

# Burgess Hill

## BUSINESS PARKS ASSOCIATION

---

### Opening Remarks

#### **This week's summary**

There is plenty of Christmas cheer in this week's issue. I often have one-to-one meetings in Burgess Hill at the Home Cafe at The Kings Church on Victoria Road and I cannot recommend the place enough, great coffee and great WiFi, an invaluable hub for anyone working nearby. Find out about the free Christmas carol service and lunch they are laying on later next month.

#### **In other news**

Degree apprenticeships can be pathways to the C-Suite for ambitious staff. There's an annual review of employment law, while other legal experts discuss all things property.

We celebrate an important award nomination, there is an opportunity to learn more about Microsoft Teams. Many of our members have an appetite to grow their business and we have details on funding to help innovate and realize those ambitions. We ask you to shop locally whenever you can.

Train your staff on key skills using excel - heavy discounts for BHBPA members, see below for more details or click here: [Training Courses](#)

#### **An inspirational event**

We open with a report on our networking event held yesterday at Time 24, hosted by co-MD David Shore. Sharing the thoughts of many of those that attended we had this feedback a few hours after I'd collected back the last of the name badges:

*"I must say that this was the most insightful and honest talk given by an MD at a BHBPA event I've attended in recent years."*

Aneela Rose, Client Director, Rose Media

*"Just a note of thanks for your hospitality and a most interesting and inspirational overview about the development of your business. I wish you and your team continued success."*

Paul Williams, Business Development Director, Rewards Training

A new January event will be announced next week (it's an exciting one...but this week we already have a packed issue, so be patient). Meanwhile there are other events later this month and December and they are booking up fast [Book events here](#)

This week we welcome another new member. Become part of the most dynamic business group in Sussex. [Join Here](#)

Keep the stories coming in [richard.cox@bhbpa.co.uk](mailto:richard.cox@bhbpa.co.uk) or call **07393 728688**

---

# Attention Attention Attention

## Our newsletter platform is changing

We've been working on a new look and want to help you navigate our weekly content better. It won't change too much but BHBPA is always looking to improve.

As of the 1st of December we will be using a slightly different newsletter platform and this means the newsletter will be delivered to your inbox from a new sender (email address):

**mail@bhbpa.co.uk**

---



## Time 24

### Yesterday's networking event - A Photo Report

We kicked off the morning with a fabulous breakfast spread very kindly put on by Time 24 and provided by BHBPA member Tatjana from [Indigo Events](#).

As always some very tasty breakfast treats awaiting our delegates when they arrived, with teas, coffees and fruit juice.

Once everyone had had a chance for some informal networking, getting to know some of the new faces in the crowd, we sat down to an interesting presentation from David Shore, co-founder and co-MD of Time 24.

A storied history working as a contract manufacturer in an ultra-competitive field, Time 24 work with many of the biggest names in UK manufacturing, specializing in delivering complex wiring and control box assemblies to hi-tech fields such as medical radiation therapy machines, aircraft simulators and the like.

Time 24 have provided the wiring on over 30,000 rail carriages and anyone travelling from Sussex to London by train may be



**Some of our newer members**

interested know that there is £60,000 of Time 24 kit installed on each carriage.

With its nimble approach the company's business model has evolved significantly over the decades, responding to industrial trends such as 'just in time', globalisation and more recently the advent of AI. Identifying new high growth sectors to focus on has been key to their resilience.



**David Shore**



Today the company employs some 120 staff in Burgess Hill with another 70 at their manufacturing facilities in the Czech Republic. David also touched on a key element of their success, the foundation of any well run business: People.

A royal visit from Princess Anne in 2021 celebrated several members of staff receiving awards for 25 and 35 years of service with the company. He explained how they shape that work environment. When choosing a candidate for a new role, they may well have two or three candidates that are well qualified, experienced and capable, but their selection is determined above all by how that individual will fit in with the rest of team.

We then split into three groups to tour the large facilities on the Burgess Hill site. As we walked around the various areas, I noticed storage bins labelled with the names of the most prestigious manufacturers working in high tech that you will find in Sussex and across the UK. Many completed assemblies are themselves standalone industrial

products, it was great to see so much 'Made in Britain' labelling.

