



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road
Bognor Regis, West Sussex PO21 1LD

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Dear Sir/Madam,

MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE

I hereby give you Notice that an Online Meeting of the Community Engagement and Environment Committee of Bognor Regis Town Council will be held at **6.30pm on MONDAY 14th SEPTEMBER 2020** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

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.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements** to, the Committee during an adjournment shortly after the meeting has commenced.

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Monday 14th September 2020.

Online access to the Meeting will be via ZOOM using the following Webinar ID: 828-6367-8671. The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

DATED this 7th SEPTEMBER 2020

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcement and Apologies for Absence
2. Declarations of Interest:
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/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 and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
 - b) whether it is a Disclosable 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 Disclosable 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 10th February 2020
 4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
 5. Clerk's report from previous Minutes
 6. To Note Budgets for 2020/21
 7. Update on events programme for 2020 including:
 - ratification of decisions where required
 - changes/cancellations to events timetable
 - budgets including reallocation of unspent funds
 8. Consideration of Events Programme for 2021 including required budgets
 9. To receive and agree a process for the utilisation of the 12 poster sites on the seafront promenade - deferred from Meeting of 10th February 2020 and to Note draft Policy
 10. Update on Lamp Post Banner Sites (Upper Bognor Road and High Street by Hotham Park) - Min. 55.2 refers
 11. Update on proposal by a Councillor to create pop up spaces for art displays and exhibitions - deferred from Meeting of 10th February 2020 - Min. 66 refers
 12. Update on Christmas Lights including situation with SSE and SSEN regarding a power supply feed
 13. Consideration of any offers to re-house Billy Bulb and further consideration of any associated budgetary requirements
 14. To receive a report on the recent request for a Big Wheel to be located in Bognor Regis and consideration of response to the ADC decision for it to be sited in Littlehampton
 15. Review of Event Charging Policy for Recommendation to the Policy and Resources Committee for adoption

16. To Note offer from the Friends of Hotham Park of unwanted event equipment, for BRTC and community event organisers use
17. To note correspondence including correspondence list deferred from Meeting 10th February 2020

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 10th FEBRUARY 2020

PRESENT: Cllr. Batley (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells,
Mrs. I. Erskine and S. Goodheart

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer - until Min. 77)
1 member of the public in the gallery

The Meeting opened at 6.32pm

69. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement.

Apologies for absence had been received from Cllrs: W. Smith due to childcare reasons, Mrs. S. Staniforth who had a hospital appointment, M. Stanley who was attending an ADC Cabinet Meeting and Briefing and Mrs. J. Warr who was on leave.

70. 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 a Disclosable 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 Disclosable 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

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, or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllrs. Batley, Brooks, Mrs. Daniells, Mrs. Erskine and Goodheart stated that, as Members of Arun District Council, they will be voting on the matters before them having regard only to such information as placed before the Town Council. If they should come to consider any matters again at the District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

71. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9th DECEMBER 2019

It was **RESOLVED** that the Minutes of the Meeting held on 9th December 2019 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

72. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.41pm

A member of the public, seated in the public gallery, commented on the generous re-location package paid to the recently departed West Sussex County Council Chief Executive. As he has not actually re-located, are Members concerned that this money has not, to his knowledge, been returned? As Town Councillors you are here to represent taxpayers, and this is clearly an abuse of expenses by WSCC, are Members willing to write a letter on behalf of the taxpayers to ask if the money has been returned and if not why?

The Chairman reconvened the Meeting at 6.41pm

A Member asked for this to be placed on an appropriate Agenda for consideration.

73. CLERK'S REPORT FROM PREVIOUS MINUTES**Min. 56 refers - Update on letter to the Sussex Police & Crime Commissioner (PCC) regarding the incident at the train station during the Christmas Switch-On event**

A letter was sent to the PCC office on the 19th December 2019. An email acknowledging receipt was received on the 14th January 2020 but to date there has been no further response and therefore Members asked for this to be followed up.

74. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2019

The Events Officer's report, including the notification of an overspend on the Roller Rink event, was **NOTED**.

In addition to the circulated report, and in response to a query raised by a Member during that afternoon, Officers had prepared for Members a list of Minutes relating to the Roller Rink. This summary detailed the sequence of events that lead to the decision to run a Roller Rink event, and the Projects Officer read out a breakdown of the costs as follows:

Total Budget for the Event	£8,329.06
Cost of Rink	£8,000.00
PRS	£ 175.97
Banners	£ 70.00
Primary Times	£ 66.50

Therefore following the planned expenditure for the event, there was initially an underspend of £16.59.

Subsequently, the following were incurred due to the cancellation of the planned August date:

Cancellation fees

Hotel accommodation	£ 516.67
Security	£ 129.50

Total overspend £ 629.58

Members were asked to note that the overspend amount of £958.64 as detailed in the Events Officer's accompanying report had been amended as the total overspend was in fact £629.58. This error occurred as the budget had been shown on the accounting software at £8,000.00 when it was in fact £8,329.06, hence the reduction in overspend.

Note: Subsequent to the meeting it was clarified that the funds for this event were being taken from an identified Earmarked Reserve and that at the time of the meeting, the transfer of the remaining £329.06 had not taken place, hence the software only detailing a budget of £8,000.

A Member of the Committee had a number of issues regarding the report relating to the Roller Rink and was particularly concerned about the accounting procedure, the reporting and the "laissez-faire" attitude to taxpayer's money. The Member was of the opinion that the information provided to Councillors was full of inconsistencies, inaccuracies and was, therefore, financially misleading and a reference made to fraud. The Councillor further stated that somebody needed to take responsibility and that Officers should be accountable for the overspend and that it was not appropriate to ratify the overspend at this stage.

The Events Officer gave a further detailed verbal report on the reasons for the postponement of the event, which was due to a weather warning issued by the Met Office, and the subsequent proposal by the event provider to offer an alternative date.

Following discussion, Members **AGREED** to **RATIFY** the overspend of £629.58 on the Roller Rink event, which will be reported to the Policy and Resources Committee for noting.

The Projects Officer advised Members that any complaints or queries regarding alleged discrepancies should be addressed with the Town Clerk.

75. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2020 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

The Events Officer's report, including the updates where appropriate, was **NOTED**.

75.1 Celebrations and Commemorations to Mark the 75th Anniversary of VE Day - 8th to 10th May 2020

Given the sensitivity of the event and the current national security level, Members were asked to consider having a roaming security presence for the event at a cost of £150.00 plus VAT. The cost for this would be met from the £3,000 event budget.

Members **AGREED** that roaming security for the event should be provided.

75.2 Book Day - 28th May 2020

Members were asked to consider a proposal from a local retailer to provide, free of charge, 100 copies of the children's book "They Raced To The Moon", with a total retail value of £599.00. These books would be for the Council to distribute as they chose and in return the sponsor would seek appropriate cover/mention in all publicity for the event.

A Member felt that a review of the Town Council's Sponsorship Policy needed to be undertaken to consider that any sponsorship should be to the value of 25% of that particular event budget as they felt that the Council could lose valuable free media coverage if an event is seen to have a sponsor.

Another Councillor felt it was a kind offer and adding a sponsor's name to promotional material does not preclude other sponsors.

After discussion Members **AGREED** to accept the offer of the free books to give away on Book Day and further **AGREED** that each book be stamped/marked Bognor Regis Town Council and if necessary, that the Events Officer may purchase an appropriate stamp from the Book Day Budget.

75.3 Drive Through Time - 19th July 2020

A Member asked that the newly appointment Climate Change Topic Team be asked to review the appropriateness of a Car Event in view of the Town Council declaring a Climate Emergency. The Projects Officer will take this matter to the next meeting of the Climate Emergency Topic Team for consideration. The Events Officer will also look at ways to offset the carbon footprint of the event.

75.4 Proms in the Park - 27th June 2020

A Member was assured that the programme would include a sing-along and include a song sheet.

75.5 Funshine Days - 3rd to 28th August 2020

Members noted that despite early and continued attempts, it had not been possible to secure a booking for Donkey Rides for the 2020 Funshine Day programme.

75.6 Christmas Illuminations - 28th November 2020

It was noted that there was no further update on this event.

76. UPDATE ON EVENTS GUIDE/LEAFLET FOR 2020 INCLUDING DECISION ON DESIGN AND FORMAT

As per the Events Officer's report, which was **NOTED**, the unused designs from the 2019 Events Leaflet were distributed for consideration.

