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13 July 2018

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 **THURSDAY 19 JULY 2018** at 18.30 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. **ELECTION OF VICE-CHAIRMAN OF THE KEY AREA GROUP FOR THE ENSUING YEAR**

4. **DECLARATIONS OF INTEREST**

   In respect of any matter on the Agenda.

5. **NOTES OF PREVIOUS MEETING**

   To consider the Notes of the Meeting of the Community Engagement Key Area Group held on 19 February 2018 (copy previously circulated).

Members of the Community Engagement Key Area Group: Anne Jones, Cherry Catharine, Claire Fussell, Diane Heckels, Kirsty Page, Mandy Thomas-Atkin, Janice Henwood

6. SOCIAL MEDIA

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

6.2 The Social Media Analytics for the period February – June 2018 is as follows:

FACEBOOK					
Month/Year	**New Page Likes**	**Total Page Likes**	**Posts**	**Post Reach**	**Post Engagements**
Feb-18	12	870	31	35,195	4,424
Mar-18	32	902	30	29,224	3,168
Apr-18	40	942	26	18,425	1,690
May-18	43	985	30	26,807	3,617
Jun-18	16	1001	46	32,733	3,183

FACEBOOK TOP 5	**REACH**
Feb 2018	
Help Point Saturday Opening for Consultation	7659
Vote - New Community & Performance Venue	4039
Consultation - New Community & Performance Venue	3847
Lorry stuck under bridge at Wivelsfield Station	2363
Met Office - Yellow Weather Warning for Snow	1840
March 2018	
Community & Performance Venue - Result	5261
WSCC Fire & Rescue - Inconsiderate Parking Concerns	3477
Consultation - New Community & Performance Venue	3450
Litter Pick at The Triangle	2741
Pamper Day for Carers at Burgess Hill Girls	1280
April 2018	
Triangle - Leisure Pool Refurbishment	2980
Burgess Hill Website Launch www.burgesshill.net/	1543
West Sussex Bus Strategy Consultation	1516
Virgin Media Community Information Event	1501
World's End Rec to get a Changing Places Toilet	1372
May 2018	
UK Power Networks Planned Power Cut	8107
Fairbridge Way Roundabout Delays	3789
Road Closure - Queens Crescent	1813
Mental Health Awareness Week	1434
West Sussex Fire & Rescue Service Recruitment	1051
June 2018	
Church Service for Elido Vargas	6920

Burgess Hill Summer Fayre	2855
Senior Citizens' Summer Tea Party	1328
Citizens Advice moves to the Help Point	1303
Burgess Hill Summer Festival	1018

INSTAGRAM		
Total Posts	**Total Followers**	**Total Following**
67	193	151

TWITTER							
Month	**Posts**	**Reach**	**Profile Visits**	**Engagement**	**Total Followers**	**Top Tweet**	**Top Tweet Reach**
Feb 2018	33	24,900	690	64	385	New Community Venue Consultation	2399
March 2018	37	109,000	612	38	401	Lost Railcard & Season Ticket Found	87,000
April 2018	13	22,200	379	26	425	Community Café at Burgess Hill FC	3521
May 2018	26	13,800	162	20	435	Traffic Delays at Fairbridge Hill	1106
June 2018	15	11,900	334	53	454	Teddy Bears Picnic	1344

6.3 **RECOMMENDATION**

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

Risk Implications – None

7. **SUMMER FESTIVAL 2018**

7.1 Burgess Hill Summer Festival 2018 ran from Saturday 2 to Sunday 10 June, with 64 events (2 were cancelled) taking place during the 9 days of the Festival. 52 of the 66 events were free or £5 or less, and 47 local groups, businesses and individuals organised events this year. The Festival provides a showcase for the many community organisations in the town.

7.2 The programme was varied with a wide range of activities for all ages. In the year Martlets Hall will be demolished, residents were particularly interested to see old film footage of its construction in the early 1970s. Online booking was available for the first time and this proved popular. The events were well attended and good weather all week meant the outdoor events did particularly well this year. Positive feedback has been received from event organisers and the public.

7.3 The Festival Marquee in St John's Park hosted a variety of events during the first weekend of the Festival, including the popular Wild About Mid Sussex nature conservation event, music and family entertainment.

7.4 The events catered for a wide range of ages and interests and included different types of music, dance, art and craft, photography, literature, walks, talks, family history, circus, bike ride, French Market, sewage works tour, beer tasting, workshops, taster sessions and family events.

7.5 Attendance at this year's Summer Festival was in excess of 12,000 (excluding the French Market) and participating groups raised more than £16,375 for their own funds or other charitable activities (including £4,121 raised at the Summer Fayre). Beneficiaries included Burgess Hill Bonfire Society, Chailey Heritage, Water Aid, St John's Church, St Andrew's Cricket Club, Burgess Hill Shed, Friends of the Green Circle Network, Burgess Hill Radio, Burgess Hill History Society, Age UK Cherry Tree Centre, Children's Diabetes.

7.6 **RECOMMENDATION**

Members are recommended to note the contents of the report.

Risk Implications – None

8. **SUMMER FAYRE 2018**

8.1 Burgess Hill Summer Fayre was held at St John's Park on Sunday 10 June, from 11am – 4pm. In contrast to some of the previous years the weather was warm and sunny, which helped boost attendance. The event was very well attended and the stalls and activities were busy throughout the day.

8.2 There was a wide range of community stalls, a programme of music and entertainment throughout the day, plus plenty of other free and low-cost activities for all the family. Entry to the event and the majority of activities was free, including bouncy castles, bouncy slide, surf machine, climbing wall and face painting. Free pony rides were a new addition this year and the miniature railway cost only 20p per ride. Entertainment was provided by a local dance school, theatre academy and other groups.

