

NOTES of the **COMMUNITY ENGAGEMENT KEY AREA GROUP MEETING**
held in the Council Chamber on **WEDNESDAY 19 JUNE 2019** at 19.00
hours.

Present: Kathleen Willis Chairman

Peter Chapman
Emma Coe-Gunnell White
Joseph Foster
Tofojjul Hussain
Sarah Lawrence
Sylvia Neumann

Also Present: Judy Pointing Community Development Manager

Roger Cartwright
Steve Cridland
Robert Duggan
Robert Eggleston
Janice Henwood

** Denotes non-attendance*

(19.00)

Kathleen Willis chaired the meeting and welcomed everyone.

1. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2. **SUBSTITUTES**

There were no substitutes.

3. **DECLARATIONS OF INTEREST**

Robert Eggleston declared an interest in Sheddingdean Baptist Church as he attended the church.

Sylvia Neumann declared an interest in the Friends of the Green Circle Network as she was a member.

Peter Chapman declared an interest in Woodlands Meed as he was a volunteer.

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

Peter Chapman was elected Vice Chairman for the ensuing year.

5. **NOTES OF PREVIOUS MEETING**

The Notes of the meeting of the Community Engagement Key Area Group held on 19 December 2018, having been previously circulated, were AGREED and signed by the Chairman as a correct record.

6. **OPEN GOVERNMENT**

Members noted the contents of the report outlined in Agenda Item 6 and proposed amendment to Standing Orders outlined in Appendix 1.

It was confirmed that the proposal covered Key Area Group meetings as well as Council meetings. It was reported that it worked successfully at Eastleigh Borough Council.

It was clarified that the Chair of the meeting would need to manage the time in order to get through the business and prevent meetings becoming too protracted. The time allowed for members of the public to speak during discussion of Agenda Items would therefore be at the Chair's discretion. If the time allowed or the number of speakers had to be curtailed a written question could be submitted with a response required within a specified timescale.

It was requested that "business itemised" be amended to "business item" under Agenda Item 6.2.

Acceptance of the amendment was proposed by Kathleen Willis and seconded by Joe Foster, and approved by the members of the Key Area Group.

RESOLVED that:

- A) the proposed amendment be approved; and,
- B) "business itemised" be amended to "business item" under Agenda Item 6.2.

Tofojjul Hussain entered the room during this item.

7. **“COMPELLING REASON” TEST**

Members noted the “Compelling Reason” test as outlined in Agenda Item 7, setting out the reasons why the public and press may be excluded from a Council or Key Area Group meeting. The test expanded on the reasons for exclusion given in the Arnold-Baker guide to local council administration. The test would be applied before going into a private session.

Acceptance of the proposed “Compelling Reason” test was proposed by Joe Foster, seconded by Tofojjul Hussain and approved by the Key Area Group.

It was pointed out a word was missing under Item 7.2.

RESOLVED that:

- A) the wording under Item 7.2 be completed; and,
- B) the “Compelling Reason” test as outlined in Agenda Item 7 be approved.

8. **RESIDENTS FORUM**

Members noted the resolution of Council to establish a Residents Forum, as outlined in Agenda Item 6, and proposed Terms of Reference for the Forum, as outlined in Appendix 2.

It was clarified that the establishment of a Residents Forum was not intended to create additional work for Town Council staff and that the group should be self-managed. Councillors could offer help where skills were lacking. It was queried whether the Terms of Reference needed to be so formal, although it was pointed out they were intended a starting point for discussion and could be amended if required.

The budgetary implications associated with creating a Residents’ Forum were discussed. Potential costs included hire of meeting space, minutes and agendas (although these could be circulated electronically) and payment of expenses to Forum members.

Concern was expressed regarding paying childcare expenses although other members felt the Forum should be inclusive, enabling single parents and people with disabilities to participate. Following a discussion, it was felt there should be discretion to pay essential expenses. It was agreed to delete section 6b and to assess each case on its merits.

The following amendment was proposed by Joe Foster and seconded by Peter Chapman.