Following discussion, Members **AGREED** to use the Deckchair Design for the front of the leaflet. The first print run is to include the full events listing with the second print run to list the second half of the events listing and to incorporate a map which includes reference to; Butlin's, West End, University and West Park.

The Events Officer will arrange for drafts to be produced and these will be circulated to Members for comment and feedback by 5pm on Friday 21st February 2020.

Members were further asked to consider the distribution areas for the event leaflet drop, noting the print run of 40,000 with 10,000 for local distribution by Town Force, as referred to in the Events Officer's report.

Following discussion, Members **AGREED** to include the following areas: Aldwick, Barnham, Bersted, Chichester, Eastergate, Felpham, Pagham, Selsey, Walberton (inc Fontwell), Westergate and Yapton.

The Events Officer left the Meeting

77. REPORT ON CHRISTMAS ILLUMINATIONS (1st YEAR OF 3 YEAR CONTRACT)

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

A Member said he was disappointed the displays were not operated by Wi-Fi and, in his opinion, felt the Town Council had been misled by the contractors by the need to install new timers. The Projects Officer reported she had spoken with the Contractor regarding this and his response was as follows:

"All the displays in the Town are compatible with Wi-Fi, however, there is not suitable Wi-Fi provision in the Town. Wi-fi can be installed but this would incur an additional cost. Wi-Fi is also not as reliable as timers as the signal can dip in and out causing a loss of connection. The existing timers had been installed for a number of years and some needed replacing."

78. FURTHER CONSIDERATION OF A REQUEST BY A COUNCILLOR TO AGREE A STRATEGY REGARDING DECORATION OF THE TOWN CENTRE FOR THE SUMMER/WINTER INCLUDING; GUIDELINES ON WHAT THE DECORATIONS SHOULD BE, HOW DISPLAYED AND FOR HOW LONG - MIN. 61 REFERS

As requested at the last Meeting, a map was circulated to Members detailing BRTC assets and shared assets such as lamp post and banner displays in the Town Centre.

Members thanked staff for producing the map which would be a useful tool for joint partnership/collaborative working and felt this was the direction to take going forward. Therefore, Members **AGREED** not to pursue this Agenda item any further.

79. Members **RESOLVED** to **APPROVE** an extension to the Meeting of 15 minutes, as per S.O. 1.2.

80. FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON - MIN. 62 REFERS INCLUDING: FEEDBACK FROM THE ONLINE POLL; CONSIDERATION OF ANY DESIGNS, COSTINGS AND REQUIRED PERMISSIONS

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

80.1 Feedback from online poll

A Member was encouraged that 40% of the responses from the online poll were in favour of the proposal to light the Beacon to celebrate special occasions for a fee. She was disappointed that the figures quoted were not accurate and that other costs would need to be taken into account. Officers reminded Members that it was agreed at the last meeting that an estimated cost of £500 per event be used as a ballpark figure to gauge initial responses and it was reported at the time that the figures provided were no way indicative of the final anticipated costs.

Members **AGREED** for Officers to provide a full detailed report to include costings for a 30-minute burn as well as information on all the ADC requirements and permissions, total staffing costs and to further include proposals for a booking scheme.

80.2 Consideration of any designs, costings and required permissions

A Member circulated some suggested designs that could be installed on the beacon to create a possible selfie. During discussion it was further suggested that selfie opportunities should not be restricted to one area and there could be a number of "selfie stations" along the promenade and throughout the Town. It was also noted that any erection on the Beacon would need to be tolerant to the high winds and the structure of the Beacon itself.

Following discussion, Members **AGREED** for Officers to check the loading weight and tolerance of the Beacon with engineers and to check the perspective of the background for a selfie opportunity in that area.

Members further **AGREED** that they would look at identifying other possible "selfie stations" and email their suggestions to the Officer in good time for the next meeting.

81. FURTHER CONSIDERATION OF A PROPOSAL FOR THE COUNCIL TO PROVIDE A MONTHLY E:BULLETIN VIA EMAILS - MIN. 45 REFERS

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

Members **AGREED** to instruct Officers to proceed with this item as per the report namely:

- i) to set up a Mailchimp account linked to the Town Council's Website to enable E:Bulletins to be emailed out on a monthly basis;
- ii) for Officers to compile a monthly E:Bulletin.

82. At this point the Chairman **NOTED that the meeting had exceeded the two-hour time limit as well as the additional extended maximum of 15 minutes as per Standing Order 1.2, and as such all remaining items would be deferred.**

Members therefore **RESOLVED** to defer the remaining Agenda items 13, 14, 15 and 16 to the next Committee Meeting.

83. DATE OF NEXT MEETING

Monday 6th April 2020.

The Meeting closed at 8.47pm

**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th SEPTEMBER 2020**

AGENDA ITEM 6 - TO NOTE BUDGETS FOR 2020/21**REPORT BY THE PROJECTS OFFICER****FOR INFORMATION**

Members are asked to note the 2020/21 budgets for activities within the remit of this Committee as follows: -

TOWN COUNCIL EVENTS**Proms in the Park**

Budget	£2,500
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Expenditure

Deposit for Band	£145
Deposit for Quartet	£80

Unused Budget	£2,275
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Funshine Days

Budget	£7,000
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Expenditure

Virtual Funshine	£1,526
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Unused Budget	£5,474
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VE Day

Budget	£3,000
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Expenditure

Full payment for entertainment	£2,042
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Unused Budget	£958
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Day in the Park

Budget	£4,000
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Expenditure

Deposit for entertainment	£389
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Unused Budget	£3,611
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Drive Through Time

Budget £4,000

Expenditure

Advertising pre COVID £240

Unused Budget £3,760

Total unused Budget £16,078

Less sum vired to Parking Disc Scheme £3,250

**Balance available to be utilised or
Earmarked for use in 2021/22 £12,828**

Budgets for the Christmas Switch-On Event have not been included above as this event is still to take place and the Events Officer's report under the next Agenda item will consider the utilisation of this budget.

PUBLICITY/PROMOTIONS BUDGET

As Members will recall, an allowance was made in the 2020/21 Budget of £1,200 for Publicity and Promotional activities and to date, none of these funds have been utilised and therefore the full amount is still available.

PROMOTIONS EARMARKED RESERVES

As was noted at the Policy and Resources Committee Meeting held 2nd December 2019 (Min. 115 refers) a sum remains in Earmarked Reserves (EMR) for Promotion. These funds had been set aside some time ago for activities which will not now be progressing and therefore could be identified for future Promotions activities, subject to the approval of the Policy and Resources Committee.

The sum currently available is in the region of £6,500. However, as was agreed at the Policy and Resources Online Committee Meeting held 6th July 2020 (Min. 144.5 refers), £1,210 of this EMR has been allocated to fund the Gateway banner sites as part of the partnership working with the BID. Therefore, at the current time there is a sum of approximately £5,290 that may be utilised, and recommendations for the release of any of these funds must be made to the Policy and Resources Committee.

FOR INFORMATION

Members are asked to **NOTE** the Budget figures as given above and requested to consider the above information when making decisions on budgetary requirements later during the Meeting.

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th SEPTEMBER 2020

AGENDA ITEM 7 - UPDATE ON EVENTS PROGRAMME FOR 2020 INCLUDING:

- RATIFICATION OF DECISIONS WHERE REQUIRED
- CHANGES/CANCELLATIONS TO EVENTS TIMETABLE
- BUDGETS INCLUDING REALLOCATION OF UNSPENT FUNDS

REPORT BY THE EVENTS OFFICER

FOR INFORMATION
& DECISION

The following report by the Events Officer includes updates on event planning since the previous meeting shown in *green*.

Celebrations and Commemorations To Mark The 75th Anniversary Of VE Day - 8th to 10th May 2020

Budget - £3,000

Members are asked to agree what format they would like the event to take and to agree the budget for the 2020 event. The Officer recommendation is that a budget of £3,000 would be required.

It is the Officer recommendation that the event be located in Hotham Park on Friday 8th May (Bank Holiday), as opposed to any other day over the 3-day course of events, so that the national guidelines can be followed (see letter from Bruno Peek LVO OBE OPR - Pageantmaster VE Day 75 attached as **Appendix 1**) with the following elements incorporated into the event:

2.55pm - The Last Post is played

3.00pm - The Playing of Battle's O'er and VE 75 Years (a new tune written for the anniversary)

3.00pm - The Nation's Toast to the Heroes of World War 2

6.55pm - Cry for Peace - Town Crier

The event would include bands performing music from the era on the bandstand, along with food concessions selling traditional food. There would also be space for people bringing their own picnics, and we could suggest/promote that attendees wear vintage clothing to add more of a feel to the event. Event time 2.30pm - 7.00pm.

