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Friday 1 July 2022

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

Peter Chapman (Chairman); Simon Hicks; 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 7 July 2022** at 19.00 hours, when your attendance is required.

Steve Cridland
Chief Executive Officer

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

A G E N D A

1. **[OPEN FORUM](#)**

2. **[APOLOGIES FOR ABSENCE](#)**

An apology for absence has been received from Sarah Lawrence.

3. **[ELECTION OF VICE-CHAIRMAN OF THE KEY AREA GROUP FOR THE ENSUING YEAR](#)**

4. **[SUBSTITUTES](#)**

Robert Eggleston will be substituting for Sarah Lawrence.

5. **[DECLARATIONS OF INTEREST](#)**

In respect of any matter on the agenda.

6. NOTES OF PREVIOUS MEETING

To consider the Notes of the Meeting of the Community Engagement Key Area Group held on 21 October 2021 (copy previously circulated).

7. JUBILEE FEST

7.1 The purpose of this item is to consider the Jubilee Fest events as set out in the detailed report at Appendix 1. Events were held from 1-5 June to commemorate the Jubilee in Burgess Hill. The success of the events was due to the many partnerships established with community organisations in the town to include Burgess Hill Bonfire Society, Mid Sussex Voluntary Action and Mid Sussex Older People's Council to name just a few. The Town Council Officers are extremely grateful for the support demonstrated by the many community organisations

7.2 At the Community Engagement Key Area Group meeting held on 21 October 2021, it was requested that events were spread throughout the year (Minute 74 refers). The Community Engagement Team have received requests for dates of Town Council events (including a festival) for next year to include the Party in the Park event (3 June 2023) and a car event (11 June 2023).

7.3 RECOMMENDATION

- a) Councillors are asked to consider the Jubilee Report and;
- b) Reaffirm their commitment to events being held across the year rather than an annual festival.

8. SUMMER FAYRE

8.1 This event was held on Sunday 19 June 2022 in St John's Park. A report is attached at Appendix 2. Feedback was extremely positive on the event, first since 2019 due to the pandemic.

8.2 The Community Engagement Team would like to deliver the event in 2023 (date to be confirmed) and have several new ideas to change the event following researching other community events in the area.

8.3 RECOMMENDATION

- a) Councillors are asked to consider the Summer Fayre Report and;
- b) Confirm they wish to see the event held in 2023. If this is approved the Community Engagement Team will investigate costs for the event next year for consideration at the next meeting.

9. TEDDY BEARS PICNIC

9.1 This event was held on Monday 27 June in St John's Park. A report is attached at Appendix 3. This event was organised in partnership with Central

Sussex Rotary, The King's Church and funded by Burgess Hill District Lions (funds were received to deliver the event in 2020 and deferred to this year).

9.2 This was a successful event, impacted by the weather for the last thirty minutes, but was clearly appreciated by the wider community.

9.3 RECOMMENDATION

- a) Councillors are asked to consider the Teddy Bears Picnic Report and;
- b) Confirm they wish to see the event held in 2023. If this is approved the Community Engagement Team will investigate costs for the event next year for consideration at the next meeting

10. CHRISTMAS PROGRAMME OF EVENTS 2022

10.1 The **Light Switch on event will be held on Saturday 19 November 2022** from 12 noon to 5pm. There will be a stage with a planned programme of entertainment with the budget for the event agreed at the meeting held on 21 October 2021. The community stalls will be operational from 12noon to 4pm with a reduced time (previous years 11am-5pm) as feedback from attendees on the stalls was that this was a significant time to be available for as additional time each side for set up and take down. By stalls closing at 4pm it is hoped additional space will be available for the crowds to view the switch on. There will be no vehicle movement on Church Walk from 11.15am -5.45pm to allow for pedestrian safety.

10.2 The event will be hosted by Tobias following his successful participation at last year's Christmas event and this year's Jubilee Concert in the Park. We will also be employing security officers to assist with the crowd as last year's event proved so popular. We are working on a programme of entertainment for the day now as popular activities do get booked up in advance.

10.3 The Light Switch on last year was completed by the Community Heroes to acknowledge those that played a significant role during the Covid pandemic. Councillors are asked to contribute any ideas now that they would like included in the event and nominations for who should switch the lights on.

