

Tel: (01444) 247726
Fax: (01444) 233707
Website: <http://www.burgesshill.gov.uk>

13 June 2019

To: **MEMBERS OF THE COMMUNITY ENGAGEMENT KEY AREA GROUP,
BURGESS HILL TOWN COUNCIL**

A **MEETING** of the **COMMUNITY ENGAGEMENT KEY AREA GROUP** will be held in the Council Chamber on **Wednesday 19 June** at 19.00 hours, when your attendance is required.

Steve Cridland
Chief Executive Officer

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

A G E N D A

1. **APOLOGIES FOR ABSENCE**

2. **SUBSTITUTES**

3. **DECLARATIONS OF INTEREST**

In respect of any matter on the Agenda.

4. **ELECTION OF THE VICE CHAIRMAN OF THE COMMUNITY ENGAGEMENT KAG** for the ensuing year.

5. **NOTES OF PREVIOUS MEETING**

To consider the Notes of the Meeting of the Community Engagement Key Area Group held on 10 December 2018 (copy previously circulated).

6. **OPEN GOVERNMENT**

- 6.1 At the Annual Meeting of Council held on 13 May 2019 (Minute 23 refers) the Council accepted the principle of greater openness in its proceedings and resolved to give residents the right to make contributions and ask questions

on any agenda item as and when they arose during the course of a meeting. The Community Engagement Key Area Group was instructed to make the necessary amendments to the Council's Standing Orders to give effect to the principle of greater openness. A copy of the current relevant section of Standing Orders is attached for Members' information at Appendix 1.

6.2 The following Amendments to Standing Orders are proposed for Members' consideration.

Amend Rule 2.4 a by inserting:

"and such exclusion of the public satisfies one or more of the Compelling Reasons annexed to these Standing Orders" after "other special reasons" in line 3.

Amend Rule 2.4 b by inserting:

"that meets one or more of the Compelling Reasons annexed to these Standing Orders" after "confidential business in line 2.

Delete Rule 2.4 d and replace with:

"Public participation shall be allowed as follows:

- (i) for a period of fifteen minutes prior to the commencement of the Council's business ("the Open Forum); and
- (ii) during a meeting on the relevant item then under discussion.

Each member of the public is allowed to speak once only in respect of a business itemised on the agenda (whether in the Open Forum or during the meeting) and shall not speak for more than three minutes at the discretion of the Town Mayor 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 Mayor or nominee direct that a member of the public submits a question or comment in writing which shall be answered in accordance with Rule 2.4 e."

Delete Rule 2.4 e and replace with:

"A question asked or comment made by a member of the public whether in the Open Forum or during the meeting shall require a response but there shall not be a debate. The Town Mayor or nominee shall direct a Councillor make an oral response or an employee make an oral or written response. If it is not possible to provide a satisfactory oral response at the meeting then a written response shall be provided in a timely manner commensurate with the complexity of the question asked.

Add at the end of Rule 2.4 h

"in the Open Forum"

Note:

- small typo in Rule 2.5 g "uccessor Town Mayor" should be "successor Town Mayor"
- need to amend 1.1 summary of the council to reflect the new ward structure.

6.3 RECOMMENDATION

the Group is requested to approve the proposed amendments.

Risk Implications – None

7. “COMPELLING REASON” TEST

7.1 At the Annual Meeting of Council held on 13 May 2019 (Minute 23 refers) it was resolved to create a “compelling reason” test to strengthen the principle of transparency and limit the right to exclude the public and press from meetings. The Community Engagement Key Area Group was instructed to create an Annex to the Council’s Standing Orders setting out the “compelling reason” test.

7.2 The following “compelling reason” test is proposed for Members’ consideration as an Annex to the Council’s Standing Orders:

“In respect of an agenda item, the public and press may be excluded from a meeting if one or more of the items listed below are, in the reasonable opinion of the meeting, satisfied.

