



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail - bognortc@bognorregis.gov.uk

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 TUESDAY 23rd MARCH 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 Tuesday 23rd March 2021. Alternatively, a video recording of any Questions and Statements can be emailed to bognortc@bognorregis.gov.uk but MUST be received before 9am on Monday 22nd March 2021. Recordings should be no longer than 2 minutes in duration, of good sound quality and appropriate. Persons submitting a recording that fails to meet these requirements will be notified via email by no later than 5pm on Monday 22nd March 2021.

Online access to the Meeting will be via ZOOM using the following Webinar ID: 852 – 1973 – 8863 The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

DATED this 16th day of MARCH 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 18th January 2021
4. Adjournment for public questions and statements submitted in accordance with the requirements noted above
5. **Clerk's** report from previous Minutes
6. Further consideration of possible utilisation of the Beacon Including costs for a 30-Minute burn and consideration of a "Selfie" opportunity as deferred from the last meeting
7. Items for Future Agenda as deferred from last meeting
8. Update on proposals for events programme for 2021 including:
 - ratification of decisions where required
 - changes/cancellations to events timetable
 - Update on proposals for 2021 Christmas Light Projection – Min. 132.3 refers
9. Update on a proposal by Cllr. Brooks to undertake an overview of social media platforms and website - Min. 131.1 refers
10. Update on the consideration of a proposal by Cllr. Brooks to produce a freestanding poster/display in Butlin's and to further identify any associated cost - 18th January 2021 - Min. 131.3 refers
11. Update of a proposal from 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 - Min 131.4 refers
12. Consideration of the specification requirements and accompanying brief for the Christmas Illuminations for 2022-24 contract - Min. 132.1 refers

13. Further consideration of producing an Events Guide/Leaflet for 2021 including design and format - Min 134 refers
14. Update of the utilisation of the 12 seafront poster sites on the Promenade - Min. 135 refers including:
 - Consideration of artwork submitted by members of the community and for Members to determine which posters to display
 - Consideration of producing a draft mock-up for a montage of some of the artwork and to identify a budget to meet any additional costs
15. Update on Lamp Post Banner Sites (Upper Bognor Road and High Street by Hotham Park) - Min. 136 refers including:
 - Feedback from other Event organisers as to whether they would utilise these sites
 - Historical data from ADC if available
 - Update and further information on the previous advice from suppliers regarding phasing out of standard banners
16. To note correspondence including any items deferred from the last meeting

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 18th JANUARY 2021

PRESENT ONLINE: Cllr. K. Batley (Chairman); Cllrs; J. Brooks,
Mrs. S. Daniells, S. Goodheart, W. Smith,
Mrs. S. Staniforth, M. Stanley and Mrs. J. Warr

IN ATTENDANCE ONLINE: Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
Mrs. J. Davis (Hosting the Meeting)
2 members of the public attended via Zoom (at start of
meeting)
11 members of the public viewing via Facebook (at
start of meeting)

The Meeting opened at 6.32pm

127. 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, live streamed via 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.

No apologies had been received from Cllr. Erskine.

128. 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.

There were no declarations of Interests

129. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16th NOVEMBER 2020

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 16th November 2020. It was noted that the Minutes would be forwarded to the Chairman and once agreed and duly signed, returned to the Town Clerk.

There being no objections, the Committee APPROVED the Minutes of the Meeting held on 16th November 2020 as an accurate record of the proceedings and the Chairman would duly sign these once received.

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

No public questions or statements had been received.

It was noted that a question had been received from a Member serving on the Committee. However, the Chairman reminded Members that as per the Standing Orders, a Member serving on a Committee may not submit questions under the Public Questions and Statements Agenda item and therefore moved to the next Agenda item.

131. CLERK'S REPORT FROM PREVIOUS MINUTES

131.1 Update on a proposal by Cllr. Brooks to undertake an overview of social media platforms and website - 20th October 2020 - Min. 110 refers

This item will be deferred until the next meeting to allow time for statistics to be gathered and analysed. A report will be presented to this Committee based on these findings along with a proposal for consideration on how to proceed.

131.2 Consideration of a proposal by Cllr. Brooks to review the current permissions form to allow use of any images that include individuals - 16th November 2020 - Min. 121 refers

Members are asked to note that the amendments to the permissions form have been actioned and will be made available at future Town Council events and Civic occasions.

131.3 Consideration of a proposal by Cllr. Brooks to produce a freestanding poster/display in Butlin's and to further identify any associated cost - 16th November 2020 - Min. 122 refers

Arrangements will be made with Butlin's in due course. The resort is currently closed until the 28th February 2021.

131.4 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 - 16th November 2020 - Min. 123 refers

An email has been sent to the ADC Environmental Services & Strategy Manager, Neighbourhood Services as per the Members instruction, who has advised he will contact the Committee Clerk shortly to discuss further.

