

**Burgess Hill Town Council**

**BurgessHill**  
Town Council

**Vision for  
2032**

# Burgess Hill Town Council

## 1. Background and introduction

A key action identified from a recent survey of staff was to create a vision for the Town Council. This was undertaken by a facilitated visioning day held on Saturday 18<sup>th</sup> March 2022. The day involved both Councillors and the Management team of the Town Council. This day was facilitated by an external consultant.

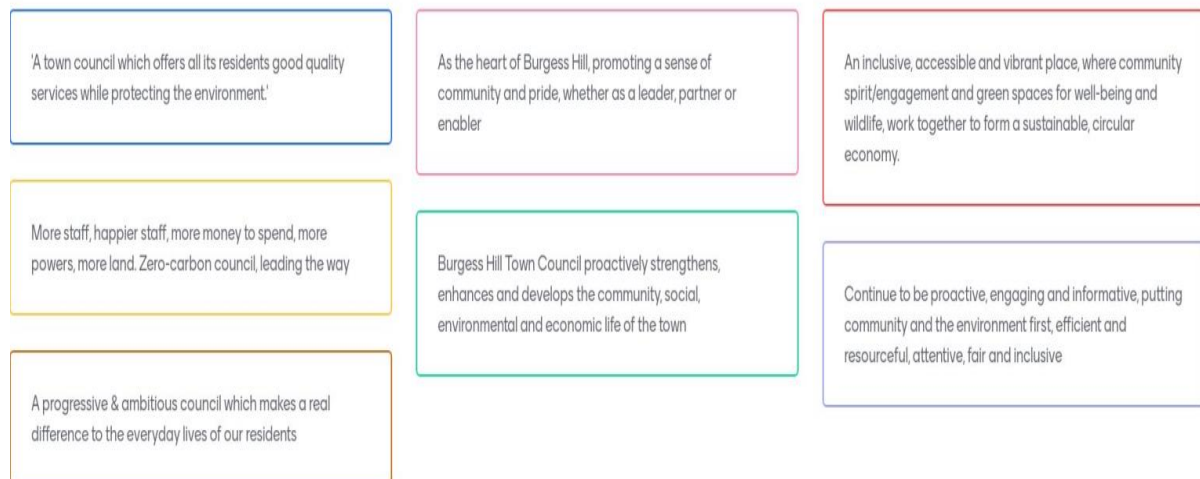
The purpose of this report is to capture the outcomes of the vision day including:

- A vision for Burgess Hill Town Council in 2032
- 2 and 5 year milestones to help achieve this vision
- A Strengths, Weakness, Opportunity and Threats Analysis of the current Council
- An identification of the role of the Councillor in achieving the vision and some working principles as to how the whole Council will work with each other.
- 3 key activities for 2022

## 2. Burgess Hill Town Council 2032

Before the facilitated day, Councillors were asked to identify, using 20 words or less how they would want Burgess Hill Town Council to be seen in the year 2032.

# Burgess Hill Town Council 2032



To further refine this and help identify the vision for Burgess Hill in 2032, all attendees were asked to identify their key word to describe Burgess Hill in 2032.

The resulting word cloud identified that Burgess Hill Town Council in 2032 will be seen as:

- Inclusive
- Representative
- Responsible
- Proactive
- Vibrant
- Dynamic
- Safe
- Responsibly
- Community

# Burgess Hill Town Council

## Burgess Hill 2032:

Mentimeter



### 3. Key Milestones

The key milestones and activities that needed to be achieved in 2 years (2024) and 5 years (2027) were identified

#### 3.1 Milestones for 2 years (2024)

The key milestones/activities to be achieved in 2 years (2024) were:

Increase footfall (events, retail, empty spaces/shops).	Promoting walking cycling and wellbeing.
Supporting all members of the community.	A community Café.
The Park Centre – a thriving community hub (x 3).	A Town Centre strategy (tenants in shops, better shop fronts, café culture)
Extended Market. Urban Garden.	The Beehive/Little Hive (x3) Community Development
Enhancement of the Environment	Created and published TAP
	A rapid response pothole repair team
	Extended green agenda, wild planting/wild meadow planting

An area with (x number) after it shows the frequency with which that area was mentioned. From this it can be seen that the 3 most frequently mentioned milestones for the next 2 years are:

- The development of the Beehive
- The Park Centre
- The town centre (empty shops, shops fronts, footfall etc)

# Burgess Hill Town Council

Alongside these areas it was seen as important that the Town Council was active influencing others around:

- The town centre revitalisation
- Dedicated sports facilities/the Northern Arc
- Devolution of services to BHTC
- Enhanced Church Walk

