



# 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,

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

I hereby give you Notice that an Online Meeting of the Events, Promotion and Leisure Committee of Bognor Regis Town Council will be held at 6.30pm on MONDAY 18<sup>th</sup> JANUARY 2021 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 18<sup>th</sup> January 2021

Online access to the Meeting will be via ZOOM using the following Webinar ID: [893-9741-3025](https://join.zoom.us/j/893-9741-3025) The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

DATED this 11<sup>th</sup> day of JANUARY 2021

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 16<sup>th</sup> November 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. Report on Christmas Illuminations (2<sup>nd</sup> Year of 3-Year contract) and overview of the successful Christmas Light Projection
7. Update on proposals for events programme for 2021 including:
  - ratification of decisions where required
  - Consideration of the impact of Covid-19 on Town Council events and **whether a "Plan B"** is required for 2021, as referred by the Policy and Resources Committee at their meeting 26<sup>th</sup> October 2020 – Min. 168 refers
8. Consideration of producing an Events Guide/Leaflet for 2021 including design and format
9. Further consideration of the utilisation of the 12 seafront poster sites on the Promenade including how to proceed with the production of a set of generic posters to be funded from the 2020/21 Promotions Budget up to maximum of £600.00 - 20<sup>th</sup> October 2020 - Min. 107.8 refers
10. Update on Lamp Post Banner Sites (Upper Bognor Road and High Street by Hotham Park) 20<sup>th</sup> October 2020 - Min. 109 refers including:
  - Consideration of using LED displays
  - Size and types of Banners
11. Further consideration of possible utilisation of the Beacon Including costs for a 30-Minute burn and consideration of a "Selfie" opportunity - 16<sup>th</sup> November 2020 - Min. 124 refers
12. Items for Future Agenda
13. To make comment and advise on the Place Branding Core Values prior to consideration by the Policy and Resources Committee
14. To note correspondence

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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## MINUTES OF THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 16<sup>th</sup> NOVEMBER 2020

### PRESENT ONLINE:

Cllrs; J. Brooks, Mrs. S. Daniells, S. Goodheart,  
W. Smith, and Mrs. J. Warr

### IN ATTENDANCE ONLINE:

Mrs. S. Hodgson (Projects Officer)  
Mrs. J. Davis (Hosting the Meeting)  
Ms. K. Fitzpatrick (Events Officer)  
Mrs G. Frost (Town Clerk)  
2 members of the public attending via Zoom  
9 members of the public viewing via Facebook

*The Meeting opened at 6.33pm*

### 112. TO APPOINT A CHAIRMAN FOR THIS MEETING

In the absence of the Chairman and the Vice Chairman, Members AGREED to appoint Cllr. Mrs. Daniells as Chairman for this meeting.

### 113. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies had been received from Cllrs. Batley and Stanley due to work commitments and Cllr. Mrs. Staniforth due to personal reasons. No apologies had been received from Cllr. Erskine.

114. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

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.

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.

*Cllr. Goodheart declared an Ordinary Interest in Agenda Item 12*

115. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20<sup>th</sup> OCTOBER 2020

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 20<sup>th</sup> October 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee APPROVED the Minutes of the Meeting held on 20<sup>th</sup> October 2020 as an accurate record of the proceedings and the Chairman duly signed them.

116. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

No Public Questions or Statements had been received.

117. **CLERK'S REPORT FROM PREVIOUS MINUTES**

The Clerk reported that the action points from the October meeting will be reported back to Members at the January meeting and there were no further updates at this time.

The Clerk's Report was NOTED.

118. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE ONLINE MEETING HELD ON THE 9<sup>th</sup> NOVEMBER 2020

The Projects Officer's report, including the Notes of the Allotments Sub-Committee Meeting held on the 9<sup>th</sup> November 2020 as circulated, was NOTED.

Members AGREED to RATIFY the costs as detailed in the Project Officer's report and further AGREED to RECOMMEND that any unspent funds from the 2020/21 Gravits Lane Maintenance Budget be earmarked at the end of the financial year to build a shelter on the re-established site.

119. UPDATE ON CHRISTMAS LIGHT PROJECTION

The Events Officer's report was NOTED.

The Projects Officer reported that storyboards for the projection would be circulated to Members in the morning via email and Members would be invited to provide any feedback, comments, or suggestions to the Events Officer.

120. **CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS REGARDING "BRAND PROTECTION" AND THE USE OF "OFFICIAL TITLE" BY OTHER COMMERCIAL ORGANISATIONS - DEFERRED FROM MEETING 20<sup>th</sup> OCTOBER 2020 - MIN. 111 REFERS**

The report by the Projects Officer including the related appendices and the report from Cllr. Brooks were NOTED. The Chairman invited Cllr. Brooks to expand on his proposal.

Cllr. Brooks stated that in his opinion, the Council should be protective of its brand as it is a valuable item. Other organisations **use the Town Council's** logo or brand as they appreciate it adds weight and value to their own products. He would like the Committee to be aware of this and look at protecting the brand and ensure that it is not used without prior permission, so the Town Council gets every associated benefit.

During the discussion that followed a Member said that he felt a good opportunity to do this would be via **the Town Council's website where provision** could be made to make the Town Crest and logo available to other organisations as part of their promotion of Bognor Regis.