A Piper, Bugler and 1940's themed act have all been booked in to attend the event. This was done as soon as the budgets were agreed by the Policy and Resources Committee as the demand for this national event is huge.

As Members are aware this is a national event marking peace. However, given the sensitivity of the event and the current national security level, Members are asked if they would like roaming security at the VE Day Event which is estimated would cost in the region of £150 plus VAT.

Due to the advice of Central and Local Government regarding COVID-19 (Coronavirus) the VE Day Celebrations were cancelled. However, a wreath was laid at the War Memorial in front of the Town Hall by the Town Clerk.

Originally, it had been hoped that much of the celebrations could be transferred to VJ Day in August but due to ongoing restrictions, this was sadly not possible. However, the Town Mayor laid a wreath at the War Memorial on behalf of all the residents.

As the VE Day celebrations for 2020 were sadly cancelled, the band that had been booked and paid in full to attend VE Day have agreed to carry forward their booking to next year and will now perform at Proms 2021 alongside the two bands previously booked offering an enhanced event in 2021 (see report for Agenda item 8 for further details).

Book Day - 28th May 2020

Budget - £4,000

Members are asked to advise what book theme they would like for the 2020 Park Day and to agree the budget for the 2020 event. The Officer recommendation is that, based on the 2019 event and the increase in costs across the board, a budget of £4,000 would be required.

As no decision was made at the previous meeting regarding a theme (Min 41.2 refers), it is the Officer recommendation that the theme for the 2020 event be Superheroes. This is a non-gender specific theme and is very broad which will enable more children to be reached and engage.

A local book shop would like to sponsor the Book Day Event and the following is an extract from their recent email;

In return for being the/an event sponsor and given the appropriate coverage/mentions as such in all publicity for the event, I would like to offer BRTC 100 copies of the children's book THEY RACED TO THE MOON (published 1997 - images attached). Although not directly superheros, it cannot be denied that the men who took part in the race to go to moon are most definitely heroes in their own right.

It would be your choice how you distribute them, be it a FREE giveaway to the first 100, or maybe for those who enter the fancy-dress contest but are not crowned the overall winner, like I say, your choice.

The books have a retail value of £5.99 each, thus making the value of the sponsorship £599.00 plus my time etc.

If Members are minded to accept this offer of sponsorship the business will be included on all banners, social media, and any other publicity for the event. The business will be asked to confirm their acceptance of these terms before proceeding.

Due to the advice of Central and Local Government regarding COVID-19 (Coronavirus) the Book Day was cancelled. However, elements of the event for which deposits had been previously paid, have been rescheduled to a date in 2021.

Drive Through Time - 19th July 2020

Budget - £4,000

This is the 9th year for the Drive Through Time which has historically been held at West Park in Aldwick. It is the Officer recommendation that to refresh the event for 2020, the location be changed to the seafront Esplanade and Prom, within a road closure between Clarence Road and Lennox Street. This will allow for the vehicles to be lined up along the Esplanade, stalls along the Promenade and Kidszone utilising what is already on the Promenade whilst bringing in other elements to extend it and compliment the area. The Bandstand can be used to provide live music throughout the day and the Big Screen can be located on the shingle or the Place St Maur.

Do Members support this recommendation or have any input or suggestions?

The Officer recommendation is that, based on the 2019 event, lack of sponsor and increase in costs across the board, a budget of £4,000 would be required.

Due to the advice of Central and Local Government regarding COVID-19 (Coronavirus) the Drive Through Time was cancelled for 2020.

Proms in the Park - 27th June

Budget - £2,500

The dates suggested are the 27th June, or the 12th September, which is the actual date of the Last Night of The Proms. If the latter date is preferred, Members also need to consider whether a tie up to the live BBC broadcast is required and if so, agree to the buying in of a big screen.

The Officer recommendation is that, based on the 2019 event, an increase in the budget is required to a new amount of £3,500, if Members are wanting to go for the later date and broadcast the BBC Last Night of the Proms.

Two bands have been booked to perform at the event, a String Quartet and the Bognor Regis Concert Band, with Vocalist, to perform all the Proms classics.

Due to the advice of Central and Local Government regarding COVID-19 (Coronavirus) the Proms in the Park event was cancelled. The bands which had been booked to attend this event have been rescheduled to attend the event in 2021.

Funshine Days - 3rd to 28th August 2020 (weekdays)

Budget - £7,000

Due to increasing costs across the board it is the Officer recommendation that the budget for the 20 days of Funshine Days be increased to £7,000, which will allow daily cost of £350.00 per event as opposed to the current amount of £325.00.

Despite attempted early booking requests as soon as the budgets had been agreed by the Policy and Resources Committee, it has not been possible to secure Donkeys for the 2020 Funshine Days Programme.

Due to the advice of Central and Local Government regarding COVID-19 (Coronavirus) the Funshine Days were cancelled for 2020. Incidentally, Members should note that it would have been impossible to hold the sessions on the Bandstand on the Prom as had been planned as, despite booking the space with ADC Events,

the District Council began their works to the Bandstand earlier than expected and we were advised that the space would no longer have been available.

However, a two-week programme of Virtual Funshine Days was put in place on social media instead. Artists whose performances could work without a live audience were chosen and as many that were interactive as possible. A Balloon Modelling workshop was made specifically with this interaction in mind and a competition was run on social media to allow Balloon Modelling packs to be won, which were sent out and enabled the children to participate virtually with the artist and make the same creations with her.

As part of the programme, a Virtual Sand Art competition was also run on social media, allowing images of the creations made to be sent through and judged.

There was a total of 6 entries into the Virtual Sand Art competition and an average of around 150 – 400 daily hits across all of the Virtual Funshine Day performances which were shown on Facebook. The appeal and demand for virtual entertainment had waned towards the end of the Lockdown period and had been more popular at the start as was 'different' and not the 'norm', but the market had been saturated by virtual performances of many varieties by the time the BRTC programme was agreed upon and released.

This was a new venture for the Town Council and a steep learning curve. Whilst it demonstrated that there is a measured appetite for virtual entertainment there were lessons learnt about what did and did not work. The exercise was a great starting point and gives a basis to further this area if the Committee wishes to.

Christmas Illuminations - 28th November 2020

Budget - £3,500

The Officer recommendation is that, based on previous events and the increasing costs across the board, a budget of £3,500 would be required. However, should Members wish to look at a celebrity attending to turn on the lights then a further £2,000 would need to be added to the budget.

A member of the public contacted the Town Council to request that the date of the Switch-On be changed to the 28th November 2020, please see correspondence.

Due to the current restrictions from Central and Local Government regarding COVID-19 (Coronavirus) and the growing uncertainty about what the Winter season may bring, the Officer recommendation is that there should be no Switch-On event for 2020. The illuminations would have a soft opening, and it is understood that the BID's physical Christmas plans are installation based only and no performers at the weekend running up to Christmas as has been done in previous years, so as to avoid large gatherings in what is considered to be a very vulnerable time as far as the virus is concerned.

Therefore, to bring another dimension to Christmas which would complement the BID's light installations and run alongside the Elves theme they are planning, investigations have been undertaken into buying in a Christmas Projection Mapping Light Show with sound which will be projected onto the upper section of the Santander Building (pending permissions) and run over the Christmas period at set times throughout the day. For example, 4/5 minute projection running four times an hour daily between 4pm and 8pm.

ADC and Santander permissions would need to be sought for usage of the upper part of the Santander building for projection upon and enclosure/wrapping of some windows internally and ADC for projection from the Arcade building upper floors only.

'Projection mapping is a video projection technology in which video is mapped onto a surface, turning common objects – such as buildings, runways, stages and even water – into interactive displays. These surfaces become a canvas, with graphics being projected onto a surface, playing off of the surface's shape and textures to create a delightful experience of light and illusion.'

