

# BurgessHill

## Town Council

**NOTES** of the **COMMUNITY ENGAGEMENT KEY AREA GROUP MEETING** held in the Council Chamber on **WEDNESDAY 14 JUNE 2023** at 18.30 hours.

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**Present:** Brenda Williams Chairman  
Diane Black Vice Chairman  
Cedric de Souza  
Chris Cherry  
Richard Cherry\*  
Anne Eves  
Mohammad Hossain  
Adam White

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

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

There was one member of the public present, who did not speak.

### 2. [ELECTION OF VICE CHAIRPERSON](#)

Councillor Diane Black was elected as the Vice-Chairman of the Key Area Group for the ensuing year.

### 3. [CHAIRMANS ANNOUNCEMENTS](#)

Chairman Brenda Williams informed the Councillors that she attended a meeting with governors from local schools and that they had said the schools would like a greater involvement with the town and Town Council. The governors would discuss ideas with the schools and come back to Councillor Williams with suggestions.

### 4. [APOLOGIES FOR ABSENCE](#)

An apology for absence was received from Councillor Richard Cherry.

## 5. SUBSTITUTES

There were no substitutions.

## 6. DECLARATIONS OF INTEREST

There were none.

## 7. NOTES OF THE PREVIOUS MEETING

The notes of the previous Meeting of the Community Engagement Key Area Group held on 6 October 2022 (copy previously circulated) were **AGREED**.

## 8. EVENT PLAN DELIVERED IN 2023

A verbal update was provided on the list of activities achieved to date, following on from approval of the programme last year. A brief background to the Festival delivery was provided to explain that Jubilee Fest was delivered as the step down for from the larger festival delivered pre-Covid. The previous Council had requested that events were delivered across the year, rather than within a concentrated 9-day period.

### **RESOLVED that:**

The contents of the reports were noted. The new Key Area Group members thanked the Community Engagement Team for the delivery of the events.

## 9. EVENTS IDEAS FROM OUR NEW COUNCIL

Councillors were split into three groups, with previous Councillors not working together, facilitated by a member of the Community Engagement Team and came up with the following suggestions for events:

- Song Contest
- Writing Contest
- Trail of Halloween and Christmas Lights displays around the town
- An event which celebrates the different cultures in the town
- Open House - businesses open their doors to the public
- Open empty units for activities such as children's tasks with regular sessions of ping pong or a dance space
- Fayres – schools/organisations hold these in the town centre
- Design a banner (by local groups to be displayed on lamp posts)
- Plant trees in Church Walk
- An art exhibition for children including painting and structures e.g., paper mâché
- An environmental event with planting
- A Cycling Event on Green Circle, or a walk
- A sporting event perhaps at a cricket club
- A Youth Council in some form

- An Oktoberfest with beer and steins
- Crafty/art competition design a poster
- Another parade at the Summer Fayre just youth groups not schools
- A disco for a secondary school, a youth club for secondary school ages
- Staged event with stages at each end of Church Walk, summer music with restaurants open.
- Sand Pit – organise a Punch and Judy show, opportunity to sell ice cream, drinks, Pimms as Help Point have a licence, or be able to hire deck chairs from the Help Point.
- A traditional event that has a Maypole
- Open Air Cinema
- Children’s art exhibition
- Food and Drink festival
- Book signing event e.g., Peter James
- Rinse and repeat previous activities.

**RESOLVED that:**

The Community Engagement Team thanked the Councillors for the ideas and said these would be reviewed and considered for the next year’s programme. Clarification was provided that there are youth clubs in the town for secondary aged young people and it was suggested that the Youth Club organisers would be best placed to deliver activities that meet the needs of this demographic. Safeguarding checks would already be adhered to within these settings.

10. **MID SUSSEX MARATHON**

The Key Area Group considered the report provided on the Mid Sussex Marathon as set out in Agenda Item 10, dated Wednesday 14 June 2023. The Group noted there was an increase in the number of entrants into the 2023 Mid Sussex Marathon, and the event was unique to Mid Sussex. It was discussed that the Community Engagement Team would push to increase the number of local schools involved in the event.

**RESOLVED that:**

The Councillors agreed to support the Mid Sussex Marathon and budget to spend £1000 supporting the event in 2024-2025 programme of events.

11. **ABOUT TOWN MAGAZINE**

The Councillors considered the information set out in Agenda Item 11 dated Wednesday 14 June 2023. They discussed how currently costs were high, and savings needed to be found. Suggestions were made that included:

- Use pick-up points, including hairdressers, local shops etc
- Reduce the number of publications to two a year
- Use a cheaper printer service
- Create a smaller magazine, which would also reduce postage costs

- Make some form of communication in-house rather than externally to reduce costs
- Councillors deliver the magazine to households
- Use collection points and then have a sign-up delivery service for people who couldn't collect it
- Use a mixture of formats, such as one glossy magazine and two folded A3 documents a year

**RESOLVED that:**

The Councillors then voted

- The Council should continue to provide written communication - the vote was unanimous in favour of this.
- The communication should be delivered to all households and not at pick-up points - the vote was 7 for, and Cllr Williams abstained.
- To look at other printer services, including providers outside of Burgess Hill area as cost was critical. The vote was 6 in favour, and 2 abstentions from Cllrs de Souza and Eves.
- To set a budget at £10,000, and for the Communication Engagement team to investigate options for the Finance Key Area Group and Council. The vote was 7 in favour and Cllr de Souza abstained as the Chairman of the Finance Key Area Group.