The Committee Clerk reminded Members that this Committee has agreed for Cllr. Brooks in association with other Members and Officers to undertake a **review of the Town Council's** website and report back. Brand protection will be included as part of this review.

121. CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS TO COMPILE A STOCK PICTURE/PHOTO LIBRARY FOR PROMOTIONAL USE AND TO REVIEW THE CURRENT PERMISSIONS FORM TO ALLOW USE OF ANY IMAGES THAT INCLUDE INDIVIDUALS - DEFERRED FROM MEETING 20<sup>th</sup> OCTOBER 2020 - MIN. 111 REFERS

The report by the Projects Officer including the current permissions form and the report from Cllr. Brooks were NOTED.

Members discussed the need to ensure any images taken by the Town Council should be credited as such. It was also felt that photos from the Town Council's Library could be made available on the Town Council's website. Members also discussed a catalogue of staged images and made reference to photos taken by third parties. There were also some suggestions regarding amendments to the current permissions form.

Following discussion Members AGREED for a clause to be added to the Town Council's Permission Form regarding ownership of images and that any shared Town Council images are credited as such. Members further AGREED that staged photos would be considered at the time of requirement.

122. CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS TO PRODUCE A **FREESTANDING POSTER/DISPLAY IN BUTLIN'S** AND TO FURTHER IDENTIFY ANY ASSOCIATED BUDGETARY REQUIREMENTS - DEFERRED FROM MEETING 20<sup>th</sup> OCTOBER 2020 - MIN. 111 REFERS

The report by the Projects Officer and the report from Cllr. Brooks were NOTED.

Cllr. Brooks informed Members that in his opinion this proposal has already **been agreed by Butlin's but nothing had ever managed to be done.** Cllr. Brooks also stated that he had a number of additional proposals including LED screen rotundas and was keen to set up a Zoom meeting with the Resort **Director of Butlin's Bognor Regis.**

**The Committee Clerk advised that any approach to Butlin's for a meeting should come from the Office.**

Following discussion Members AGREED for Officers to arrange a Zoom meeting with the Resort Director of **Butlin's** Bognor Regis, Officers and Committee Members to discuss the implementation of these ideas.

123. CONSIDERATION OF A PROPOSAL BY CLLR. GOODHEART REGARDING HOTHAM PARK BANDSTAND SITE IMPROVEMENTS AND ADDITIONS TO CREATE A COVID-19 SAFE AREA FOR SMALL EVENTS AND FURTHER CONSIDERATION OF ANY IDENTIFIED BUDGET IF REQUIRED

The brief provided by Cllr. Goodheart on his suggestions for the Bandstand was NOTED.

Cllrs. Brooks and Goodheart informed Members that they had already had some liaison with ADC Officers regarding a number of improvements and enhancements for the Bandstand in Hotham Park and would like to progress this with the involvement of the Town Council.

Following discussion Members AGREED that a formal letter be sent to the ADC Parks and Greenspace Officer acknowledging Cllr. Brooks' and Goodheart's involvement as District Councillors, and to gain an understanding of what level of commitment would be expected from the Town Council should any partnership arrangement be agreed. Once more information was available, the Committee could then consider how it wished to proceed.

124. FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON INCLUDING COSTS FOR A 30-MINUTE BURN AND **CONSIDERATION OF A "SELFIE" OPPORTUNITY** - 14<sup>th</sup> SEPTEMBER 2020 - MIN. 88.5 REFERS

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

A Member expressed his dissatisfaction that Committee Members had not been invited to be present at the trial burn.

Another Member challenged the accuracy of the installers engineering report regarding the Beacon stating that in his opinion the RHS was in fact CHS and was therefore inaccurate. The report failed to provide the answers needed.

Following discussion Members AGREED that another 30-minute burn be arranged when COVID-19 restrictions allow, and Members of the Committee be invited to attend.

Members further AGREED that Officers obtain more information from the installers regarding wind loading and how big a sign could be put on the Beacon.

125. ITEMS FOR FUTURE AGENDA

The Chairman and the Committee Clerk explained how this new Agenda item would work going forward.

A Member stated that he was not happy that a new standard Agenda item had been decided for this Committee by another Committee without prior consultation.

The Chairman suggested the possibility of incorporating a template to streamline the process.

Following discussion, Members NOTED **the Projects Officer's report.**

126. TO NOTE CORRESPONDENCE INCLUDING CORRESPONDENCE LIST DEFERRED FROM MEETING 14<sup>th</sup> SEPTEMBER 2020

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

A Member requested a copy of one of the items on the list which will be forwarded to him.

*The Meeting closed at 8.28pm*



BOGNOR REGIS TOWN COUNCIL  
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
18<sup>th</sup> JANUARY 2021

AGENDA ITEM 6 - REPORT ON CHRISTMAS ILLUMINATIONS (2<sup>nd</sup> YEAR OF 3-YEAR CONTRACT) AND OVERVIEW OF THE SUCCESSFUL CHRISTMAS LIGHT PROJECTION

REPORT BY THE PROJECTS AND EVENTS OFFICERS

FOR DECISION

Report on Christmas Illuminations (2<sup>nd</sup> Year of 3 Year Contract)

There were minimal issues with this year's illuminations. One cross street timer had been set to constant at the start of the display, but this was rectified the next day. There was an issue with one of the Aldwick Road displays with the contractor reporting some water ingress into the sockets. He has advised that this will need to be replaced prior to installation this year and will supply relevant estimates at a later date.

