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Friday 30 September 2022

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

Peter Chapman (Chairman); Simon Hicks (Vice Chairman); Tofojjul Hussain;  
Sarah Lawrence; Mustak Miah; Sylvia Neumann; Kathleen Willis.

A **MEETING** of the **COMMUNITY ENGAGEMENT KEY AREA GROUP** will be held in the Council Chamber on **Thursday 6 October 2022** 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. OPEN FORUM

2. APOLOGIES FOR ABSENCE

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 7 July 2022 (copy previously circulated).

6. UPDATE ON EVENTS TO DATE 2022

6.1 Events completed since the group last met include a Family Fun Morning, conclusion of the Wowzer Wednesday programme, and the Lions Town Centre Day event. Event Reports for these Town Council led activities have been circulated via Briefing Note. All have been successful events with positive feedback for each.

6.2 Sussex Clubs for Young People were employed and funded by the Town Council (£337.61) to deliver two tennis sessions and the following report has been provided by Sussex Clubs for Young People Mid Sussex Manager Ian MacDonald:

“Both sessions very well attended 22 players each time. Mainly from Burgess Hill (a lot from the Denham Road and Maple Drive areas) – ages ranged from 5 to 56 but mainly 10, 11 and 12 year olds. Good comments at each = the best one from an 11 year old girl “I have seen tennis on the telly but never thought I could actually get to play it!”

Kobi and Sam (coaches) played a little when called upon to make numbers up or to coach someone to hit the ball. I had a couple of tennis medals which Sam gave out to 2 youngsters who attended both sessions. Fantastic to see the courts being used and I would be very happy to run similar sessions in the future for you and anytime.”

6.3 Sussex Clubs for Young People also delivered nine Streetmate sessions across three locations in the town with their Purple Bus in attendance. The Town Council donated £1,000 towards the delivery costs of this service. Other funding was secured from Burgess Hill District Lions and the Budding Foundation. The event report provided by Ian MacDonald is at Appendix 1.

## 6.4 RECOMMENDATION

Councillors are asked to note the contents of this report.

Risk Implications: There are none.

## 7. PROPOSED EVENTS FOR 2023

7.1 The Community Engagement team have sought feedback for suggestions for events for 2023-2024 which must be considered now for budgetary and planning purposes. Ideas have been sought via following methods:

- We have engaged with the public that attend our events making use of the QR code to seek feedback on events attended;
- We have issued social media post requesting ideas on 18 August and 27 August 2022.
- We have approached all community groups that we have an existing relationship with to establish proposed dates for events that they may be organising to ensure events are spread across the year with minimal clashes.
- Councillors were given the opportunity to contribute ideas via Briefing Note on 26 August 2022 and 2 September 2022 with request to complete the Event ideas form to which we received zero response.

7.2 The team have met and have produced a proposal for 2023-2024 to which the Community Engagement Key Area Group feedback is requested. This is attached at Appendix 2. Councillors are reminded that it is expected there will be a Coronation event to be held in either the Spring or Summer of 2023 and plans will be adjusted to accommodate this. There are key events that we would like to deliver set out as follows:

- Easter holidays celebration – St George’s Day to be considered by the group.
- Easter Holiday activity programme to include three streetmate sessions and a tennis session to be delivered by Sussex Clubs for Young People.
- Lord Chamberlain’s Men performance of Romeo and Juliet to be held on 4 June – location to be confirmed
- Summer Fayre to incorporate a Children’s Parade to be held on 25 June.
- Batchelors Farm celebration – nature themed event to commemorate 30-year anniversary since Burgess Hill Town Council acquired the land to be held in August.
- Summer Holiday activity programme to include to include nine streetmate sessions and three tennis sessions to be delivered by Sussex Clubs for Young People, in addition to the Wowzer Wednesday programme.
- Christmas Lights Switch On event to be held on 25 November.

### 7.3 RECOMMENDATION

The views of the Council are sought.

Risk Implications: The financial costs for events will be prepared in detail for review by the Finance Key Area Group. All events organised by the Town Council will have a full risk assessment completed and circulated to all participants demonstrating consideration to all potential risks and the minimization of these.

