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Friday 15 October 2021

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

Members of the Community Engagement Key Area Group: Kathleen Willis, Sarah Lawrence, Peter Chapman, Simon Hicks, Sylvia Neumann, Tofojjul Hussain, Emma Coe-Gunnell White.

A **MEETING** of the **COMMUNITY ENGAGEMENT KEY AREA GROUP** will be held in the Council Chamber on **Thursday 21 October 2021** 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.

## AGENDA

1. APOLOGIES FOR ABSCENCE

2. APPOINTMENT OF VICE CHAIR

3. SUBSTITUTES

4. DECLARATIONS OF INTEREST

In respect of any matter on the Agenda.

5. NOTES OF THE PREVIOUS MEETING

To consider the Notes of the Meeting of the Community Engagement Key Area Group held on Thursday 26 November 2020 (copy previously circulated).

6. UPDATE ON WELCOME BACK FUND

6.1 A verbal update will be provided at the meeting on the outcome of Mid Sussex District Council Officer decision.

6.2 RECOMMENDATION

The verbal update be noted.

7. PROPOSED EVENTS 2022

7.1 Councillors attended an informal meeting on Monday 4 October 2021 in the Council Chamber to hear ideas from the public (events survey responses) and from the Community Engagement Team. Those that attended were supportive of ideas and suggested further ideas via a Google form circulated after the meeting with a copy of the presentation. Thank you to the four Councillors that responded to this. The Google summary of the completed forms is attached at Appendix 1 with the ideas provided by Councillors as the meeting with the Community Engagement team response.

7.2 In order to submit a Budget proposal to the Finance Key Area Group meeting Councillors are asked to consider the proposed list and figures attached at Appendix 2. Please note this is the first draft for consideration

and will not include each and every single event the team deliver, but will provide key themes and proposed costings for consideration.

- 7.3 The Group is asked to consider the implications that the marquee that was previously provided (with financial support from the Town Council) by Friends of Green Circle Network will not be provided in 2022. However there are groups that would like to use this so consideration must be given to the funding of this. The Community Engagement team is currently investigating this as an option.

#### 7.4 **RECOMMENDATION**

1. The events and proposed costs are agreed in principle.
2. Figures are passed to the Finance Key Area Group for consideration. The Finance Key Area Group are asked to consider how the events may be funded in context of the following funding pots: Bridge the Gap; Town Events; Summer Fayre, Festival events and Economic Support Fund (ex-Covid).

### 8. **MID SUSSEX MARATHON**

- 8.1 Council considered this at their meeting on Monday 20 September 2021 (Minute 269 refers) when the support for the event was agreed in principle. Steve Cridland (CEO) and Jennifer O’Grady (Community Engagement Section Head) attended a meeting at Haywards Heath Town Council on 28 September 2021 with the organisers of the event and representatives from all three towns participating.

- 8.2 The organisers shared their plans for the 2022 event which essentially to revert to the 2019 format to build the event again following two years of the virtual marathon. It was agreed by all on the Partnership Board that the event should be held both in towns and virtually to develop the momentum of virtual participation and to be as inclusive an event as possible. The routes would remain the same as 2019. Burgess Hill Town Council presence on the day would be limited to providing a gazebo at the site (Burgess Hill Academy Playing Field) and to assist with issuing the medals to those that completed the run (a representative from the Community Engagement Team would assist with this). The event organisers requested a contribution of £500 to the event costs from each town. This will form part of the overall events calendar for the year and publicised accordingly.

#### 8.3 **RECOMMENDATION**

Agreement to the £500 contribution from the Civic Events Budget.

### 9. **SOCIAL MEDIA AND COMMUNICATIONS STRATEGIES**

- 9.1 The Social Media and Communication Officer has formalised the approach that she has been operating since in post in July 2021. These strategies support the proposed Social Media and Electronic Communication policy in

how we communicate with residents. These are attached at Appendix 3,4 and 5.

## 9.2 **RECOMMENDATION**

Councillor feedback welcomed.