The Council is:

- a party to a non-disclosure or agreement and the other party has not given its consent to any disclosure of information;
- negotiating a contract with another party and disclosure of information relating to the contract would be prejudicial to the Council’s interests;
- appointing an employee and disclosure of any information relating to the terms and conditions of employment would be prejudicial to the Council’s interests or those of the prospective employee or current member(s) of staff;
- a party to an employment dispute, disciplinary or grievance matter and disclosure of information would put the parties at risk of not receiving a fair hearing;
- considering a matter which concerns the conduct of a Councillor and disclosure of information would put the parties at risk of not receiving a fair hearing;
- considering a matter which involves the disclosure of personal data or sensitive personal data and there is no legal basis for making the disclosure;
- subject to legal proceedings;
- considering a matter which might lead to any of the events referred to above arising; or
- disclosure would be unlawful.

7.3 RECOMMENDATION

the Group is requested to approve the proposed annex to Standing Orders.

Risk Implications – None

8. RESIDENTS FORUM

8.1 At the Annual Meeting of Council held on 13 May 2019 (Minute 23 refers) it was resolved to establish a “Residents Forum”, drawn from a cross section of the public, allowing them to raise issues of concern and contribute to the policy making process. The Forum would eventually be controlled by the residents.

8.2 Proposed Terms of Reference for the Residents Forum are attached at Appendix 2 for Members’ consideration.

8.3 RECOMMENDATION

the Group is requested to approve the proposed Terms of Reference for the Residents Forum.

Risk Implications – None

9. SOCIAL MEDIA

9.1 The purpose of this report is to update Members on progress regarding the Town Council’s Social Media activity.

9.2 The Social Media Analytics for the period December 2018 to April 2019 is as follows:

FACEBOOK					
Month/Year	New Page Likes	Total Page Likes	Posts	Post Reach	Post Engagements
Dec-18	13	1156	16	15,755	753
Jan-19	15	1171	20	19,634	1,449
Feb-19	12	1183	17	17,837	2,408
March-19	18	1201	20	22,366	2,523
April-19	23	1224	16	27,442	3,011

FACEBOOK TOP 5	REACH
December 2018	
Christmas Hampers Project	2033
Young Carers visit Jump In Fun	1191
Young Carers visit Burgess Hill Pantomime	738
Keys found in St John's Park	714
St John’s Church Christmas Lights Switch-on	645

January 2019	
Pamper Day for Carers	2344
Young Carers Fun Day	2161
Council Meeting Reminder	2152
Pamper Day for Carers Reminder	1679
Northern Arc Application Submitted	1514
February 2019	
Hollywood Bowl Announced	4734
New Playground at Worlds End Rec	3350
No Waiting List at Gatehouse Lane Allotments	2009
Mid Sussex Apprenticeship Fair	1711
Pop-up Escape Room Rescheduled	1668
March 2019	
Diamond Ring Found in Burgess Hill	3975
2019/20 Council Tax bills reduced by 13.9% for BHTC	2884
Great British Spring Clean Litter Picks	2022
Job Vacancy - Maintenance Assistant	1920
£445,000 replacement water main at Southway	1632
April 2019	
Next confirm they are still part of NRR portfolio	5445
Name the new Community & Performance Centre	3391
The Big Mental Health Pop Up	3094
Replacement of Council Chamber Tables	2867
Free Climbing Wall Event	2609

TWITTER							
Month	Posts	Reach	Profile Visits	Engagement	Total Followers	Top Tweet	Top Tweet Reach
Dec-18	10	7,412	91	20	11	£1 Parking in December	729
Jan-19	17	11,700	126	22	16	Pamper Day for Carers	1908
Feb-19	18	9,458	119	34	12	NatWest Community Banker	631
Mar-19	18	13,400	130	46	11	New Stock at the Help Point	1335
Apr-19	20	13,400	293	54	17	Annual Town Meeting 2019	1507

INSTAGRAM		
Total Posts	Total Followers	Total Following
88	334	185

Instagram does not offer full analytics until 100 posts have been made.

