



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road  
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Dear Sir/Madam,

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

I hereby give you Notice that a Meeting of the Events, Promotion and Leisure Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 21<sup>st</sup> MARCH 2022.**

Please note that the doors to the Town Hall will be closed at 6.20pm and no entry will be possible after this time.

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.

Any member of the public wishing to attend the meeting must pre-book a place by emailing [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk) before midday on Monday 21<sup>st</sup> March 2022. No entry will be permitted to those who have not pre-booked a place.

All pre-booked attendees will be provided in advance with COVID guidance for the use of the Town Hall and this guidance must be adhered to at all times.

An opportunity will be afforded to those **members of the public** who have pre-booked a place to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Monday 21<sup>st</sup> March from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

**DATED THIS 15<sup>th</sup> MARCH 2022**

**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, Other Registrable 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, Other Registrable 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 or Other Registrable 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 17<sup>th</sup> January 2022
4. Adjournment for public questions and statements
5. Clerk's Report
6. Final update and ratification of expenditure on events Programme for 2021
7. Consideration of allocation of Town Force time for the '2022 Jubilee Street Party on the Prom' event (if required)
8. Update on proposals for Events Programme for 2022 including ratification of decisions where required
9. To receive any suggestions from Councillors to be included as part of a stricter brief to be drawn up and circulated to community-based artists in relation to seafront posters and to identify and agree a budget for associated costs for the production – Min. 64 refers
10. To receive a presentation of new design ideas being taken to ADC for the Promenade Bandstand Wind Shields and to consider whether a letter pertaining to these should be sent to ADC in support – Min. 67 refers
11. Proposal to produce a Town Map display board with paper dispenser and subject to agreement to proceed, to consider the associated costs and identify a budget – Min. 59.3 refers
12. To discuss the recent changes made to the Sussex by the Sea website and to consider and agree any next steps – Min. 66.1 and 68 refer
13. To consider the revised quotation for Bognor Regis Christmas Illuminations 3-year contact 2022/24 from LITE and agree how to proceed – Min. 38 refers
14. Items for Future Agenda
15. Correspondence

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



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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 17<sup>th</sup> JANUARY 2022**

### **PRESENT:**

Cllr. K. Batley (Chairman), Cllrs: J. Brooks,  
Mrs. S. Daniells, J. Erksine, S. Reynolds,  
M. Stanley, Mrs. J. Warr, B. Waterhouse, and  
P. Woodall

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)  
Cllr. S. Goodheart in the public gallery  
1 member of the public in the gallery

*The Meeting opened at 6.30pm*

### **55. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

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

Apologies for absence were given by the Town Clerk, on behalf of the Projects Officer, and Events Officer, both of whom were unwell.

### **56. DECLARATIONS OF INTEREST**

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable 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 or Other Registrable 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 Time.

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

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable 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 Interest***

**57. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15<sup>th</sup> NOVEMBER 2021**

Members were asked if there were any objections to the Minutes of the Meeting, held on the 15<sup>th</sup> November 2021.

There being no objections, the Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 15<sup>th</sup> November 2021 as an accurate record of the proceedings and the Chairman duly signed them.

Cllrs. Batley, Mrs. Daniells, Erskine and Woodall had been absent from the meeting held on 15<sup>th</sup> November 2021 and, therefore, abstained from voting.

**58. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS**

***The Chairman adjourned the Meeting at 6.35pm***

A member of the public spoke about the work taking place on Place St Maur and asked whether sufficient power would be installed on the site to provide for any future Ice Rink, rather than using a 250kW generator that was not environmentally friendly. If the power source were to be installed on the south side of Place St Maur, then it could also potentially be used for events on the Esplanade. The Chairman suggested that this question be put to Arun District Council (ADC) as landowners. However, Cllr. Mrs. Warr, who sits on the District Council, reported that she had recently met with ADC staff whereby this query was put before them with the matter subsequently being looked into.

The member of the public went on to ask when there might be another meeting of the Town Council's Climate Change Topic Team. The Town Clerk explained that the Projects Officer, who was responsible for these meetings, had only been in post for a couple of weeks but that a Climate Change Topic Team Meeting would be organised as soon as possible.

Cllr. Goodheart referred to the Queen's Platinum Jubilee and queried the budgets for the tree planting project and beacon lighting event. The Town Clerk confirmed that both the project and event had a budget of £5,000 each.

Cllr. Goodheart also referred to the lamppost banners and asked the Chairman whether the topic of other, additional, sites could be investigated. The Chairman stated that he would seek an update from the Projects Officer.

Cllr. Goodheart had submitted numerous questions for the Chairman, prior to the meeting, and it was agreed that written responses to these would be sent to Cllr. Goodheart in due course and copied to all Members.

***The Chairman reconvened the Meeting at 6.44pm***

**59. CLERK'S REPORT**

**59.1 Update on consideration to hold a 30-minute test burn of the Beacon - 19<sup>th</sup> July 2021 - Min. 6.1 refers**

Now that staffing levels have increased, further liaison has taken place with the Town Force Manager in making arrangements for a test burn to be scheduled as soon as possible.