### 8. MID SUSSEX MARATHON

8.1 This annual event organised by Nicework working with the District Council, Haywards Heath Town Council and East Grinstead Town Council to deliver a marathon across the May bank holiday weekend. Historically this has been advertised with banners in the town, on our noticeboards across the town and social media to ensure the community are aware of the event. The event was considered by the Community Engagement Group at their meeting held in July 2022 and discussed potential movement of the location from Burgess Hill Academy to a more town centre based. It was resolved to:

“To keep the marathon race in its current position at Burgess Hill Academy and to reconsider once numbers had increased.” (Minute 89 refers).

At Full Council on Monday 26 September, a request from the organisers to increase the donation, received in September 2022, from £500 per Town Council to £1000 as set out in Agenda Item 8 and copied below:

“The organisers of the Mid Sussex Marathon have appealed to the three participating Councils to increase their contribution from £500 to £1000 each. With entry sales across the running events sector significantly down on pre-pandemic levels the 2023 expenditure budget is expected to be depleted. In order to achieve growth an increased marketing presence is deemed vital to generate direct sales and to support the sponsorship packages the organisers are seeking to sell. No provision was made in the budget for this additional expenditure. Council has previously rejected a similar appeal. Roche Diagnostics has already pledged to continue their support of the Schools Challenge next year, which is very encouraging, and the organisers hope to get a further three sponsors on board but all will require bespoke marketing activity.”

8.2 Council resolved on Monday 26 September 2022 (Minute 351 refers):

1. To approach the organisers of the Mid Sussex Marathon and request a marketing plan, and overview of their corporate structure.
2. To invite the organisers of the Mid Sussex Marathon to speak with the Community Engagement KAG.

3. To make a contribution of £1000.00 providing Haywards Heath Town Council and East Grinstead Town Council make a contribution of the same amount otherwise the contribution will remain at £500.00.

8.3 The organisers of the event were invited to attend this meeting but are unable to due prior commitments. The questions raised by Council have been submitted to the organisers and it is hoped that the answers to each will be provided in advance of the meeting. These will be circulated for consideration at this meeting.

8.4 **RECOMMENDATION:**

The views of this Key Area Group are sought.

Risk Implications: The financial contribution requested historically has been allocated from the Civic Events budget and will be reviewed once decision made to progress this event.

9. **UPDATE ON CHRISTMAS EVENT 2022**

9.1 To confirm the plans are proceeding for the Christmas event to be held on Saturday 19 November 2022 and there is a full programme of activities for the day. This will be shared on via Briefing when finalised and on our social media.

9.2 There is also the Christmas Carol performances to be made available to the public to be held on Saturday 17 December and the Best Dressed Window Competition as agreed at the Key Area Group meeting held on Thursday 7 July (Minute 87 Refers).

9.3 **RECOMMENDATION**

Councillors are asked to note the contents of the report.

Risk Implications: The Town Council will complete a full risk assessment for the events to be held. The budgets for these events were considered at and approved at the Community Engagement Key Area Group meeting held in October 2021.

10. **UPDATE ON EVENT SPACE ON THE FORMER MARTLETS SITE**

10.1 This was considered by the Key Area Group on 7 July 2022(Minute 88 Refers) when the following was resolved:

“Councillors indicated that they were supportive in principle to the Community Engagement Team using the space for events subject to resourcing and funding availability, and answers to the following questions:

- Who will be in charge of bookings for the site?
- What will be done to mitigate occupier’s risk?

- Will there need to be a planning application made for change of use?
- What kind of security will there be for the site?
- How much money will be made available to support events held on the site?"

10.2 To date there have not been answers provided however a planning application for the site has been submitted and was considered by the Planning Committee at their meeting on 20 September 2022 when the following comments were made:

RECOMMENDATION: The Committee supported the application in principle and raised the following concerns: Concern over a water supply, the removal of an already existing, growing tree, a power source e.g., would there be lighting at night? Concern over the shipping container being an eyesore, and its potential usage. Concern over seating – the Committee expressed a desire to consider the elderly and those with mobility issues when choosing seating. Concern over shelter – the Committee expressed a desire for any shelter to be transparent, as so to avoid any potential anti-social behaviour. Concern over the usage of table tennis tables. The Committee also suggested picnic tables being incorporated into the design, and expressed concern over the variety and texture of trees in the design, stating that they would like to see a mixture of evergreen and deciduous.