10.4 The Community Engagement team have a meeting planned with the shopping centre managers to discuss their participation in the event to ensure their activities are included in the programme for the day.

10.5 We would also like to deliver a family performance event following the successful Snow Queen performance last year held in Cyprus Hall as part of the Welcome Back initiative. This year's performance that Quantam theatre group are holding is **A Christmas Carol and it is proposed that this is held on Saturday 17 December in Cyprus Hall**. There would be two performances with adults being charged £5 per person and children free. This event based in the town centre would demonstrate support for the local economy and provide a low-cost activity for families. We have found that allowing for entirely free entry means that tickets are booked and then we have a significant level

of no shows. By charging entry for adults this guarantees some level of commitment to the event whilst allowing children to enjoy free of charge.

10.6 **Best Dressed Window Competition** for the businesses in Burgess Hill would be the final activity with businesses encouraged to share pictures on the Town Council social media pages from 19 November and then the Mayor judge this and present on the Saturday 17 December. This would be a councillor led activity.

10.7 **RECOMMENDATION**

The views of the Key Area Group are sought on

- a) Who should switch the lights on?
- b) Confirmation that funding allocated for A Christmas Carol on 17 December and support for adult entry charges to the event.
- c) Support for the Best Dressed Window competition led by Town Councillors.

11. **EVENT SPACE ON THE FORMER LIBRARY SITE**

11.1 Mid Sussex District Council has a flexible space on the site of the former library. They have secured approval for a proposal for a temporary park (Urban Park) and the plans that were circulated are example plans and not confirmed. As part of this proposal the intention is to run events on this space both to activate it and to offer opportunities to trial events that could later be relocated to the Church Walk area once the public realm works have been completed here. There are potentially two opportunities to use the space for events activity;

- 1) in the immediate short-term (end July to end September) before construction on the Urban Park commences and
- 2) once the Urban Park is open and available for use (November/December onwards).

11.2 MSDC officers have had preliminary discussions with Town Council Community Engagement team regarding putting on events in this space. MSDC is currently looking at a range of options for activating the space and delivering events including making the space available to BHTC, community groups and other organisations to book and hold their own events and also potentially making funds available to bid for to deliver these events. It is hoped that MSDC would manage the space in terms of booking the area and work with their existing contacts to deliver activities too.

11.3 The benefit would be that the space would be available to the community to benefit and enjoy activities in the Town Centre supporting the local economy.

11.4 Consideration must be given to available resourcing and funding. The Community Engagement Team are working within an agreed programme by Council (Key Area Group Meeting 21 October 2021), however this additional space could provide an opportunity to test larger scale activities we have not

been able to do so in the past due to space restrictions. The space could be used to provide space on activities that are already planned (e.g. Christmas) or as potential standalone events, such as a cinema, subject to funding.

11.5 RECOMMENDATION

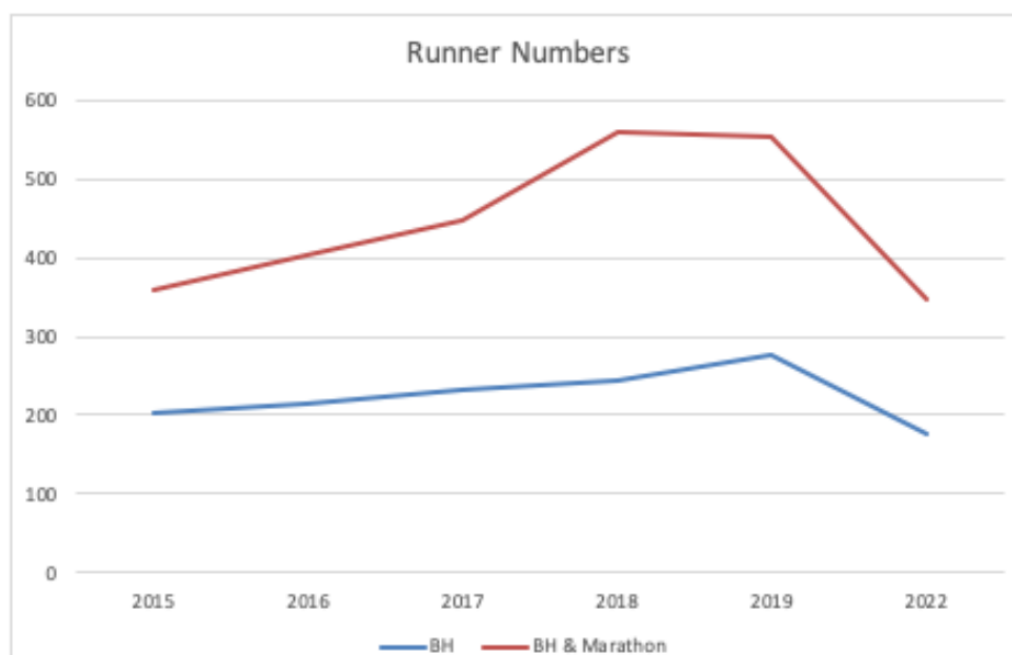
Councillors are asked to indicate if they are supportive in principle to the Community Engagement team using the space for events subject to resourcing and funding availability.