**59.2 Update on a proposal from Drewitts Events - 13<sup>th</sup> September 2021 - Min. 27.1 refers**

Members will be aware that at the meeting held on 13<sup>th</sup> September a proposal from Drewitts Events was considered. The proposal was regarding a Punch and Judy Man Commemorative 2-day event in 2023 to celebrate 60 years since the release of the Tony Hancock film of the same name released in 1963. As agreed by Members, this item will be placed on a future Agenda closer to the time.

**59.3 Update on proposal from Cllr. Goodheart - 13<sup>th</sup> September 2021 - Min. 27.3 refers**

At the meeting held 13<sup>th</sup> September, it was agreed that the proposal from Cllr. Goodheart to look at producing a Town map display board, with a paper map dispenser, in various locations, would be placed on a future Agenda. It is hoped that resources will allow for this to be at the March meeting.

**59.4 Update on Butlin's - 15<sup>th</sup> November 2021 - Min. 49.4 refers**

It is understood that there has still been no response from the Resort Director. Further attempts to make contact will be made this week.

**59.5 Update on lamp post banners - 15<sup>th</sup> November 2021 - Min. 49.5 refers**

As was previously reported to Members, pre-planning permission had been agreed and work on submitting a planning application has now begun.

**60. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTION RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 23<sup>rd</sup> NOVEMBER 2021.**

The Projects Officer's report, including the previously circulated Notes of the Allotments Sub-Committee Meeting held on 23<sup>rd</sup> November 2021, was **NOTED**.

The Committee unanimously **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 23<sup>rd</sup> November 2021 and **AGREED** the following:

- To approve of the costs of £26.84 for 2 x replacement posts and postcrete for plot markers, and £44.99 for the purchase of 2 spare combination padlocks for gate security (Min. 8 refers).
- To approve the recommendation to earmark any remaining funds from the 2021/22 Allotments Maintenance Budget towards the project to build a shelter on the re-established site (Min. 12 refers).
- To approve the recommendation that future Allotment Sub-Committee Meetings be held prior to the Events, Promotion and Leisure Committee Meetings and that these be held on Monday 16<sup>th</sup> May and Monday 14<sup>th</sup> November 2022 with a start time of 5.30pm.

**61. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2022 - REPORT BY EVENTS OFFICER**

The Events Officer's report, including the breakdown of Town Force hours used in 2019 and recommendations for 2022, was **NOTED**.

Following discussion, Members unanimously **AGREED** the recommended Town Force hours for 2022 events.

**62. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2021 (IF AVAILABLE)**

It was not possible to provide an update, or ratify expenditure, on the Events Programme for 2021. This item would therefore be referred to the next meeting.

**63. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2022 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED**

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

**63.1 Book Day - 13<sup>th</sup> April 2022**

At the Events, Promotion and Leisure Committee Meeting held 15<sup>th</sup> November 2021, it was proposed that the event would be incorporated into the Drive Through Time event for 2022 only and therefore no additional budget would be required, saving £4,000. Members asked if the Events Officer could investigate any potential sponsorship for this event so that it could continue to be held as a standalone event (Min. 50.3 refers).

A Member asked whether the theme for Book Day had yet been decided. The Town Clerk advised that if the Events Officer could find funding to enable Book Day to be a standalone event, then the theme would be considered at a future meeting.

**63.2 Celebrations and Commemorations to Mark The Queen's Platinum Jubilee - 2<sup>nd</sup> - 5<sup>th</sup> June 2022**

The time change of the Beacon Lighting taking place on 2<sup>nd</sup> June, from 21:00 to 21:45 in line with the national guidelines, was **NOTED**. It was further **NOTED** that the Piper has also been booked to perform, and it is hoped that Aerosparx will be doing an aerial display over the sea following the Beacon lighting subject to the necessary paperwork and confirmation.

Following the tradition of red, white and blue bunting being installed in the Town for Royal events, Members unanimously **AGREED** to install bunting in the High Street and London Road Precinct for the Queen's Platinum Jubilee Celebrations. Although a Member suggested that the Bognor Regis BID might be approached for match-funding, Members unanimously **AGREED** that liaison be undertaken with the Town Council's Accountant, in the first instance, to establish if funding for the bunting could come from any underspends in the current year's Events Budget.

The Town Clerk gave a verbal report about discussions that were taking place with a local choir group, in relation to them singing a song that has been especially written for the occasion and advised Members that an update would be given at the next meeting.

**63.3 Drive Through Time - 3<sup>rd</sup> July 2022**

The date change from 2<sup>nd</sup> July to 3<sup>rd</sup> July 2022 was **NOTED**.

Members further **NOTED** that due to the timescales, and the need to book ADC's land and commence advertising the event at the end of January, West Park has now been booked for the 2022 event. The Events Officer has concerns regarding being able to ensure the work on the Place St Maur will be completed in time and how much of the area, if any will be useable as an event space until completion.

**63.4 Beacon Lighting to Commemorate Sir Richard Hotham's Birthday - 5<sup>th</sup> October 2022**

Following the cancellation of the Mayor's Civic Service in December 2021, at which a children's choir from a local school were due to perform, it was proposed, and seconded, that they be invited to sing at the Beacon Lighting event to commemorate Sir Richard Hotham's birthday. Suggestions of what genre of music Members would like at the event included the Bognor Regis Town Concert Band, a Folk Band, and Soft-Reggae Band.