In my group, which included representatives from companies involved in the engineering, manufacturing and aviation sectors, there was a lot of interest shown in the company's bespoke Enterprise Resource Planning ([ERP](#)) system. This has been developed over the last few years and incorporates various elements of AI to enable the company to maintain the keen competitive edge needed in the fast moving technology sectors they operate in.



We would like to say a great thank you to David and his team for hosting the event yesterday morning, providing a fascinating insight into what goes on behind the walls of one of the biggest companies in the local area. A major local employer and founding member of BHBPA.

#### [Time 24](#)

The UK's premier wiring specialist  
**Manufacturing Excellence**

---

## Are you a follower?

Our LinkedIn followers continue to grow, join our vibrant online community



[Follow us on](#) LinkedIn to stay up to date and be amongst the first to hear about new business support initiatives and funding.

Encouraging productive partnerships that contribute to the collective growth and development of the Burgess Hill business community.



---

## BH Biz Stars 2024

We're teasing you with what will be launched in January 2024.

We'll have 11 awards up for grabs.

This week:

### Community Champion

**The BH Biz Stars 2024 Community Champion Award goes to...**

The Community Champion is a company that recognises its corporate social responsibilities (CSR). That involvement in the community could take any number of forms. A company that offers materials to schools, or sponsors team kits for local rugby, football, or cricket teams. A company happy to give its time to support the community by, for example, allowing staff to spend a day at a hospice or other volunteer activities, or helping pack and deliver local Christmas Hampers. Perhaps you allow staff to take time out to fulfil their duties as a Trustee or Treasurer of a local charity.

**Stay tuned for the January launch...**





To find out more, arrange a face to face or online meeting, please contact:

[richard.cox@bhbpa.co.uk](mailto:richard.cox@bhbpa.co.uk)  
**07393 728688**

---

## You're invited!

**HOME Coffee House is hosting a FREE Christmas carol service**

Get ready to spread some Christmas cheer because HOME Coffee House is hosting a FREE Christmas carol service and lunch at The King's Centre, 33-35 Victoria Road in Burgess Hill, for our Burgess Hill Business Park and Coffee House community on Wednesday 13th December at 1pm.

Join us for a festive sing-along and, yes, we're serving up a delicious free HOME Coffee House lunch too.

This event is all about community, togetherness, and spreading some joy during the most wonderful time of the year. So, put the date in your diary, bring along your colleagues, and let's jingle all the way together!

No need to book, but if you are hoping to attend please email [facilities@tkc.org.uk](mailto:facilities@tkc.org.uk) so we have an idea of how many hot chocolates to make!



---

## New Members

- **Sussex Tech Support**

---

## Sussex Tech Support

**A new local IT support company**

We are thrilled to introduce Sussex Tech Support, your new local IT support company dedicated to helping businesses in Sussex manage their IT services. With a mission to

provide "super high levels" of customer service, we aim to put an end to the days when employees moan about their computing and IT support. Our one-year-old venture is already making waves in the region, and we are excited to be a part of the vibrant business community in Burgess Hill.



Sussex Tech Support focuses on helping businesses with a workforce ranging from 5 to 50 employees. We understand the unique needs and challenges that these businesses face. Our commitment is to supply simplified IT services, ensuring that technology becomes an asset, not a source of frustration.

With a resolute team of four IT experts, Sussex Tech Support is based at the Freshmill serviced offices. This strategic location enables us to attract and nurture local young engineering apprentices, investing in the future of both our company and the community. By fostering young talent, we aim to deliver top-notch IT services and support to our clients for years to come.

In today's digital age, cyber security is of utmost importance. We have developed a unique Cyber Quiz enabling you to understand your current cyber security posture. Upon completing the quiz, you'll receive a personalized report highlighting areas that may require attention.

Try the quiz online at [www.sussex.tech/cyberquiz](http://www.sussex.tech/cyberquiz)

Sussex Tech Support is dedicated to making IT support a seamless and pleasant experience for local businesses in Sussex. We look forward to building lasting partnerships and contributing to the success of businesses in Burgess Hill and beyond.