To amend section 2 of the terms of reference to:

“To represent the views of Burgess Hill residents through consultation, communication and facilitated problem solving, acting as a critical friend to inform policy and process in local government at all levels, taking due consideration of constraints, risks, finances and other relevant matters”

It was queried whether the agenda would be set by the Town Council or by the Residents’ Forum. It was agreed the Forum would respond to requests from the Town Council but would also be able to raise its own issues.

RESOLVED that:

- A) the proposed amendment be approved; and,
- A) section 6b be deleted; and,
- B) disbursement of expenses, if required, be made at the discretion of the Responsible Finance Officer.

9. **SOCIAL MEDIA**

Members noted the contents of the progress report on the Town Council’s Social Media activity, as outlined in Agenda Item 9.

It was suggested the Town Council continued to develop ways of getting its message out, for example by posting on other groups.

RESOLVED that:

the contents of the report be noted.

Roger Cartwright left the meeting during this item.

10. **SUMMER FESTIVAL**

Members noted the Summer Festival report outlined in Agenda Item 10. The Town Council staff were thanked for all their hard work delivering the Summer Festival. Gratitude was also expressed to the Festival sponsors for their support.

The aim of the Festival was to celebrate and showcase the many groups and activities taking place in Burgess Hill, as well as help groups raise their profile, raise funds, recruit members and volunteers. Some events took place annually, including the Teddy Bears Picnic, Summer Fayre and Wild About Mid Sussex, with a range of new activities also planned each year.

The Festival aimed to provide activities for all ages as well as whole family events, and a range of activities including talks, walks, literature, theatre, different genres of music, dance and sport. The Community Development Team organised a number of events – 13 of the 62 events this year – to fill any gaps.

The number of attendees and the funds raised by groups during the Festival and Summer Fayre were still being compiled although it was anticipated the sum raised would be in excess of £9k.

Work on next year's Festival would begin in the autumn and ideas for events were welcome. It was suggested the community could be engaged in putting forward ideas via Crowdfunder and Facebook. Code Club and Mindfulness with Sussex Oakleaf were suggested as events for next year. All Councillors would be asked to liaise with their local groups and propose at least 2 ideas for events.

The Shakespeare performance was attended by 192 people (compared with 160 last year) and positive feedback was received. The Councillors who helped on the day were thanked for their support. The grounds and facilities kindly provided by Burgess Hill Girls were perfect for such an event. As an outdoor event it was dependent on the weather so financially a higher risk, although this year the weather was good and the event covered its costs. It was suggested we investigate putting on a different theatre event next year.

Joe Foster proposed, seconded by Tofojju Hussain, that suggestions be sought from Councillors and residents for events for the 2020 Summer Festival.

RESOLVED that:

suggestions for 2020 Summer Festival events be sought from Councillors and residents.

11. **SUMMER FAYRE**

Members noted the report outlined in the Summer Fayre report outlined in Agenda Item 11. The Town Council staff were thanked for their hard work in organising the event.

It was clarified that priority was given to community groups when allocating stalls at the Summer Fayre, with surplus spaces allocated to commercial organisations. Community stalls cost £10 and commercial stalls £20. Food providers and the fairground rides contributed a share of their takings towards the cost of the event. The activities were as much as possible free of charge or low-cost, to provide an affordable day out for local families.

RESOLVED that:

the contents of the report be noted.

12. YOUTH EVENTS 2019

Members noted the report on the summer Youth Events, as outlined in Agenda Item 12. The Easter Climbing Wall was organised following an offer of funding for a youth activity from Burgess Hill District Lions Club. It was hoped the funding would be available again next year so the climbing wall could be booked for the 2020 Easter holidays.

Members were informed that Mid Sussex District Council had awarded £1,300 towards the cost of the Outdoor Cinema. The Community Development Team would seek the rest of the funds required for the event. There were some issues last year with anti-social behaviour by a small group of young people. A security guard would be booked and the Police would also provide a presence at the event.

RESOLVED that:

the contents of the report be noted.