It was disappointing to receive a report from the contractor that the issue with the power box in London Road has not been sorted, despite SSE's contrary report. Officers have been in liaison again with the relevant SSE department and once again received assurances this will be actioned. To date there has not been any confirmation of this.

As Members will have noted, this year will be the final year of the 3-year contract and in order for budgets to be agreed and in view of the time the process takes, Members are asked to consider if they would like to initiate the tender process. Members are also asked to note that the recommendation from the contractor would be to include a complete review of the infrastructure at the same time. Some of the cabling and equipment currently in situ is 15 plus years old and should be replaced.

Should Members agree to initiate the tender process a full report of the existing displays, technical specifications and requirements will be reported at the next meeting in order for Members to agree a comprehensive brief.

DECISION

Do Members wish to initiate the tender process for the 2022-2024 Christmas Illumination display?

Overview of the successful Christmas Light Projection

The digital mapping projection onto the Santander Building has been exceptionally well received across the board, and for the first time since I have been in this role, over a decade, there was not a single negative remark about the installation, in fact it was the most positive feedback received regarding a singular Town Council Event.

The Installation provided by Double Take Projections was in place from the 28<sup>th</sup> November through until the 5<sup>th</sup> January and could be enjoyed nightly between 16:00 & 20:00. It managed to capture the imagination and delight of all age groups, even that of the teenage demographic, which is not something that the Switch-On Event tends to do.

The collaborative working with ADC, Santander Bank and Double Take Projections enabled the projection to run seamlessly and without a hitch. The artwork and colours utilised by BID, were fully incorporated into the projection which in turn allowed for a fully integrated and intrinsic theme to fill the Town with light for Christmas.

Due to the success of this year's projection, it is the Officer recommendation that a digital projection of a larger scale be looked into for 2021, working with Double Take Projections and on numerous buildings, creating a pathway of light through the Town. The Schools could be approached, and a competition could be run in which the winners artwork / design could not only be incorporated into the projection but could also be animated. Members are therefore asked if they would like this added to the next Agenda for further consideration.

#### DECISION

Do Members AGREE to investigate a projection installation for Christmas 2021 and if so, AGREE that the matter be placed on the next Agenda for further consideration?

BOGNOR REGIS TOWN COUNCIL  
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
18<sup>th</sup> JANUARY 2021

AGENDA ITEM 7 - UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2021 INCLUDING:

- RATIFICATION OF DECISIONS WHERE REQUIRED
- CONSIDERATION OF THE IMPACT OF COVID-19 ON TOWN COUNCIL EVENTS AND WHETHER A "PLAN B" IS REQUIRED FOR 2021, AS REFERRED BY THE POLICY AND RESOURCES COMMITTEE AT THEIR MEETING 26<sup>th</sup> OCTOBER 2020 - MIN. 168 REFERS

REPORT BY THE EVENTS OFFICER

FOR DECISION

Currently there are no updates, changes, or additions to the proposed Events Programme for the 2021.

Members are asked to consider the impact of COVID-19 and Town Council Events and whether a "PLAN B" is required as referred by the Policy and Resources Committee held 26<sup>th</sup> October 2020 (Min. 168 Refers).

DECISION

Do Members want a "PLAN B" in place for the 2021 Events Programme and if so, guidance is required as to what format this should take to enable the Events Officer to report back at the next meeting.

BOGNOR REGIS TOWN COUNCIL  
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
18<sup>th</sup> JANUARY 2021

AGENDA ITEM 8 - CONSIDERATION OF PRODUCING AN EVENTS  
GUIDE/LEAFLET FOR 2021 INCLUDING DESIGN AND FORMAT

REPORT BY THE EVENTS OFFICER

FOR DECISION

As Members are aware, for the last two years a DL Events Leaflet has been produced and was agreed for 2020. However due to the COVID-19 Pandemic, this was not produced, as there was no events programme taking place. In addition to being made available in the usual outlets, in previous years copies have been delivered to properties in the wider West Sussex area to promote events taking place in Bognor Regis. The areas identified in 2020 were Aldwick, Barnham, Bersted, Chichester, Eastergate, Felpham, Pagham, Selsey, Walberton (inc Fontwell), Westergate and Yapton.

Prior to 2018, the Town Council produced a Town Guide.

Examples of both formats are appended to this report (APPENDICES 1 and 2)

Members are therefore asked to consider:

- the format they would like the 2021 publication to take.
- to issue some guidelines to enable the Events Officer to put together a draft proposal ready for the next Committee meeting in March.
- to agree whether delivery throughout wider West Sussex is required to enable quotations to be obtained and if so the areas to be covered.

As is usual, a listing of the 2021 events will be included in the Newsletter that is delivered to every household within the 5 Wards. However, due to the ever-evolving COVID situation it will be publicised that events will be subject to change depending on the restrictions in place at the time and further details will be available on the Town Council website.

DECISIONS

Do Members AGREE a DL Events Leaflet or Town Guide in 2021?

What guidelines do Members AGREE to enable a draft proposal to be prepared for the next meeting?