[Book a 15 minute introductory Teams call](http://www.sussex.tech/cyberquiz)

[sussex.tech](http://www.sussex.tech)  
01444 224430

---

## Train your next Accounting Finance Manager

### A new Degree Apprenticeship programme

The University of Chichester is launching a brand new Degree Apprenticeships programme - Accounting Finance Manager.

This three year apprenticeship programme will give a firm grounding in the principles of accountancy, business finance, auditing and taxation, enabling the management and

implementation of processes and systems. The apprenticeship aligns with Institute of Financial Accountants for Intermediate Level. The fact that this apprenticeship aligns with Institute of Financial Accountants for Intermediate Level means that learners can apply for an exemption from the ACCA, ICAEW or CIMA if they wish to pursue a professional qualification as a qualified accountant.

Apprentices will study modules aligned to six main topics:

- Accounting (financial and management accounting)
- Taxation
- Operations and strategic management
- Finance
- Information systems
- Auditing

The modules delivered will be organised as outlined below:

The Accounting Finance Manager apprenticeship is a part-time programme designed specifically to cater for the needs of employees working in the accounts/finance department of an organisation or a professional accountancy firm. The broad purpose of the occupation is to manage and implement accounting, finance systems and processes that support decision-making in-line with strategy by applying technical and technological knowledge and skills to all aspects of accounting and finance within their organisation.



The programme aims to equip degree apprentices to understand the nature of the organisations in which they work, the roles they are called upon to play, and how they might enhance their own performance in pursuit of their chosen careers. Therefore, the Accounting Finance Manager apprenticeship offers a mix of academic and vocational/professional study that encourages apprentices to develop within their work environment and to be reflective, lifelong learners whilst embedding employability throughout the programme delivery. On successful completion apprentices are awarded a BA (Hons) Accounting Finance Manager Degree.

The University of Chichester is planning to launch this apprenticeship programme in February 2024. The programme can be funded through the apprenticeship levy, or if the business is not a levy-payer, can be co-funded between the employer and the government.

**Most small and medium-sized businesses will pay only 5% of the cost of the programme.**

The University is looking to gauge the initial level of interest in this programme prior to its formal launch in the New Year.



If you are interested in finding out more about this programme please contact Andrew Adams, Business Development Manager at the University of Chichester ([a.adams@chi.ac.uk](mailto:a.adams@chi.ac.uk)), the University's Apprenticeships team at [apprenticeships@chi.ac.uk](mailto:apprenticeships@chi.ac.uk) or by calling **01243 816000**.

---



**extech cloud** Microsoft  
Solutions Partner

Your local Microsoft Solutions Partner

**Call: 01444 443 200**  
**www.extechcloud.com**



**We'll show you how  
Microsoft can help  
you beat the  
cyber criminals.**



---

## Sussex Business Awards

**Rose Media is a finalist in the 'Small Business of the Year' Award!**

The Roses are over the moon to hear the news that the agency has been shortlisted in the Sussex Business Awards 2023, for the 'Small Business of the Year' Award. An absolutely amazing achievement that has made the team as proud as can be.

Founded in 2004, Rose Media has enjoyed a long-term journey of growth and change these past 19 years, offering specialist PR services. We have successfully pivoted, adapting to the changing world to deliver research-led, evidenced based work.

Our 'why' is to change perceptions by delivering PR with purpose, precision and flair which has been recognised and with an average client retention of 12 years, we are a very happy bunch!



We look forward to a happy Awards evening on the 30th November at The Grand Hotel in Brighton enjoying the celebrations of business success stories from across Sussex.

Managing Director, Aneela Rose, says; "The whole team has been working so hard this past year and it's fantastic for our achievements to be recognised in this way. It's not been an easy year at all, but we forge ahead as a group of passionate, energetic and committed individuals delivering great work for our clients."