A Member asked whether someone would be performing as a Master of Ceremonies at the event and, whilst it was noted that plans were in the early stages, it was suggested that the Bognor Regis Town Crier could act as MC.

**63.5 Christmas Illuminations Switch-On - 26<sup>th</sup> November 2022**

A Member asked whether outsourcing the Christmas Illuminations Switch-On again would be considered, as had happened in the past with the Bognor Regis Carnival.

***Cllr. Woodall declared an Ordinary Interest as a volunteer with the Carnival***

The Town Clerk advised Members that the suggestion of outsourcing the event could not be considered at the meeting this evening as it would be ultra vires to make a decision that was not on the agenda. The Chairman went on to remind Members that any items they wished to suggest for future Agendas should be submitted to the Committee on the form adopted.

**64. SEAFRONT POSTERS - CONSIDERATION OF A STRICTER BRIEF TO BE DRAWN UP AND CIRCULATED TO COMMUNITY-BASED ARTISTS AS AGREED AT THE PREVIOUS MEETING - MIN. 52 REFERS**

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

In reference to the original concept of the generic posters, as mentioned in the report, some Members felt that advertising attractions that couldn't be seen from the seafront would duplicate work that the Bognor Regis BID and Town Centre Task Force were already working on in relation to wayfinding.



Comment was made about how the work of the community-based artists, displayed on the seafront poster sites for the last few months, had been well received.

It was generally agreed that a template should be drawn up to help those submitting artwork to understand what was being sought by the Town Council. For example, dimensions, minimal text and blank space, to include the BRTC crest and a QR code, where relevant.

Following lengthy discussion, Members **RESOLVED** to **AGREE** that the matter be **DEFERRED** to the next meeting at which it was hoped a brief could be approved and a budget subsequently identified and agreed. The Town Clerk asked that Members email their ideas for the brief to her, prior to the next meeting.

**65. REPORT ON CHRISTMAS ILLUMINATIONS (3<sup>rd</sup> YEAR OF 3-YEAR CONTRACT)**

The Town Clerk's report was **NOTED**, and Members unanimously **RATIFIED** the expenditure of £440.00 being funded from the Christmas Activities Equipment Maintenance budget.

**66. CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2022 INCLUDING DESIGN AND FORMAT**

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

As highlighted in the report, owing to Covid-19, a DL Events leaflet was not produced in 2020 as there was no events programme taking place. A Member asked whether there had been any feedback resulting from the lack of an Events leaflet, to which the Town Clerk replied that there had been no known feedback.

Some Members felt that there was not a need to spend money on producing DL leaflets when events could be promoted digitally on the Town Council's website and Facebook pages, for instance. It was suggested that an app could be considered, to promote Town Council events, in the future.

Following discussions, Members unanimously **DISAGREED** to the production of a DL Events Leaflet or Town/Visitor Guide in 2022.

- 66.1** A Member drew attention to Arun District Council's recently revamped Sussex by the Sea website from which the 'Sunnier Bognor Regis' logo, Town crest, and links to the Town Council's website and Facebook pages had been dropped. He asked that a letter be sent to ask that this be rectified.

***Cllr. Stanley declared an Ordinary Interest as an Arun District Councillor***

**67. PROMENADE BANDSTAND WIND SHIELDS, AS REFERRED FROM THE PREVIOUS MEETING - MIN. 49.2 REFERS**

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

Members discussed the idea of the current wind shields owned by BRTC, that were purchased in 2013, being hired by event organisers for use on the Promenade Bandstand. It was suggested that if the wind shields were to be included on the BRTC Events Equipment hire list that, due to their cost, the deposit should be increased to £350.

The question posed in the report, about whether Arun District Council would permit the use of BRTC's current wind shields on the renovated bandstand, remained a concern for some Members.

As highlighted in the report, these wind shields are attached by ratchets to the bandstand uprights and would need to be installed by Town Force to ensure safety.

Cllr. Brooks stated that both he and Cllr. Stanley were involved with designs for alternative wind shields that were being taken to ADC, and it was **AGREED** that the matter would be brought back to the next meeting for Cllrs. Brooks and Stanley to present the new designs whereupon the Committee would be asked to consider whether any letter pertaining to wind shields on the Promenade Bandstand should be sent to ADC in support.

**68. ITEMS FOR FUTURE AGENDA**

The Projects Officer's report, confirming that no new items for consideration had been received, was **NOTED**.

Reference had been made earlier in the meeting to the Arun District Council's recently revamped Sussex by the Sea website from which the 'Sunnier Bognor Regis' logo, Town crest, and links had been dropped and the suggestion that a letter be sent to ask that this be rectified - Min. 66.1 refers. In answer to a query the Clerk confirmed that if Members were all in agreement, this could be referred to the next meeting for consideration. Members unanimously **AGREED** that this be included as an item on the next Agenda.