Cost - £10,000 + VAT

It includes:

- 20,000 lumen projector
- High Quality Sound Equipment
- Media Server with projection mapping software
- 4 minutes of Content for Christmas
- Call out and maintenance costs
- Waterproof Enclosure or Interior Rigging Costs
- Video and photography of each installation to help promote the installation

16th Nov

Projector Installation, Scheduling and Testing

18th Nov to 29th Dec

Christmas Projection Mapping Light Show

4 minutes duration

Production of a festive show through contemporary dance movements

Similar to the Crewe and Norwich Case Studies (found below)

Could include elves in the content

Crewe Town Hall - <https://vimeo.com/398208570>

Norwich Castle - <https://vimeo.com/398235818>

The cost of the activity will be £10,000. It is therefore proposed that, should Members wish to proceed with this then, the required balance of £6,500 be vired from the unused total Events Budgets for this year as referred to earlier on the Agenda.

Any such virement must be by way of a recommendation to the Policy and Resources Committee.

DECISIONS

Do Members **AGREE** to proceed with projection display as detailed above at a cost of £10,000?

Do Members **AGREE** to **RECOMMEND** to the Policy and Resources Committee that the required additional funds of £6,500 be vired from the unused 2020/21 events budget?

**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE
14th SEPTEMBER 2020**

AGENDA ITEM 8 - CONSIDERATION OF EVENTS PROGRAMME FOR 2021 INCLUDING REQUIRED BUDGETS

REPORT BY THE EVENTS OFFICER

FOR DECISION

As Members will know, input was sought from Councillors on the shape and format of the events for 2021. Whilst no specific changes to the events programme was suggested, one Councillor did make representations and as Members will read, efforts have been made to incorporate these into the events programme for 2021. In addition, and in accordance with the Town Council's Corporate Strategy, feedback from the Climate Change Topic Team has been considered with effort made to ensure that events put on by the Town Council consider their environmental impact.

Book Day - 14th April 2021

Budget for 2020 - £4,000

Proposed Budget for 2021 - £4,000

The theme for the 2020 Book Day was Superheroes and it is the Officer recommendation that this theme be carried over into the 2021 event. Due to the Covid-19 pandemic we also have a new breed of Superheroes, ranging from NHS workers, to bin men, to people doing shopping for their neighbours that will all need to be celebrated and this will be a perfect platform and opportunity to do this.

This event normally takes place within the Spring Half Term, but Easter holidays historically have very little happening and there is a gap for a large-scale event so the date of 14th April has been proposed. This also allows another event to take place in the Spring Half Term therefore extending the BRTC events programme.

DECISIONS

Do Members **AGREE** with the Officer recommendation to continue with Superheroes for the theme for the 2021 event?

Members are invited to **AGREE** the **RECOMMENDATION** for the 2021 budget for the Book Day event, considering the Officer recommendation of **£4,000**.

World Oceans Day - Bognor H₂O - 31st May 2021

Proposed Budget for 2020 - n/a

Proposed Budget for 2021 - £2,000

Following on from a suggestion from a Councillor after the request for event feedback, it is the Officer recommendation that a new event be incorporated into the 2021 programme to mark World Oceans Day.

The following is an extract from the publicity for this year's World Oceans Day:

'For 2020 World Oceans Day is growing the global movement to call on world leaders to protect 30% of our blue planet by 2030. This critical need is called 30x30. By safeguarding at least 30% of our ocean through a network of highly protected areas we can help ensure a healthy home for all'

World Oceans Day falls on the 8th June, however events to mark the day can take place at any time throughout the year. As the 8th of June is a school day and within school term time, it would be suggested that this event take place as close to the date as possible but within school holiday time to allow for greater attendance at the event.

If Members agree to add this event to the programme, a full brief will be prepared for the next meeting, but initial ideas include:

- A World Oceans Day festival, with ocean-themed activities, incorporating art from any medium, from paint and chalk to discarded plastic to create ocean art on the day.
- A community beach clean, West Sussex Recycling can be invited to show what and how waste is recycled, and invite artists to create art from the rubbish collected, Marine Conservation Society can be invited to talk about the Ghost Gear found, where it originates from and the impact it has on marine life. (*Derelict fishing gear, sometimes referred to as "ghost gear," is any discarded, lost, or abandoned, fishing gear in the marine environment*).
- An ocean art, writing, video or photography contest; the winners can share or display their works and be judged at the event. Ocean-themed prizes such as free kayaking, diving, paddle boarding or nature tours, or membership to ocean /conservation organisations.
- Information points where people of all ages can learn more about ocean science and how to help by taking action in their own lives, and in their communities. Invite local conservation organisations to run information stands, providing information about ways participants can get involved in conservation in the area and how they can take individual action.

DECISIONS

Do Members **AGREE** with the Officer recommendation for a new event to mark World Oceans Day for 2021?

If Members agree with the new event, Members are invited to **AGREE** the **RECOMMENDATION** for the 2021 budget for the World Oceans Day event, considering the Officer recommendation of **£2,000**.

Proms in the Park - 5th June 2020

Budget for 2020 - £2,500

Proposed Budget for 2021 - £2,500

Both bands that were booked in for the Proms Event in 2020 have kindly rescheduled to 2021.

As noted in the report for the previous Agenda item, as the VE Day celebrations for 2020 were sadly cancelled the band that had been booked and paid in full to attend VE Day will now perform at Proms alongside the two bands previously booked.

Furthermore, it is the Officer recommendation that Proms 2021 is enhanced and made bigger and better. With the extra entertainment that is to be provided, the event could be extended to begin earlier in the day and to end a little later than normal.

The Proms is an event that may still work well even if social distancing is a requirement next year as the space in Hotham Park, and the fact that every "bubble" brings their own food and drinks, should mean that unless large gatherings are prohibited, an event should be able to be held with the correct advance planning for Health & Safety.

DECISIONS

Do Members **AGREE** with the Officer recommendation for a larger scale Proms event in 2021?

Members are invited to **AGREE** the **RECOMMENDATION** for the 2021 budget for the Proms in the Park event, considering the Officer recommendation of **£2,500**.

Drive Through Time - 11th July 2021

Budget for 2020 - £4,000

Proposed Budget for 2021 - £4,000

2020 was set to be the 9th year for the Drive Through Time which has historically been held at West Park in Aldwick. It was the Officer recommendation that to refresh the event for 2020, the location be changed to the seafront Esplanade and Prom, within a road closure between Clarence Road and Lennox Street. This would allow for the vehicles to be lined up along the Esplanade, stalls along the Promenade and Kidszone utilising what is already on the Promenade whilst bringing in other elements to extend it and compliment the area. The Bandstand would have been used to provide live music throughout the day and the Big Screen located on the Place St Maur.

It is the Officer recommendation that the layout and location of the event remain the same for 2021 as was proposed for this year. However, since the Town Council declared itself a Council of Climate Emergency in November 2019, elements can be added or removed from the event to make it more environmentally efficient. Members of the Climate Change Topic Team were asked for their opinions and feedback (See responses as appended to this report as **Appendix 1**).

Taking on board the comments from the Climate Change Topic Team it would be the Officer recommendation that the following elements now be incorporated into the event;

- The event to be re titled a Drive Through Time: A Festival of Transport allowing all modes of transport to be included within the event, making it more inclusive and appealing to a wider and more diverse audience. It could also give the

opportunity for groups of people who would not normally meet to mingle and share their thoughts and ideas.

- Included within the admission fee will be an amount to carbon offset their transportation to the event. This will not just apply to the exhibitors themselves but participants within the event where it is relevant.
- A percentage of the revenue be put into rewilding projects/sustainable planting within the Town.
- An Eco-Fair, Plant Swap to be incorporated to run alongside the already well-established Craft & Charity Fair. Information stands giving residents and attendees of the event opportunity to get involved in climate change initiatives. WSCC and ADC climate change officers being invited to showcase their own greening and rewilding initiatives and sign people up.
- All concessionaires that attend the event to ensure that their packaging is recyclable/biodegradable and that there are ample bins of the relevant kind to allow this process to be completed.
- 'Plastic Free July' will also be incorporated into the event.

'Plastic Free July' is a global movement that helps millions of people be part of the solution to plastic pollution – so we can have cleaner streets, oceans, and beautiful communities by choosing to refuse single-use plastics'

DECISIONS

Do Members **AGREE** with the Officer recommendation to change the name of the event to 'Drive through Time: A Festival of Transport' for 2021 or do Members wish to remain with 'Drive Through Time'?

Do Members **AGREE** with the Officer recommendation of new elements to be incorporated into the event for 2021?

Members are invited to **AGREE** the **RECOMMENDATION** for the 2021 budget for the Drive Through Time event, considering the Officer recommendation of **£4,000**.