Do Members AGREE that the 2021 publication should once again be delivered to the wider West Sussex area and if so agree an initial distribution area so that quotations may be obtained for delivery.

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# BOGNOR REGIS

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EVENTS GUIDE 2019



[www.bognorregis.gov.uk](http://www.bognorregis.gov.uk)

# BOGNOR REGIS EVENTS GUIDE 2019

18TH - 22ND APRIL

BIG EASTER WEEKEND -  
BOGNOR ILLUMINATIONS - ESPLANADE

27TH APRIL

ROX IN THE PARK, HOTHAM PARK

19TH MAY

BOGNOR 10K, PROM

29TH MAY

BOOK DAY, HOTHAM PARK 

8TH JUNE

CARNIVAL, WEST PARK & ESPLANADE

22ND JUNE

ARMED FORCES DAY, WATERLOO SQUARE

14TH JULY

DRIVE THROUGH TIME, WEST PARK 

3RD - 4TH AUGUST

COUNTRY FAIR, HOTHAM PARK

5TH - 30TH AUGUST

FUNSHINE DAYS, BANDSTAND PROM 

24TH - 26TH AUGUST

KITE FESTIVAL,  
KING GEORGE V PLAYING FIELD

25TH AUGUST

ILLUMINATIONS GALA  
WEST PARK & ESPLANADE

31ST AUGUST -  
1ST SEPTEMBER

BOGNOR PRIDE - ESPLANADE  
BOGNOR BIRDMAN - PIER

7TH - 8TH  
SEPTEMBER

BOGNORPHENIA, HOTHAM PARK

14TH SEPTEMBER

PROMS IN THE PARK, HOTHAM PARK 

19TH - 22ND  
SEPTEMBER

SOUTHDOONS FOLK FESTIVAL  
PLACE ST MAUR

23RD NOVEMBER

CHRISTMAS LIGHTS SWITCH ON   
TOWN CENTRE



EVENTS ORGANISED BY BOGNOR REGIS TOWN COUNCIL

FIND US ON FACEBOOK & TWITTER FOR FULL DETAILS OF EVENTS



@eventsbognor



@BognorRegisTCEvents



**kirstenfitzpatrick@bognorregis.gov.uk - 01243 825535**

*Details correct at the time of going to press but all events may be subject to change  
Front illustration credit: National Railway Museum/Pictorial Collection / Science &  
Society Picture Library*



# A WARM WELCOME

Bognor Regis is a great place for families. Our wonderful beaches have regularly flown the European Blue Flag and Seaside Award for being clean, safe and with good facilities. There are beachside showers for bathers and the Foreshore Office runs a Kids Care scheme, to help keep your children safe.

What is the real Bognor Regis like? Our visitors tell us it is laid back, friendly and great fun! Apart from our great sand and shingle beaches, you'll find plenty to entertain kids of all ages. You can ride the Landtrain up and down the promenade or wander onto one of the oldest Piers in Britain, which also hosts one of the biggest and busiest nightclubs in West Sussex, Club Vision. You could also try your luck in one of the amusement arcades.

You can build a five turret sandcastle with moat, try some trampolining on the Promenade or crazy golf at Waterloo Square. For summer 2017 look out for FREE children's activities on the Promenade including donkey rides and traditional Punch and Judy.

Bognor Regis is also home to the largest holiday centre in the South of England - the famous Butlins Resort (you will see it at the eastern end of the Promenade). The resort has some fantastic facilities and you can either base yourself there or just get a day pass to make the most of the attractions.

Have you ever tried body boarding? It's like surfing, but the board is smaller. You just lie down and let the waves carry you in - great fun, buy a board locally and have a go. Or come along to Bognor H2O week and give surf or SUP boarding a try for free.


Bognor Regis also has two well-equipped leisure centres where you can play tennis, squash, badminton or swim. There are bowling greens in Waterloo Square & Swansea Gardens, where tennis courts can also be found. An 18 hole golf course can be found 10 minutes away in the village of Felpham, if you prefer more genteel exercise.



The Promenade is flat and stretches 2.5 miles from Felpham (to the East) to Aldwick (to the West) and is fantastic for either a stroll, cycle ride or run. It also hosts a fitness trail, which is great fun to follow on a summer's day and kiosks along the way allow for much-needed breaks for Ice Cream and other seaside delights.

## FREE PARKING

You can park for two hours free of charge in any of three Bognor Regis Town Centre car parks any time of day, every day of the week. All you need is one of the new pink parking discs, available from local shops and the Town Hall for £1.

 Car parks, Hothampton, Lyon Street & Fitzleet, marked on map with Free Parking Logo.

# BOGNOR REGIS EVENTS 2017



**15th APRIL TBC - SWITCH ON OF SEAFRONT LIGHTS**  
Updates available from @eventsbognor www.bognorregis.gov.uk. The switching on of the two miles of decorative themed summer illuminations along Bognor's famous seafront.

**WHERE:** Bognor Regis seafront with fireworks on the Pier  
**COST:** FREE



**9TH APRIL - CLOWNS**  
Clowning around in the beautiful surroundings of Hotham Park, a picnic and a parade from the town into the park.