**69. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

***The Meeting closed at 7.54pm***

## AGENDA ITEM 6

### BOGNOR REGIS TOWN COUNCIL EVENTS, PROMOTION AND LEISURE COMMITTEE 21<sup>st</sup> MARCH 2022

#### AGENDA ITEM 6 - FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2021

##### REPORT BY THE EVENTS OFFICER

##### FOR INFORMATION & DECISION

Members are asked to note the combined finances for the main Town Council events in 2021 namely, Book Day, Proms in the Park, Virtual Half Term Week and Funshine Days, incorporating World Oceans Day.

The total combined budget for all events was £17,500.00 and when expenditure of £14,878.12 and income of £582.77 are taken into account, the result is an underspend of £3,204.65.

As Members are already aware, the budget for the Christmas Light Switch-On Event was allocated to the Carnival Committee to run the event and the Drive Through Time was cancelled due to the ongoing Covid situation at the start of the year.

#### **DECISION**

Members are asked to **NOTE** the finances for the main Town Council events in 2021 and furthermore, **RATIFY** the underspend of £3,204.65.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
21<sup>st</sup> MARCH 2022**

**AGENDA ITEM 7 – CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME  
FOR THE '2022 JUBILEE STREET PARTY ON THE PROM' EVENT (IF REQUIRED)**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

At the Events, Promotion and Leisure Committee Meeting, held 17<sup>th</sup> January, Members agreed the allocation of Town Force time for 2022 events – Min. 61 refers.

Unfortunately, the '2022 Jubilee Street Party on the Prom' event was not listed and, therefore, no time was allocated.

Contact has been made with the event organisers to ascertain what Town Force time, if any, they might require.

However, no confirmation of their possible requirements has been received at the time of writing this report.

Should this information become available before the meeting, then the Projects Officer will give a verbal update. If the event organiser requests Town Force time, then Members will be asked to consider an allocation of hours.

**DECISION**

If required, Members are invited to **AGREE** the number of Town Force hours to be allocated to the '2022 Jubilee Street Party on the Prom' event.

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE  
21<sup>st</sup> MARCH 2022

**AGENDA ITEM 8 - UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2022 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED**

**REPORT BY THE EVENTS OFFICER**

**FOR INFORMATION  
& DECISION**

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

*Members are asked to note that ADC administration fees are now being charged to BRTC at £50.00 per event, this was not taken into consideration when budget planning for the 2022 BRTC event programme. The Event Officer will try and absorb the cost back into the individual event budgets; however, this may not be possible for all events.*

**Book Day - 13<sup>th</sup> April 2022 - Hotham Park**

**FUNDING FOR THIS EVENT TO BE OBTAINED BY THE EVENTS OFFICER**

Budget for 2021- £4,000

Members are asked to advise what book theme they would like for the 2022 Book Day and to agree the budget for the 2022 event. The Officer recommendation is that, based on the 2021 event the same budget of £4,000 would be required.

Book Day has historically fallen in the May Half Term week, but as this week will be filled with Jubilee Celebrations for 2022, so as not to conflict with these events it is the Officer's recommendation that the Book Day for 2022 is moved to the Easter Holidays and held on 13<sup>th</sup> April 2022.

At the previous meeting, the Town Clerk had advised Members that in view of the level of funding recommendations received from other Committees, having liaised further with the Events Officer regarding the level of budgets required, a revised set of recommendations had been prepared to allow for a saving to be made across events. This resulted in the proposal that Book Day could be incorporated into the Drive Through Time Kidszone, saving the budget of £4,000, Min. 50.3 refers.

However, the Events Officer will be looking into alternative forms of funding or sponsorship to enable this event to take place in its entirety, subject to her being able to secure sufficient alternative funding.

*Due to time restraints for completion of EMPs within the ADC timeframe the date of the 13<sup>th</sup> April was no longer a feasible option for the possibility of sourcing funding. The only other viable option for the Book Day would have been in June, with this being the month of the Queen's Platinum Jubilee it is already heavy with events and would be lost.*

*Because of the unlikelihood of securing funding to allow this event to run as a standalone event, due to time constraints and the Events Officer's workload, it is the Officer recommendation that the original proposal of incorporating the popular elements of the Book Day in the Kidszone of Drive Through Time for 2022 only be considered.*

*To enable the Kidszone to be increased to that of a significant level it is the Officer recommendation that the remaining underspend from the 2021 Events programme (after the purchase of bunting for the Queen's Jubilee - Min. 63.2 refers) of £2,386.25 be vired over to the Drive Through Time event.*

#### **DECISION**

Do Members **AGREE** to vire £2,386.25 from the 2021 event programme underspends to enhance the Kidszone element of the Drive Through Time 2022 event?

### **Celebrations and Commemorations to Mark The Queen's Platinum Jubilee - 2<sup>nd</sup> - 5<sup>th</sup> June 2022**

#### **Agreed budget for 2022 £5,000**

Members are asked to note the time change of the Beacon Lighting, taking place on the 2<sup>nd</sup> June, from 21:00 to 21:45, this is following the National Guidelines and the time change has been put in place by the Pageant Master.

The Piper has been booked to perform, and Aerosparx will be doing an aerial display over the sea after the beacon has been lit with planes, smoke and pyrotechnics, pending necessary paperwork and confirmation.