**01444 241 341**

[hello@rosemediagroup.co.uk](mailto:hello@rosemediagroup.co.uk)

[rosemediagroup.co.uk](http://rosemediagroup.co.uk)

---

## Automating Microsoft Forms for Smarter Data Handling

**A lunchtime webinar**



LUNCH & LEARN SERIES • JUST 30 MINUTES • REGISTER NOW  
TUESDAY 28th NOVEMBER 2023 - 12:30PM BST

## Automating Microsoft Forms for Smarter Data Handling

Presented by Paul Stanyer



**Presenter:** Paul Stanyer  
**Date:** Tuesday 28th November  
**Time:** 12:30pm – 1:00pm BST

### Topic:

New to Microsoft Forms? We will cover some basic and advanced form and survey creation features. Want to make Microsoft Forms work for you? We will look at using automation to collect completed forms or surveys to help you analyse the data faster and more easily!

Registration Link: [https://us06web.zoom.us/webinar/register/WN\\_647hX-uhRV-Okprs1y1SwQ](https://us06web.zoom.us/webinar/register/WN_647hX-uhRV-Okprs1y1SwQ)



### [Get in Contact](#)

Give us a call: **01732 243 100**  
Drop us an email  
[hello@pstechnology.co.uk](mailto:hello@pstechnology.co.uk)

[To register for this webinar - CLICK HERE](#)

## Employment Law

### What to expect in 2024

November is a busy month for us at Sherrards as we prepare for our annual Employment Law Latest seminars.

In our latest blog, Harry Sherrard comments on new laws set to be introduced in 2024 and also takes a further look at the many radical employment law changes being proposed by Labour, should they form a Government in 2024.

[Click here](#) to read the blog in full.



If you would like further information on any of the topics detailed in this blog please email [advice@sherrardslaw.com](mailto:advice@sherrardslaw.com) or call the office on **01273 834120** to talk to a member of our team.

We will also be covering the topic at our upcoming **Employment Law Latest** seminars.

Limited availability remains for the seminars taking place at:

- **The RAC, London on Monday 20th November**
- **Camberley Heath Golf Club, Camberley on Thursday 30th November**

For further information or to book a place please send an email to [laura@sherrardslaw.com](mailto:laura@sherrardslaw.com)



[advice@sherrardslaw.com](mailto:advice@sherrardslaw.com)  
**01273 834120**  
[sherrardslaw.com](http://sherrardslaw.com)

---

## Property & Planning Festive Quiz

**Join us for our festive quiz! - Thursday 14 December 2023**

Join us for some festive cheer and a pigs in blankets breakfast roll before battling against others in the Real Estate arena in our annual quiz.



**DATE** Thursday 14 December

**TIME** 8.10 - 10.00am

**LOCATION** [Griffin House, 135 High Street, Crawley, RH10 1DQ](#)

### **Book now**

There is no need to enter a full team - we will mix you up before testing your knowledge so come alone or with a colleague.

There will be a festive treat for everyone who attends plus a bottle of wine each for the winning team.

**So, don your best (or worst) Christmas jumper and join us to finish the year in style!**



BRIGHTON - JUBILEE ST | BRIGHTON - OLD  
STEINE | GATWICK | GUILDFORD | HORSHAM  
HASOCKS | LONDON

[dmhstallard.com](http://dmhstallard.com)

---

## Sussex Living Magazine

**Last chance for Christmas bookings**

We hope all is going well with you, we'd like you to consider us for our December issue.

We have a cracking Christmas issue lined up.

Want bookings for Christmas parties and lunch? Come into our delicious food and drink section.

Got seasonal fashion, beauty and health promotions? Our health and beauty section is made for you.

PLUS we have our beautifully designed Christmas Gift Guides Section – an affordable way to promote any seasonal events or gifts.

Or do you simply want to say Happy Christmas to all your loyal customers?

Say it in Sussex Living Magazine – helping make their Christmas extra special this year.



Sussex Living has over 64,000 print readers and 24,000 digital subscribers, great coverage for your Business.

*sussex*  
**living**  
*magazine*

I look forward to hearing from you, to go over options.

[tanis.faulks@sussexliving.com](mailto:tanis.faulks@sussexliving.com)

Tel: 01444 620434

---

## Innovate UK Edge

**You're probably already innovating...**

Many businesses can be put off by the word 'innovate' and yet in reality most businesses are in fact innovating in some way.

