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20 November 2020

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 online on **Thursday 26 November 2020** at 19.00 hours, when your attendance is required.

Steve Cridland
Chief Executive Officer

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

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 (whether in the Open Forum or during the meeting) 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.

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. APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. DECLARATIONS OF INTEREST

In respect of any matter on the Agenda.

4. NOTES OF PREVIOUS MEETING

To consider the Notes of the Meeting of the Community Engagement Key Area Group held on 25 August 2020 (copy previously circulated).

5. COVID-19

5.1 Due to COVID-19 restrictions most of the events we had planned for this year, even the scaled-back versions, had to be cancelled. Cancelled events include the Great British Spring Clean, Climbing Wall, young people's Shakespeare Workshop, Summer Festival, Summer Fayre, senior citizens Summer Tea Party and Christmas Party, young carers fun days and outings, VE Day events, Rock Up & Ride, Outdoor Cinema, Armistice Day, It's Christmas in Burgess Hill!, and the Treat for Carers event.

5.2 Despite the difficulties, the Community Development Team has been working hard to support residents in other ways that are compliant with the COVID-19 restrictions, particularly to reach those most in need.

5.3 Events and activities we have managed to deliver include the online Lockdown Festival, delivery of gift bags to our young carers each school holiday (with Easter Eggs, summer activity bags, Halloween and Christmas bags), Graham Meeres online DJ set, Crazy Golf Community Day, Children's Nature Trail at Bedelands, Children's Town Centre Art Trail, funding for the Streetmate outreach youth bus, Halloween Pumpkin Trail, Silver Sunday Gift Bags delivered to 150 older residents and a COVID-safe live-streamed Remembrance Day commemoration. We have also loaned litter-pickers and hi vis to small groups who wish to carry out their own litter-picks. During this time the Town Council's Youth Website has also been redesigned and relaunched.

5.4 Events currently being planned include Christmas Food Hampers to be delivered to 250+ families and individuals in need, the Mayor's Christmas Appeal to raise funds for local befriending schemes, live-streaming of the town centre Christmas Lights switch-on, Best Dressed Shop Window Competition to promote our local traders, Wellbeing Gift Bags for Carers and the development of Burgess Hill Pantry.

5.5 The majority of these projects are delivered with the support of our partners in the community and we are hugely grateful to them all for their support.

5.6 RECOMMENDATION

Members are requested to note the contents of the report.

Risk Implications – None

6. CHRISTMAS POP-UP

6.1 As unfortunately the Christmas event due to be held in November had to be cancelled because of the latest lockdown, it is proposed to hold a Christmas Pop-Up event in December under the Bridge the Gap programme.

6.2 The event will be held on Saturday 19 December at the top end of The Martlets Shopping Centre and will comprise music from DJ Graham Meeres. We also hope The Kiln will be open to visitors, the Rotary Club or Round Table will bring Santa and his sleigh, and to have a photo booth and some food and drink stalls.

6.3 The pop-up will help create a buzz in the town centre following a difficult trading period and will support some of our new traders in this part of the town.

6.4 RECOMMENDATION

Members are requested to note the contents of the report.

Risk Implications – possible cancellation if the lockdown is extended

7. SUMMER FESTIVAL & SUMMER FAYRE 2021

7.1 The Summer Festival and Summer Fayre are due to be held in June 2021. Unfortunately, this year's Festival and Fayre, and most of the other events we had planned from March onwards, had to be cancelled because of COVID-19.

7.2 The Festival Shakespeare performance by The Lord Chamberlain's Men that was cancelled this year has been re-booked for next year, in the hope this will be able to go ahead. As the performance will be outdoors at a private venue the number of attendees and social distancing can be controlled if necessary.

7.3 A COVID-19 vaccine is now on the horizon although it seems it will take time to roll this out so the potential for holding community events in the early summer is not known at this stage. Members' views on how the Town Council wishes to proceed are sought.

7.4 RECOMMENDATION

Members' views are sought.