10.3 Notification has been received from Regina Choudhury; Community Development Officer at Mid Sussex District Council as set out below:

"I'm looking to re-start discussions and the aim is very much a partnership approach to delivering on activating this space. Many of the questions will be answered and I'm looking to set up a project team with all the key players in Burgess Hill to look at how we can work together to make the space something that communities in Burgess Hill can benefit from. I'm hoping that BH Town Council will join the project team."

10.4 Jennifer O'Grady will be attending the meeting and seek answers to the questions raised by this Committee and will update Council accordingly.

#### 10.5 **RECOMMENDATION**

Councillors are asked to note the contents of the report.

Risk Implications: Involvement in the use of the space by the Town Council will be reviewed and the risks considered when we have received the answers to the questions raised.

## 11. COST OF LIVING EMERGENCY FUNDING

11.1 The current economic situation will have a serious effect on the financial situation of many. For some it might mean greater reliance on the Foodbank and The Pantry. For others it is choosing whether to heat the home. With inflation at around 10%, food prices are steadily rising as are electricity and gas bills.

Council resolved at its meeting on Monday 26 September the following:

1. That an amount of £25,000 be set aside from the General Reserve for a Cost-of-Living Emergency Fund and that the Community Engagement KAG set out the parameters of spending.
2. That the Cost-of-Living Emergency Fund include provision to set up a Fuel Bank in Burgess Hill and that the Town Council look to partner with another agency or provide the service itself in partnership with the national Fuel Bank Foundation.

11.2 The Group is asked to consider making a contribution to both the Foodbank and The Pantry while assisting churches and other organisations establishing warm rooms for the winter. In addition, assistance might be given to those unable to pay their prepayment electricity.

11.3 The CEO attended a webinar (30 September) with the Fuel Bank Foundation (<https://www.fuelbankfoundation.org/>) to establish how assisting people with payments for their prepayment meters might be done. Unfortunately, the presenter was involved with a fire alarm and the session was postponed. Hopefully this will be rescheduled ahead of the meeting.

The unique Fuel Bank solution provides **same-day help to address self-disconnection**. Emergency credits are made to prepayment meters for families in crisis. It is not designed to help people in fuel poverty. Any supplier's meter can be topped up within a couple of hours.

Fuel Bank is delivered through a number of trusted community partners up and down the country, from Local Authorities to housing associations, local debt support charities or community groups. In order for a payment to be made the person has to be validated and is validated again by the charity. The Town Council has no way of validating people's situation and as far as is known the Food Bank do not validate people either. This would need to be resolved before money could be given out.

11.4 As far as could be ascertained before the webinar was interrupted, the process is as follows:

1. a donation is made to the Fuel Bank to form a store or kitty for people in Burgess Hill

2. A needy person approaches the Council or the Foodbank and is suitably validated.
3. The council or foodbank then passes the details to the Fuel Bank who revalidates the person from data they hold
4. If validated a voucher is issued to the person. Money spent is spent well. This is sufficient for a week.
5. The Fuel Bank provides advice to the person applying. Typically, no person is helped more than twice

Hopefully more information will be available at the meeting. The CEO has written requesting further clarification.

11.5 It is suggested that The Pantry, Foodbank and locations interested in setting up a warm hub complete a grant application setting out their needs. This will enable the council to understand what can be achieved. For instance, to heat a large building such as a church could cost hundreds of pounds which would mean that the grant would not go very far. Donating to The Pantry, Foodbank and possibly the Fuel bank may be a more effective way of assisting people.

With regard to the Fuel Bank, provided an acceptable way of validating people can be found this does seem to be a good way of helping people. More information to follow.

11.6 Recommendation:

1. That The Pantry, Foodbank and locations wanting to set up a warm hub be invited to complete a grant application and an extraordinary grants meeting be held to examine the need to determine the allocation of the grants.
2. That consideration be given to joining the Fuel bank provided a suitable validation process can be agreed.

Risk Implications: Council has approved this ringfenced fund. There are no risks associated with a Grant application process. There are risks without a proper validation process for individual people applying for Fuel Bank vouchers and it is recommended that BHTC do not be involved in individual assessments.