

Big Coronation Lunch

Sunday 7 May 2023

12 noon-4pm

St John's Park, Burgess Hill

Budget: £3,000 from Town Council
Funding secured from National Lottery £2250

Spent: £3,722 total as follows:
£425 8th Scouts Marquee
£679 Brighton Bouncy Castles
£156 Lemonade Printing costs
£81 hand held radios
£1650 stage and OBU
£200 face painting
£395 photo booth
£136 bins to collect waste

Aim: To deliver a town-wide, community event to celebrate King Charles III's Coronation, in line with the Big Community Lunch theme, as per guidance issued by Buckingham Palace. There was entertainment provided by the Mid Sussex Search for a Star team and free activities.

Number of attendees: estimated footfall of 2,500 across the event duration of 12 noon to 4pm.

Publicity:

The event was advertised in many places as set out below:

- Full social media plan of posts on the Town Council Facebook, Instagram and Twitter in advance. Live posts on the day to encourage attendees and share live activities.
- Posters in the Help Point Window – the event title poster, request for donations and programme of event.
- Press release - it was featured in the Mid Sussex Times as an article and several times in the Town and Village news section. A post event press release was issued on 9 May 2023.
- All noticeboards in the town – 18.
- Poster displayed at Nationwide Community Board and at the station.
- Two banners in prominent locations – Triangle roundabout and McDonalds Roundabout.
- Two correx boards -A1 – sited at Bandstand (central location in town), and at the park outside the kiosk.
- Post event – the event was featured on BBC South East News on the evening of the event.

Event breakdown:

The focus of the event was the musical entertainment, on stage, organised by the Mid Sussex Search for a Star team. This was supported by community stalls selling food:

- Burgess Hill Bonfire Society - hog roast and BBQ with all dietary options available;
- 7th Scouts - popcorn, candy floss and donuts;
- St John's Church - a variety of homemade cakes and preserves.
- Cricket Club bar was open and promoted the club to the visiting public in the pavilion.
- The Park View Kiosk was open selling hot drinks and snacks and had a continual queue as did the Ice Cream van which was provided by Kiosk.

Free activities were provided for the public to enjoy:

- Coronation crafts provided by Burgess Hill Youth
- Sunflower seed planting activity provided by Central Sussex Rotary (overseen by Burgess Hill Youth)
- Bouncy castles provided by Brighton Bouncy Castles

- Polly the Photobooth provided by Handmade and Hire – pictures printed with Town Council branding and Big Coronation lunch logo.
- A face painter providing Coronation themed face paints.

We wanted to ensure the event was accessible to all in our community, so we approached Burgess Hill Pantry to request they create hampers for 50 families registered with them, to include items for a picnic. The Town Council secured funding from local business owner Steve Willis, from Steve Willis Training, this was then featured in our pre-event press release thanking him for the donation and was shared with the wider Burgess Hill Business Parks Association Newsletter. Another post was scheduled for 11 May 2023, thanking Steve Willis for his donation.

The Town Council Gazebo was set up on the day providing a central point for people to come to ask any questions about the event and provided an opportunity to promote the future events, and sign up for our events mailing list. This acted as first aid post and lost children point, but fortunately neither of these were required. Three additional toilets were provided for the event in view of footfall and additional rubbish bins were sourced externally.

Feedback:

Funds raised by Community Groups as a result of attending was £1,976 broken down as follow:

8 th Burgess Hill scouts £425	Burgess Hill Bonfire Society £500
7 th Burgess Hill scouts £539	St John's Church £176
Motor Neuron Disease Fund raiser by Mid Sussex Search for a Star £336	

On Tuesday 9 May, a press release was issued, and a social media post requesting feedback too. This was also an opportunity to promote our Events Mailing List. Comments received via our QR code and social media were as follows

What went well:

- Good atmosphere, lots of things to do that were free with a donation which is amazing
- It was a really great event! Well done all!
- Well done to the team for all your hard work organising such an amazing event! Everyone looked like they were having a great time. So much so, nobody seemed in a rush to leave at the end!
- Amazing!

Would be better if:

- Too busy took forever to have a go on something.
- Less queues.

Team debrief of the event on Tuesday 9 May captured various points:

- Safe event with no incidents, public were happy with all the activities and entertainment
- Groups attending raised good level of funds
- Closure signs for queues worked well

Even Better If:

- Push the hired bins to the existing bins so that these were even more visible to the public;
- The space was at maximum capacity and the ground suffered due to the weather- consider Fairfield as an alternative location for large scale events as cricket area not an option;
- View of stage impeded by vehicles – better behind.

Coverage in the Mid Sussex Times on Thursday 11 May included the article below:

Photos from the event are attached at Appendix 1.

Jennifer O'Grady
Head of Community Engagement Team

Coronation marked with royal events across area

Burgess Hill and Haywards Heath residents celebrated the Coronation of King Charles III and Queen Consort Camilla with Big Coronation Lunches organised by their respective town councils on Sunday

Lawrence Smith
Burgess Hill Town Council

Families across Mid Sussex enjoyed huge town celebrations at the weekend to mark the Coronation.

In Burgess Hill musical performers were co-ordinated by Mid Sussex Search for a Star and there were free activities like Coronation crafts with Burgess Hill Youth, bouncy castles and face painting.

A Burgess Hill Town Council spokesperson said: "St John's Park was brimming with people, as families joined the festivities for the King's Coronation. Young and old enjoyed the event, with plenty for everyone to do."

Residents also donated 14 crates worth of food in just four hours to support the Big Help Out, which were split between the Burgess Hill Community Foodbank and Burgess Hill Poetry.

The council said: "For those who didn't bring a picnic, food was provided by the wonderful Burgess Hill Ecofire Society, 7th Scouts and St John's Church."

There was a barbecue and baked goods, while Burgess

Hill Cricket Club offered light refreshments.

Burgess Hill Town Council thanked everyone who contributed to the day.

In Haywards Heath, a Royal Procession from the town hall provided the lunch in Victoria Park.

The procession featured: local dignitaries, Miss Radio's mascot, Bruce's Doggy Day Care, the Royal British Legion, 175 Squadron Air Cadets, Bolnisi Scouts, Scouts from the 5th St Pauls Group, Girl Guiding Sussex Central, Lindfield Bonfire Society, the Dolphin Gymnasts, Alegria Spanish Dance, Remshankan Saesne De England and staff and councillors from Haywards Heath Town Council.

Town mayor Howard Murrin said: "This was a marvellous moment for our community in Haywards Heath. It was truly heart-warming to see so many families, community groups and organisations coming together and taking part in our Royal Procession Coronation Celebrations and Coronation Big Lunch."

"I would like to thank each and every one of you for showing your true community spirit and marking this historic event with fun and pride."



Mid Sussex Search for a Star contestants on stage at the Burgess Hill Big Coronation Lunch



The Burgess Hill Big Coronation Lunch



Staff from the Burgess Hill Community Foodbank and Burgess Hill Poetry accept donations

