

Tel: (01444) 247726  
Fax: (01444) 233707  
Website: <http://www.burgesshill.gov.uk>

Wednesday 11 October 2023

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

A **MEETING** of the **COMMUNITY ENGAGEMENT KEY AREA GROUP** will be held in the Council Chamber on **Monday 16 October 2023** at 18.30 hours, when your attendance is required.

Steve Cridland  
Chief Executive Officer

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

### [OPEN FORUM](#)

Each member of the public is permitted to speak once in respect of business relevant to the Town Council or of local concern to the residents of the town at the discretion of the Chairman (during the Open Forum). They can also speak during the meeting (on topics relating to the published agenda and any other business raised during the meeting) as the agenda debate is progressed. Speakers are encouraged not to speak for more than three minutes, at the discretion of the Chairman or nominee (including the Chair of any other meeting of the Council).

If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda the Chairman may direct that a member of the public submits a question or comment in writing which shall be answered in due course.

### [FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA](#)

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting.

The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

## AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **SUBSTITUTES**

3. **DECLARATIONS OF INTEREST**

In respect of any matter on the Agenda.

4. **NOTES OF THE PREVIOUS MEETING**

To consider the Notes of the Meeting of the Community Engagement Key Area Group held on 14 June 2023 (copy previously circulated).

5. **EVENT UPDATE FROM START OF COUNCIL YEAR TO DATE**

- 5.1 The Community Engagement Team have delivered 34 events to date the highlights include the following:

Coronation event – Event Report at Appendix 1

Summer Fayre with the inclusion of the Parade - Event Report at Appendix 2

Summer Holiday Activities – Event Report at Appendix 3

All three were highlights, however we have also supported the following:

- Young Carers – with 3 fun days and an outing, with another fun day planned for October, supporting up to 15 young carers per session, in the Burgess Hill and immediate surrounding areas working with Burgess Hill Youth to advertise, promote and act as the liaison for these activities.
- SEND activities – the Family Fun Sessions supported 69 families – held in April 2023 and August 2023.  
In addition, we have delivered dedicated sessions for SEND craft activities as part of the holiday activities for October 2022 and February 2023. They are planned for October 2023, Christmas 2023 and February 2024.
- Senior Citizens - we have delivered 2 tea parties supporting approximately 140 residents at the Kings Weald community centre that have proven very popular, supporting the isolated in our community. We have also worked with Burgess Hill Girls

School supporting the tea parties held in November 2022 and June 2023. There is one planned for November 2023.

- Adult Carers – 33 residents attended the annual event held at Burgess Hill Girls School in March 2023 and plans are underway for next year's event in 2024.

5.2 We always look to work and deliver with partner organizations and are fortunate over the last year to have continued to build these relationships. Partners include:

Burgess Hill Youth, Burgess Hill District Lions, Burgess Hill Bonfire Society; Central Sussex Rotary; Burgess Hill and District Rotary; Burgess Hill Library; Burgess Hill Pantry; Burgess Hill Community Foodbank; The King's Church; St Edward's Church and Mustard Seed Café; Mid Sussex Voluntary Action; Burgess Hill Creative Community and Crafters Market; Royal British Legion; Mid Downs Radio; Age UK West Sussex; Burgess Hill Girls School, Mid Sussex Community Radio and Mid Sussex District Council.

5.3 When working with partner organizations we consider funding opportunities to contribute toward the costs of the events. The most successful bid was for the Coronation event in which £2,250 was donated from the National Lottery Awards fund. Some costs are considered in kind, for example the facilities for tea parties at Burgess Hill Girls school, and The King's Church supporting the Family Fun Sessions and Hamper projects. Both generously provided their facilities free of charge for the benefit of the wider community. In addition, formal funding bids were submitted to Burgess Hill District Lions and funding was generously provided for the following:

Rock up and Ride event	£600 allocated but returned as site not completed and event cancelled.
Shakespeare Performance	£1,000
Summer Fayre parade and event	£1,500
Teddy Bears Picnic	£600.

External funding was also provided by the Budding Foundation to deliver the two SEND Family Fun Mornings - £600.

Burgess Hill and District Rotary contributed towards the cost of the April tea party - £100.

Summer Fayre pitch fees to contribute toward event costs amounted to £665. There were further donations from the event buckets at the free activities, the fairground provider and ice cream sales donated back to

us amounting to £797.82 – all of which were set out in the detailed event report circulated.