**Innovate UK EDGE** ([ukri.org](http://ukri.org)) can provide government funded support for businesses from pre-starts to SMEs with an appetite for scale and growth. The team of sector specific business



advisors with in-depth knowledge of various sectors can assist businesses to secure funding and finance, provide connections and guidance to expand into new markets, achieve scale and manage innovation. <https://www.innovateukedge.ukri.org/>

---

## Time For A Change: Renew Your IT & Telecoms Strategy Now



01444 871200 [www.abcom.co.uk](http://www.abcom.co.uk)

Services include:

Business IT Support  
Hardware Sales & Repairs  
Microsoft 365  
Cyberessentials  
Penetration Testing  
VoIP & Broadband  
Computer Recycling



---

## Pop to the Shops this Christmas

### Marketing your Retail Business this Christmas

And to our readers, show your support for your local shops our town centre this Christmas...

-  Choose unique gifts from independent retailers
-  Buy a gift card for local shops as gifts or sales incentives
-  Celebrate Christmas and new year at local bars and restaurants
-  Share your experiences with a social media post
-  Leave a positive review

### Here's how you can show support

Helping businesses to make the most of this important 'golden quarter' there are free downloadable [social media tips](#) from MaybeTech (partner of the High Street Task Force) and marketing and social media training available from the [West Sussex Business Hub](#).

Sign up to this online hub is free for any independent business in West Sussex, with online training videos on topics including:



- Key steps in creating a marketing plan
- Using social media for business outcomes
- Quality retail customer experience
- Understanding today's customer.



---

## Did you know?

**BHBPA has two sections on the website events page**

- The first column is BHBPA events - we are the organisers
- The second column (Members Events) these are organised instead by our members - so check the event details for booking through them (we don't get involved!)

If you are a member and have an event or a webinar coming up, send over the details, we'll launch them here and promote them on the website. [richard.cox@bhbpa.co.uk](mailto:richard.cox@bhbpa.co.uk)

---

## November Networking

**Porsche Centre Mid Sussex**

Our evening event next month

**Wednesday 29th November 5.30 - 8.00pm**

Dealer Principal Andy Crabbe will give a short presentation with updates about the dealership and the last few quarters.

During the event Porsche Centre Mid Sussex will be offering test drives in their Taycan electric models and the new Cayenne models.

Register for a test drive upon arrival.





For our last event at the Porsche Centre we attracted over 60 delegates.

Light refreshments will be provided courtesy of Porsche Centre Mid Sussex.

Members - **FREE**

Non-members - Only one event to meet the group before we ask you to join.

We will also have a short but very informative presentation from Emma Cleary, from Flexibility Matters.

**Are you ready for the new flexible working legislation?**



Book early to avoid disappointment, we anticipate a good showing of members.

Always use our booking system, this ensures you are listed on the delegate list we send out the day before and we'll have a name badge waiting for you when you arrive.

Visit our website: [Book Here](#)



---

## December Networking

### The Christmas social gathering at The Woolpack

Tuesday 12th December from 4.30 onwards

This is always a popular event, and we expect those decorations from last year (see photo right), will have multiplied yet again...these tribble-like creations hanging from the ceiling remind me of this [Star Trek episode](#)

Many thanks to Dee & Lance and the super team at The Woolpack.

There'll be a selection of festive treats awaiting you, including their renowned sausage rolls!



**Join us as we celebrate the season!**

For all BHBPA events - [BOOK HERE](#)

---

## BHBPA Training Courses

Discounted training delivered by Chichester College Group



These courses are delivered by the Chichester College Group and are all held at Haywards Heath College. Minimum numbers for these courses to run would be 10 delegates. The maximum number of delegates for the courses is 12.

### **Bookings:**

For full details on booking these courses, and to claim your discounted rates, please see the BHBPA website: [Training](#)

### **Courses Details**

Courses run from 9.30am to 4.30pm and all attendees receive a notepad, pen, and course materials to take away. On completion of the course attendees receive a College Certificate of Attendance.

### **Lunch provided**

Haywards Heath College arrange refreshments and lunch for delegates.

### **Course Fee Payment**

Courses will be invoiced by Chichester College Group (CCG) once the course has taken place. Invoices are sent via email.