132. REPORT ON CHRISTMAS ILLUMINATIONS (2nd YEAR OF 3-YEAR CONTRACT) AND OVERVIEW OF THE SUCCESSFUL CHRISTMAS LIGHT PROJECTION

The Projects Officer's and the Events Officer's report was NOTED.

132.1 Christmas Illuminations

Following discussion Members unanimously AGREED to initiate the tender process for 2022-24 and a full specification will be provided at the next meeting to determine a brief.

Members further AGREED for a letter to be sent to the Bognor Regis BID thanking them for the additional enhancements they provided throughout the Town. Members also wished to thank the Events Officer and the Town Force Team.

132.2 Christmas Light Projection

All Members agreed the light projection was a huge success and made a huge difference to the Town Centre during this particularly difficult Christmas. The projection had been well received by the businesses and members of the public and had generated a massive amount of attention on social media.

Members expressed a wish to investigate the possibility of providing something similar for Christmas 2021 with potentially additional locations throughout the Town and other shopping areas. There were also some comments in relation to the quality of the sound and some concerns over the potential costs and how the budget could be met.

Following discussion, Members unanimously AGREED to investigate a projection installation for Christmas 2021 and the matter will be placed on the next Agenda for further consideration when the Events Officer will report some initial ideas and costings.

133. 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 26th OCTOBER 2020 - MIN. 168 REFERS

The Events Officer's report was NOTED.

Members discussed the requirement of a potential "Plan B" in relation to the impact of COVID-19 on the 2021 Events programme. Once again Members thanked the Events Officer for her reaction to the impact on this year's events and felt that the online competitions and virtual deliveries were successful and therefore could be replicated if necessary.

Following discussion Members felt a "Flexible Thinking" approach throughout the year would be more appropriate than a "Plan B" and for the planned programme to be maintained wherever possible and if necessary, to try and mirror virtually where possible.

Members unanimously AGREED to adopt a flexible thinking approach to any potential changes to the planned calendar of events for 2021 and where possible the Events Officer, in liaison with Members via reporting back to this Committee, will try and mirror any cancelled event virtually.

134. CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2021 INCLUDING DESIGN AND FORMAT

The Events Officer's report, including the related Appendices, was NOTED.

Following discussion, it was proposed and seconded that the decision on whether to produce an Events Guide/Leaflet should be deferred until the March meeting when it is hoped there will be greater information and guidance available in relation to events for 2021.

Therefore, Members unanimously AGREED to defer this item to the March Agenda.

135. 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 - 20th OCTOBER 2020 - MIN. 107.8 REFERS

The Projects Officer's report was NOTED.

During the discussion, a number of suggestions were made as to how the generic posters could be delivered:

- Local artists, sketchers and photographers to be involved
- Posters to be produced based on a selection of their designs
- Engagement with community via social media and website
- Formation of working group
- An outside stakeholder co-ordinating the process
- The Town Council to co-ordinate the process
- Reference to the Place Branding Core Values

Following the discussion, it was proposed, seconded and AGREED that the Town Council reach out to community-based artists via social media to produce identifiable images of Bognor Regis to be produced and displayed in the 12 Seafront Poster sites on the Promenade from within the maximum budget of £600 previously identified.

The proposal to form a working party was discussed and following a vote was rejected. Therefore, any designs submitted will be referred back to the Committee for decision.

136. UPDATE ON LAMP POST BANNER SITES (UPPER BOGNOR ROAD AND HIGH STREET BY HOTHAM PARK) 20th OCTOBER 2020 - MIN. 109 REFERS INCLUDING: CONSIDERATION OF USING LED DISPLAYS, SIZE AND TYPES OF BANNERS

Cllr. Brooks declared an Ordinary Interest due to his business activities

The Projects Officer's report, including the related Appendix, was NOTED.

Following some debate, Members AGREED unanimously to CONCLUDE the item relating to LED Displays for the Lamp Post Banner Sites and no further action be taken.

A Member rejected the information in the report relating to the advice from suppliers that standard banners are being phased out and further questioned whether quotes had been obtained from appropriate sources.

Some Members felt it would not be a good time to invest money into banners and fixings, as this would then require additional costs in carrying out stress testing and felt it would be prudent to wait until there were some events to promote. Other Members felt that as the Committee had committed to utilising these sites this should continue.

Following a query by a Member as to whether feedback could be sought from event organisers as to whether they would utilise these sites, the Events Officer suggested that she could try to obtain some historical data from the District Council on use of these sites by others.

Following discussion, it was proposed, seconded and unanimously AGREED that this item should be deferred to a future Agenda but in the meantime further research will continue in reference to the quotations for banners, fixtures and fixings.

