



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744  
E-mail - [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

Dear Sir/Madam

## MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE

I hereby give you Notice that a Meeting of the Events, Promotion and Leisure Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at 6.30pm on MONDAY 16<sup>th</sup> APRIL 2018

All Members of the Events, Promotion and Leisure Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted, as set out hereunder. An opportunity will be afforded to Members of the Public to put Questions to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

**Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.**

DATED THIS 9<sup>th</sup> APRIL 2018

CLERK TO THE COUNCIL

## AGENDA AND BUSINESS

### 1. **Chairman's Announcements and Apologies for Absence**

### 2. Declarations of Interest

Members and Officers are invited to make any declarations of Pecuniary or Ordinary interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

3. To approve the Minutes of the Meeting held on 12<sup>th</sup> February 2018 and the Extraordinary Meeting held on 21<sup>st</sup> March 2018
4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda Items
6. Update on events programme for 2018 - report by Events Officer
7. Review of the published 2018 Events Pamphlet and recommendations for production of 2019 edition
8. Update on tender process for the Christmas Lights Display 2019 including **consideration of continuance of maintenance of decorative lighting in "Old Town"** – report by Projects Officer
9. Consideration of a request to Arun District Council for further improvements to the Hothamton Play Area - Council Meeting 8<sup>th</sup> January 2018 Min. 131 refers
10. Consideration of **installing "Noggin" units to measure footfall at Town Council Events** including identification of funding for any expenditure - Policy and Resources Committee 5<sup>th</sup> February 2018 Min. 149 refers
11. Bognor Regis Brand Budget including: update on expenditure and current balance
12. To receive the notes and recommendations of the Bognor Regis Brand Task & Finish Group Meeting held on 1<sup>st</sup> March 2018 including ratification of any proposed expenditure
13. Consideration to purchase and install bunting in the precinct for the summer season including agreement for costs to be met from the Bognor Regis Brand Budget
14. **Consideration of "Stock Photographs" for promotion** and marketing purposes following new General Data Protection Regulation (GDPR) guidelines
15. Further consideration of beacon lighting on the Promenade following test run of burners - 12<sup>th</sup> June 2017 Min. 13 refers
16. Consideration of website stats from BRTC and Partners websites – report from the Chairman - Min. 113 refers
17. To receive an update on plans for Armed Forces Day 2018
18. To note correspondence
19. Date of next Meeting Monday 11<sup>th</sup> June 2018

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex, PO21 1LD  
Telephone: 01243 867744  
E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## MINUTES OF THE EXTRAORDINARY MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON WEDNESDAY 21<sup>st</sup> MARCH 2018

PRESENT: Cllrs. J. Brooks (Chairman), Mrs. S. Daniells, M. Smith and  
Mrs. J. Warr.

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)

*The Meeting opened at 2.00pm*

### 121. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies had been received from Cllr. Batley due to work commitments and Cllrs. Dillon and Lineham as they were both unwell. No other apologies had been received.

### 122. **DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

*There were no Declarations of Interest at this time*

123. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no members of the public present and no written questions had been received.

124. CONSIDERATION OF SECOND DRAFT OF EVENTS PAMPHLET - MIN. 107 REFERS

The Chairman was very disappointed that the pamphlet did not include reference to Bognor.today or the webcam and stated that he was not aware that the Town Council's **Partnership, Promotion and Sponsorship** Policy restricted the promotion of these two services without prior approval from the Policy and Resources Committee. The Chairman went on to report that he was upset that Officers had not mentioned this to him ahead of the meeting and asked that these comments be recorded in the Minutes.

The issue was debated by the Committee and the consensus from the other Members of the Committee was that they did not feel that Bognor.today or the webcam should be included on the events pamphlet. This was AGREED.

Following discussion Members AGREED to the following amendments and changes to the second draft of the pamphlet:

- For a larger header on the front page to include the heading;  
Bognor Regis 2018  
Free Family Events
- Remove the Facebook and Twitter logos from the front
- Remove the picture of the chalk
- If possible add a hat to the donkey or replace with a different donkey picture
- If room replace the picture of the sunset behind the Pier with a picture of the Drive Through Time event
- The selected background colour on the back page to be the darker option
- To change the order of listings so that the Kite Festival is above the Illuminations Gala and the Hotham Park Country Fair is above the Funshine Days to reflect the order in which these events happen
- Use the white outlined version of the "Sunniest Bognor Regis" logo as listed in the guidelines

The Projects Officer will take these comments back to the Events Officer to action prior to publication and print.