Funshine Days - 2nd August to 27th August (weekdays)

Budget for 2020 - £7,000

Proposed Budget for 2021 - £7,000

The Funshine Days run for 20 days, four weeks of weekday activities. Currently these weeks are themed, Music and Movement, Seaside Classics, Performance and Art and Bognor H₂O.

Given the current refurbishment of the Bandstand on the Prom and the possibility that this may run over into Summer 2021, it is the Officer recommendation that the Funshine Days for 2021 are not restricted to a seaside location in case the Prom

Bandstand is not available. It is therefore suggested that the H₂O week be removed and that none of the activities booked are beach and water dependent.

However, many of the connections to H₂O week maybe retained through the World Oceans Day referred to earlier in this report.

DECISIONS

Do Members **AGREE** that the focus of the Funshine Days should not be restricted to a seaside location and therefore the H₂O week removed?

Members are invited to **AGREE** the **RECOMMENDATION** for the 2021 budget for the Funshine Days, considering the Officer recommendation of **£7,000**.

Christmas Switch-On Event - 27th November 2021

Budget for 2020 - £3,500

Proposed Budget for 2021 - £3,500

The Officer recommendation is that, based on previous events and the increasing costs across the board, a budget of £3,500 would be required.

DECISION

Members are invited to **AGREE** the **RECOMMENDATION** for the 2021 budget for the Christmas Switch-On event, considering the Officer recommendation of **£3,500**.

COVID-19

Members will obviously be aware that all of the above is on the understanding that events can run and go ahead, which will be wholly dependent upon the Pandemic situation and any restrictions that may still be in place. As Members will be aware from the seminar held on 3rd September, one of the topics for future discussion is how the events programme may be innovated and adapted should restrictions still be in place for any part of the programme. The Events Officer will therefore be working with the Working Group to brainstorm and come up with ideas in these uncertain times.

COMMENTS FROM THE CLIMATE CHANGE TOPIC TEAM RE DRIVE THROUGH TIME

1. I feel that anything that brings people to the town and engaging with activities is a good thing HOWEVER, there does need to be consideration made to the impact that, vehicles and also the vehicles attending will create. Here are a few suggestions:
 - Set up a park and ride to limit the number of visitor's vehicles entering the town
 - Include sustainable transport options within the show, perhaps the Bognor Bike Hub could show case a selection of bikes through the ages with affordable cycling options on offer for those who live within the town
 - Electric/Hybrid vehicles, could these be included within the event
 - Could a percentage of the revenue be put into rewilding projects/sustainable planting within the town to mitigate the detrimental impact of the vehicles attending. Perhaps the Bognor Community Gardeners have some ideas about projects that require funding
 - Any posters/flyers printed should be done with eco-friendly/recycled supplies and banners etc are reused and repurposed as much as possible
 - Any litter/waste generated by the event should be recycled and where this is not possible could be transformed into artwork which could be displayed to celebrate the event but also draw attention to the impact of non-recyclable waste
 - Any food/drinks vendors should be asked to use recyclable packaging and encourage people to utilise their own drinks bottles/mugs, local produce should also be made a priority.

2. My views are that it wouldn't be appropriate under the circumstances. The reasons for holding it would presumably be that it is a reliable success, makes people happy and they would probably be upset if it didn't take place as usual. However, BRTC *has* declared a climate emergency and should take opportunities to demonstrate that. In this case it would mean providing an alternative event that was compatible with a world under strain, rather than default to 'business as usual'. Can I suggest something like a Bike Fest?

3. I also have reservations about carbon offsetting.

4. I personally don't find this event entertaining and think we should replace it with A Climate Change themed event like an animal and wildflower event late spring, but if it is as popular as you say I like all of the above recommendations too.

Bognor Community Gardeners did a plant sale at this event a few years ago so encouraging more local growing groups to showcase their produce (the allotments people, Crimsham Farm could bring a couple of goats or pigs along).

Make it a kind of country fair thing with horse and cart rides like the Hotham Park One. It would also be an opportunity to get more residents involved in the climate change initiative. We could give seed bombs away (for example) and Get a WSCC and ADC climate change officer to showcase their own greening and rewilding initiatives and sign people up.

5. One additional idea to add if the decision is to proceed: We need to move away from celebrating car ownership and promote public transport so maybe see if the local transport companies have plans to use electric vehicles and sponsor the green roofs on bus stops proposal, and get them to showcase.
6. Perhaps widen the concept to be a Festival of Transport, so that way as well as having cars both petrol & electric, you could have a steam roller, horses, a variety of bikes (obviously), buses, perhaps something reflecting the local aviation history of seaplanes etc etc.
7. A sustainable Green Transport Exhibition would be great too. I personally think anything that encourages petrol/ diesel (Even for an exhibition)?should be avoided.
8. Agree no transport unless demonstrably emission free and vital

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th SEPTEMBER 2020

AGENDA ITEM 9 - TO RECEIVE AND AGREE A PROCESS FOR THE UTILISATION OF THE 12 POSTER SITES ON THE SEAFRONT PROMENADE - DEFERRED FROM MEETING OF 10th FEBRUARY 2020 AND TO NOTE DRAFT POLICY

REPORT BY THE PROJECTS OFFICER

FOR DECISION

The original report for this item was previously circulated to Members for the meeting on the 10th February 2020 and is available on the website, page 25 of the Agenda and Reports: https://www.bognorregis.gov.uk/UserFiles/Files/Agendas/79358-EPL_Agenda_10th_Feb_2020_v2.pdf.

The item was deferred to the April meeting but as Members are aware this meeting was subsequently cancelled due to the outbreak of COVID-19.

The proposal was for Members to consider a proposal from Cllr. Brooks to agree a formal process in respect to the utilisation of the 12 poster sites on the 3 seafront shelters along the promenade to create a more streamlined, efficient and uniformed approach to ensure the best possible use of these sites throughout the year.

A draft policy reflecting the original proposals is now appended to this report as **Appendix 1** for Members to consider and agree, for recommendation to the Policy and Resources Committee.

In the interim period, and in order not to waste time, ADC as owners of the sites, have been approached to see if they are willing to allow BRTC to take over the overall management of the sites as laid out in the draft policy subject to approval by this Committee and this has been confirmed by the ADC Estates and Facilities Manager.

The availability of the sites has been proactively promoted on the Town Council website, Facebook page and also via the E-Bulletin.

Some approaches have already been made to utilise the sites and they are currently displaying the following posters:

- Town Council Grant Aid
- BID Keep Safe Awareness
- 2 x winning competition entries re. keeping beaches clean

Members are also asked to Note that there is no longer a requirement to consider bullet point a) of the original report as it is no longer relevant.

Since the last meeting Cllr. Brooks has prepared some generic posters for consideration. Examples of these have been previously circulated to Members via email.

These relate to point IV of the Draft Policy and point e) in the original report for the meeting of the 10th February as follows:

- e) *That generic posters, such as West End Shops This Way/Visit Bognor Regis Old Town etc. are displayed between events and when space is available, so sites are continually filled. These posters would be funded and provided by third party organisations such as the BID or West End Traders Association or any other non-profit or non-commercial enterprise;*

The BID and EcoSwap have already taken advantage of this opportunity and have funded posters for the empty sites.

Should Members wish to produce a set of generic posters, they are invited to agree a design and identify a budget for associated costs and make Recommendation to the Policy and Resources Committee if applicable.

Members are further asked to note that Cllr. Brooks' additional suggestion for the purchase of new frames will be a separate Agenda item at a future meeting.

DECISIONS

Do Members **AGREE** to adopt the formal process, as laid out in the draft Policy, for the 12 poster sites on the 3 seafront shelters along the promenade and for the management of the sites to be overseen by the Town Council and furthermore **AGREE** to **RECOMMEND** the approval of the draft policy to the Policy and Resources Committee?

Do Members **AGREE** to produce a set of generic posters for display on any unutilised sites?

And if so;

Members are asked to **AGREE** a Budget for associated costs and make Recommendation to the Policy and Resources Committee if applicable.



BOGNOR REGIS TOWN COUNCIL

DRAFT

SEAFRONT PROMENADE SHELTER POSTER SITE POLICY

Adopted by the Council at its Meeting held on **xxxx**

Bognor Regis Town Council have been granted permission by Arun District Council to oversee the management of the 12 poster sites located on the 3 seafront shelters along the Bognor Regis Promenade.

The following guidelines set within this policy will create a streamlined, efficient and uniformed approach to ensure the best possible use of these sites throughout the year.