FACEBOOK EVENT DATA

Event	Date	Reach	Responses
Burgess Hill District Lions Club Free Climbing Wall	12 April 2019	7,500	304

9.3 RECOMMENDATION

the Group is recommended to note the contents of this report.

Risk Implications – None

10. SUMMER FESTIVAL

10.1 Burgess Hill Summer Festival 2019 ran from Saturday 1 – Sunday 9 June with 62 events taking place during the 9 day Festival. 40 local groups, businesses and individuals organised events this year and 51 of the 62 events were free or cost £6 or less.

10.2 The Town Council was grateful to receive sponsorship and support from Burgess Hill District Lions Club, The Rotary Club of Burgess Hill and District, Waitrose and Burgess Hill Girls.

10.3 A variety of events and activities were on offer for all ages and a wide range of interests, including walks, talks, taster sessions, local history, a professional open air theatre production, outdoor activities, different genres of music, circus, a quiz and bingo, art and photography exhibitions, creative workshops, children's and young people's activities, events for older people, family events and more.

10.4 Local groups raised funds for their activities and charity, as well as raising their profile and recruiting new members. A summary of the Festival attendance figures and funds raised is still being compiled so will be reported at a future meeting.

10.5 RECOMMENDATION

Members' views on the 2019 Festival and suggestions for 2020 are sought.

Risk Implications – None

11. SUMMER FAYRE

11.1 The Summer Fayre took place at St John's Park on Sunday 9 June, the final day of the Festival. The weather was fine and the event was well attended. Where possible, the activities were free or low cost to provide an affordable day out for families. 50 local community groups and voluntary organisations took part in the event and raised funds and recruited new members and volunteers. A summary of the funds raised is still being compiled so will be reported at a future meeting.

11.2 RECOMMENDATION

the Group is recommended to note the contents of this report.

Risk Implications – None

12. YOUTH EVENTS 2019

- 12.1 The Escape Room that had to be postponed in October was held in Church Walk during March. The activity was fully booked and positive feedback was received from those who took part.
- 12.2 During the Easter holidays in April there was a free climbing wall and Strike a Light activity in Church Walk, which were both busy throughout the day. The activities were funded by Burgess Hill District Lions Club. It is hoped to repeat this event in 2020.
- 12.3 During the Summer Festival in June, the Town Council organised a Virtual Reality gaming event at Cyprus Hall. Local games events' organiser, Press Start to Join, also provided a variety of games consoles for the event.
- 12.4 Following the popularity of the outdoor cinema screening of *Spiderman: Homecoming* last year a free showing of *The Greatest Showman* will take place in St John's Park during the evening of Saturday 7 September. It is hoped to also have a bar, popcorn and BBQ at the event.
- 12.5 Funding for the Escape Room and Virtual Reality events was provided by a 2018 grant from Mid Sussex District Council. A grant application has been submitted to the District Council to cover the cost of the 2019 film showing.

12.6 RECOMMENDATION

the Group is recommended to note the contents of this report.

Risk Implications – None

13. HOLIDAY ACTIVITIES

- 13.1 The Easter holiday activities programme was delivered to households in low income parts of the town, promoting 9 free activities, including 2 Young Carers outings. The activities were attended by a total of 517 children and young people.
- 13.2 For the Summer Holidays, funding has been obtained by Sussex Clubs for Young People to provide the Streetmate outreach bus for 12 sessions (2 per week) for the 6 week summer vacation. The bus, with 2 youth workers, will visit the Green at Denham Road, the Green at St Andrew's Road and the BMX track or the play area in Maple Drive. A programme is being compiled listing free and low cost activities, which will be delivered to households in low income parts of the town.

13.3 A free Rock Up & Ride BMX event for children and young people will be held at the BMX track off Maple Drive on 21 August. There will be free coaching sessions with a professional coach as well as music and refreshments. The event is organised by the Town Council and Respect Youth Club, and funded by Burgess Hill District Lions Club.

13.4 Four Young Carers outings will be held during the Summer holidays, organised by the Town Council and led by Burgess Hill Youth. External funding has been obtained for these activities.