*The Meeting closed at 3.50pm*



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE

HELD ON MONDAY 12<sup>th</sup> FEBRUARY 2018

PRESENT: Cllrs. J. Brooks (Chairman), P. Dillon (until Min. 115),  
S. Goodheart (from Min. 105) and M. Smith

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer)  
2 members of the public

*The Meeting opened at 6.30pm*

### 100. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and read the opening statement with attention drawn to the evacuation procedure in the event of the fire alarm sounding. Apologies had been received from Cllr. Batley who was working and Cllrs. Mrs. Daniells and Mrs. Warr who were both on annual leave.

### 101. **DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

*There were no declarations at this time*

102. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> DECEMBER 2017

The Committee RESOLVED to APPROVE the Minutes of the Meeting held on 11<sup>th</sup> December 2017 and these were signed by the Chairman.

103. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions from members of the public and no written questions had been received.

104. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

Min. 78 - 13<sup>th</sup> November 2017 - Consideration of how to address the obstructions caused by scaffolding in York Road and London Road preventing the installation of three of the Christmas Light displays  
The Chairman requested that steps be made to ensure that the catenary wire in London Road, that has been disconnected whilst the scaffolding is in place, is re-connected when the refurbishment works are complete.

105. UPDATE ON EVENTS PROGRAMME FOR 2017 INCLUDING RATIFICATION OF EXPENDITURE AND IDENTIFICATION OF BUDGET FOR ANY OVERSPEND

The Events Officer's report was noted.

Members AGREED to RECOMMEND to the Policy and Resources Committee that the overspend **for the Town Council's 2017 events programme** of £98.13 be met through General Reserves.

106. UPDATE ON EVENTS PROGRAMME FOR 2018

The Events Officer's report was noted and its content debated, after which the following were RESOLVED:

106.1 Day in the Park - 30<sup>th</sup> May 2018

After consideration Members AGREED that the theme for the book day in 2018 should be the books of Julia Donaldson.

106.2 Royal Wedding - 19<sup>th</sup> May 2018

Following the announcement of the wedding of Prince Harry and Meghan Markle, Members decided that the Council should celebrate the Royal Wedding by broadcasting the event live on a big screen in Hotham Park. However, as highlighted in the report, Members noted that there was no identified Budget in place for such an event. Members went on to discuss the **Events Officer's suggestion** that, to facilitate the event, £2,000 be vired from the February 2019 Half Term Event Budget (under Funshine Days Budget).

Following debate, Members AGREED to RECOMMEND to the Policy and Resources Committee to vire £2,000 from the February 2019 Half Term Event Budget (under Funshine Days Budget) to provide a Budget for the Royal Wedding celebrations.

106.3 Drive Through Time - 8<sup>th</sup> July 2018

Members noted from the Events Officer's report that, in spite of extensive research, due to the difficulties surrounding copyright issues with the screening of films, the Town Council would be required to obtain a licence at a cost of £750 plus VAT if Members wished to go ahead with a screening of a suitable film at the end of the Drive Through Time Event. As this is an additional cost, there are insufficient funds within the current Budget to cover this.

Following discussion, Members decided that they would like to keep this new element of the event and therefore AGREED to fund the expenditure for the film from the Bognor Regis Brand Budget. It was therefore RECOMMENDED to the Policy and Resources Committee that the sum of £750 be vired from the Bognor Regis Brand Budget to the Drive Through Time Budget to cover this expenditure.

106.4 Proms in the Park - 23<sup>rd</sup> June 2018

Members noted the now confirmed date for this event.

106.5 Funshine Days - August 2018

Members AGREED with the recommendations within the Events Officer's report that the Funshine Days Programme should be altered to a 2-week, 3-day basis during the summer holidays on a Budget of £1,950.00. The remaining budget of £1,950 would be used to fund a one-off event in August, such as a Roller Rink, with all events moved away from the seafront potentially to Hotham Park or the Place St. Maur.

106.6 February 2019 Half Term Events

As noted above under Min. 106.2, the Committee recommended that £2,000 of the total Budget of £2,600 for these events be vired to the Royal Wedding celebrations and Members therefore AGREED that the Budget for these Half Term events would be reduced to £600.

106.7 Armed Forces Day - 16<sup>th</sup> June 2018

The update was noted.

106.8 WWI Centenary - 11<sup>th</sup> November 2018

**Members noted from the Events Officer's report that** The Royal British Legion are running a new initiative as part of the commemoration of the end of World War One, The Silent Solider. These Soldier Silhouettes can be located in any town, village or part of the countryside, and can be sponsored by anyone who wishes to do so; Councils, corporate companies or individuals. They are a very poignant symbol and a moving tribute highlighting the sacrifice all men and women gave across our Nation during the First World War.