Historically events surrounding the Royal Family has resulted in red, white and blue bunting being placed within the High Street and London Road on the catenary wires used for the Christmas Illuminations. Members are asked if they would like bunting to be purchased and if so, to identify a budget to do so. This has incurred an approximate cost of £800.00 in the past.

If Members are minded to support this, then it is the Officer recommendation that liaison be undertaken with the Town Council's Accountant to establish if funding for this could come from any underspends in the current year's Events budget in the first instance. If this is not possible then consideration will need to be given at the next meeting to an alternative source of funding being identified.

*It was verbally reported at the last meeting that discussions were taking place with a local choir group, in relation to them singing a song that has been especially written for the occasion. The Events Officer can confirm that she has had a meeting with the Bersted Arts Choir and they will be performing at the Beacon Lighting.*

*Members are asked to note that a Firework display from the end of Pier will now be replacing the Aerial pyrotechnic display that had previously been reported.*

*Bunting has been purchased at a cost of £818.40 as previously agreed (Min. 63.2 refers) and will be delivered mid-March in time for installation before Easter.*

#### **DECISION**

Members are asked to **RATIFY** the expenditure for the bunting of £818.40 as agreed.

***BRTC have been approached by M&Co, please see below:***

To whom it may concern,

M&Co has been at the heart of local high streets up and down the country for nearly 70 years, and to coincide with the Queen's Jubilee this year we want to work with you to bring the local community together to celebrate this historic event.

We're planning our own National Bunting Challenge, where we'll invite families, local community groups and schools to design bunting to be hung in the local M&Co Bognor store. We'll also be hosting a tea party in store over the Bank Holiday weekend itself. Using both our local store Facebook pages as well as our national social media channels, we're keen to spread the word about local events.

We'd be delighted to work with you and your local event plans, whether that's volunteering staff or providing goody bags, so please do get in touch with me and we'd be happy to get involved. I look forward to hearing from you.

***Members are invited to consider whether they would like the Events Officer to liaise with M&Co to see how they could work with BRTC on the Beacon Lighting Event?***

#### **DECISION**

Do Members **AGREE** for the Events Officer to liaise with M&Co on some form of collaboration for the Beacon Lighting Event?

*Members are asked to consider a proposal from Cllr. Goodheart that the bullnose, which houses the beacon brazier, be painted red, white, and blue for the Jubilee celebrations.*

*Cllr. Goodheart has already approached Mr. Paul Broggi, the Property, Estates and Facilities Manager at ADC as the responsible authority for the seafront area regarding his proposal. Mr. Broggi has indicated his support and thinks it's a great idea and a worthy project to move forward. He also feels this could be a fantastic opportunity for a community art project that would get others involved. Mr. Broggi has also confirmed that ADC are able to fund the work or paints etc, if community art is the way forward, so they just need to agree the specifics with Cllr. Goodheart.*

*However, before proceeding with the project, ADC are seeking confirmation from the Town Council that they would be in agreement for them to take this project forward.*

#### **DECISION**

Members are asked to confirm whether they **AGREE/DISAGREE** with Cllr. Goodheart's proposal for ADC to take this project forward working with others to enhance the bullnose area on the promenade in time for the Queen's Platinum Jubilee celebration events in June.

*BRTC have been approached to see if they would like to take part in the Platinum Jubilee Story-Trail. Please see the following press release:*

## **Over 100 Communities Celebrate the Platinum Jubilee with a Free Family Story-trail**

**This Spring, families in over 100 communities across the UK will be able to celebrate the Platinum Jubilee and have a great day out with this augmented reality story-trail.**

UK, 03/03/2022

As part of national plans to celebrate the Queen's Platinum Jubilee, High Street Safari, a geogaming experience company, are partnering with at least 100 communities to run a free story-trail running from April 30th until June 12th. This innovative experience let's family choose what happens on the story-trail and is completely contactless, with anyone with a smartphone being able to take part. Players will not only discover cute characters along the route, but they also get to see them burst to life in augmented reality and take selfies and record videos with them.

The idea behind the story-trail is to give families a free day out with a safe, socially distanced and ambitious event. It has been designed in conjunction with the Platinum Jubilee Pageantmaster, Bruno Peek, to be as accessible to as many communities as possible with over 100 having already signed up. On the trail, shopping parents will love being able to get the kids on board with an amazing experience and families looking for a relaxing day out can encourage kids to have a screen-time break, do some walking and get rewarded at the end.

The Queen's Platinum Jubilee Beacon Trail is located at seven story-points around each location, positioned so that families can discover hidden parts of the town, city, park or shopping centre. Families will be guided on their trip by Sir Barnaby Beacon as he visits seven memorable and magical friends, like Charlie Crown or Theadora Throne, who have come to life from Buckingham Palace and gone on a day trip.



The trail takes about forty-five minutes to complete but can be completed in more than one visit. It's completely free for families and groups to take part in and they win a free, digital fun pack at the end. Schools are also being sent colouring sheets to enter a competition to have their works displayed on the trail, with gift vouchers being awarded to ten lucky national winners, as well as their winning entry printed as a specially designed commemorative poster.