8.3 The event enabled local community, sports and activities groups to raise their profile, recruit new members, and increase their self-reliance by raising funds to support their activities. A total of 38 local community groups and 7 commercial organisations attended on the day. Funds raised at the event by the community groups totalled £4,121. In addition, equipment and services were sourced from local groups as far as possible, enabling them to raise funds for their activities.

8.4 **RECOMMENDATION**

Members are recommended to note the contents of the report.

Risk Implications – None

9. **YOUTH EVENTS**

9.1 Following consultation with young people in St John's Park last year, a

number of young people's events for ages 10+ are planned for this summer/autumn.

9.2 The plans include:

- Zip Line – Saturday, 25 August, St John's Park
- Outdoor Cinema - Saturday 15 September, St John's Park
- Escape Room - Saturday 27 October, Church Walk.

9.3 It was hoped to also book a bouncy waterslide but a suitable provider was not available. If this year's events are successful this could be considered for summer 2019. The outdoor cinema will be free and there will be a nominal charge of £1 per go for the other activities. Payment will be made on the day so advance booking is not required. Mid Sussex District Council has contributed £4.5k towards the events and £2k has been received from Tesco Bags of Help.

9.4 **RECOMMENDATION**

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

Risk Implications - None

10. **HOLIDAY ACTIVITIES**

10.1 A summer holidays activities programme is being put together and will be delivered in Leylands, Victoria and St Andrew's Wards before the end of term. The programme will let families know about free and low-cost activities taking place in the town during the summer vacation.

10.2 External funding has been obtained to commission Sussex Clubs for Young People to provide the Streetmate bus, with two youth workers, for 12 sessions during the 6 week holiday. The Streetmate bus will visit the following locations:

- the green at Denham Road
- the green at St Andrew's Road
- the Hawthorns play area off Maple Drive.

10.3 **RECOMMENDATION**

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

Risk Implications - None

11. A NATION'S TRIBUTE – BURGESS HILL REMEMBERS

11.1 The centenary of the World War I armistice will be commemorated nationally on 11 November 2018 with Battle's Over - A Nation's Tribute, including lighting a chain of beacons across the country at 7pm. Burgess Hill will be taking part by lighting its own beacon in St John's Park. The beacon lighting will be preceded by a procession from the war memorial followed by a short ceremony in the park.

11.2 To remember the sacrifice of the 145 Burgess Hill young men who were killed in action, 145 poppy lanterns will be made at a series of free workshops to be held in October, involving local residents of all ages. The workshops will be led by community arts organisation, Same Sky.

11.3 The day will start with a lone piper playing a lament at the War Memorial at 6am. The Remembrance Day ceremony and minute's silence will take place as usual at the War Memorial at 11am, followed by the church service at St John's Church.

11.4 In the evening of 11 November, the poppy lantern parade will be led by Mid Sussex Brass Band from the war memorial across the park to the beacon site. This will be followed by a short ceremony of WWI poems, songs and readings. The beacon will be lit at 7pm, followed by a peal of bells at St John's Church.

11.5 A series of articles in *About Town* during 2018 is focussing on four of the Burgess Hill young men who lost their lives in the conflict, with information and photographs provided by some of their descendants who live in the town, as a result of which a number of residents have asked to take part in the workshops and the ceremony in the park.

11.6 **RECOMMENDATION**

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

Risk Implications - None

12. CHRISTMAS CELEBRATION & LIGHTS SWITCH-ON

Burgess Hill's Christmas Celebration and Lights Switch-on takes place in the town centre on Saturday 17 November. In the year Paddington Bear reaches 60 years of age we are delighted to welcome him as the star attraction at Burgess Hill's Christmas event. There will be music and entertainment throughout the day, as well as funfair rides, free ice rink, Santa's Grotto, Santa's Sleigh, Children's Fancy Dress Competition and a range of other activities.

12.1 Children will be able to meet Paddington at intervals during the day at the Bandstand. Paddington will switch on the Christmas Lights at the Bandstand at 5pm, with help from Santa and the winners of the Fancy Dress Competition.

12.2 **RECOMMENDATION**

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

Risk Implications – None

13. **MARKET**

13.1 Members will be aware the Wednesday and Saturday market in The Martlets Shopping Centre recently ceased. A few of the traders are continuing to trade in the town on Saturdays. In addition, the indoor market area at Market Place Shopping Centre is being converted into a store to accommodate Argos.

13.2 Councillor Janice Henwood has asked whether it would be possible to reinstate an outdoor market in Church Walk on Saturday or Wednesday.

13.3 The Martlets Shopping Centre does not have any plans to reinstate a market. We have spoken to one of the stallholders who continues to trade in Burgess Hill. His view is that a market could be located in Church Walk and that other traders would also be interested.

13.4 **RECOMMENDATION**

Member's views are sought.

Risk Implications – None

14. **MINOR GRANTS PHASE 1**

14.1 The purpose of this report is to provide Members with a summary of the grant applications for Phase 1, 2018. 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 1.

14.2 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.

14.3 The amount available in the Grants Fund for 2018/19 is £13,049, which includes £1,049 brought forward from 2017/18 plus a budget allocation of £12k for 2018/19 to cover both Major and Minor awards. The 2018/19 budget allocation was reduced from £14k to £12k at the June Finance Key Area Group meeting (to be formally approved by Council at the July Council meeting). Some of the Fund should be retained for Phase 2 Minor Grants and Major Grants awards later in the year.

14.4 Eleven applications have been received for Phase 1 requesting grants totalling £9,115.

14.5 **RECOMMENDATION**

Member's views are sought.

Risk Implications – None

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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.

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