**WHERE:** The parade starts in the Town Centre and finishes in Hotham Park  
**COST:** FREE



**14th APRIL - MAD HATTERS TEA PARTY**  
A hand-carved wooden sculpture crafted by Simon Groves to depict the Mad Hatter's Tea Party that will be a permanent feature in the Park and the grand unveiling will be at 2.30pm on Friday 14 April 2017, to be followed by a Mad Hatter's Tea Party.  
**WHERE:** Hotham Park 2.30pm - 4pm  
**COST:** FREE

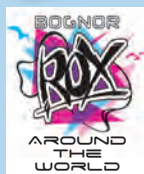


**29TH APRIL - OUR GENERATION (BOGNORPHENIA)**  
"Supporting the community, young people, children & families"  
Our generation young people's day with live music all day involving the community groups of Bognor. Supporting the community young people children & families  
**WHERE:** Hotham Park, 10am - 5pm  
**COST:** FREE



**30TH APRIL - BOGNORPHENIA ANNUAL EVENT**  
Bognorphenia annual event in Hotham Park, scooters, live music, childrens activities stalls and lots more:  
www.bognorphenia.org.uk

**WHERE:** Hotham Park, 10am - 6pm  
**COST:** FREE



**13TH MAY - ROX AROUND THE WORLD**  
Annual ROX in the Park family, fundraising event, with a Mardi Gras theme, embracing different cultures from around the world, music, dance and workshops

**WHERE:** Hotham Park, 11am - 5pm  
**COST:** FREE



**21ST MAY - BOGNOR 10K**  
The Bognor Prom 10k Road Race has been run by Bognor Hotham Rotary Club since 1994 and has enabled runners to raise thousands of pounds for good causes.

**WHERE:** Seafront  
**COST:** FREE



**31ST MAY - PARK DAY - A FESTIVAL OF THE IMAGINATION**  
A magical day Celebrating the 20 th Anniversary of World Book Day, with storytelling, arts & crafts, children's rides, book swap and lots lots more.

**WHERE:** Hotham Park, 11am - 4pm  
**COST:** FREE



**10TH JUNE - CARNIVAL**  
The carnival includes a procession of spectacular local floats through the town celebrating the best of Bognor Regis, followed by celebrations at West Park. www.bognorregiscarnival.co.uk  
**WHERE:** Esplanade & West Park, 11am - 5.30pm, parade starts at 1.30pm  
**COST:** FREE



**18TH JUNE - ARMED FORCES DAY**  
The event will include representatives from Ex-service associations serving personnel and cadet groups, military vehicles, static and air displays and various bands and choirs.

**WHERE:** Waterloo Square Garden & seafront, 9.30am - 5pm  
**COST:** FREE



**16TH JULY - DRIVE THROUGH TIME**  
In its 6th year the Drive Through time is a day of classic and vintage motor vehicles at West Park includes: craft & charity fair, hog roast, kidszone and live broadcast of the Silverstone Grand Prix on a big screen.  
**WHERE:** West Park 11am - 4pm  
**COST:** FREE



**31ST JULY - 25TH AUGUST - FUNSHINE DAYS**  
Everything from Donkey Rides to Paddle Boarding sessions, music workshops to pavement art.FREE fun activities for children of all ages. See www.bognorregis.gov.uk or find us on Facebook "Bognor Regis Town Council, Events" for more detail.  
**WHERE:** Seafront Bandstand weekdays 11am - 3pm  
**COST:** FREE



**29th & 30th JULY TBC - ROX MUSIC AND ARTS SECRET GARDEN**  
Rox free Music & Arts festival. Weekend of superb live music from some of the region's top bands, Hotham Park.  
www.the-rox.com Hotham Park.

**WHERE:** Hotham Park, 12 midday- 7pm  
**COST:** FREE



**TBC AUGUST - KITE FESTIVAL**  
Updates available from @eventsbognor www.bognorregis.gov.uk  
3rd Annual Kite Festival to be held in Bognor Regis. Professional Kite Fliers attending from all regions of the UK.  
Live Music - Children's Rides - Craft Stalls and also a Bar & Refreshments. Superman will be flying in again!  
**WHERE:** West Park, 10am - 4pm **COST:** FREE



**5TH & 6TH AUGUST - HOTHAM PARK COUNTRY FAIR**  
The organisers are working hard to bring together a full programme of children's activities, attractions to suit all ages and good musical acts for the Bandstand. Once again there will be a terrific range of arts and craft and food stalls providing a good opportunity to purchase locally made items.  
**WHERE:** Hotham Park, 11am - 5pm **COST:** FREE



**12TH & 13TH AUGUST - INTERNATIONAL BOGNOR BIRDMAN**  
The International Bognor Birdman is a competition for human powered flying machines held each summer in the picturesque seaside resort of Bognor Regis on England's South Coast.  
www.birdman.org.uk.

**WHERE:** The Pier **COST:** FREE



**TBC AUGUST - ILLUMINATED GALA**  
Updates available from @eventsbognor www.bognorregis.gov.uk  
Funfair on the seafront all weekend and the crowd-pulling night time procession will once again leave at 8.30pm to its destination at the Pier from where the Grand Finale Fireworks Display will light-up the skies at 10pm.  
**WHERE:** Esplanade & West Park **COST:** FREE



**10TH SEPTEMBER - PROMS IN THE PARK**  
Rousing evening of free entertainment on the Bandstand, bring your chair, grab a picnic and enjoy the beautiful surroundings of Hotham Park. Refreshments will be available on the night also.