We are very grateful for the additional incomes received and acknowledge these formally in event reports, a thank you letter, and post event press releases.

- 5.4 We have instigated a localized group to co-ordinate support for Burgess Hill, holding an initial meeting in August, with a follow up meeting planned for October to ensure that we are working to support those most in need in Burgess Hill. These organizations include the Foodbank; Pantry; The King's Church; Mid Sussex Voluntary Action; Mustard Seed Café at St Edward's Church; Age UK West Sussex and Burgess Hill Youth, coordinated by the Town Council.
- 5.5 We are keen to support the local businesses in the town and the Trails that were delivered over the year demonstrate the increased level of business engagement.

October 2022: Participating businesses: 29

Number that completed the trail: approx. 165

Easter 2023: Participating businesses: 16

Number that completed the trail: approx. 200

October 2023 (currently): Participating businesses: 23

Number that completed the trail: expected 150 – 200

November 2023 - we have launched the Christmas Window competition which will be judged on the morning of Christmas event on 25 November 2023.

## 5.6 **RECOMMENDATION**

The contents of the report are noted.

Risk Implications: These were considered in advance of events being booked. No financial implications.

## 6. **EVENTS FOR REMAINDER OF COUNCIL YEAR 2023-2024**

- 6.1 The forthcoming events that the Community Engagement Team are working on are:
- Halloween Trail – 23 - 27 October inclusive
  - Halloween Crafts – Monday 23 October (SEND session starts this event)
  - Young Carers – Tuesday 24 October

- Play Day organised by MSDC – officer support provided – Tuesday 24 October
- Witchy Wednesday – Wednesday 25 October
- Armistice Day – Saturday 11 November
- Remembrance Sunday – Sunday 12 November
- Christmas Light Switch On event – Saturday 25 November
- Tea Party at Burgess Hill Girls School – Thursday 30 November
- Christmas Hamper project – 6 - 8 December
- Holocaust Memorial event – Monday 29 January 2024
- Young Carers – February 2024
- Half Term Crafts – February 2024 (SEND session starts this event)
- Diabetes and Blood Pressure Testing event – March 2024
- Carers event – March 2024

## 6.2 RECOMMENDATION

The contents of the report are noted.

Risk Implications: These were considered in advance of events being booked. No financial implications.

## 7. [EVENT PROGRAMME 2024-2025](#)

- 7.1 The Community Engagement Team has requested feedback at each event delivered during 2023 to understand the comments from those that attended on the day. The feedback is generally very positive and is attached at Appendix 4 with 55 responses provided.
- 7.2 The team have also requested feedback over the last 6 weeks via our social media and our noticeboards for event suggestions for 2024. To date we have received 18 responses and these are attached at Appendix 5 for Key Area Group review.
- 7.3 Finally, Councillors attended an event held on 30 September 2023 and requested completion of a questionnaire of the following three questions:
1. What do you like most about Burgess Hill?
  2. What do you least like about Burgess Hill?
  3. What would you like to see in Burgess Hill?

Many of the responses were focused on the Town Centre. The questions were devised by the Councillors attending the event and were used as a communication tool.

- 7.4 Having considered all responses provided along with suggestions from Councillors at the last Key Area Group meeting, we have prepared a

proposed programme for Councillors to consider. This is attached at Appendix 6. Councillors are reminded that external funding will be sourced as part of the budgeting process, but as these funds are not guaranteed we must cover the costs of these within the proposed budget.

## 7.5 **RECOMMENDATION**

The views of the Key Area Group are sought.

Risk Implications: These will be considered in advance of events being finalized. No financial implications at this stage. The programme and budget will then be passed to the Finance Key Area Group for their meeting on Wednesday 15 November 2023 to approve the budget.

## 8. **ABOUT TOWN TENDER AWARD 2023**

8.1 The About Town Tender has been awarded to Cliffe Enterprise Ltd and will commence from March 2024 - November 2026 for nine issues. This process was administered by Jennifer O'Grady (Head of Community Engagement) and Steve Cridland (CEO), and was considered with Councillors Richard Cherry and Brenda Williams. The contract was awarded based on price. An initial meeting has been held with the new providers with the Editor in attendance and we are currently agreeing the working deadlines. The magazine will continue to be issued three times a year.

## 8.2 **RECOMMENDATION**

The contents of the report are noted.

Risk Implications: The contract has been awarded on price and working practices are being established. Any potential risks will be considered whilst deadline dates agreed but this is a reputable company that have provided examples of written communications.