

BurgessHill Town Council

NOTES of the **COMMUNITY ENGAGEMENT KEY AREA GROUP MEETING** held in the Council Chamber on **THURSDAY 6 OCTOBER 2022** at 19.00 hours.

Present: Peter Chapman Chairman
Simon Hicks
Tofojuul Hussain
Sarah Lawrence *
Mustak Miah
Sylvia Neumann
Kathleen Willis *

Also Present: Janice Henwood
Robert Eggleston
Jennifer O'Grady – Community Engagement Section Head
Molly Devine – Events and Administration Officer
Kayleigh Elliott-Davidson – Events and Administration Officer

91. [OPEN FORUM](#)

There were no members of the public present

92. [APOLOGIES FOR ABSENCE](#)

Apologies for absence were received by Councillor Sarah Lawrence and Councillor Kathleen Willis

94. [SUBSTITUTES](#)

Councillor Robert Eggleston substituted for Councillor Kathleen Willis.

95. [DECLARATIONS OF INTEREST](#)

There were none.

96. [NOTES OF PREVIOUS MEETING](#)

The notes of the previous Meeting of the Community Engagement Key Area Group held on 21 October 2022 (copy previously circulated) were **AGREED**.

97. UPDATE ON EVENTS TO DATE 2022

The Committee commented that the Sussex Clubs of Young People report, set out in Appendix 1, was helpful and commended the work of Ian MacDonald and his team. It was discussed that they would like to continue to financially support these events in 2023.

The Committee also thanked the Community Engagement Officers for their hard work on events so far.

RESOLVED that:

The contents of the reports were noted.

98. PROPOSED EVENTS FOR 2023

Proposed events for 2023 as set out in Appendix 2 were discussed, and it was stated that costings for events would be budgeted once approval gained for the proposed programme and submitted to the Finance KAG for approval. It was suggested that it may be required in future to budget a year ahead of time to enable better event planning.

A request for a celebration of St George's Day was considered and it was requested this was in conjunction with an Earth Day event. It would be a town-based event on Saturday 22 April 2023 to support the local traders. It was also discussed that the Community Team would not be holding events quarterly, but that events would be spread across the year.

It was suggested that the Town Council should be looking to businesses for sponsorship of events. The Community Team stated they had been engaging with the Co-op and Waitrose, and would look for future partnerships.

Also discussed was the use of bunting along Church Walk and suggested that it be used throughout the year, if viable.

RESOLVED that:

Councillors approved the draft programme as set out in Appendix 2.

Councillors requested the St George's Day event was combined with an Earth Day theme.

Councillors requested that bunting go up in Church Walk to enhance events for St George's Day, and over the summer period when events are programmed.

99. MID SUSSEX MARATHON

The report as set out in Agenda Item 8 dated Thursday 6 October 2023, was considered. A verbal update was provided by Jennifer O'Grady as set out below:

- It was confirmed that East Grinstead Town Council were contributing £500 as per their Council resolution discussed at their meeting on Thursday 29 September 2022.

- Haywards Heath Town Council were as yet undecided on their financial contribution.
- Mid Sussex District Council had confirmed they would increase their contribution to £1,000.
- The organisers of the Marathon were invited to attend a meeting to address all three towns involved in the event. This will be held on Wednesday 16 November 2023 at the Mid Sussex Association of Town Councils meeting.

RESOLVED that:

Councillors resolved to defer the decision until after Mid Sussex Association of Town Councils on 16 November 2022, and it would be then be an agenda item taken to Full Council.

100. [UPDATE ON CHRISTMAS EVENT 2022](#)

The report as set out in Agenda Item 9 dated Thursday 6 October 2023, was considered. The members were happy with the line-up for the event and requested that the graphics would be shared so it could be advertised a timely manner by all the Councillors.

RESOLVED that:

It was requested that a donation be made to the main attraction of the event; Graphics be shared with Councillors and promoted on Councillors social media, and that;

The Best Dressed Window Competition would be judged on Friday 16 December 2022 with Councillors leading this activity.

101. [UPDATE ON EVENT SPACE ON THE FORMER MARTLETS SITE](#)

The report as set out in Agenda Item 10 dated Thursday 6 October 2023, was considered. It was noted that a planning application had been submitted that would allow the land to be in use until 24 April 2024. It was also discussed that there would need to be further investigation into how events on the space would be managed and funded as raised in the questions submitted by this Group at their last meeting in July 2022.

RESOLVED that:

Councillors noted the item and resolved to discuss it further when a planning decision had been made.

102. [COST OF LIVING EMERGENCY FUNDING](#)

The report as set out in Agenda Item 11 dated Thursday 6 October 2022, was considered. It was discussed at length how the £25,000 Cost of Living Fund would be best allocated to the community, and it was noted that a grants application process was the best way to manage the request for funds.

The Food Bank and Pantry were discussed and agreed to be vital services to Burgess Hill and that part of the fund would be set aside to support these services,

should they require it. It was agreed that up to £10,000 should be allocated to these two organisations but the need for funds would have to be validated via a grants process. The £10,000 would be to total amount of funding available between the agencies, although how it would be split would be decided on the merit of the grant application and need of the service.

The issue of warm hubs was addressed and how they would best support the community. It was discussed that warm hubs applying for funding must demonstrate that they were able to run on multiple occasions, rather than for one off events, during the winter season, potentially running until the end of March 2023 should the climate require it. Potential locations were suggested as being churches with smaller halls to ensure the costs were viable, as well as the Cherry Tree Centre, The Kiln and scout huts. It was suggested that warm hubs should also provide low-cost activities for the community and that they would be at locations throughout the town to ensure the maximum reach. It was also questioned how these hubs would support the community in adverse weather conditions, such as snow, as these are when the services will be needed the most. It was stated there must be clear parameters set out prior to the application process and applications must be able to demonstrate they meet the criteria.

It was discussed that the need for a Fuel Bank was necessary but the logistics of it would likely fall outside of the Town Council remit due to the need of validation. It was discussed there was a lack of information regarding how to effectively run a Fuel Bank and how this could be achieved whilst ensuring public funds were spent correctly.

RESOLVED that:

The Cost of Living Fund be divided into two pots - £10,000 to Food provision and £15,000 to Warm Hubs.

Food provision - up to £10,000 from the Cost-Of-Living Fund to be shared between Burgess Hill Community Food Bank and Burgess Hill Pantry, following a full assessed grant application. The Council would reserve the right to give a lesser amount than requested, at its discretion.

Warm hubs – up to £15,000. It was resolved to provide some financial support to warm hubs, provided they could demonstrate they would be able to open regularly through the duration in the winter.

For both funding streams the applicants would be required to complete a grant application process and the grants would all be assessed on their own merit, with no guarantee of funding with applications undergoing financial scrutiny in line with our existing grants application process.

The decision to award the funds would fall to the Grants Awards Panel. The application process would be discussed and agreed by Chairmen of the Grants Awards Panel and Community Engagement Key Area Group and the Community Engagement Team Section Head as soon as possible.

It was resolved that an Extraordinary meeting of the Grants Awards Panel would be held to assess the grant applications, with the aim to allocate the funds as quickly as possible.

It was resolved to defer the decision surrounding a Fuel Bank to the next Full Council meeting.

Meeting terminated 20.50