- I. That the organisers of the main events be included on a Primary List and contacted to make them aware of the facility to display posters (funded and provided by those event organisers) along the Promenade, and to provide recommended specifications.

The events suggested are: -

- Bognor Regis Town Council Events
- Carnival
- Birdman/Pride
- Seafront Illuminations
- Southdowns Folk Festival
- Rox
- Bognorphenia
- Illuminations Gala

- II. Town Council Officers will be responsible for the administration of the scheme including taking receipt of the posters from organisers, rotation of posters and notification to event organisers if posters become damaged so that a replacement can be provided.
- III. To accept posters from non-profit events, other than those on the Primary List, for display if space allows.
- IV. That generic posters, such as West End Shops This Way/Visit Bognor Regis Old Town etc. are displayed between events and when space is available, so sites are continually filled. These posters would be funded and provided by third party organisations such as the BID or West End Traders Association or any other non-profit or non-commercial enterprise.
- V. Town Force to undertake all necessary works to display signs with these being erected no earlier than 2 weeks leading up to the advertised event and taken down post event to avoid out of date posters being on display.

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th SEPTEMBER 2020

AGENDA ITEM 10 - UPDATE ON LAMP POST BANNER SITES (UPPER BOGNOR ROAD AND HIGH STREET BY HOTHAM PARK) - MIN. 55.2 REFERS INCLUDING:

- MANAGEMENT OF ALL OR SOME OF THE SITES
- IDENTIFY AND AGREE A BUDGET FOR ASSOCIATED COSTS
- CONSIDERATION OF ALLOWING OTHER EVENT ORGANISERS TO UTILISE THE SITES INCLUDING RECHARGE COSTS
- FOR THE OVERALL MANAGEMENT OF THE SITES TO BE CARRIED OUT IN LINE WITH THE SEAFRONT PROMENADE POSTER POLICY
- AND ANY RECOMMENDATION TO POLICY AND RESOURCES COMMITTEE

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Background:

This report refers to the twelve Lamp Post Banner sites situated along the Upper Bognor Road flyover and the High Street by Hotham Park. At the meeting of the 9th December 2019, Officers reported that they were in the process of liaising with ADC Officers regarding the relevant paperwork and procedures.

Update:

ADC have shared what information they had and confirmed that the old fixings have now been removed.

If Members wish to proceed with overseeing the management of all or some of these sites, the following requirements will need to be satisfied and a budget identified to cover the associated costs. A map of the individual locations is appended (**Appendix 1**).

- New fixtures and fittings for all lamp posts
12 x Banner arms @ £99.50 per pair = **£1,194.00**
Fixtures including banding, buckles, neoprene = **£144.34**

SSE have confirmed that as there will be no requirement to drill into the posts it will not be necessary to employ HERS registered installers.

- Costs for production of 12 new banners
These costs are dependent on size and design etc. However, previous costs were £400 for 12 Banners
- Planning requirements
Planning Consent Application to be submitted to ADC
Associated costs **£463.00**
- Estimate of Town Force time for installation and deinstallation of banners including any associated costs due to implementation of any required traffic management controls:

Installation of lamppost bracket

- With traffic management system (subject to Highways approval):
Load equipment, drive to site, set up TMS, install bracket, remove TMS, return to yard and put equipment away
1.5-hour x 3 men = 4.5-man hours
- Without traffic management system:
Load equipment, drive to site, install bracket, return to yard
0.75-hour x 2 men = 1.5-man hours

Banner changeover

- With traffic management system (subject to Highways approval):
Load equipment, drive to site, set up TMS, change banner, remove TMS, return to yard and put equipment away
1-hour x 3 men = 3 men hours
- Without traffic management system:
Load equipment, drive to site, change banner, return to yard
0.5-hour x 2 men = 1-man hour

- Cost for stress testing of the lamp posts (annually)*
Estimated costs range from £670.00 - £1,590.00 or £1,161 per day

*These costs are estimates based on 3 separate quotations acquired in 2018/19, for hanging baskets. In order to provide an exact cost, the contractors would need to know the exact number of lamp posts and locations to be able to factor in costs for road management and sequential routes. Once Members have determined which, if any, lamp posts they would like to oversee the management of, a detailed quotation will be requested. It is a requirement to carry out stress testing annually.

With regard to funding, these costs excluding stress testing could be met by utilising the Promotional Earmarked Reserve Budget as referred to in the report for Agenda item 6.

Therefore, if Members wish to proceed, a recommendation needs to be made to the Policy and Resources Committee to allocate funding from the Promotions Earmarked Reserves. The exact costs will be prepared in time for the recommendation, but using the estimated costs as quoted in this report it is likely that the sum required will be £2,201.34 **not** including the stress testing.

As detailed above quotes for stress testing vary considerably and would be an annual expenditure. Once Members have confirmed the number of lampposts and locations they wish to include, precise quotations can be sought but for this purpose it would be sensible to factor in an additional amount of £2,000 per annum. Which will need to be an annual budget amount.

Members will also need to consider if they wish to allow other Event Organisations to utilise these sites and would recommend that this is managed in line with the Seafront Promenade Poster Policy.

Due to the costs incurred installing and de-installing the banners, Members are further asked to consider if they wish to re-charge these costs for third party banners. If so, any Town Force time will be costed at the normal third-party rate of £22.00 +VAT per man per hour.

Members are invited to advise how they wish to proceed.

DECISIONS

Do Members **AGREE** to proceed with overseeing the management of all or some of the lamp post banner sites as detailed on the map and if so, to **AGREE** which ones?

If Members are minded to proceed, they are invited to make a recommendation to the Policy and Resources Committee to allocate funding from the Promotions Earmarked Reserves to meet the associated estimated costs, excluding stress testing, estimated as follows:

New Fixtures and Fittings at a cost of £1,338.34

Planning Permissions at a cost of £463.00

12 New Banners £400

Costs for Installation and de-installation including Traffic Management Control Procedures 4.5 Town Force Man Hours

Cost for Installation and de-installation **not** requiring Traffic Management Control 1.5 Town Force Man Hours

Sub Total £2,201.34

Members are also invited to **RECOMMEND** to the Policy and Resources Committee an annual expenditure for stress testing to the estimated value of £2,000.*

**Exact costs will be obtained based on Members decision on how many posts are to be included before recommendation to Policy and Resources.*

Do Members **AGREE** to allow other Event Organisations to utilise the lamp post banner sites?

If so:

Do Members **AGREE** to recharge the associated costs? If Members are minded not to recharge, Members should identify and **AGREE** a budget for these additional costs?

Do Members **AGREE** that the overall management for these sites should be carried out in line with the Seafront Promenade Poster Policy, as discussed under Agenda item 9?