137. Members RESOLVED to APPROVE an extension to the meeting of 15 minutes, as per S.O. 3aa.

Following some discussion on the remaining Agenda items, the Chairman stated that he would not be changing the order of business and wished to continue with Agenda item 11.

138. FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON INCLUDING COSTS FOR A 30-MINUTE BURN AND CONSIDERATION OF A "SELFIE" OPPORTUNITY - 16th NOVEMBER 2020 - MIN. 124 REFERS

Cllr. Smith left and re-joined the Meeting during this item

The Projects Officer's report was NOTED.

A Member stated that he was disappointed that the decision outlined in the Projects Officers report to delay the 30-minute test burn due to COVID-19 restrictions had been taken. The Member still felt the test burn should proceed as soon as possible and suggested an early morning burn when the Promenade was less busy.

Another Member supported this and said he expected the burn to include the screens so the burn could be monitored. The Clerk stated that her report had been written in light of the current lockdown restrictions and if Members still wanted this to go ahead, she would refer it to the Town Clerk to confirm if this should proceed as she would not be able to commit to this.

Discussion turned to the "Selfie" opportunity and once again a Member was not satisfied with the update from the Beacon supplier. The Member also stated that designs had already been produced and was unhappy that these had not been considered and further insisted that designs had already been brought to this Committee at a previous meeting and suggested the Clerk was giving the wrong guidance. The Clerk reminded the Member that designs had indeed been brought to this Committee, but no decision had been made at that time, which the Member subsequently acknowledged.

Other Members felt that the area around the Beacon was not the best place to erect a "Selfie" opportunity, due to the concessions in the summer and therefore other areas should be considered.

Following a lengthy discussion as no proposal was put forward, and no decision made, the item was deferred to the next meeting.

139. At this point the Chairman NOTED that the meeting had exceeded the two-hour time limit and the extension (S.O. 3aa).
140. Members therefore RESOLVED to defer the remaining Agenda items 11, 12, 13 and 14 to the next Committee Meeting.

The Meeting closed at 8.50pm

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
23rd MARCH 2021

AGENDA ITEM 6 - FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON INCLUDING COSTS FOR A 30-MINUTE BURN AND CONSIDERATION OF A "SELFIE" OPPORTUNITY AS DEFERRED FROM THE LAST MEETING

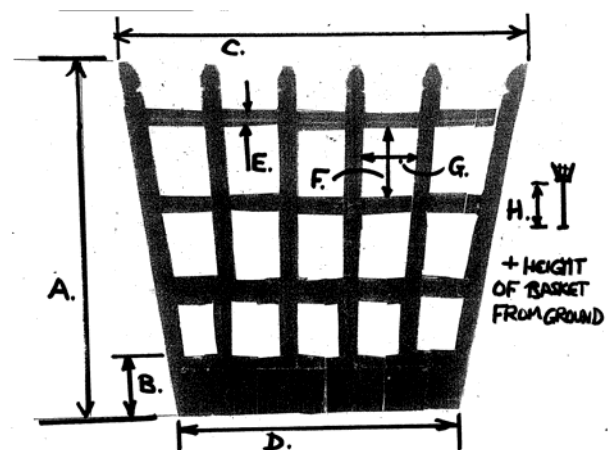
REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to Note that the Town Clerk has advised that no test burn will be carried out whilst lockdown restrictions are in place. When restrictions are eased arrangements will be made in compliance with any new/replacement guidelines.

At the last meeting, no decision or agreement was made on this item and Members agreed to defer the item. (Min. 138 refers)

A Member requested information relating to the beacon including the dimensions which are detailed below.



Dimensions:

- A – 1200mm
- B – 170mm
- C – 1400mm
- E – 60mm
- F – 220mm
- G – 180mm
- H – 4270mm

Members are invited to advise how they wish to proceed.

DECISION

Members are invited to AGREE how they wish to proceed.

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
23rd MARCH 2021

AGENDA ITEM 7 - ITEMS FOR FUTURE AGENDA AS DEFERRED FROM THE LAST MEETING

REPORT BY THE PROJECTS OFFICER

FOR DECISION

This item was deferred from the meeting of the 18th January 2021.

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 nd 3 rd 4 th 5 th 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

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
22nd MARCH 2021

AGENDA ITEM 8 - UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2021 INCLUDING:

- RATIFICATION OF DECISIONS WHERE REQUIRED
- CHANGES / CANCELLATIONS TO EVENTS TIMETABLE
- UPDATE ON PROPOSALS FOR 2021 CHRISTMAS LIGHT PROJECTION – MIN. 132.2 REFERS

REPORT BY THE EVENTS OFFICER

FOR DECISION

As agreed at the last meeting, a flexible approach is being adopted for the 2021 events season and as a result, the following suggestions are proposed.