Following discussion, and after noting the recommendations detailed within the Events Officer's report, Members AGREED to take part in the Silent Soldier initiative and to fund the purchase of 4 Silent Soldiers at a total cost of £1,000 plus VAT, utilising the WWI Centenary Budget.

106.9 Temporary Event Structure

The Events Officer provided quotations and details of possible suitable temporary event structures for Members to consider. After discussion Members AGREED to defer this item for further consideration at a future meeting, subject to there being sufficient funds remaining in the Bognor Regis Brand Budget.

107. UPDATE ON THE 2018 EVENTS PAMPHLET INCLUDING DISTRIBUTION AND DESIGN COSTS - MIN. 90 REFERS; PROMOTION OPPORTUNITIES AND FURTHER UTILISATION OF THE ADVERTISING SPACE ON THE PROMENADE WIND SHELTERS AND CONSIDERATION OF COSTS

The Events Officer's report was noted, and Members were advised that there was an underspend of £500 from the 2017 Town Guide Budget which, if made available for use towards the 2018 guide, would allow expansion to the distribution area.

Members AGREED to RECOMMEND to the Policy and Resources Committee that this underspend be earmarked and used towards the distribution costs for the 2018 Event Pamphlet.

Members were asked to consider 2 design layouts for the 2018 events pamphlet and AGREED that the layout should be portrait style. Content will be considered at a future meeting when the forthcoming event dates have been confirmed.

Members noted that a print run of 40,000 had been previously agreed (Min. 90 refers) at a cost of £425 plus VAT with a further estimated cost of £40 for artwork.

Members were advised that an opportunity had arisen to promote the events in a West Sussex County Council guide called "Places to Visit in Sussex" which is available from over 1000 locations and located on 130 Stagecoach buses. The cost for this of £1,195 plus VAT could be met within the current Budget by reducing the number for distribution to 30,000 with 10,000 retained for Town Council use.

Following consideration, Members AGREED to:

- a) distribute 30,000 copies of the pamphlet at a cost of £1,050.00 plus VAT with the remaining 10,000 of the 40,000 print run retained for Town Council distribution
- b) publicise in the "Places to Visit in Sussex" guide at a cost of £1,195.00 plus VAT



Members further AGREED to refer the decision for distribution areas and areas to the Bognor Regis Brand Task and Finish Group for recommendation to this Committee.

108. UPDATE OF CHRISTMAS ILLUMINATIONS FOR 2017

The Projects Officer's report was noted including the confirmation that no funding would be required from the Bognor Regis Brand Budget for the additional feature to the 2017 Christmas Lighting display in the Town.

109. TO CONSIDER PROPOSALS FROM MEMBERS TO ENABLE A BRIEF TO BEGIN THE TENDER PROCESS FOR THE CHRISTMAS LIGHTS DISPLAY 2019

The Projects **Officer's report was noted including that**, with the current Christmas Lighting Contract coming to an end, the Projects Officer was requesting input from Members to assist with a brief to begin the tender process. Following discussion Members AGREED for a core display scheme on a similar basis to the current brief including, installation, maintenance and call out responses to form the basis of the brief, allowing a level platform for each applicant and to then invite additional quotes for supplementary enhancements and features.

The Projects Officer stated that when in receipt of the tender submissions, the matter will be referred back to this Committee for further consideration.

110. UPDATE ON ISSUES SURROUNDING 2018 AUGUST BANK HOLIDAY EVENTS - MIN. 85 REFERS

The Projects Officer's report was noted, and Members expressed their disappointment that not all parties were willing to take part in a facilitated meeting to try and resolve the issues. However, it was noted that the Town Council could take no further action in this regard.

111. BOGNOR REGIS BRAND BUDGET INCLUDING: UPDATE ON EXPENDITURE AND CURRENT BALANCE AND TO RATIFY COSTS OF 3 NEW EVENTS JACKETS - MIN. 86 REFERS

The Projects Officer's report and the balances were noted.

Members AGREED to RATIFY the expenditure of £84.00 plus VAT for 3 additional events jackets.

112. TO RECEIVE THE NOTES OF THE BOGNOR REGIS BRAND TASK & FINISH GROUP MEETING HELD ON 14<sup>th</sup> DECEMBER 2017

The notes from the Bognor Regis Brand Task & Finish Group meeting held 14<sup>th</sup> December 2017 were received. Members AGREED to the **Group's** recommendation that the Chairman could undertake some research into the possibility of commercial companies working in partnership with the Town

Council to distribute official Bognor Regis Town Council merchandise on a retail basis.

113. CONSIDERATION OF WEBSITE STATS FROM BRTC AND PARTNERS WEBSITES - REPORT FROM THE CHAIRMAN - MIN. 93 REFERS

The **Projects Officer's** report was noted.