13. HOLIDAY ACTIVITIES

Members noted the report on the Easter and Summer Holiday Activities Programmes, as outlined in Agenda Item 13. External funding had been raised for Streetmate and the Young Carers activities, plus funding had been awarded by Burgess Hill District Lions Club for the Rock Up & Ride BMX event.

The Holiday Activities Programmes were delivered to 500 households in low-income parts of Leylands, St Andrew's and Victoria Wards and some Councillors had volunteered to help deliver them.

RESOLVED that:

the contents of the report be noted.

14. CHRISTMAS EVENT

Members noted the contents of the report on the Christmas event, as outlined in Agenda Item 14. The 2019 event would be held on Saturday 23 November in Church Walk and would be organised by the Town Council.

It was agreed to continue the same format for the event this year and to book Peppa Pig and George as the star attractions. Inviting a celebrity was suggested, however this would be costly and it was unclear what they would do other than switch on the Christmas lights.

Other suggestions for this year's event included a Christmas carol competition, choirs singing at Market Place Shopping Centre and involving shops in creating a window display during December in the run up to Christmas. Other ideas were welcome.

RESOLVED that:

- A) the contents of the report be noted; and,
- B) suggestions for other activities be sought from Councillors and residents.

15. **VE DAY 75**

Members noted the report and proposed programme of activities for VE Day 75 as outlined in Agenda Item 15 and Appendix 3. It was felt the occasion should also celebrate peace, co-operation and continuing friendship, and it was suggested the Town Council invited representatives from Burgess Hill's twin town Schmallenberg.

The proposed "legacy project" at the Cherry Tree Centre was considered a good idea, as the lease had been extended for a further 3 years so it would be a good way of improving and promoting the centre. The support of the community and local businesses could be sought for this project. It was suggested that online funding through Spacehive could be sought for the project.

Acceptance of the suggested programme of activities to mark VE Day 75 was proposed by Peter Chapman and seconded by Kathleen Willis.

RESOLVED that:

- the suggested programme of activities to mark VE Day 75 be approved.

16. **MINOR GRANTS PHASE 1 2019**

The Major and Minor Grants were held in a fund so any unspent money at the end of the financial year was carried forward into the following year's grants budget. The grants budget for £2019/20 was £12k and the amount currently in the fund stood at £16,244.

Minor grants of up to £1k, for capital or running costs, were awarded twice a year. The applications deadlines were 30 April and 31 August.

Major grants of £1k + were awarded once a year, the application deadline being 30 September.

Members considered the grant applications received for Phase 1 2019, as outlined in Agenda Item 16 and Appendix 4.

The following grants totalling £4,590 were awarded:

Burgess Hill Heritage & History Association NIL
Joe may be able to assist with the website so would meet with the group to discuss it. They could apply to Phase 2 if he was unable to help.

Friends of the Green Circle Network £523
It was suggested the FOGCN use digital advertising to reach their target market.

Windmills £500
Windmills could review their financial situation later in the year and apply for a Phase 2 grant if required.

Mid Downs Hospital Radio NIL
It was acknowledged MDR had lost earned income from the Town Council so they could apply for a Phase 2 grant if necessary.

Kangaroos £250

Mid Sussex Voluntary Action £1,000

Revitalise £500

Burgess Hill Flower Club £100
Towards the cost of a banner. Peter Chapman offered to meet with them to discuss ways of promoting the group more widely.

Sheddingdean Baptist Church £967
Up to £967 depending how much was still required to reach their Spacehive target.

Robert Eggleston left the room for the duration of the discussion on the Sheddingdean Baptist Church application.

Parkfield Equine Solutions NIL
As this was a new organisation they would be invited to give a presentation to a future meeting and could reapply to Phase 2.

Friends of Woodlands Meed £250

4Sight £500

RESOLVED that:

- A) the aforementioned Minor Grants totalling £4,590 be awarded;
- B) Joe Foster assist the Heritage & History Association with their website development;
- C) Peter Chapman assist the Flower Club with promoting the group; and,
- D) Parkfield Equine Solutions be invited to attend the next meeting of the Community Engagement Key Area Group.

Meeting terminated at 21.30 hours.