Book Day

Following recent Government Guidelines in response to COVID 19, and as notified to Members via email on 17th February Book Day that was originally planned for the 14th April has been rescheduled to the 28th July.

DECISION

Members are asked to NOTE the change of date for Book Day to 28th July 2021.

World Ocean Day

It is the Officer recommendation that World Oceans Day, originally planned for the 31st May be rescheduled to be incorporated within the umbrella of the Funshine Days. (2nd – 27th August). As the World Oceans Day was planned to take place during the May Half Term period, it is suggested that the budget for World Oceans Day to be split to enable a programme of virtual events to take place during this period. It is the Officer recommendation that from the original £2,000.00 budget, £1,000.00 be spent on the World Oceans Day and the remaining £1,000.00 be utilised on the following virtual events programme which will run daily throughout the May Half Term week.

- Monday Mad Hatters Interactive Tea Party
- Tuesday Poi Making and play flow workshop
- Wednesday Juggling ball making and play workshop
- Thursday Contact ball workshop and play
- Friday Fire show

Given the excessive amount of screen time that children have been subjected to due to home schooling and also the vast number of virtual events that have saturated social media since lockdown, these events have been designed to be as interactive and as diverse as possible.

The week will commence with a Mad Hatters Tea Party, where the audience will be encouraged to take part and send images in of their own party at home, a winner will then be announced on the Friday via the Fire Show, where the top 3 most original

parties will be awarded a prize. During the initial Monday the audience will also be advised of what is coming up within the daily workshops and what they might need to take part, everything that will be used will be things that will be readily available in most households and not items that will need to be purchased specifically. All the workshops have been designed to enable the children to make their own equipment and then they will be taught how to use them, with the exception of the fire show, which will be for viewing purposes only, closing the week and announcing the competition winners.

DECISIONS

Do Members AGREE to incorporate the World Oceans Day into the Funshine Days Programme?

Do Members AGREE to use £1,000 of the World Oceans Day Budget to allow for a programme of virtual events over the May half term?

Drive Through Time

The location of the Drive through Time for 2021 was due to be changed from West Park to the Esplanade, Prom and Place St Maur. With the possibility of restrictions still being in place in regard to social distancing, crowd control and numbers of attendees it is the Officer recommendation that the event be returned to its historical location of West Park for 2021 to allow for better COVID 19 mitigation.

DECISION

Do Members AGREE to revert to the original location of West Park, for the Drive Through Time event?

Proms in the Park

The original date planned for Proms in the Park for 2021 was the 5th June, but again, due to the COVID 19 restrictions in place until the 21st June, it is the Officer recommendation that this event is rescheduled to September 14th. With the current event rescheduling to allow for the COVID 19 restrictions July and August are now very full, with September being the earliest month available, and it will also enable a tie in with Last Night at the Proms, should it go ahead.

DECISION

Do Members AGREE to reschedule the Proms in the Park event to September 14th?

If Members agree with all the aforementioned suggested changes, then the BRTC event programme for 2021 would be as follows:

July 18th Drive Through Time - West Park

July 28th Book Day - Hotham Park

August 2nd to 27th - Funshine Days (incorporating World Book Day)

September 14th Proms in the Park - Hotham Park

November 27th - Christmas Light Switch-On

Christmas Projection

Due to the huge success of last 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. Extending the projection of just one building and to make a trail around the Town Centre, the content to be community-led and showcase work from local artists and school children.

The costings for multiple sites are outlined below, and Members will receive mock-up designs / concepts prior to the Meeting as an idea of the possibilities available.

1 site - £10,000

2 sites - £18,000

3 sites - £26,000

4 sites - £34,000

Members are therefore invited to consider whether they agree for the Events Officer to continue to explore the options in relation to possibly gaining sponsorship to increase the BRTC budget of £3,500.00 to enable the extension of the 2020 singular projection?

DECISION

Do Members AGREE to continue to explore the options available for the Switch on projection?

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
23rd MARCH 2021

AGENDA ITEM 9 - UPDATE ON A PROPOSAL BY CLLR. BROOKS TO UNDERTAKE AN OVERVIEW OF SOCIAL MEDIA PLATFORMS AND WEBSITE – MIN. 131.1 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Background and information

Members may recall that at the meeting held on 20th October 2020 - Min.110 refers, it was agreed that a review of the website and social media platforms should be undertaken, and Members further agreed to receive a report from Cllr. Brooks to be produced in association with Officers and other Members.

However, Members are respectfully reminded to note that any review of the website as a whole is the remit of the Policy and Resources Committee not Events, Promotion and Leisure. Any input from this Committee only extends to promotion of the environs and events as set out in the Terms of Reference.