The trail works without the need for families to download or sign up to anything. With safety in mind, it has been designed so that there is no need to go inside the venues, but some participating businesses are offering discounts and vouchers to come in while players visit.

Not only is the trail an innovative and fun day out for players, but they can also choose to donate to Help for Heroes to support our veterans and their families. Melanie Waters, chief executive of the charity said:

"We're thrilled to be the charity partner for the Queen's Platinum Jubilee Beacons Trail and really looking forward to taking part in this innovative, community-based activity, as part of our plans to celebrate the Queen's Jubilee this year."

The trail runs from the April bank holiday weekend on the 30<sup>th</sup>, right through to the June Spring half term on the 12<sup>th</sup>. To see the full list of locations and find out more about the trail, visit the website: [www.jubileebeacontrail.com](http://www.jubileebeacontrail.com)

ENDS

**Media Pack available at:** <https://1drv.ms/u/s!AnU-HkJvn4Yng9ghP1ym9QdgogcO5w?e=Nt5dVV>

### **About High Street Safari:**

High Street Safari is a project being coordinated by Martin Blackwell, former CEO of Assoc. of Town & City Management (ATCM) and the Charity Retail Association. It was set up to create a unique high street family experience that aimed to raise significant sums for local good causes.

The trails work by utilising QR codes, without the need for players to download or sign up to anything. The trail consists of 7 vinyl window characters with QR codes that local businesses, as well as cultural and public venues, will host.

Families will be able to start the trail by scanning any of the characters. For families on the trail they will be able engage with the experience by scanning each character's QR code and learning their names and stories and seeing them in AR. Younger children will delight in spotting the cute and colourful characters in window corners and older (and grown-up children) will engage by learning more about them. Everyone will have fun taking silly selfies in augmented reality. They can do this in their own time and pace, if it takes a week it doesn't matter.

After spotting all 7 characters, families will be rewarded with a free, e-book that concludes the story.

### **About Help for Heroes:**

Help for Heroes believes those who serve our country deserve support when they're wounded. Every day, men and women have to leave their career in the Armed Forces as a result of physical or psychological wounds. The Charity helps them, and their families, to recover and get on with their lives. It has already supported more than 26,500 people and won't stop until every wounded veteran gets the support they deserve.

### **Note to Editors:**

### **National Coordinator Contact details**

Stephen Blackwell  
07735 125 180  
[info@highstreetsafari.com](mailto:info@highstreetsafari.com)

### Confirmed Locations 1/3/2022 (more to follow)

Abertillery, Gwent	Loughborough, Leicestershire
Bearsted, Kent	Oadby, Leicestershire
Bedlington, Northumberland	Portreath, Cornwall
Blaina, Gwent	Preston, Lancashire
Brackley, West Northamptonshire	Purley, London
Bromley, Greater London	Putney, London
Brynawr, Gwent	Queenborough & Rushenden, Isle of Sheppey
Camberley, Surrey	Ross-on-Wye, Herefordshire
Chichester, West Sussex	Rugby, Warwickshire
Crockenhill, Kent	Rushden, Northamptonshire
Darlington, County Durham	Salisbury, Wiltshire
Ebbw Vale, Gwent	Sevenoaks, London
Exmouth, Devon	Soham, Cambridgeshire
Fareham Shopping Centre, Hampshire	South Wigston, Leicestershire
Great Yarmouth, Norfolk	Southampton, Hampshire
Hailsham, East Sussex	Spooner Row, Sutton & Wattlefield, Norfolk
Halifax, West Yorkshire	Sutton, South London
Hartshill, North Warwickshire	Taunton, Somerset
Hemel Hempstead, Hertfordshire	Teignmouth, Devon
Hever Castle and Gardens, Kent	Tenbury Wells, Worcestershire
Honeybourne, Worcestershire	The Lexicon, Bracknell, Berkshire
Houghton Hall Park, Dunstable	Thetford, Norfolk
Hull, East Yorkshire	Tredegar, Gwent
Hyndburn, Lancashire	Uxbridge, London
Ixworth, Suffolk	West Parley, Dorset
Lerwick, Shetland	Wigston, Leicestershire
Lincoln, East Midlands	Worthing, West Sussex
Llandough, Vale of Glamorgan	

### **DECISION**

Members are asked if they **AGREE** to take part in the Platinum Jubilee Story Trail?

### **Drive Through Time - 3<sup>rd</sup> July 2022**

### **Agreed budget for 2022 £4,000**

The 2021 Drive Through Time was not able to go ahead due to the ongoing Covid mitigation and Government restrictions in place at the time of organising this event.

For 2021 it was agreed that the event be relocated from West Park to the Esplanade and Place St Maur. However, given the current regeneration work taking place at Place St Maur and the current staffing issues within BRTC, it is

the Officer recommendation that for 2022 the event remain at West Park to ensure a seamless event, and that the relocation to the Esplanade take place for 2023, which will also coincide with the 10<sup>th</sup> Anniversary of the event.

The Officer recommendation is that, based on the 2021 event the same budget of £4,000 would be required.