13.5 **RECOMMENDATION**

the Group is recommended to note the contents of this report.

Risk Implications – None

14. **CHRISTMAS EVENT**

14.1 Burgess Hill's Christmas event and lights switch-on will take place in the town centre on Saturday 23 November 2019.

14.2 Last year, the event comprised music and entertainment at the bandstand, fairground rides, free ice rink, free snow globe, community stalls, Santa's Grotto, Santa's Sleigh, Children's Fancy Dress Competition and children's character Paddington as the star attraction. The town's Christmas Lights were switched on by the winners of the Fancy Dress Competition with Paddington, Santa, and costumed characters from Burgess Hill Theatre Club.

14.3 **RECOMMENDATION**

Members' views regarding the format of this year's event are sought.

Risk Implications – None

15. **VE DAY 75**

15.1 The Town Council has been invited to take part in VE Day 75, which will take place from 8 – 10 May 2020, as outlined in Appendix 3.

15.2 A range of events are planned nationally to commemorate and celebrate the 75th anniversary of peace being declared in Europe after World War 2. The events will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

15.3 Burgess Hill could play a full part in these events. A proposed schedule is outlined below for Members' consideration. A budget would need to be drawn up for inclusion in the 20120/21 budget.

DATE	NATIONAL	BURGESS HILL	LOCATION
Friday 8 May	3pm – Pipers playing Battle's O'er & VE 75 Years	3pm – Piper playing Battle's O'er & VE 75 Years	War Memorial
Friday 8 May	3pm – The Nation's Toast to the Heroes of WW2 at pubs across the nation	3pm – Burgess Hill's Toast to the Heroes of WW2 at pubs across Burgess Hill	Burgess Hill pubs
Friday 8 May	6.55pm – A Cry for Peace Around the World by Town Criers in locations around the world	6.55pm – ask Burgess Hill's ex Town Crier to come out of retirement to Cry for Peace	Town Centre
Friday 8 May	Church Bells Ringing out for Peace	Church Bells Ringing out for Peace	St John's Church (& any of the other churches that have bells)
Saturday 9 May	Parties & celebrations	VE 75 Tea Party with entertainment for older residents	Cherry Tree Centre
Saturday 9 May	Parties & celebrations	BBQ/hog roast & Fireworks with 1940s music	St John's Park or Fairfield Recreation Ground
Sunday 10 May	Church Services of Celebration & Commemoration	Church Service	St John's Church
Sunday 10 May	Tribute to the Millions & the Last Post	Sounding of The Last Post	Burgess Hill War Memorial

15.4 As a “legacy project” it is proposed to seek funding and volunteers to decorate the dining room at the Cherry Tree Centre and to purchase new dining tables and chairs. This would improve the facilities and would help Age UK recruit new members, particularly those who may visit the centre for the first time when attending the VE Day 75 Tea Party. Age UK has recently extended its lease on the building for another 3 years, which provides a window of opportunity to increase the membership and demonstrate the value of the centre.

15.5 **RECOMMENDATION**

Members' views are sought.

Risk Implications – None

16. MINOR GRANTS PHASE 1

16.1 The purpose of this report is to provide Members with a summary of the grant applications for Phase 1, 2019. Each application is judged against the Grants Policy including financial need and the level of service provided to residents of Burgess Hill. An Applications Schedule is attached at Appendix 4.

16.2 In deciding the size of grant to be awarded, consideration is also given to the level of funds currently in the Town Council's Grants Fund. Occasionally, the total value of grants requested over the two phases is greater than the funds available, which can mean the level of grant awarded being less than that requested.

16.3 The amount in the Grants Fund for 2019/20 is £16,244, to cover the Minor Grants Phase 1 and 2, and the Major Grants awards.

16.4 Twelve applications have been received for Phase 1 requesting grants totalling £10,087.

16.5 RECOMMENDATION

Members are requested to consider the grant applications detailed in Appendix 4.

Risk Implications – None