Additional Information

The Town Council's Office Manager attended an online SSALC training session last month called 'Bring Your Website to Life'. 11 other Town and Parish Councils took part and each council's website was looked at by participants, considering attractiveness, accessibility (e.g. can information be found in less than, the baseline measure of, 3-clicks) and how the website behaves on a mobile device.

In measuring the BRTC website against a website success list, with almost all boxes ticked, the Course Leader actually suggested that the BRTC website should be entered into the NALC Star Council Awards.

Members may also be interested to hear that when the COVID 19 pandemic initially broke and we went into lockdown, the Town Council's website was praised by the community and other Councils for its information and accuracy. Many people were signposted to our website for information. The Office Manager and her team keep the Website continually updated and react quickly to any comments or suggestions received and will strive to implement any suitable recommendations.

Cllr. Brooks has been furnished with a number of stats and his analysis is appended to this report. (APPENDIX 1)

Should any Member also wish to receive a copy of these stats ahead of the meeting please contact the office.

DECISION

Members are invited to AGREE how they wish to proceed.

Website Observations which could be addressed quickly

Search engine shows no search results at all with any entered search terms.

'Councillors' - Under this heading suggest there should be an alphabetical list of Councillors to make it easier to find a Councillor by name, and ward, together with any association with ADC and WSCC, and outside bodies if any.

'Wards' - An alphabetic list of wards, each ward containing an alphabetic list of the ward's councillors. A clearer map, of all the wards with identifiable street names as the current map is inadequate. Suggest they could either be a high resolution PDF or interactive Google Map which can be created online.

'Terms and Conditions', 'Privacy Notice', 'Accessibility', are usually at the bottom of the page on other websites.

'Private Policy' should be within a page on the website the same as **'Terms and Conditions'**, not a separate PDF.

A Cookie policy page is missing.

'Members Area' is of no use to the public as it requires a login. Suggest this too should be at the bottom of the home page. **'Username'** and **'Password'** should appear in the **'Members Area'**.

Still not mobile friendly with respect to the meetings page where **'Agenda'**, and **'Minutes'** headings occasionally overlap the box below which sometimes makes them inoperable

'Gallery' - Thumbnails should ideally be clickable to view a larger picture.

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
23rd MARCH 2021

AGENDA ITEM 10 - UPDATE ON THE CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS TO PRODUCE A FREESTANDING POSTER/DISPLAY IN BUTLIN'S AND TO FURTHER IDENTIFY ANY ASSOCIATED COST - 18th JANUARY 2021 - MIN. 131.3 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members requested for an online meeting to be arranged with the Resort Director of Bultin's Bognor Regis to discuss Cllr. Brooks' proposal. The Resort Director has agreed to a meeting and has provided some provisional dates. However, he has requested that ahead of the meeting he is supplied with a detailed brief of what is actually being proposed to enable him to be prepared.

Therefore, can Members please agree a brief which can be forwarded to the Resort Director ahead of the meeting?

Members are also asked to agree which Councillors of this Committee will be representative at that meeting.

DECISIONS

Members are invited to AGREE on a detailed brief for the meeting.

Members are asked to AGREE which Councillors will be representative at the meeting.

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
23rd MARCH 2021

AGENDA ITEM 11 - UPDATE OF A PROPOSAL FROM 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 - MIN 131.4 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Following discussion with the ADC Parks and Greenspace team regarding the letter sent to them relating to the Hotham Park Bandstand, Members are now asked to consider the following responses and the subsequent questions raised by them.

Whilst ADC are not opposed in principle to any improvements, there has to be a level of justification and rationale. The bandstand is rarely used other than by BRTC and ROX Halloween and it is understood that the primary problem is the location of the trees rather than the bandstand itself. There is also the extensive refurbishment being undertaken to the Bandstand on the seafront promenade which will allow for greater accessibility to consider.

Members are therefore asked to provide specific details of what actual improvements are being sought to the Hotham Park Bandstand along with a rationale to justify the proposal and to further advise if BRTC are willing to provide any financial contribution towards any agreed project.

DECISION

Members are invited to AGREE how they wish to proceed.

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
23rd MARCH 2021

AGENDA ITEM 12 - CONSIDERATION OF THE SPECIFICATION REQUIREMENTS AND ACCOMPANYING BRIEF FOR THE CHRISTMAS ILLUMINATIONS FOR 2022-24 CONTRACT - MIN. 132.1 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

In order to initiate the tender process to appoint a contractor for the 2022-24 Christmas Lighting display, Members are asked to agree a Brief and Specification Guide to allow Officers to progress.

Attached are the specifications for the current display along with some additional requirements, highlighted in red text, that have been advised are necessary - (APPENDIX 1) and the accompanying Brief (APPENDIX 2).