The Chairman advised that he had not been able to complete his report as he was still awaiting some statistics from the Sussex by the Sea website administrator and therefore asked for the item to be deferred, to allow more time to gather the information.

The Committee AGREED to defer this item until a future meeting.

Members further AGREED that should the content of any future meetings require input from outside organisations the relevant people would be invited to attend.

114. UPDATE ON WEBSITE UP-GRADE - MIN. 94 REFERS, INCLUDING: LINKS TO OTHER WEBSITES AND CHAIRMAN'S REPORT ON THE WEBCAM

The Chairman had produced a report on the **Town Council's** website, with a list of action points and recommendations. As the list was extensive, and as some of the points had already been addressed, Members AGREED for the Projects Officer to liaise with the Civic & Office Manager and the website provider to address any relevant outstanding points and report back at the next meeting.

A brief discussion took place regarding links to other websites such as Bognor.Today and the posting of Town Council Events on them. A Member **asked why there wasn't a link from Bognor.Today** to the Town Council website or Facebook page which would take visitors directly to the events listings, avoiding duplication of work. No definitive answer was given at the time, but this will be investigated.

*Cllr. Dillon left the meeting at 8.03pm*

115. TO NOTE THE REMOVAL OF THE WI-FI NODULE AND WEATHER READING EQUIPMENT FROM THE FORESHORE OFFICE

The Projects Officer's report was noted.

The Chairman gave an update from the Wi-Fi contractor that he was planning to enhance the coverage in London Road and along the seafront.

116. TO RECEIVE DETAILS INCLUDING COSTS OF GIGABIT WEST SUSSEX - MIN. 96 REFERS

The Projects Officer's report was noted with no further action required at the current time.

117. TO NOTE THE RE-LOCATION OF THE VISITOR INFORMATION CENTRE TO THE REGIS CENTRE

**The Projects Officer's report was noted.**

A Member had given some detail regarding the set-up of the location and size of the Visitor Information Centre within the Regis Centre. The Chairman was pleased to learn that the Sussex by the Sea touch screen had been re-installed and thought Arun District Council should be applauded for organising this.

118. TO CONSIDER OUTSIDE USE OF THE TOWN COUNCIL LOGO AND USE OF THE BOGNOR REGIS BRAND - CHAIRMAN TO REPORT

The Chairman reported that he was concerned at the rise in the misuse of the Town Council logo and the Bognor Regis brand. Although Members are happy for other organisations to use the logo, and welcomed any efforts to promote Bognor Regis, there was concern that the logos were being altered and distorted. Members therefore AGREED to send a polite letter to these organisations with a copy of the Town Council's policy guidelines concerning its use.

119. TO NOTE CORRESPONDENCE

The Committee noted receipt of the correspondence list, previously circulated.

120. DATE OF NEXT MEETING

Monday 16<sup>th</sup> April 2018

*The Meeting closed at 8.17pm*

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018

AGENDA ITEM 8 - UPDATE ON TENDER PROCESS FOR THE CHRISTMAS LIGHTS DISPLAY 2019 INCLUDING CONSIDERATION OF CONTINUANCE OF MAINTENANCE OF DECORATIVE LIGHTING IN "OLD TOWN"

REPORT BY PROJECTS OFFICER

FOR INFORMATION  
AND DECISION

It was agreed at the Environment and Leisure Committee meeting on the 16<sup>th</sup> May 2016 (Min. 19 refers) that the Town Council would adopt the decorative lights in the "Old Town" for a period of 36 months under the care and labour package paid for by the Coastal Communities Fund. This Contract will cease in May 2019. Members are therefore asked if they wish to continue to oversee the upkeep of these lights and extend the maintenance contract. This can be incorporated within the Christmas Light Display with the associated costs met through the Christmas Lighting budget.

The Projects Officer has begun the tender process and has met with two new potential contractors for an informal site visit. A Contractors Specification and Brief (Appendix 1) has been drawn up and will be issued to the companies who have expressed an interest in tendering for the contract. As agreed at the last meeting, contractors will be asked to supply a quotation for a core display and an enhanced display.

On receipt of the quotations, Members are asked to consider if they wish to invite a maximum of three companies to make a formal visual presentation to the Committee, giving Members the opportunity to see the proposals and to put any questions or concerns directly to those tendering.

Members are also asked to confirm if there are any specific displays or enhancements they would like included in the brief.

DECISION

Do Members AGREE to extend the maintenance contract for the Old Town lighting and include within the Brief and costs of the Christmas Light display?

Do Members AGREE the Contractors Specification and Brief?

Do Members AGREE to invite a maximum of three companies to make a formal visual presentation to the Committee?