## 3.2 Milestones for 5 years

The key milestones/activities to be achieved in 5 years (2027) were:

Burial Ground (new site developed) (x2)	Allotments (extended and added)	
The Beehive delivered (promoted and supported by MSDC/integrated with Cypress Hall) (x4)		
Neighbourhood plan (Inc. Northern Arc integration)		
	Devolution of services – control of open spaces (x2)	
Fully implemented TAP	Electric Vehicles	Solar PV.
Low traffic network	Social hub in the Town Centre	

Again (x number) after an area shows the frequency the areas was mentioned. This shows that the most frequently mentioned areas were:

- The delivery of the Beehive
- The development of the burial ground
- Devolution of services

Alongside this is was seen as important that the Town Council was further influencing the development of the town centre.

## 4. Strengths, Weakness, Opportunity and Threats Analysis of the current Council

An analysis of the current council in the form of a S.W.O.T. analysis identified, this is shown in the following table.

# Burgess Hill Town Council

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>- Community relations/loyalty (x3)</li> <li>- More flexible than other tiers</li> <li>- Similar thinking and commitment from staff and Councillors</li> <li>- Help point – one stop shop</li> <li>- Staff; professional/experienced (x4)</li> <li>- Good finance (x3)</li> <li>- Online meetings/tech</li> <li>- Cohesive Council members (x2)</li> <li>- Active programmes of work (x2)</li> <li>- Assets</li> <li>- Power of general competence</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>- Capacity (x3)</li> <li>- Lack of clarity of Councillor role</li> <li>- Lack of control (x2)</li> <li>- Communication (internal)(x2)</li> <li>- Town centre</li> <li>- Space (x2)</li> <li>- Councillors (lack of commitment)</li> <li>- Overlap with other authorities</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>- Park centre</li> <li>- Beehive</li> <li>- Taking on empty shops</li> <li>- Covid = changing life styles</li> <li>- Lack of premises = need to rethink how we work/meet</li> <li>- Elections</li> <li>- Devolved responsibility</li> <li>- Community café</li> <li>- Northern arc (x2)</li> <li>- Training</li> <li>- To improve internal communication</li> <li>- To improve external communication</li> <li>- Precept</li> <li>- Land purchase/lease</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>- World events (x2)</li> <li>- Community tension</li> <li>- Limited funds (x2)</li> <li>- Lack of specialist staff</li> <li>- Job market</li> <li>- Cost of living (x2)</li> <li>- Perception of council</li> <li>- Austerity</li> <li>- Congestion</li> <li>- Elections</li> <li>- Central Government</li> <li>- MSDC/WSCC/NRR</li> </ul>

Again here (x number) shows the frequency with which an area was mentioned

## 5. The role of the Councillor

To enable clarity and focus in achieving the vision for 2032 the role of the Councillor was identified.

The key activities of the Councillors are seen as:

- Representing the electorate/community
- Talking to the community
- Case work
- Helping with problems and ideas
- Decision making (meetings, Council, KAG)
- Setting policy and strategy
- Scrutinising policy
- Review implementation
- Community leadership
- Budgeting/Financial planning
- Representing the council/community on outside bodies
- Supporting council events

# Burgess Hill Town Council

- To educate the community
- To listen

## **6. Working principles**

To ensure the Town Council was operating in an effective and cohesive way the following working principles have been identified for how the whole council will work together:

- Use the leadership meeting to improve communication
- CEO to forward communication from leadership meetings to all Councillors (via email)
- Have an organisation chart of the staff showing who does what
- Read the briefing note
- Trust the officers
- Provide realistic deadlines
- To have collective training
- Shadow each other
- Work as a team
- Provide constructive feedback
- Hold an annual workshop to review progress and develop further plans
- Disagree and then commit

Alongside this it was seen as important that everyone was aware of and followed current existing process and procedures including, but not limited to:

- KAG/Full Council terms of reference
- Working party approach
- Standing orders
- CBN
- Standards of public life

# Burgess Hill Town Council

## 7. Action Planning

To enable focus of activity the key areas to be prioritised for 2022 have been identified:

### Top 3 for 2022/3:

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This word cloud clearly shows that the top 3 areas of activity for 2022 are:

- The Beehive
- The Park Centre
- Inclusivity town

## 8. Next Steps

The outcomes of the Visioning activity outlined in this report will now be presented to all the Staff of the Town Council for information

Following this they will be presented to a full Council meeting for adoption

The staff of the Town Council will then develop plans that build on the identified strengths and opportunities for the Town Council whilst taking into account the threats and seeking to improve the weakness.

They should review current activity and plans and change them to ensure they are delivering on the agreed vision.