Members are further asked to consider if they wish to hold a stand-alone meeting of the Committee to receive presentations from participating companies once Officers have completed the initial preparations.

DECISIONS

Members are asked to AGREE a Brief and Specification Guide.

Do Members AGREE to hold a standalone meeting of the Committee to receive presentations from participating companies?

Contractors Specifications – Bognor Regis Town Council Christmas Illuminations - 3 Year Contract 2022/24

Company Name:

Address:

Contact Details:

REQUIREMENTS:

To supply, install, maintain, de-install and store a Christmas lighting display for the High Street, London Road, Station Road and Aldwick Road Areas of Bognor Regis

To supply, install, maintain, de-install and store a centrepiece display in precinct (where London Road meets High Street)

To supply and install lights for the Queensway area to remain in situ all year with additional features for the festive season

To supply, install, maintain, de-install and store tree lights for 2 x 25ft Christmas Trees (High Street and Station)

To test, install and de-install 2 x Christmas motifs to the Town Hall Balcony (displayed owned by BRTC)

Attendance required at the Town Councils Christmas Switch-on event

To replace electric cabling for the London Road, Station Road and High Street area to include IP55 enclosure, RCBO's and timers

To replace/repair existing power boxes and timers where necessary

To replace sockets for Aldwick Road display

To stress test catenaries to include suitability for the erection of banners up to 15 Kilonewtons on existing plates and bolts and if necessary provide costings for replacement/resiting

Annual inspections as detailed below

Declaration of costs for non-metered supply

Specification of work to be done (Timetable to be agreed with Town Council on award of contract)	Qualified/able to undertake work Yes/No (Please list details as relevant)	Costs	Additional Information
DISPLAYS			
To supply, install, maintain and de-install and store Christmas Lighting Display for the following areas:			

London Road 7 double string catenary wires High Street 8 double string catenary wires York Road 1 double string catenary wire Station Road and London Road 9 single string catenary wires Precinct -where London Road meets High Street. Centrepeice display Aldwick Road 9x lamppost columns motifs			
To supply install and maintain Queensway (<i>lighting in situ all year</i>) with additional features for the festive season			
To test, install, maintain and de-install Town Hall Balcony 2 motifs (owned by Town Council)			
To supply, install, maintain and de-install and store Christmas tree lights in 2 locations: Station Road: The Railway Station High Street: The William Hardwicke Public House (2 x 25ft Trees supplied and installed by Town Council)			
INFRASTRUCTURE			
ELECTRICAL One off:			

<p>To replace electric cabling for the London Road, Station Road and High Street area to include IP55 enclosure, RCBO's and timers</p> <p>To replace/repair existing power boxes and timers where necessary</p> <p>To replace sockets for Aldwick Road display</p> <p>Annually:</p> <p>Electrical wall mounted boxes</p> <p>Time Clocks (if required)</p> <p>9 sockets and time clocks on lamp posts in Aldwick Road</p>			
<p>NON-ELECTRICAL</p> <p>One off</p> <p>To stress test catenaries to include suitability for the erection of banners up to 15 Kilonewtons on existing plates and bolts and if necessary provide costings for replacement/resiting</p> <p>Annually</p> <p>Catenary Wires</p> <p>Visual inspection</p> <p>Angle of wire sag to the anchorage to be checked and recorded</p> <p>16 sites with 2 strings</p> <p>9 sites with 1 string</p> <p>Anchorage Points (wall plates and fixings)</p> <p>Visual inspection including photo of each anchor point</p> <p>Minimum of every 2 years</p> <p>Hilti test (load testing) – timescale to be agreed between contractor and Council</p>			

SWITCH ON			
TOWN CENTRE – attendance required Via remote units – wi-fi QUEENSWAY On or around the time of switch-on event lights to be switched on by access box in Queensway ALDWICK ROAD After switch on event Aldwick Road post mounted lights to be switched on			
ADDITIONAL CHARGES			
Hourly charge for any additional work undertaken			
Hourly charge for emergency call-out (Please indicate Guaranteed Response Times)			
Additional Inspections If considered necessary by Town Council e.g. after high winds			
ADDITIONAL REQUIREMENTS			
Risk Assessment for all work undertaken			
Safety Method Statement			
Details of Health & Safety Training (e.g. use of elevated platforms)			
Public Liability Insurance and level held			
Details of membership of relevant trade or professional body and Qualifications held (Must be HERS Registered)			
You will also need to satisfy the Council that you can comply with the appropriate codes of practice for Traffic Management			
Supply of Mobile Elevated Platform			

Prompt delivery of Declaration of Cost for non-metered supply			
Accident History for the last 2 years			
Near Miss History for the last 2 years			