Members are asked to confirm if they have any specific displays or enhancement they would like included in the Brief?

## Brief to accompany Specification Sheet

Based on the specifications supplied, Bognor Regis Town Council would like to invite you to tender for the contract for the Christmas Light Display commencing December 2019 for a 3-year period.

The Council would like you to provide 2 separate quotations:

### Quotation 1

For a standard core display

### Quotation 2

For an enhanced display encompassing any additional features that you feel will heighten the experience to make the display stand out. These can also include stand-alone features.

It would be appreciated if the 2<sup>nd</sup> quotation could show an individual breakdown of cost for any of the elements within the display that could also be incorporated into the core display.

On receipt of the quotes and the completed Specification Sheet, you may be asked to give a visual presentation to Members of the Town Council's Events Promotion and Leisure Committee followed by a question and answer session.

# Contractors Specifications – Bognor Regis Town Council Christmas Illuminations 2019

Company Name:

Address:

Contact Details:

Specification of work to be done (Timetable to be agreed with Town Council on award of contract)	Qualified/able to undertake work Yes/No (Please list details as relevant)	Costs	Additional Information
<b>DISPLAYS</b>			
<b>To supply, install, maintain and de-install and store Christmas Lighting Display for the following areas:</b> <b>London Road</b> 7 double string catenary wires <b>High Street</b> 8 double string catenary wires <b>York Road</b> 1 double string catenary wire <b>Station Road and London Road</b> 9 single string catenary wires			
<b>To Supply, install, maintain and de-install and store Christmas Light Canopy with Centrepiece in precinct -where London Road meets High Street.</b> (This may mean losing 3 of the double string catenary wires depending on displays)			
<b>To test, install, maintain and de-install and store:</b> <b>Aldwick Road</b> 9 x Lamp column motifs (owned by Town Council)			
<b>To supply install and maintain (lighting in situ all year)</b> <b>Queensway</b> Pathlights with additional features for the festive season			
<b>To test, install, maintain and de-install and store:</b> <b>Town Hall Balcony</b> 2 motifs (owned by Town Council)			

<p><b>To maintain only</b>  <b>Norfolk Street and Little High Street</b>  Single strings with centre motifs</p>			
<p><b>To supply, install, maintain and de-install and store Christmas tree lights in 2 locations:</b>  <b>Station Road:</b> The Railway Station  <b>High Street:</b> The William Hardwicke Public House  (2 x 25ft Trees supplied and installed by Town Council)</p>			
<p><b>INFRASTRUCTURE</b></p>			
<p><b>Non-Electrical Annual Infrastructure testing:</b>  <b>Annually</b>  <b>Catenary Wires</b>  Visual inspection  Angle of wire sag to the anchorage to be checked and recorded  16 sites with 2 strings  9 sites with 1 string  <b>Anchorage Points (wall plates and fixings)</b>  Visual inspection including photo of each anchor point  <b>Minimum of every 2 years</b>  Hilti test (load testing) – timescale to be agreed between contractor and Council</p>			
<p><b>Infrastructure Testing – Electrical</b>  <b>Annually (Individual certificates required)</b>  Electrical wall mounted boxes  Time Clocks (if required)  9 sockets and time clocks on lamp posts in Aldwick Road</p>			
<p><b>Light Switch-on TOWN CENTRE – attendance required</b>  Via remote units – wi-fi</p>			
<p><b>Light Switch-on QUEENSWAY</b>  On or around the time of switch-on event Pathlight Strings to be switched on by access box in Queensway</p>			
<p><b>Light Switch-on ALDWICK ROAD</b>  After switch on event Aldwick Road post mounted lights to be switched on via a box on each lamp post</p>			

<b>Hourly charge for any additional work undertaken</b>			
<b>Hourly charge for emergency call-out (Please indicate Guaranteed Response Times)</b>			
<b>Weekly Inspection</b> post switch-on			
<b>Additional Inspections</b> If considered necessary by Town Council e.g. after high winds			
<b>ADDITIONAL REQUIREMENTS</b>			
Risk Assessment for all work undertaken			
Safety Method Statement			
Details of Health & Safety Training (e.g. use of elevated platforms)			
Public Liability Insurance and level held			
Details of membership of relevant trade or professional body and Qualifications held			
You will also need to satisfy the Council that you can comply with the appropriate codes of practice for Traffic Management			
Supply of Mobile Elevated Platform			
Prompt delivery of Declaration of Cost for non-metered supply			
Accident History for the last 2 years			
Near Miss History for the last 2 years			



BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018

AGENDA ITEM 9 - CONSIDERATION OF A REQUEST TO ARUN DISTRICT COUNCIL FOR FURTHER IMPROVEMENTS TO THE HOTHAMTON PLAY AREA - COUNCIL MEETING 8<sup>th</sup> JANUARY 2018 MIN. 131 REFERS

REPORT BY PROJECTS OFFICER

FOR DECISION

At the Council Meeting on the 8<sup>th</sup> January 2018, the following question was put to the Mayor:

*Will the Mayor welcome the installation of a new safety gate at the south end of the playground adjacent to the Sunken Gardens, as one of a series of safety improvements the Council asked Arun to implement, and will he write to the Chief Executive not only to thank him but also to urge the remaining improvements including repair of the other safety gates and erection of higher fencing as shown by the short extent of such fencing attached to the new gate?*

The Mayor with the agreement of the Council referred the issue regarding further improvements to this Committee for consideration.

Members are therefore asked to consider if they wish to address the matter of further improvements to the Hothamton Play Area with Arun District Council and if so how they wish to proceed.

DECISION

Do Members AGREE to write to the Chief Executive of ADC and if so, which specific improvements would the Committee wish the District Council to undertake at the Hothamton Play Area?

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018

AGENDA ITEM 10 - CONSIDERATION OF INSTALLING "NOGGIN" UNITS TO MEASURE FOOTFALL AT TOWN COUNCIL EVENTS INCLUDING IDENTIFICATION OF FUNDING FOR ANY EXPENDITURE - POLICY AND RECOURSES COMMITTEE 5<sup>th</sup> FEBRUARY 2018 MIN. 149 REFERS

REPORT BY PROJECTS OFFICER

FOR DECISION

At the Policy and Resources Committee meeting on the 5<sup>th</sup> February 2018 Members considered the Assistant Clerk's Report (Appendix 1) and referred the matter to the Events Promotion and Leisure Committee for further consideration, including identification of any expenditure from within budget. Members are invited to note that, as the budgets for the 2018/19 financial year have already been set, the only budget that would be available for this expenditure would be the Bognor Regis Brand Budget.

Therefore, Members are asked to consider the appended report and to advise how they wish to proceed.

DECISION

Do Members AGREE to hire in "Noggins" for use at Town Council events?

Which 2018 events do Members wish to use the units at?

Do Members AGREE to fund the expenditure for the "Noggon" hire costs from the Bognor Regis Brand Budget

BOGNOR REGIS TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE MEETING - 5<sup>th</sup> FEBRUARY 2018

AGENDA ITEM 10 - TO RECEIVE DETAILS, INCLUDING COSTS, OF EQUIPMENT TO REGISTER FOOTFALLS AT EVENTS - MIN 81 REFERS

REPORT BY ASSISTANT CLERK

FOR DECISION

Members will recall that at the Committee meeting held 16<sup>th</sup> October 2017, following the report by the Town Centre Manager, it was agreed that the Council investigate the practicalities and costs of using equipment to measure footfall at Town Council events.

Contact has been made with the supplier of the Town Centre “noggin” units, who has advised that the usual cost for these on a contract is in the region of £25 per month.

As the Town Council would only require them for occasional days throughout the year, the option of daily hire would appear more appropriate and we have been advised that the one-off charge would be broadly similar to that of the monthly charge of £25.

With regard to logistic considerations, the units require a power supply and a mobile phone signal. It should be noted that they are not waterproof and therefore, as the weather can be unpredictable, may not be able to be used on inclement days.

It should also be noted that no budget has been allocated to this initiative and if Members wish Officers to proceed, the necessary funding will need to be identified. Members will also need to agree the events at which the units should be used, and when a decision has been made, a formal quotation will be requested from the supplier for consideration at the next meeting of this Committee.

DECISIONS

Do Members wish to hire in “Noggins” for use at Town Council events?

Which events do Members wish to use the units at?

What budget do Members wish to identify for the expenditure?

NOTES OF THE  
EVENTS PROMOTION AND LEISURE TASK AND FINISH GROUP  
HELD ON THURSDAY 1<sup>st</sup> MARCH 2018

PRESENT: Cllrs. J. Brooks, (Chairman), Mrs. S. Daniells, P. Dillon,  
S. Goodheart and M. Smith

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer)

***The Meeting opened at 11.05am***

1. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed everyone to the meeting. Apologies has been received from Cllr. Batley due to work commitments.

2. TO APPROVE THE NOTES FROM THE TASK AND FINISH GROUP MEETING 14<sup>th</sup> DECEMBER 2017

The notes of the meeting of the 14<sup>th</sup> December 2017 were approved.