Members are asked to note the date change from the 2<sup>nd</sup> July to the 3<sup>rd</sup> July.

The Big Screen that will broadcast the Formula 1 has been booked, all other elements of the event are still in planning, a full further update will be given at the next meeting.

Members had requested in a previous meeting that the final decision for the location of the Drive Through Time be deferred until an update on the Place St Maur works could be obtained (Min. 50.4 refers).

Due to the timescales in place, and the need to book ADC land and commence advertising of the event (which begins at the end of January) West Park has been booked for the 2022 event.

It is impossible to ensure that the work on Place St Maur will be completed in time. It is also impossible to ascertain at this time how much of it, if any will be useable as an event space until completion.

*There is no further update at this time.*

### **Proms in the Park - 17<sup>th</sup> September 2022**

#### **Agreed budget for 2022 £3,000**

Budget for 2021 - £2,500 with £2,000 vired from the Drive Through Time Budget.

Due to the additional event of the Queen's Platinum Jubilee in June and the Drive Through Time being held in July there is not the capacity to hold the Proms in the Park earlier in the year as hoped. Therefore, Members are asked to **AGREE** for the Proms in the Park for 2022 to be held in September.

The Budget for 2021 was increased by £2,000, as the Drive Through Time event did not run due to Covid-19, and this amount was vired over to enhance the Proms making the 2021 larger in size and content than previous years, boosted by this budget increase.

To find a middle ground for the 2022 event, and so as to not disappoint those who attended the 2021 event, the Officer recommendation is that the budget be increased to £3,000.

As agreed at the previous meeting, Min. 50.5 refers, the Proms event will now take place on the 10<sup>th</sup> September.

*Members are asked to note the date for the Proms in the Park is 17<sup>th</sup> September and not the 10<sup>th</sup> September, as this date was previously reported incorrectly.*

### **Funshine Days**

**2<sup>nd</sup> - 4<sup>th</sup>, 9 - 11<sup>th</sup> AUGUST - PROM BANDSTAND**

**16<sup>th</sup> - 18<sup>th</sup>, 23<sup>rd</sup> - 25<sup>th</sup> AUGUST - HOTHAM PARK BANDSTAND**

### **Agreed budget for 2022 £5,000**

Due to Covid mitigation, the Funshine Days were relocated to Hotham Park Bandstand from the Prom Bandstand for 2021, to enable more space for social distancing. This proved to be very successful for a number of the day activities, however there were a few that lent themselves to be located on the Prom, Punch & Judy for example. With this in mind, it is Officer recommendation that the Funshine Days programme for 2022, be split across the two locations, with the first two weeks being located on the Prom Bandstand and the remaining two weeks on the Hotham Park Bandstand.

World Oceans Day for 2022 falls on the 8<sup>th</sup> June, which is a weekday and school day. Therefore, as attendance is likely to be minimal, Members are asked to **AGREE** that World Oceans Day be incorporated into the first two weeks of the Funshine Days and be located on the Promenade Bandstand. The budget for World Oceans Day for 2021 was £2,000 with £1,000 of this budget used instead to allow for the virtual Half Term events to take place. It is the Officer recommendation that £1,000 is incorporated into the Funshine Days budget to allow for the World Oceans Day to be larger than the standard Funshine Days, as per 2021.

The Officer recommendation is that, based on the 2021 event a budget of £8,000 would therefore be required.

As agreed at the previous meeting, Min. 50.6 refers, the Funshine Days will now run for three days a week for four weeks, as opposed to five days a week for four weeks. World Oceans Day will also be incorporated into the first two weeks of Funshine Days.

*The Funshine Days programme has been finalised, the weeks will run Tue - Thurs, as historically Mondays and Fridays have a lower footfall due to Butlin's changeover days. The first two weeks of the programme will take place on the Prom bandstand. The programme is currently with ADC awaiting confirmation of land use.*

*TUESDAY 2<sup>nd</sup> AUGUST*

*WEDNESDAY 3<sup>rd</sup> AUGUST*

*THURSDAY 4<sup>th</sup> AUGUST*

*STREET DANCE WORKSHOP*

*FUN FIT WORKSHOP*

*DONKEY RIDES*

*(WORLD OCEANS DAY)*

*TUESDAY 9<sup>th</sup> AUGUST*

*SANDCASTLE COMPETITION*

*PUNCH AND JUDY*

*PADDLEBOARDS*

WEDNESDAY 10<sup>th</sup> AUGUST  
THURSDAY 11<sup>th</sup> AUGUST

SAMURAI SWORD WORKSHOP  
TAI CHI & YOGA WORKSHOP

TUESDAY 16<sup>th</sup> AUGUST  
WEDNESDAY 17<sup>th</sup> AUGUST  
THURSDAY 18<sup>th</sup> AUGUST

CIRCUS SKILLS AND SLACKLINE  
HULA HOOP WORKSHOP  
CLOWN SHOW

TUESDAY 23<sup>rd</sup> AUGUST  
WEDNESDAY 24<sup>th</sup> AUGUST  
THURSDAY 25<sup>th</sup> AUGUST

BALLOON MODELLING  
STORYTELLING  
MAGICIAN SHOW

## **Beacon Lighting to Commemorate Sir Richard Hotham's Birthday - 5<sup>th</sup> October 2022**

### **Agreed budget for 2022 £600**

Members requested the beacon to be lit to mark the birthday of Sir Richard Hotham, as a prelude to a possible annual civic event to light the beacon in remembrance of the passing of Bognor Regis residents who have made a contribution to the Town - 13<sup>th</sup> September 2021 - Min. 26 refers.