BOGNOR REGIS TOWN COUNCIL

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

Brief to accompany Specification Sheet

Based on the specifications supplied, Bognor Regis Town Council would like to invite you to tender for the contract for the Christmas Light Display commencing December 2022 for a 3-year period.*

The Town Council would like you to provide 2 separate quotations for lighting displays:

Quotation 1

For a standard core display

Quotation 2

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

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

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

**In order to complete the requirements for the specifications, it may be necessary to arrange a site visit which will be conducted in-line within any current Covid-19 Regulations. Please contact the Projects Officer by email to make arrangements: sheilahodgson@bognorregis.gov.uk*

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
23rd MARCH 2021

AGENDA ITEM 13 - FURTHER CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2021 INCLUDING DESIGN AND FORMAT - MIN 134 REFERS

REPORT BY THE PROJECTS & EVENTS OFFICER'S

FOR DECISION

This item was considered by Members at the last meeting, and it was agreed to defer to the March meeting.

Although it is anticipated that Lockdown restrictions will ease as the year progresses, it is likely that until the vaccination programme has been completely rolled out there will still be a level of restrictions applied to events which could result in further changes to the anticipated events programme. As Members will have noted from the Events Officer's previous report (Agenda Item 8) it has already become necessary to delay Book Day, change the date of Proms and adapt the World Ocean Day event. There may still be a number of outlets who continue to place restrictions on the display of the guides due to continued transmission risks.

Therefore, rather than produce a guide/leaflet for 2021, Members may wish to consider it to be more cost effective to produce a number of Events Posters that can be replaced/updated/alterd as proves necessary.

However, should Members decide to produce an Events Guide/Leaflet for 2021, they are invited to consider the following:

As Members are aware, DL Events Leaflets were produced in 2019 and the same format was agreed for 2020 although the 2020 guide was not produced due to the outbreak of the pandemic. Prior to 2018, the Town Council produced a Town Guide. Examples of both formats are appended to this report (APPENDICES 1 and 2)

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.

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 May
- 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.

DECISIONS

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

Or

Do Members AGREE to use the budget allocated for the production and distribution of an Events Leaflet/Guide for posters to advertise the Town Council events?

If Members are minded to continue with production of a leaflet/guide, what guidelines do Members AGREE to enable a draft proposal to be prepared for the next meeting?

Furthermore, 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.

BOGNOR REGIS

EVENTS GUIDE 2019



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

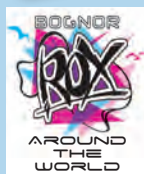


29TH APRIL - OUR GENERATION (BOGNORPHENIA)
"Supporting the community, young people, children & families"
Our generation young people's day with live music all day involving the community groups of Bognor. Supporting the community young people children & families
WHERE: Hotham Park, 10am - 5pm
COST: FREE



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.

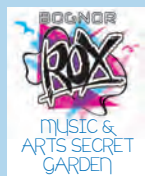
WHERE: Waterloo Square Garden & seafront, 9.30am - 5pm
COST: FREE



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**



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. 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

MAP & VISITOR GUIDE 2017

www.bognorregis.gov.uk

KEY FOR PLACES TO EAT

- RESTAURANTS & CAFES
- TAKEAWAYS
- PUBS/BARS



Follow the
DUCKS!
#followtheducks



- Bangla Spice
- Mamma Mia
- Hong Kong City
- Aldwick Cafe & Restaurant
- The Victoria
- Fais Kitchen
- The Deli at Aldwick
- That Place in Bognor
- The Navigator
- The Waverley

BOGNOR REGIS YACHT CLUB

TENNIS/BOWLS

FREE TOWN CENTRE WiFi

HEALTH CENTRE

BOWLS / CRAZY GOLF

BOGNOR PIER

RAILWAY STATION

LIBRARY

HOTHAM PARK

MINIATURE RAILWAY

HOTHAM PARK CAFE

SUDLEY GARDENS

WAVE HOTEL

Butlin's

SKYLINE PAVILLION

OCEAN HOTEL

DAY VISITOR ENTRANCE

LAND TRAIN

FORESHORE OFFICE

LAUNCHING RAMP

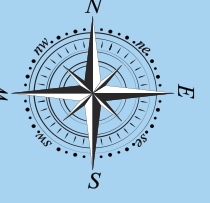
"Everything within a 10 minute walk!"

FREE SEAFRONT WiFi

sussex by the sea

Where to stay
Please visit www.sussexbythesea.com for a great selection of hotels, guest houses and caravan parks.