3. MERCHANDISING INCLUDING UPDATE FROM CHAIRMAN ON COMMERCIAL PARTNERS AND POSTCODES

The Chairman reported that he had made contact with a possible partner and although there was nothing definitive to report as yet, he believed there was a real opportunity to produce some good quality products to market as official Bognor Regis merchandise. Other members felt that there was already a number of retailers offering good quality and reasonably costed products and saw little point in trying to compete. They also felt any profit margin would be negligible. It was suggested that perhaps the Town Council could consider endorsing one or two particular quality products instead and perhaps showcase them at the Town Hall. Most members felt that they were happy just to continue with the postcards at this stage and see how they fared. However, the Chairman felt the Town Council should be looking to partners within the Town and move forward with the official merchandising.

Following a lengthy discussion, it was AGREED to continue with the postcards but allow the Chairman to continue with his investigations and report back. It was also mentioned that costings and profit margins would need to be taken into account and the Projects Officer suggested that perhaps consideration should be given to preparing a business plan.

Postcards

The Events Officer circulated photographs that could be used for postcards based on the recommendations of Members from the previous meeting. Members discussed their preferences and after discussion AGREED for the Events Officer to put together a montage from their chosen images including a quirky/funny card, prominent scenes and clear views. The postcards should also include Town Council official branding on the back. The Events Officer will arrange for some proofs and dummy

artwork to be drawn up and Members AGREED that these costs be met from the Bognor Regis Brand Budget.

4. SYMBOLIC PHOTO OPPORTUNITY REFERRED FROM THE EVENTS PROMOTION AND LEISURE COMMITTEE MIN. 96 11<sup>th</sup> DECEMBER INCLUDING BEACON AREA ON PROMENADE

The Projects Officer asked Members to reconsider this item and reminded them that the original remit of the Task and Finish Working Group was to deal with only two items at any one time. At the Events Promotion and Leisure Committee Meeting, 9<sup>th</sup> October 2017 Min. 65 refers, Members had agreed to look at Merchandising and Lamp Post Banners as the first two tasks. However, two further items were now on the agenda. Members were reminded that the reason for having only two items at a time was to ensure that all efforts could be concentrated into ensuring the tasks were completed before moving on and the chosen projects delivered fully and in a timely manner. Therefore, Members were asked to confirm which two items they wished to proceed with and the other two items would be deferred until a later date. The Chairman was keen to continue with a symbolic photo opportunity but perhaps on a smaller scale which could be incorporated around the beacon area. He felt this was important but also wished to continue with Merchandising and Advertising Space and Opportunities on the Promenade.

After lengthy discussion, it was AGREED that a smaller, scaled down version of a photo opportunity around the beacon area, would now be included with the Advertising Space and Opportunities on the Promenade and the symbolic photo opportunity, on a larger scale deferred. The lamppost banners would also be deferred following the Projects Officer's update.

Therefore, Members AGREED that the two chosen projects for the Task and Finish Working Group will be, Merchandising and Advertising Space and Opportunities on the Promenade.

Members further AGREED that the larger scale symbolic photo opportunity would be deferred to a future meeting.

5. UPDATE ON LAMPOST BANNERS

The Projects Officer reported that ADC had confirmed that the nine welcome gateway banners situated in the High Street and York Road, would require advertisement consent if they included sponsorship.

Members AGREED to defer this item to a future meeting.

6. TO CONSIDER THE DISTRIBUTION AREA FOR THE EVENTS PAMPHLET AS REFERRED FROM THE EVENTS PROMOTION AND LEISURE COMMITTEE MEETING 12<sup>th</sup> FEBRUARY 2018 MIN. 107 REFERS

Members were asked to consider which postcode areas they would like to distribute the Events Pamphlets to and after discussion the following distribution areas were AGREED:

Billingshurst	3,800
Chichester	13,500
Midhurst/Petworth/Pulborough	7,500
Selsey	4,800
Total	29,600

7. ADVERTISING SPACE AND OPPORTUNITIES ON THE PROMENADE

The Events Officer confirmed that ADC have agreed for BRTC to utilise all the available wind shelters on the promenade for event advertising within the Town and research into the costs for clipboard covers was underway. The Chairman suggested that vinyl wrapped posters could be used and the Events Officer will also investigate these costings. Discussion took place regarding content and there was some suggestion to promote the West End. The Projects Officer advised that care would have to be taken to ensure that any artwork did not inadvertently advertise businesses as this would be classed as commercial and contravene the agreement. Members therefore AGREED that there should be no commercial references on any of the artwork for the shelters. Members further AGREED that the Events Officer could get some draft artwork produced and these costs will be met by the Bognor Regis Brand Budget.