Bognor Regis Lamp Post Banners

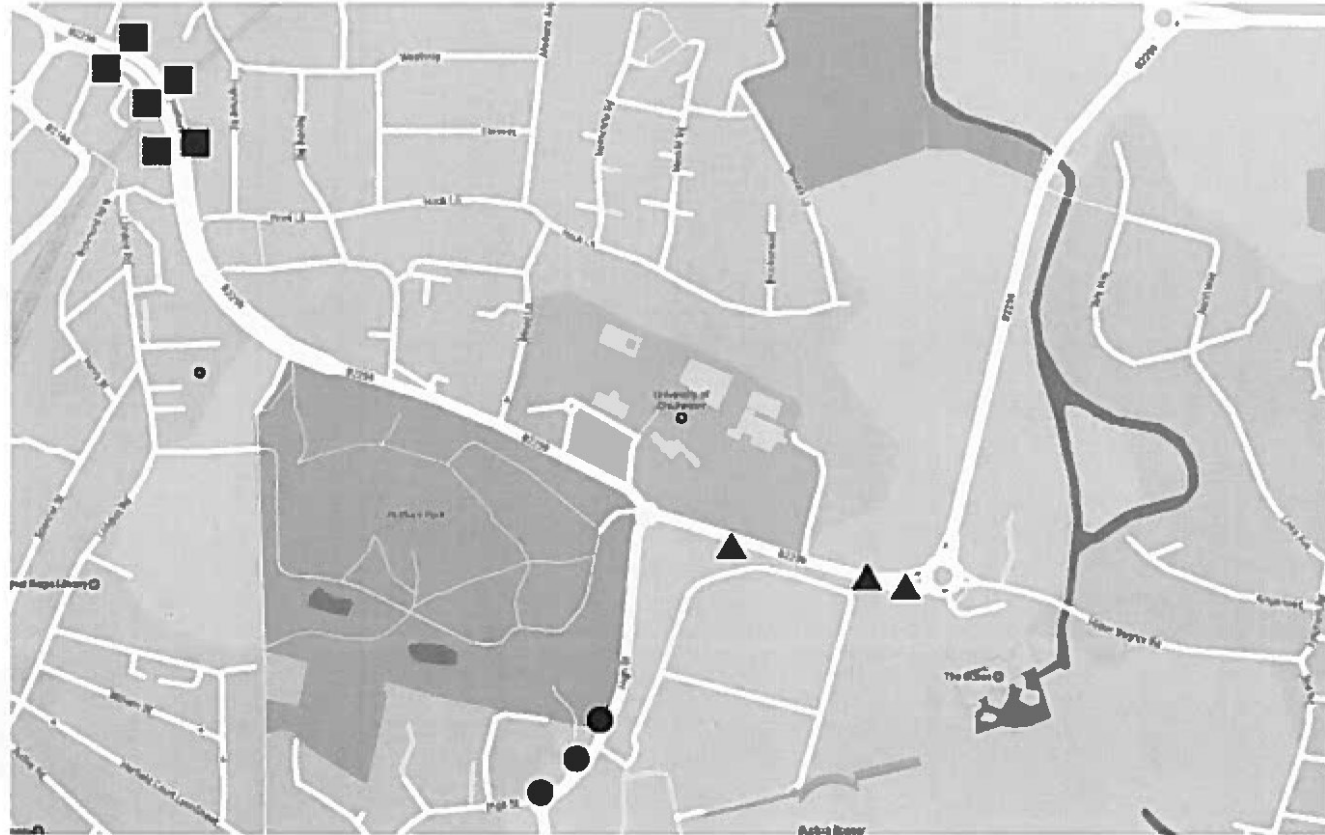
EP&L C'ttee Meeting
14th September 2020
Agenda item 10.1 - Appendix 1.

Locations:

■ Hotham Way
(6 Locations)

● High Street
adjacent to
Hotham Park
(3 locations)

▲ Upper Bognor Way
(3 locations)



BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
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AGENDA ITEM 11 - UPDATE ON PROPOSAL BY A COUNCILLOR TO CREATE POP UP SPACES FOR ART DISPLAYS AND EXHIBITIONS - DEFERRED FROM MEETING OF 10th FEBRUARY 2020 - MIN. 66 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the meeting held on 9th December 2019, Members were asked to consider a proposal by a Councillor to create pop up spaces for art displays and exhibitions and Officers were asked to contact ADC, in the first instance, to see if they would be willing to allow the utilisation of any vacant ADC owned shop space for such an event.

Prior to lockdown an email was sent to the ADC Property, Estates and Facilities Manager whose response at the time was as follows:

"I will need to catch up with colleagues ahead of any response as he is aware that this issue has been under discussion elsewhere and as yet, has not been included. I would not want to commit to something whilst proceeding to secure commercial lettings as per current instruction. I will hopefully be able to provide a further update in respect of this matter once in receipt of comments from colleagues."

The current situation regarding COVID-19 will of course have had an impact on any pre-lockdown responses and I can advise Members that a request for an up-to-date response regarding this item has been requested from the ADC Property, Estates and Facilities Manager.

As previously reported, the BID held a series of pop up exhibitions and displays over the Christmas period for CICs and local organisations to promote their services. The feedback was very positive from both exhibitors and visitors alike who would like to see this continue.

As a result of this feedback, the BID began to explore a number of options with ADC, as well as community groups and start-up businesses, and indicated they would welcome support from the Town Council as a collaborative project.

Members may therefore wish to consider working with the BID to progress this collectively in conjunction with ADC and other organisations when COVID-19 restrictions ease and regulations allow.

Members are invited to advise how they wish to proceed.

DECISIONS

Do Members **AGREE** to support and work with the BID and other groups on a collaborative project?

or

Would Members prefer to continue to pursue this independently?

**BOGNOR REGIS TOWN COUNCIL
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14th SEPTEMBER 2020**

AGENDA ITEM 12 - UPDATE ON CHRISTMAS LIGHTS INCLUDING SITUATION WITH SSE AND SSEN REGARDING A POWER SUPPLY FEED

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Situation with SSE and SSEN regarding power Supply

As some Members may be aware, when the Christmas Lights display was switched on last year, some arcing occurred due to a fault with the ONO Power Supply feed to one of the power boxes. Our Contractor quickly initiated a "quick fix" but advised that the situation needed attention by SSE as the feeder is their responsibility and our Contractor has no authority to access this.

Since January 2020, the Projects Officer has been continually in contact with SSE in an attempt to get this problem resolved. Having been referred to numerous departments and constantly having to follow up and chase each contact, it was finally established in July that the responsibility lay with SSEN.

SSEN asked for a full report of the fault and a map showing the exact location of the power box. This was speedily supplied by our Contractor and forwarded to the relevant department at SSEN. After a number of attempts to secure a date for repair, the Projects Officer was advised that the fault would be attended to on Monday 3rd August 2020. A local trader who operates near the location of the power box in question was asked to ensure that complete access was available to SSEN and he made arrangements for the area to be kept clear.

However, on the appointed day an Engineer from SSEN reported that the power box was too high to reach and he was not allowed to use a ladder. He also had no detail of the fault so would need to reschedule another appointment and return with a Cherry Picker. Despite numerous emails and attempts to contact SSEN, the Projects Officer at the time of writing, has been unable to confirm another date.

Mindful that it has already taken 8 months to get this far and that there is only another 10-weeks (approx.) to the Town Council switch-on date, Members can be assured that all attempts are being made to get this resolved. The Contractor has said that if all else fails he will be able to run this section of the lights from another power feeder, but this is not a satisfactory solution.

**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
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AGENDA ITEM 13 - CONSIDERATION OF ANY OFFERS TO RE-HOUSE BILLY BULB AND FURTHER CONSIDERATION OF ANY ASSOCIATED BUDGETARY REQUIREMENTS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members may be aware that at the Online Policy and Resources Committee Meeting held on 6th July (Min. 147.2 refers), Members noted that due to changes to the roundabout sponsorship arrangement with WSCC, it would no longer be possible to have a reciprocal arrangement for sponsorship with F&G for the storage of the Billy Bulb mascot. Members did consider paying F&G for storage at a cost of £1,036 plus VAT per annum, but this was rejected. F&G have kindly agreed that the mascot may stay with them until the Autumn, giving time for another storage location to be agreed.

It should be noted that there is a Billy Bulb Maintenance budget of £600 for the 2020/21 financial year, with no expenditure incurred to date.

The Town Council has therefore made a public request on social media platforms and in **the E-Bulletin** to see if a suitable alternative site would be available and to date there have been two responses:

Crimsham Farm, Paghham - have made an offer to store Billy Bulb in their barn, dependent on gaining permission from other site users who also have access and items of storage in the barn. This storage would be undercover in the barn with security. Crimsham Farm are chasing the other users but to date there has not been a further response and therefore this option cannot be considered further at the current time.

Reclamation yard in Argyle Road, Bognor Regis - the owner has also made an offer to store the mascot and Cllrs. Brooks and Mrs. Daniells have met with the owner to discuss the matter. This location is central to the town with easy access for a tow vehicle. This is an uncovered storage space, but the owner has agreed that a scaffold shelter with higher platforms for access can be installed. There is no indication at this stage as to any associated costs for the implementation of a shelter. If Members wish to pursue this option then detailed costs would need to be calculated and referred back to this Committee for full consideration and furthermore, should any financial support in excess of the available budget for 2020/21 be required this would require a recommendation to the Policy and Resources Committee.

However, as there had been no offers that were able to be progressed for inside storage, contact has been made once again with F&G Transport to see if there was anyway an arrangement could be reached. Having reviewed the situation and through the creation of a new sponsorship site on the central reservation on Shripney Road, F&G have offered to continue to house the mascot in return for two sign sponsorship on this site and have offered to pay for one new sign whilst reusing their old one from the roundabout. Unfortunately, the old sign is the incorrect size for this new site and therefore two new signs are needed.

It is therefore the Officer recommendation that F&G's offer be accepted and that the Town Council purchase one of the signs at a cost of £50 plus VAT from the Billy Bulb Maintenance Budget. This course of action would ensure the mascot's continued, inside storage at a secure facility with the access, as before, to use it at events.