EVENTS, OFFERS, ATTRACTIONS, WEBCAM.
www.bognor.today



BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
23rd MARCH 2021

AGENDA ITEM 14 - UPDATE OF THE UTILISATION OF THE 12 SEAFRONT POSTER SITES ON THE PROMENADE - MIN. 135 REFERS INCLUDING:

- CONSIDERATION OF ARTWORK SUBMITTED BY MEMBERS OF THE COMMUNITY AND FOR MEMBERS TO DETERMINE WHICH POSTERS TO DISPLAY
- CONSIDERATION OF PRODUCING A DRAFT MOCK-UP FOR A MONTAGE OF SOME OF THE ARTWORK AND TO IDENTIFY A BUDGET TO MEET ANY ADDITIONAL COSTS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Following extensive promotion over 70 applications have been submitted by members of the community. The entries that met the required criteria, have been numbered and circulated to Members of this Committee on display boards prior to this meeting with the request for each Member to advise the Committee Clerk in advance, of their preferred choice of 12 images.

Members are requested to have the display boards available to them at the meeting should the need for further discussion be required. For example, in the event of a tie or not enough individual images chosen.

Due to the inability to successfully change a photograph that has been taken in landscape format to portrait without losing the majority of the image, it is suggested that one or two of the available poster sites are utilised to include a montage of images of both landscape and portrait orientation and artwork as opposed to just one image filling the entire space. This in turn will also allow for more of the artwork received to be displayed.

It is the Officer recommendation that a mock-up of some of the remaining artwork received be made, so Members can see visually how this would look. The cost of this mock-up which will include text crediting the artists and logos will be £50.00. Members are therefore asked to agree the spend of £50.00 and to identify which budget this is to come from.

DECISIONS

Do Members AGREE that the 12 most popular pieces of artwork should be sent to the designer to be made into posters?

Do Members AGREE to spend £50.00 on a mock-up montage of some of the remaining artwork / photographs for the A0 poster sites?

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
23rd MARCH 2021

AGENDA ITEM 15 - UPDATE ON LAMP POST BANNER SITES (UPPER BOGNOR ROAD AND HIGH STREET BY HOTHAM PARK) - MIN. 136 REFERS INCLUDING:

- FEEDBACK FROM OTHER EVENT ORGANISERS AS TO WHETHER THEY WOULD UTILISE THESE SITES
- HISTORICAL DATA FROM ADC IF AVAILABLE
- UPDATE AND FURTHER INFORMATION ON THE PREVIOUS ADVICE FROM SUPPLIERS REGARDING PHASING OUT OF STANDARD BANNERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Feedback from other Event Organisers as to whether they would utilise these sites

The following responses have been received:

"It's impossible to judge how beneficial they are as stand-alone advertising platforms but in pure marketing terms then they provide an integral part to our overall mixed-media marketing strategy and yes we would use them as long as the price is right."

"Ref advertising banners, we have used them on several occasions for Southdowns and they are effective. However, the issue as always is cost. When we first started using them, they were sponsored by Arun but then the cost went up and up and they became not cost effective. If there was a way of significantly reducing the cost, we would certainly think again about using them. At this stage, we are planning to run the 2021 Southdowns Folk Festival in Sept (16-19th) but are clearly keeping a close eye on how things are planning out."

Historical Data from ADC if Available

Looking at the data provided from 2016 – 2019 the Lamp Post Banners were heavily utilised by BRTC. However, this is not a true indication of the demand though, as many events overlap, and the banner hire was on a first come first served basis. Outside of the event season the sites were utilised by Sussex by the Sea for which there would have been no revenue to ADC (as it is an ADC initiative) but could be for BRTC.

Update and further information on the previous advice from suppliers regarding phasing out of standard banners

At the last meeting a Member rejected the information in the report relating to the advice from suppliers that standard banners are being phased out and further questioned whether quotes had been obtained from appropriate sources.

Officers have carried out further research and it has been confirmed by SSE that installations require flexible banner arms to reduce load placed on the column and banners need to be wind resistant.

Government Regulation EN40, dictates the maximum wind load that any type of signage is allowed to exert onto a standard street lighting column.

The suppliers previously approached, confirmed that the system they quoted fully complies with EN40 making the lamp post banner system ideal for local authorities and county councils.

It is strongly recommended that any installation is fully compliant and therefore suggested that the original quotes obtained should continue to be considered.

At the last meeting some Members felt that the process should be deferred until Lockdown restrictions are fully lifted. However, if Members agree to this, would they consider allowing Officers to begin the process of applying for the necessary permission such as Third Party Attachment permissions from SSE and planning permission from ADC? Please note that a budget for the planning permission application has already been identified.

DECISIONS

Do Members AGREE to defer any further progression on the Lamp Post banners until Lockdown restrictions are fully lifted?

If Members are minded to defer, do they AGREE that the process of applying for the various permissions be started to avoid delays in the future?

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
23rd MARCH 2021

1. Email from a member of the public regarding overnight parking facilities for campervans and motorhomes

There were no items of correspondence to be carried forward from the last meeting.