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Monday 3 June 2024

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 10 June 2024** at 18.00 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.

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Members of the Community Engagement Key Area Group: Brenda Williams (Chairperson);
Diane Black; Cedric De Souza; Bob Foster; Jon Gardner;
Mohammad Hossain; Andy Stowe; Adam White

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. ELECTION OF VICE-CHAIR

2. OPEN FORUM

3. APOLOGIES FOR ABSENCE

4. SUBSTITUTES

5. DECLARATIONS OF INTEREST

In respect of any matter on the Agenda.

6. NOTES OF THE PREVIOUS MEETING

To consider the Notes of the Meeting of the Community Engagement Key Area Group held on Monday 16 October 2023 (copy previously circulated). These were approved at Council on Monday 27 November 2023.

7. UPDATE ON EVENTS DELIVERED

Councillors approved the programme of events for delivery in this Council year at their last meeting held on Monday 16 October 2023. Highlights of these are provided in reports set out below:

October 2023 Half Term activities included Creepy Crafts and Witchy Wednesday with 70 free craft places for primary-aged children with a dedicated session for children with SEND. Climbing wall was popular with over 300 young people enjoying this free activity. Both events were held in the town centre.

November 2023 - Christmas Light Switch On event delivered with highlights as follows:

- Approximately 2500 attendees across the day, with approximately 3000 at the Switch On itself.

- Santa's Grotto alone saw 187 children from 116 families.
- Stage outside Help Point with range of entertainment from 11am-5.30pm.
- Parade with Burgess Hill Marching Youth reaching the stage area prior to the light switch on.
- 14 community groups having stalls on Church Walk for duration of event.
- Polly the Photobooth Caravan (free photographs from 11am – 5pm)
- Free facepainting in the Help Point, 12 – 4pm
- The Flying Buttresses' 'Present Company' (walkabout entertainers)
- Dickensian Christmas Ding Dong (walkabout entertainer)
- Imperial Outlanders (Star Wars and Marvel walkabout entertainers)
- Free craft sessions in the Kiln (pre-booking only)
- SEND meet and greets with the Imperial Outlanders (pre-booking only)

March 2024 Check Your Health event delivered in partnership with Mid Sussex Health Partnership, Mid Sussex Wellbeing Team, Places for People, Xyla Health and refreshments provided by Burgess Hill District Lions. This offered pre-bookable appointments and walk-ins with 88 interactions for blood pressure and blood glucose levels testing. Results were:

- Patients referred for 24-hour monitor (ABPM): 8
- 2 patients presented with high blood pressure but preferred to speak to the GP on Monday.
- 2 patients presented with very high blood pressure and were referred to A&E.
- Results of the blood glucose pressure:
- Patients referred for more tests with their GP: 2

Feedback from partners and participants was good and we hope to deliver another Health Awareness event in Spring 2025.

Trails in the Town Centre

Halloween Trail October 2023 – 310 young people participated with 24 businesses in the town centre supporting the event. Each child received a toy and a small sweet for participating,

Easter Trails April 2024 – 209 young people participated with 23 businesses in the town centre supporting the event. Each child received a book and a small sweet for participating.

Young Carers events delivered in partnership with Burgess Hill Youth held in October 2023, December 2023, February 2024 and Easter 2024. These

events continue to increase in numbers and are essential to support the young carers in Burgess Hill and those in immediate villages surrounding the town.

Family Fun Sessions – these are specifically for young people with Special Educational Needs and or Disabilities and delivered in partnership with the King’s Church. The event was delivered on 4 April 2024 and the event report is attached at Appendix 1.

Easter Activities 2024 – sporting activities were offered to residents with prebooking in advance. This was a new approach to delivering and a full report is attached at Appendix 2. In summary there were approximately 90 attendees.

Lord Chamberlain’s Men performance of Hamlet – 171 adult tickets and 18 concession tickets were sold for the performance, 189 in total. This compares with previous years performances:

Year	Performance	Adult tickets sold	Concessions
2023	Romeo and Juliet	209	44
2022	As You Like It	143	11
2021	Macbeth	161	30
2019	Midsummers Night Dream	167	14
2018	The Tempest	112	19

A verbal update will be provided on the D Day event that will be delivered after this agenda has been circulated.

RECOMMENDATION

The contents of the report are noted.

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

8. FEEDBACK ON EVENTS DELIVERED

At each event the Community Engagement Team seek feedback verbally at the events and where possible request written feedback via a QR code to seek specific data. This is then used to assist with the planning of future events.

Appendices 3A and 3B show a table of feedback received for events since the last Key Area Group meeting in October 2023.

RECOMMENDATION

The contents of the report are noted.