DECISION

Do Members **AGREE** to accept the offer from F&G for the continued storage of the Billy Bulb Mascot and furthermore, **AGREE** to expenditure of £50 plus VAT to purchase a sponsorship sign, funded by the Billy Bulb Maintenance Budget?

**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th SEPTEMBER 2020**

AGENDA ITEM 14 - TO RECEIVE A REPORT ON THE RECENT REQUEST FOR A BIG WHEEL TO BE LOCATED IN BOGNOR REGIS AND CONSIDERATION OF RESPONSE TO THE ADC DECISION FOR IT TO BE SITED IN LITTLEHAMPTON

REPORT BY THE PROJECTS OFFICER

FOR DECISION

In May 2020 an approach was made to the Town Council from a Big Wheel Operator to ask if he could apply for a suitable space on or near the seafront to place a giant Observation Wheel during the summer holidays of 2020.

As Members are aware, any land on or near the seafront is owned by Arun District Council and the authority to grant permission for such an event also falls under their jurisdiction. The operator was therefore advised to make his approach direct to Arun District Council. Members are also asked to recall that at that time the Country was in lockdown.

At the ADC Cabinet Meeting on the 20th July 2020, District Councillors considered the proposal and were informed that "the coastal area at Bognor Regis was initially scoped, however the required space is not available". The subsequent decision was for the Big Wheel to be located within the coach parking area of the Banjo Road Car Park in Littlehampton.

Further clarification was sought by a Member from ADC for the reasons that Bognor Regis was not suitable, with the following response provided: -

The team that scoped the location of the wheel looked at several locations in Bognor Regis prior to considering Littlehampton, these included the promenade and Place St Maur. No locations were found to be suitable due to the size of location required and the load bearing nature of the ground which is required to take the structure of the observation wheel. The proximity of residents is also a factor – the wheel is in location for 28 days. The car park was not considered, this is due to the impact on parking in the town centre, as you know there are initiatives already in place to encourage more people to use the car parks.

The possible future location of an observation wheel in Bognor Regis is an exciting prospect and one that can be further investigated. A road closure of the esplanade could be a possibility, however I am sure you are aware this takes time and agreement of WSCC, and other stakeholders, to put in place. We will be able to assess the success of the wheel in Littlehampton this year to learn any lessons from, before planning for the future.

A Town Council Member has requested for this Committee to consider why the decision was taken by ADC to site the Big Wheel in Littlehampton rather than Bognor Regis and to further request that should the opportunity arise again in the future all attempts are made to secure a suitable location in Bognor Regis.

DECISION

How do Members **AGREE** to proceed with regard to any future plans for an Observation Wheel in Bognor Regis?

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th SEPTEMBER 2020

AGENDA ITEM 15 - REVIEW OF EVENT CHARGING POLICY FOR
RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE FOR
ADOPTION

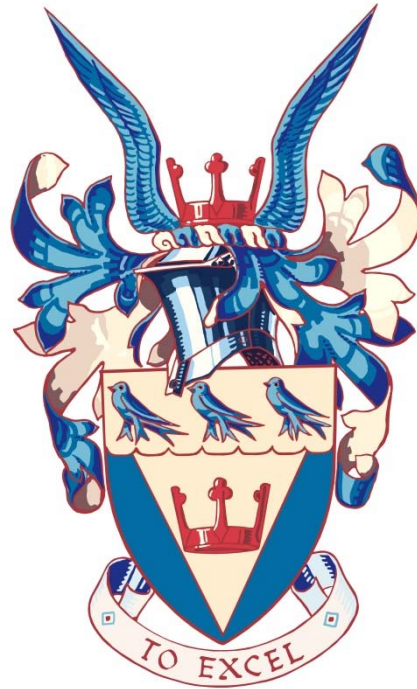
REPORT BY THE PROJECTS OFFICER

FOR DECISION

Following a request from this Committee for a specific Bognor Regis Town Council Event Charging Policy, Members are invited to review the draft policy (attached as **Appendix 1**) and if acceptable, make recommendation to the Policy and Resources Committee for adoption.

DECISION

Do Members **AGREE** to recommend the draft Event Charging Policy for Bognor Regis Town Council to the Policy and Resources Committee for adoption?



BOGNOR REGIS TOWN COUNCIL EVENT CHARGING POLICY

Adopted by the Council at its Meeting held on

Notwithstanding the provisions of the General Power of Competence, the Town Council has the power to provide entertainment including support for the arts, including festivals and celebrations, by virtue of the Local Government Act 1972 s145.

Bognor Regis Town Council utilises public funds to provide an events programme for the benefit of not only the local community but also visitors to the Town. The Council fully recognises that regular outdoor events provide a valuable amenity function, improving community well-being and visitor enjoyment.

Events can also be very important to a community's sense of identity. They may provide a community focus that brings people together and there is evidence that this can have widespread effects in supporting community well-being.

In addition to supporting local events through the provision of Grant Aid, the Town Council also directly organises a varied range of community events throughout the year.

Charging for Events

The Town Council's annual event programme will be free to enter.

However, there may be circumstances when a level of charging will be necessary, and this policy sets out the points for consideration when determining if charging is appropriate.

1. Charges for elements within a free to enter event

Where a third-party provider agrees to bring in a specific attraction/activity for a reduced cost to the Town Council with the proviso that they may charge.

This will be applicable where the cost of buying in the attraction is not viable within the event budget, but its inclusion adds to the amenity value and success of the event.

Prior to any booking confirmation, consideration must be given to the amount to be charged by the third-party to ensure it is reasonable and appropriate.

2. Charges for entry to an open-air event within the 5 Wards of Bognor Regis

As the Town Council does not own any land on which to hold events, permission to hold an event on land owned by Arun District Council must comply with their own Events Policy and Procedures which is available on the ADC website or by using this [link](#).

Section 5.1 (Table 1) of ADC's policy states that private/all ticket events are generally not permitted on ADC owned land to ensure that whole or part of public open spaces may be retained for public enjoyment.

Therefore, this may restrict the ability of the Town Council to charge for their events on District Council land including Hotham Park, West Park, Promenade, Place St Maur, Hampshire Avenue Recreation Ground and Waterloo Square Gardens.

Under their Policy, ADC will give consideration where ticketing of a whole site is paramount to ensuring public safety/security for an event that they deem as appropriate and it would be necessary for the Town Council to demonstrate the need and benefit of the planned event.

If ADC were to give permission for ticketing of an open-air event, charges to enter the event may be calculated to cover the production costs and any additional costs associated with ticketing i.e. security, fencing, retailing of tickets online etc.

3. Charges for entry to events in other venues

The Town Council may decide to provide an event/entertainment that requires the hiring of a venue other than land owned by ADC. An example of this could be the hiring of the Alexandra Theatre.

The nature of the event, the benefit to the local community and/or visitors to the Town would need to be demonstrated and the proposals considered and approved by Council.

It would also be necessary to evidence that any production did not conflict with the event programmes of existing local organisations.

In these circumstances, charges to enter the event may be calculated to cover the cost of hiring the venue, production costs and any additional costs associated with ticketing i.e. retailing of tickets online etc.

**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th SEPTEMBER 2020**

**AGENDA ITEM 16 - TO NOTE OFFER FROM FRIENDS OF HOTHAM PARK OF
UNWANTED EVENT EQUIPMENT, FOR BRTC AND COMMUNITY EVENT
ORGANISERS USE**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Following the disbandment of the Hotham Park Heritage Trust, the organisation Friends of Hotham Park, has kindly donated a range of event equipment including a number of gazebos, for BRTC and other Community Event Organisers use.

The equipment is currently being stored in the old Hotham Park Café site and will be made available to other organisations on request.

**GENERAL CORRESPONDENCE FOR E,P & L COMMITTEE MEETING
14th SEPTEMBER 2020 INCLUDING THE TWO ITEMS DEFERRED
FROM THE MEETING OF 10th FEBRUARY 2020**

1. Email: CDC News – advertising available
2. Email: Chairman BID thanking BRTC for Town Force hours
3. Email: ADC Events Officer – Information regarding Coles Funfair application approval for Funfair 28th - 31st August 2020
4. Letter: Hotham Park Heritage Trustees/Friends of Hotham Park regarding equipment as referred to under Agenda Item 5 Clerks Report
5. Email: Bognor Regis Football Club regarding details of Gala Night Draw Competition