**24/11/2023**

9.30 - 4.30

Haywards  
Heath College

#### **Fire Safety – Course Outline**

This training course has been designed to meet the needs of businesses to meet the requirement to have trained fire marshals and fire awareness training. Although we think fire is rare and will never happen to us, we will learn the harsh realities of the dangers posed by fire and the cost to businesses, should a fire happen. We also have practical's take place in "VR" immersive experience which is both challenging and fun in equal measure.

The following topics are covered: regulatory requirements, the Fire Triangle, emergency procedures, fire extinguishers, when not to tackle fires, new technology and practical immersive "VR" extinguisher training.

#### **Discounted cost for BHBPA Members**

This course usually costs £160 per delegate.  
As a BHBPA member **you pay only £105.50**



**19/12/2023**

9.30 - 4.30

Haywards  
Heath College

#### **Excel for Beginners – Course Outline**

This course is ideal for users of Microsoft Excel who wish to learn how to create and maintain their own spreadsheets. This course provides hands-on delivery, covering the following topics: saving and retrieving, changing the column widths, adding, subtraction, division, multiplication, totalling columns and rows, functions, comments, copying, formulas, absolute cell references, hiding columns and rows, inserting, and deleting rows, formatting cells, currency format, borders and shading, autofill, freezing and splitting and sorting.

#### **Discounted cost for BHBPA Members**

This course usually costs £160 per delegate.  
As a BHBPA member **you pay only £95**



#### **Excel Intermediate – Course Outline**

This course provides delegates with further knowledge of Microsoft Excel and some of its more advanced features, enabling them to use a wider range of tools to help them with their day-to-day work.



**13/02/2024**

9.30 - 4.30

Haywards  
Heath College

The following topics are covered: range names, links, percentages, auto filter, charts, IF function, Sum IF, working with grouped spreadsheets, calculations involving multiple sheets, calculations involving multiple ranges, protecting sheets, object linking and embedding.

**Discounted cost for BHBPA Members**

This course usually costs £160 per delegate.

As a BHBPA member **you pay only £95**

For further details and to book any of these courses - [CLICK HERE](#)

---

## Banner advertising in this newsletter

**We're made the banners larger!**

- 2024 March to May (3 months) - £180
- 2024 June to July (2 months) - £120
- 2024 Sept to Nov (3 months) - £180

Maintain high brand awareness with our weekly readership. Typically 300-400 'opens' across our membership week in week out, with many 'internal distributions' in the larger companies following that.

If you'd like to find out more, get in touch:

[richard.cox@bhbpa.co.uk](mailto:richard.cox@bhbpa.co.uk)

07393 728688

---

To book any BHBPA events, or the events run by our members - [CLICK HERE](#)

## All Upcoming BHBPA Events

### New events coming soon

We will have another event we'll be announcing shortly for late October.

Would you like to give a presentation at one of our general networking events?

We are always interested to hear from you if you have a 10-15 minute presentation covering a pertinent business topic. To discuss this in more detail contact

[richard.cox@bhbpa.co.uk](mailto:richard.cox@bhbpa.co.uk)

### Wednesday 29th November 5.30- 8.00pm

Porsche Centre Mid Sussex

Test Drives & Networking

**FREE** for all members

### Tuesday 12th December from 4.30pm onwards

BHBPA Christmas Social Networking

The Woolpack

**FREE** for all members

**Please ALWAYS book our events on our website.**

Whether it's an online event, or a site tour at one of our members, or a networking event at

a venue. We need to know how many are attending. Spaces can sometimes be limited and we are finding increased demand. So book early!



## Closing Remarks

### We want to hear from you

We are keen to hear your stories, awards won, apprenticeships completed, sustainability improvements, your involvement with local schools and all and everything going on in various business parks in and around the town.

Let's celebrate your successes and achievements!

**Deadline for copy each week is Thursday noon.**

Contact me directly - [richard.cox@bhbpa.co.uk](mailto:richard.cox@bhbpa.co.uk)

---

*BHBPA Ltd. c/o Lea Graham Associates  
Hillcrest House  
84 Valebridge Road  
Burgess Hill  
RH15 0RP*

[Click this link to unsubscribe](#)