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

9. UPDATE ON FORTHCOMING EVENTS FOR REMAINDER OF COUNCIL YEAR

The forthcoming events that the Community Engagement Team are working on are:

- Summer Fayre, 'Love Sussex' theme – Sunday 23 June 2024. Following on from feedback, the event has been opened to local businesses to participate in, resulting in over 80 stalls and activities. The programme has been finalized and is available on our website now with limited paper copies available at this meeting.
- Teddy Bears Picnic – Monday 1 July 2024 working with The King's Church and Central Sussex Rotary with over 15 of stalls booked to attend with financial support for the event provided by Burgess Hill District Lions.
- Tea Party at Burgess Hill Girls School – Wednesday 3 July.
- Open Air Music in the Park – Friday 5 July – featuring live performances by three local performers with food providers attending and the cricket bar will be open.
- Summer Holiday programme will be finalized to include a wide range of free activities to include:

Discussion on sporting activities at the Triangle restricted to one free activity per child to ensure this is accessible as possible;

Discussions on basketball themed activity following on from positive feedback from last year's summer activity;

Wowzer Wednesday programme being launched on Wednesday 24 July with free theatre performance of The Tale of Jemima Puddleduck performed by Quantum Theatre in St John's Park;

4 subsequent two-hour entertainment sessions provided in the town centre by the bandstand to support the Sand Pit delivered by the Maintenance Team, and to support local businesses;

- Rock up and Ride event to be delivered working in partnership working with Respect Youth Club and Gosport BMX club to be funded externally.
- Library event working in partnership with WSCC Library team – Tuesday 24 September at 7pm.
- October half term activities are being planned now.
- Save the Date for Christmas Light Switch on – Saturday 23 November 2024.

RECOMMENDATION

The contents of the report are noted.

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

10. PARTNERSHIP WORKING

Opportunities are explored to deliver events at every opportunity with partnership groups. This is helpful as builds relationships, brings further new ideas on events and potentially some funding. The process will involve receiving and debating ideas and working together to reach a decision based on consensus. This has been demonstrated well with the D-Day event and it is hoped this approach will be used for further events.

D-Day event has comprised the following partners: -

Central Sussex Rotary; Royal British Legion; St John's Church; Burgess Hill Heritage and History Society; Burgess Hill Bonfire Society; Helen Underwood-Lewis from Lea Graham Associates; Burgess Hill Marching Youth; Burgess Hill Cricket Club; Burgess Hill District Lions and representatives from Burgess Hill Academy.

Below are other organizations we have, or will be working with over this Council year:

Respect Youth Club; Gosport BMX club; Burgess Hill District Lions; Places for People Triangle; The King's Church; Budding Foundation; Burgess Hill Youth; Burgess Hill and District Rotary; Mid Sussex District Council; Same Sky; Burgess Hill Girls; Burgess Hill Creative Community; Burgess Hill Community Foodbank.

We also work with partners who directly support the Burgess Hill community meeting quarterly to share updates on current projects and identify needs. Groups that participate in this are Age UK West Sussex in Burgess Hill, Burgess Hill Youth; Burgess Hill Pantry; Burgess Hill Foodbank; The King's Church; St Edward's Church; Mid Sussex Voluntary Action and the Salvation

Army. The benefit of meeting is to help identify shared priorities and best practices.

RECOMMENDATION

The contents of the report are noted.

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

11. IDEAS FOR FUTURE EVENTS

The Community Engagement Key Area Group is asked for ideas on events they would like delivered. This is put together in September and October ready for budget consideration in November. These would be for events delivered April 2025 - March 2026.

Lord Chamberlain's men will be delivering Twelfth Night in 2025 and we would need to book this in and a request the site. There is now a caretaker charge to hire the school venue which would also need to be budgeted for.

RECOMMENDATION

The views of the Key Area Group members to be put forward.

These will be reviewed by the Community Engagement team for viability and costs, using experience of event delivery.

Risk Implications: These will be considered in advance of events being booked. The budget for the event programme is reviewed by the Finance Key Area Group at their meeting in November 2024.

12. ABOUT TOWN

Councillors will recall the tender was awarded last year to Cliffe Enterprise Ltd. The first magazine was delivered to residents in March 2024 and the magazine to be delivered week commencing 22 July 2024 has been finalized now. The contract was awarded based on price. The forthcoming issue will include Councillor Contact details.

The Officers involved in the production of the magazine agreed the first issue was produced successfully and a good working relationship has been established with the Editor, Emily Bryant, liaising with the Cliffe Enterprise team directly.

Advertising continues to be a challenge but every effort to secure adverts is made.

RECOMMENDATION

The contents of the report are noted.

Risk Implications: These were considered at time of awarding the contract.