**WHERE:** Hotham Park 6.30pm - 9.30pm  
**COST:** FREE



**21ST - 24TH SEPTEMBER - SOUTHDOWNS FOLK FESTIVAL**  
Ticket holders will have FIVE great afternoon and evening concerts to attend, plus a free Folk Club, sessions, workshops, dancing and all the music, food fayre and other attractions in Hotham Park and various venues in the Town Centre.  
**WHERE:** Hotham Park & venues throughout the town  
**COST:** Ticketed - www.southdownsfolkfest.co.uk



**28TH OCTOBER - ROX HALLOWEEN**  
The annual Rox Halloween extravaganza in Hotham Park. Get dressed up and enjoy the live music and spooky entertainment and array of crafts and stalls.


**WHERE:** Hotham Park 1pm -7pm  
**COST:** FREE



**25TH NOVEMBER - SWITCH ON OF CHRISTMAS ILLUMINATIONS**  
The switch on of the town centre Christmas Illuminations, themed to the local pantomime Aladdin. Live music, stalls, performance and of course the beautiful lights. Jointly hosted with Spirit FM  
**WHERE:** Town Centre 2pm - 7pm  
**COST:** FREE



**BOGNOR REGIS TOWN COUNCIL**  
DETAILS CORRECT AT TIME OF GOING TO PRESS, BUT ALL EVENTS MAY BE SUBJECT TO CHANGE.

 = Events organised by Bognor Regis Town Council



"Everything within a 10 minute walk!"

@eventsbognor



#followtheducks



www.bognorregis.gov.uk

MAP & VISITOR GUIDE 2017

# BOGNOR REGIS

OFFICIAL

## FUNSHINE DAYS

Twenty days of FREE fun for families - Weekdays from the 31st July through until the 25th August. Follow us on Facebook, or check out our website for further details about the individual days. #followtheducks @eventsbognor @bognorregisTEvents

**BOGNOR H2O 31st July - 4th August** Come and celebrate all things water..in it, on it and beside it...Everything from Marine & Environmental Awareness to Beach Cleans, Art from Rubbish to Surf, Kayak and Paddle Boarding Demos. We will also be turning Bognor yellow for the day.

**MUSIC AND MOVEMENT 7th - 11th August** Move it and shake it for the second week, Music, DJ and dance workshops.

**PERFORMANCE & ART 14th - 18th August** Magical happenings in the beautiful surroundings of Hotham Park along with pavement Art on the Prom.

**SEASIDE CLASSICS 21st - 25th August** Five days of classics that you would expect to find at the seaside, everything from Donkey rides to Punch & Judy.

## GETTING HERE



100 minutes from London by train. Frequent rail services from London Victoria, Brighton and Portsmouth. Call 08457 484950 or visit [www.nationalrail.co.uk](http://www.nationalrail.co.uk)



**Gatwick & Heathrow** are 60 and 120 mins away  
Portsmouth ferries are 30 mins away



National Express coaches arrive in Bognor every day.  
[www.nationalexpress.com](http://www.nationalexpress.com). Stagecoach Coastliner 700 bus service run from Brighton to Southsea - via Bognor Regis.



**The National Cycle Network South Coast Cycle Route** run through Bognor Regis

Where did you pick up this guide up from, tell us

@eventsbognor



@bognorregisTEvents

...and win a duck!! #followtheducks









BOGNOR REGIS TOWN COUNCIL  
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
18<sup>th</sup> JANUARY 2021

AGENDA ITEM 9 - FURTHER CONSIDERATION OF THE UTILISATION OF THE 12 SEAFRONT POSTER SITES ON THE PROMENADE INCLUDING HOW TO PROCEED WITH THE PRODUCTION OF A SET OF GENERIC POSTERS TO BE FUNDED FROM THE 2020/21 PROMOTIONS BUDGET UP TO MAXIMUM OF £600.00 - 20<sup>th</sup> OCTOBER 2020 - MIN. 107.8 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the meeting of the 20<sup>th</sup> October 2020, Members agreed to the production of a set of generic posters for the 12 seafront poster sites that would remain in situ to ensure the sites were always filled.

As no further instructions were issued at the time Members are asked to advise how they wish to proceed.

DECISION

Can Members please advise how they wish to proceed.

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18<sup>th</sup> JANUARY 2021

AGENDA ITEM 10 - UPDATE ON LAMP POST BANNER SITES (UPPER BOGNOR ROAD AND HIGH STREET BY HOTHAM PARK) 20<sup>th</sup> OCTOBER 2020 - MIN. 109  
REFERS INCLUDING:

- CONSIDERATION OF USING LED DISPLAYS
- SIZE AND TYPES OF BANNERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Consideration of using LED displays

Officers have undertaken some initial research and sought some guidance from the relevant authorities regarding the possibility of installing LED displays on the Lamp Post Banner sites and have received the following information:

ADC:

*I have looked at the examples that you have provided. Having had the opportunity to consider them I have to be honest and say that I would be concerned that the led screens would not sit comfortably with the character and appearance of the conservation area and could be harmful. There are also concerns over highway safety especially if they are moving images.*

WSCC:

*In principle I would suggest that we would not likely object, provided that a number of caveats were covered. For example, the illumination must not cause any glare or dazzle to road users, the units must be secured high enough so as not to cause a sightline issue or be vulnerable to vandal attack, there should be no wires hanging, how is the unit powered i.e. will it draw power from the street light and in which case arrangements for payment. Ultimately SSE would need to determine if they were happy as the units would be fixed to their infrastructure. I would also think anyone living nearby may have a concern, especially if it emits additional light toward bedroom windows. Just a few points to think about and there may yet be more before we could give a firm yes or no.*

SSE:

*Unfortunately, this attachment will not be able to be put up for several reason, I shall list them below. A third-party attachment is not allowed to advertise on the highway. It is believed these will put too much load on the column even if they pass the structural calculations. LED screens have also been identified as a risk as they would add glare to drivers and cause a public safety issue.*

In view of the comments received, Members are asked to advise if they wish to conclude this item.

DECISION

Members are asked to AGREE if they wish to conclude this item.

## Size and types of Banners

At the last meeting Members asked for costings for the supply of banners, fixtures and fittings for the 12 lamp post banner sites (Appendix 1).

Members originally requested costings for standard and wind resistant banners. However, advice is that standard banners are being phased out and it will shortly be a requirement for all banners of this type to conform to an industry standard. Therefore, the quotations obtained comply to this.

Members are reminded that at the meeting of the 14<sup>th</sup> September 2020 a recommendation was made to the Policy and Resources Committee to earmark £4,201.34 from the Promotions Earmarked Reserves for this project as follows:

£1,338.34 for fixtures and fittings  
£ 463.00 for Planning Permission Costs  
£ 400.00 for generic banners\*  
£2,000.00 for stress testing

Therefore, a total amount of £1,738.34 is already funded by the Promotions Earmarked Reserves towards the purchase of fixtures, fittings and banners and when considering the quotations presented, Members may need to identify an additional budget for any shortfall.

Members are invited to consider the options and advise how they wish to proceed.

\* The generic posters will be in situ for when there are no upcoming events to promote. Members should note there is not a separate budget to promote individual Town Council Events and should Members wish to utilise the lamp post banner sites for these events then the cost would come from that particular events budget. In some cases this could amount to up to 10-20% of the budget thereby reducing the funds available to spend on the actual content of the event. Members therefore need to consider the impact of any lamppost banner purchases on the overall event.

## DECISIONS

Do Members wish to proceed with the purchase of the fixture and fixings and banners?

If so;

Members are invited to AGREE which option they would like to choose and to further identify a budget for any shortfall should this be necessary:

- a) Company A at a cost of £2,012.46 - funding of shortfall of £274.12 to be identified
- b) Company B at a cost of £2,178.00 - funding of shortfall of £439.66 to be identified
- c) Company C at a cost of £1,322.00 - no additional funding to be identified

COMPANY	ITEM	NUMBER REQUIRED	COST EACH	TOTAL	
COMPANY A	EURO CHIEFTAIN POST MOUNTED BANNER ARMS (PER SET)	X 12	£159.00 EACH	£1194.00	
	INDIVIDUAL 250 -340MM DIAMETER TAMTORQUE BANDING	X 72	£3.62	£260.64	
	TAMTORQUE DRILL BIT (PN DTTBP50BG) ( PACK OF 2)	X 1	£7.50	£7.50	
	BANNERS DIGITALLY PRINTED PVC - DPPVC02 - POLE POCKETS TOP & BOTTOM 830MM X 740MM	X 12 ALL DIFFERENT DOUBLE SIDED	£28.55	£342.60	
	BANNERS AS ABOVE	X 12 ALL PRINTED THE SAME DOUBLE SIDED	£24.86	£298.32	
TOTAL					£2012.46

COMPANY B	EURO CHIEFTAIN LAMP POST BANNER SYSTEM INC BANNERS WITH 1000MM X 600MM GRAPHIC & 250MM- 340MM FIXING KIT	X 12	£181.50	£2178	
					£2178.00
COMPANY C	TWISTER LAMPPOST BANNER KIT	X 12	£80	£960.00	
	740MM WIDE X 830MM HIGH DOUBLE SIDED DIGITALLY PRINTED BANNERS PREMIER GRADE PVC BANNER FINISHED TO SUIT TWISTER BANNER BRACKETS,	X 12	£31.00	£372.00	
					£1332.00

ALL EXCLUDING VAT AND DELIVERY

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AGENDA ITEM 11 - FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON INCLUDING COSTS FOR A 30-MINUTE BURN AND CONSIDERATION OF A "SELFIE" OPPORTUNITY - 16<sup>th</sup> NOVEMBER 2020 - MIN. 124 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the meeting of the 16<sup>th</sup> November 2020, Members requested another 30-minute test burn which they could attend. A job ticket has been raised with Town Force however, this will of course now be delayed due to the new COVID-19 restrictions.

At the same meeting, a Member challenged the structural report received from the supplier regarding the Beacon. The Town Force Manager has now provided this further update:

*"You are correct, it was a typo, it is CHS (circular hollow section). With regard to the signage and the associated wind loading, I can only ask, what size sign do they intend to fit in order to calculate tolerances etc."*

As ADC have also stated that any agreement from them would be dependant on design, Members may wish to consider drafting some designs including size and materials, in order to progress this further.

DECISION

Members are invited to advise how they wish to proceed.

