting proposals for funding from the Government's Welcome Back Fund (WBF). This provides Mid Sussex District Council with an allocation of funding against which it can claim for activity to support the safe reopening of high streets. The total funding available is £151k and must be spent by 31 March 2022.

We have reviewed all of the proposals submitted against rigorous funding and procurement criteria, with input from the funding gatekeepers, MHCLG and the Cabinet Member for Economic Growth. Below is a summary of the activity which we would like to offer Burgess Hill Town Council assistance in delivering.

These proposals meet the criteria of the fund and it is believed they will maximise the collective impact of the fund across the district, and ultimately improve the high streets and increase footfall.

Activity	Funding available
Events programme i.e. outdoor cinema or other outdoor type event such as markets to promote footfall	£8,500 per Town £4,000 per Village
Art Trail or similar, to promote footfall and high street appeal	£8,000 per town
Shop window vinyl prints to enhance the appearance of vacant units/shop parades	£4,000 per Town £2,000 per Village (dependant on number of vacant units)
Village action plans to help identify a future programme of action to support the long-term viability of these centres	£4,000 per village

To support the above, a range of district-wide communication activities will also be rolled out, starting early autumn, to promote a return to the high street and the 'shop local' agenda. Subject to feasibility, this will be supported by the development of a 'Virtual High Street', to allow consumers to better navigate and interact with the district's high street trader's on-line presence.

As previously noted, we need to adhere to strict procurement rules to be able to claim funding. MSDC will therefore lead and instruct procurement and will work with you to identify suitable suppliers. It is aimed to complete supplier instructions by early November.

Please could you confirm your initial interest in implementing the above activities by 24th September. Once interest is confirmed, the Economic

Development Team will contact you to discuss these proposals further and how to progress the scheme most effectively.

RECOMMENDATION

That Mid Sussex District Council be advised that the Town Council wishes to take up their offer of funding from the Welcome Back Fund

13. **EXTREME WEATHER EVENTS**

This Council notes the recent episodes of heavy rain such as the localised flooding in various locations around Burgess Hill on 5th July where exceptionally heavy rain, at one point reached an intensity of 112mm/hour, and a range of recent extreme weather events in the UK and throughout the world that have highlighted the increasing propensity of extreme weather occurrences and the need to develop resilience to these events.

This report proposes formalising Council policies to build in resilience to extreme weather events by setting up a working party to review and update Town Council policies to promote climate resilience and assess the risks from specific events, and specifically to establish a Burgess Hill Flood Plan.

In particular:

- To assess the risks from extreme weather events and highlight areas where the Town Council can support or co-ordinate a local response to combat their effects and increase resilience in Burgess Hill to extreme weather events such as flooding.
- Specifically, to develop a co-ordinated approach to flood risks via a Burgess Hill Flood Plan that complements the plans of responding agencies.
- Identify and map specific areas that are most in danger and identify the risks to the community in the event of localised or more severe flooding along with possible response actions
- Identify resources available to assist in an emergency
- Provide contact details for the Burgess Hill Flood Plan, community resources, emergency services and the local authority.
- To increase flood awareness in the community and thus reduce the risk to property in a future event
- To assess what other resources can best be provided by the Town Council to support this process and action required to address any specific risks identified.

Resources

Flood risk mapping by post code:

<https://flood-warning-information.service.gov.uk/long-term-flood-risk/map?easting=531503.02&northing=120064.04&map=SurfaceWater>

Examples from other town councils:

[COMMUNITY RESILIENCE PLAN 2018 FINAL.pdf \(beaminster-tc.gov.uk\)](https://www.beaminster-tc.gov.uk/COMMUNITY%20RESILIENCE%20PLAN%202018%20FINAL.pdf)
[1400_654930972.pdf \(lostwithieltowncouncil.gov.uk\)](https://www.lostwithieltowncouncil.gov.uk/1400_654930972.pdf)

West Sussex County Council

<https://www.westsussex.gov.uk/fire-emergencies-and-crime/dealing-with-extreme-weather/flooding/flood-risk-management/>

https://www.westsussex.gov.uk/media/1595/local_flood_risk_management_strategy.pdf (2013)

https://www.westsussex.gov.uk/media/12230/ws_llfa_policy_for_management_of_surface_water.pdf (planning policy)



14. DIARY DATES

14.1 Public Meetings:

Planning Committee	Monday 27 September	19.00 hours
Planning Committee	Monday 18 October	19.00 hours
Planning Committee	Monday 8 November	19.00 hours

14.2 Councillors are invited to an informal meeting with the Community Engagement Team on Monday 4 October, at 6.30pm in the Council Chamber, to review the feedback from the public survey on Town Events, and discuss the future of Town Events.

14.3 Councillors are asked to note the Armistice Day Commemoration taking place on 11 November 2021, Remembrance Sunday Parade and Service taking place on 14 November 2021, and It's Christmas in Burgess Hill taking place on 20 November 2021.

FOR NOTING

CONFIDENTIAL SECTION

15. **EXCLUSION OF PUBLIC AND PRESS**

In view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be excluded and they be requested to withdraw from the meeting.

16. **STAFF AND MEMBER DEVELOPMENT KAG: NOTES OF MEETING**

To consider the Notes of the meeting of the Staff and Member KAG held on 7 September 2021 (previously circulated).

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

Sarah Lawrence
Chairman