Risk Implications – potential postponement or cancellation due to COVID-19

8. OUTDOOR CINEMA 2021

- 8.1 As the outdoor cinema event due to be held in September 2020 had to be cancelled due to COVID-19, two outdoor cinema events are planned for 2021. These are planned to be held in May and September, subject to government guidance on COVID-19 regarding social gatherings.
- 8.2 An LED screen will be hired for the May showing, which will enable an afternoon children's film to be shown as well as an evening film. Members previously agreed on *Toy Story 4* as the children's film and *Back to the Future* as the evening film. If it is not possible to hold this event in May due to COVID-19 restrictions, it could be held later in the summer as the LED screen can be used for daylight showings.
- 8.3 It is proposed that suggestions for the September event be discussed a bit closer to the time, as new films may come out in the meantime which could be an option.

8.4 RECOMMENDATION

Members are requested to note the contents of the report.

Risk Implications – potential cancellation or postponement due to COVID-19

9. MINOR GRANTS PHASE 1

- 9.1 At the previous meeting in August, a Phase 1 Minor Grant of £1,000 was awarded to the Escape Youth Club to cover the cost of a mental health training course for the Charity Trustees, to be delivered by mental health charity Young MINDS. The summary of the application is attached at Appendix 1.
- 9.2 We have subsequently been contacted by the Escape Youth Club to say some of their trustees have since completed a Government-funded online children and young people's mental health course, so they no longer need the training offered by MIND.
- 9.3 Six of their young people have recently attended resilience training with Sussex Oakleaf. The young people gave very positive feedback and asked to continue the training. They also requested more in-depth training.
- 9.4 Sussex Oakleaf has offered to run 16 online workshops, from 6 January to 31 March 2021, entitled *Tomorrows People Today*. The workshop will cover Bullying, Eating Disorders and Suicide. 12 spaces will be available per session, making it available to a total of 192 young people aged 12 – 17 years. Spaces will be offered to Escape Youth Club members and students at Burgess Hill Academy.
- 9.5 The charge for these 16 sessions is £1,000, so the cost per session would be £5.20 per young person. Each young person that completes the workshop will receive a certificate of accomplishment and a personalised wellness plan.

9.6 In view of the above, the club has asked whether the grant awarded by the Town Council could be used to fund this additional mental health training for the young people instead of the trustee mental health training requested in their original application.

9.7 **RECOMMENDATION**

Members' views are sought.

Risk Implications – None

10. **MINOR GRANTS PHASE 2**

10.1 The purpose of this report is to provide Members with a summary of the applications for Phase 2 grants. Each application is judged against the Grants Policy including financial need and the level of service provided to residents of Burgess Hill.

10.2 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.

10.3 The amount remaining in the Grants Fund for 2020/21 is £11,149 (this includes an extra one-off £8k allocated for this year), to cover the Minor Grants Phase 2 and Major Grants. Five applications have been received for Phase 2 requesting grants totalling £4,235.60. A list of the applications is attached at Appendix 2.

10.4 **RECOMMENDATION**

Members are requested to consider the Phase 2 applications detailed in Appendix 2.

Risk Implications – None

11. **MAJOR GRANTS**

11.1 Two applications have been received requesting Major Grants totalling £9,432. An application summary is attached at Appendix 3.

11.2 **RECOMMENDATION**

Members are requested to consider the Major Grants applications detailed in Appendix 3.

Risk Implications – None

12. **COVID-19 GRANTS**

12.1 Three applications have been received requesting COVID-19 Grants totalling

£3,324. The sum of £2,147.80 is remaining in the COVID-19 grants fund that was jointly allocated by the Town Council and Burgess Hill District Lions Club. An application summary is attached at Appendix 4.

12.2 **RECOMMENDATION**

Members are requested to consider the COVID-19 Grants applications detailed in Appendix 4.

Risk Implications – None

13. **ENVIRONMENTAL GRANTS**

13.1 A one-off sum of £10k has been allocated by the Town Council this year for Environmental Grants. One application has been received requesting a grant of £1,000. A summary is attached at Appendix 5.

13.2 **RECOMMENDATION**

Members are requested to consider the Environmental Grant application detailed in Appendix 5.

Risk Implications – None