12. [MID SUSSEX MARATHON](#)

12.1 The event was held on Monday 2 May 2022 and was successful.

BH Runners

	2015	2016	2017	2018	2019	2022
BH	203	214	231	244	276	175
BH & Marathon	359	403	446	558	554	348



Unique Burgess Hill Entrants

	Attached To Club / Unattached Split			Male & Female Split		
	Attached	Unattached	TOTAL	Male	Female	TOTAL
Runners	35	140	175	94	81	175
% TOTAL	20%	80%	100%	54%	46%	100%

AGE DATA

	U 18	18-34	35-45	46-55	56-65	66-75	>75	No Age Data	TOTAL
Runners	1	50	59	41	17	5	1	1	175
% TOTAL	1%	29%	34%	23%	10%	3%	1%	1%	100%

12.2 There was a discussion on the viability of moving the location of the Burgess Hill starting point from the school into a more prominent location in the town centre. This will mean additional costs and this figure is anticipated to be in the region of £2,000 but this is to be confirmed. The costs would be towards managing a road closure. The current contribution has been £500 from the civic events budget.

12.3 Councillors are asked to consider their support for the event next year. There will be a meeting held in August seeking support from all three councils to work towards the 2023 event. It is the view of the Community Engagement Team Manager that we look to build the event in 2023 in the current location of Burgess Hill Academy following the decrease in numbers. Then use the time between 2023 and 2024 to engage with road closure organisations and seek to investigate if there is support within the Burgess Hill businesses to warrant the road closures to see what they would be willing to do for the supporters/special offers etc. There would need to be an appetite amongst businesses to be open and willing to engage with the public on the Bank Holiday Monday.

12.4 **RECOMMENDATION**

The views of the Councillors are sought.

13. **FORTHCOMING EVENTS SUMMER 2022**

13.1 The following events are being finalised in readiness for the summer holidays as approved as part of the calendar of events at meeting held on 21 October 2021 as follows:

- Wowzer Wednesdays – 4 sessions to be held at the Bandstand featuring circus skills/hoops/bubbles;
- Wowzer Wednesday Finale session to be held on the final Wednesday at St John's Park;
- Sandpit in front of the help point from 22 July -11 September (ice cream will be available to purchase from help point to support this activity).

- Sussex Clubs for Young People will be delivering 9 sessions across the town with their purple bus delivering activities;
- Creation of a summer holiday activities flyer highlighting the free activities across the town to be available in the help point, website and social media.

13.2 In addition to the events listed above the Community Engagement team will be supporting the Young Carers event on 26 July; Friends of Green Circle Network event – Children’s Safari – 27 July and the Worlds End Play Day on tour on 2 August.

13.3 The Community Engagement team have secured funding to work in partnership with the Burgess Hill Rotary Club (£300) and The King’s Church (venue and staffing) to deliver an event for children with special educational needs and disabilities (SEND) on Tuesday 9 August.

13.4 The Community Engagement team have secured funding to deliver a Town Centre based event sponsored by Burgess Hill District Lions to value of £2,000. The team are working on this now with the plan of community stalls; street entertainment and free craft activities to bring people into the Town Centre from 10am-2pm.

13.5 **RECOMMENDATION**

Councillors are asked to note the contents of the report.