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AGENDA ITEM 12 - ITEMS FOR FUTURE AGENDA

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are invited to consider the items on the previously circulated list (APPENDIX 1) for inclusion on a future Agenda for further consideration.

Members are asked to note that only suggestions submitted via the template form and circulated with the report ahead of this meeting will be considered. This is to ensure the process remains streamlined and efficient.

DECISION

Having considered the proposed item/items can Members please advise which, if any, they AGREE to include on a future Agenda for further consideration.

# BOGNOR REGIS TOWN COUNCIL

## ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE ITEMS FOR A FUTURE AGENDA

Proposal Name	Details	Estimated Budget	Corporate Strategy Priority Number(s)	Proposed By	Who is it aimed at?	Possible Partners	Remarks
Jubilee Party for The Queen 2022 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> June 2022	<p>Mark the four-day weekend with a big party or series of events. Royal Themed. "Nation will come together over a four-day Bank Holiday weekend to celebrate The Queen's 70-year reign Extensive programme of public events will mix traditional pageantry with cutting edge technological displays Jubilee medal will be created and awarded to public services workers"</p>	15k	1. Promote Bognor Regis	Cllr Mrs Daniells	The town wards / greater Bognor area	<p>ADC BID – engage early on. Carnival Committee</p> <p>Consider Forming a small joint working party to progress it if other parties are in agreement</p>	<p>Plan this well in advance to ensure there is enough money and time to create something really big and memorable.</p> <p>Book attractions well ahead.</p> <p>Possible location- along seafront or Hotham Park Or even both .</p> <p>Perhaps a series of events at different venues? Hire in lighting, food concessions, music and entertainment etc.</p>



	<p>With all our events cancelled last year and likely to be this year for the foreseeable, we have time and resource to look ahead, when people will be keen to celebrate (we hope!) the end of the lockdowns and restrictions</p> <p>With this in mind, if we agree to a one off really big event for June 2022 we would have ample time to plan and budget and book outside partners, marquees, etc.</p> <p>People will be more than ready for some celebrations.</p> <p>This will be a lot of work, but if we get ahead of the game we can formulate a clear plan, rather than leaving it to the last minute and just doing something mediocre.</p>						<p>See if we can get a proper 'celebrity' to open it via an agency or royal look alikes who will be booked up fast.</p> <p>Perhaps hold a competition of some kind with a decent prize in the run up/</p> <p>Make it a really special occasion, not just a repeat of our usual events and entertainers beefed up a bit.</p>
Beacon Lighting	To hold an annual Civic Event to light the Beacon in remembrance of the passing of Bognor Residents who have made a contribution to the Town	Town Force and Officer Time Other costings to be investigated	3. Civic pride	Cllr Smith	The residents of Bognor Regis	Any organisation who wishes to support	The beacon is not utilised enough for Civic Occasions and this would provide the ideal opportunity to do this and pay tribute to Bognor Regis Residents

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AGENDA ITEM 13 - TO MAKE COMMENT AND ADVISE ON THE PLACE  
BRANDING CORE VALUES PRIOR TO CONSIDERATION BY THE POLICY  
AND RESOURCES COMMITTEE

REPORT BY THE PROJECTS OFFICER

FOR DECISION

As some Members will be aware, Arun District Council have for some time been working in association with Hemmingway Design to create a Place Brand for Bognor Regis.

Place Branding is not about Logos or marketing, it's about Stakeholders coming together and adopting shared values and narrative to change outward perceptions.

Hemmingway Design presented the Place Branding for Bognor Regis at a virtual meeting on 11<sup>th</sup> September 2020. The presentation was attended by a good cross-section of local stakeholders including the University of Chichester, Bognor Regis BID, Bognor Regis Regeneration Board, West Sussex County Council, The Track, Butlins, Vinco Marketing and both Town and District Councillors.

The presentation opened with a contextual introduction to place branding, emphasising that places are brands and should therefore behave like brands, with a set of shared values & common goals. Commitment to those values assists in building civic pride through a shared story and telling the world who you are as a town. Effective implementation of Place Branding has the power to positively change the conversation about, and thus perceptions of, Bognor Regis.

Hemmingway Design identified the core values for Bognor Regis as:

1. A beacon for a bold future.
2. Blue sky thinking.
3. Ready for fun.

To assure the success of the Place Branding, it is vital that all major stakeholders "Buy In" to the core principles by agreeing to adopt, implement and reflect them when and wherever possible. Members should note that this is not intended to replace any existing individual Logo or Place Branding initiatives, but to compliment them and create a definitive positive approach to the promotion and perception of Bognor Regis.

Further collaboration with afore mentioned stakeholders has already resulted in the Bognor Regis Regeneration Board, Butlins, The Track and the Bognor Regis BID agreeing to adopt these core principles. ADC, BRTC and WSCC and the University are being asked to do the same.

As Members are aware, any recommendation for the adoption and implementation of Town Council Policies are made via the Policy and Resources Committee. However, as per the Terms of Reference of this Committee, Members are invited to make any comments/advice on the Place Branding Core Values to Policy and Resources, prior to their consideration.

#### DECISION

Do Members wish to make any comments on the Place Branding Core Values to the Policy and Resources Committee prior to their consideration of adoption?

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There is currently no correspondence to report.