The Chairman reported on other areas of the promenade that he felt were under utilised, such as the large notice boards. The Events Officer advised that these are the property of ADC. However, the Town Council have placed event posters on them in the past and continue to do so if there is availability. The Webcam was another area of opportunity, such a spot in front of the camera where people can "wave to the world"

8. RECOMMENDATIONS TO THE EVENTS PROMOTIONS AND LEISURE COMMITTEE

Members AGREED to RECOMMEND to the Events Promotions and Leisure Committee to fund the costs for the draft production of artwork for the postcards.

Members AGREED to RECOMMEND to the Events Promotions and Leisure Committee to fund the costs for the draft production of artwork for the posters for the promenade wind shelters.

9. DATE OF NEXT MEETING

The Projects Officer will arrange a meeting date and confirm to Members in due course.

***The Meeting closed at 12.26pm***

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018

AGENDA ITEM 13 - CONSIDERATION TO PURCHASE AND INSTALL BUNTING IN THE PRECINCT FOR THE SUMMER SEASON INCLUDING AGREEMENT FOR COSTS TO BE MET FROM THE BOGNOR REGIS BRAND BUDGET

REPORT BY PROJECTS OFFICER

FOR DECISION

It is usual for the Town Council to install coloured bunting within the precinct for the summer season. However, the bunting that was purchased and erected for the 2017 season was badly damaged due to the winds and being pulled down by delivery vans and it is highly unlikely that all the sections will be able to be reused. The colours also became very faded and therefore Members may wish to consider purchasing replacement bunting with full details of costs available at the meeting.

Members are invited to note that, as the budgets for the 2018/19 financial year have already been set, the only budget that would be available for this expenditure would be the Bognor Regis Brand Budget.

DECISION

Do Members AGREE to install bunting in the London Road Precinct for the 2018 summer season?

Do members AGREE to purchase new bunting, with the expenditure met through the Bognor Regis Brand Budget and if so, which colours would Members like incorporated?

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018

AGENDA ITEM 14 - CONSIDERATION OF "STOCK PHOTOGRAPHS" FOR  
PROMOTION AND MARKETING PURPOSES FOLLOWING NEW GENERAL  
DATA PROTECTION REGULATION (GDPR) GUIDELINES

REPORT BY PROJECTS OFFICER

FOR DECISION

In view of the forthcoming implementation of the new GDPR, governing data use, it will become prohibited to use any photographs showing individuals profiles without obtaining prior written consent. Bognor Regis Town Council currently operate a written consent procedure however, the new regulations will be more stringent and in order to remain compliant, it may be necessary to consider alternative arrangements.

This could involve having a stock of staged photographs for promotional and marketing purposes.

Members are therefore asked to consider how they wish to proceed.

DECISION

How do Members wish to proceed regarding the future use of photographs in Town Council material including consideration of whether the Council should collate a stock of staged photographs?



BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018

AGENDA ITEM 15 - FURTHER CONSIDERATION OF BEACON LIGHTING  
ON THE PROMENADE FOLLOWING TEST RUN OF BURNERS - 12<sup>th</sup> JUNE  
2017 MIN. 13 REFERS

REPORT BY PROJECTS OFFICER

FOR DECISION

The following is an extract from the Minutes of the Events Promotion and Leisure Meeting on 12<sup>th</sup> June 2017

Min. 13 Due to safety concerns regarding the previous proposal to burn wood in the beacon it was AGREED not to pursue this option. A Councillor requested that a test burn of the beacon burner be arranged so that adaptations may be made if required to give a good effect.

Following the above decision, a test of the beacon burner was undertaken. Prior to the test, the burners were fully serviced, and the piping checked for any leaks that could reduce power to the jets. Unfortunately, the flames projected from the burners were not effective and gave a poor performance. The concern is that when the beacon is lit in November for the WWI Commemorations the effect produced by the burners will be met with criticism.

Whilst there are obvious safety considerations surrounding burning wood in the beacon, Members are asked to consider instructing Town Force to undertake a practical test, using wood, including a review of the risk assessment for this process. The matter will then be reconsidered by this Committee at the next meeting with photographs provided to demonstrate the difference in results between the two methods, to assist Members in their final decision.

DECISION

Do Members AGREE to undertake a practical test of the beacon, using wood, including a review of the risk assessment process, with the results considered by the Committee for a final decision at the next meeting?

GENERAL CORRESPONDENCE FOR E P & L COMMITTEE MEETING

16<sup>th</sup> APRIL 2018

1. Email – ADC Assistant Parks Officer – re Silent Solidiers for WWI Commemorations
2. Email – Ian Harris Hotham Park House – re Hotham Park Pathway Work
3. Email – Fedora Group – re Fedora Group Seafront Project HLF funding proposal
4. Email – The App Office – re Transparency Code