The above budget would cover an hour-long event, with a live band of some sort and the lighting of the Beacon Brazier. Members are asked to note that this cost does not include a road closure of the Esplanade. The event would take place on the Promenade and the surrounding area of the Beacon.

Associated Town Force costs are as follows:

Town Force time 3¾ Hours x 2 men = 7½ Hours	= £165.00
Propane Gas	= £ 17.50
Diesel	= £ 5.00
<b>Total</b>	<b>= £187.50</b>

Members are asked to note that any Town Council Event requires the attendance of the Events Officer, and her time will need to be factored in along with any associated administration costs.

Members are asked what genre of music they would like at the event, and any other suggestions.

*Following the cancellation of the Mayor's Civic Service in December 2021, at which a children's choir from a local school were due to perform, it was proposed, and seconded, that they be invited to sing at the Beacon Lighting event to commemorate Sir Richard Hotham's birthday. Suggestions of what genre of music Members would like at the event included the Bognor Regis Town Concert Band, a Folk Band, and Soft-Reggae Band.*

*It was also suggested that when the Events Officer is in the planning stages for this event that the Town Crier be considered as MC.*

### **Christmas Illuminations Switch-On - 26<sup>th</sup> November 2022**

**Agreed budget for 2022 £3,500 (with members requesting the Events Officer to obtain Sponsorship to take it to the Silver Package of £7,500)**

Members asked for three options for the 2022 Switch-On, a bronze, silver and gold package (Min. 30 refers).

**Bronze:** Could include similar to past Switch-On events, grotto, stilt walkers, funfair rides, magicians, craft workshops, and the lights being switched on by the Pantomime performers from the Regis Theatre and the Town Mayor.

**Silver:** All of the above, with a large stage and road closure, with live performances and a B list celebrity to assist the Pantomime performers and Mayor in switching the lights on.

**Gold #1:** All of the above with a personalised digital projection for the Switch-On illuminating one of the buildings in the Town Centre.

**Gold #2:** Five buildings around the Town illuminated with a personalised digital projection for the duration of the Christmas Illuminations being in place.

It was agreed at the previous meeting Min. 50.8 refers, to proceed with the Bronze Package, at a cost of £3,500 and for the Events Officer to seek sponsorship for match-funding to enable a Silver Package level of event to take place.

*There are currently no further updates on this event.*

### **Sunday Afternoon Concerts, series of events over the Summer – TBC**

**Agreed budget for 2022 £1,250**

BRTC have been approached by the Rotary Club to work collaboratively on a series of events throughout the Summer to revive the very popular Sunday Afternoon Concerts that BRTC used to run on Hotham Park/Promenade bandstand, along with some extra events as detailed in the attached report **(Appendix 1.)**

It is the Officer recommendation that a budget of £2,500 be sought for these series of events in collaboration with the Rotary Club.

At the previous meeting, Members AGREED to work collaboratively with the Rotary Club on a series of events throughout the Summer and supported the Officer recommendation that the Rotary Club match-fund the amended budget of £1,250 (Min. 50.9 refers).

Working in collaboration with the Rotary Club there will be five Sunday afternoon concerts held in the Hotham Park / Prom Bandstand between 1400 – 1630, pending confirmation of land use and availability from ADC. These concerts will be once a month and will be a different genre each performance, with up to two acts performing on each day. A full detailed programme will be available at the next meeting.

***The programme for the Summer Sunday Afternoon Concerts is now detailed below: -***

***Sunday May 15<sup>th</sup> Performance times 14.00 - 16.30 Music genre Jazz***

***Sunday July 17<sup>th</sup> Performance times 14.00 - 16.30 Music genre Country***

***Sunday August 14<sup>th</sup> Performance times 14.00 - 16.30 Music Genre 60's Rock & Roll***

***Sunday September 11<sup>th</sup> Performance times 14.00 - 16.30 Music genre Covers or Tribute***

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
21<sup>st</sup> MARCH 2022**

**AGENDA ITEM 9 – TO RECEIVE ANY SUGGESTIONS FROM COUNCILLORS TO BE INCLUDED AS PART OF A STRICTER BRIEF TO BE DRAWN UP AND CIRCULATED TO COMMUNITY-BASED ARTISTS IN RELATIONS TO SEAFRONT POSTERS AND TO IDENTIFY AND AGREE A BUDGET FOR ASSOCIATED COSTS FOR THE PRODUCTION - MIN. 64 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

At the meeting held on 17<sup>th</sup> January 2022, Members discussed the original poster concept of advertising attractions that couldn't be seen from the seafront, but it was noted that to do this might overlap on work being carried out by the Bognor Regis BID and Town Centre Task Force on wayfinding.

Further comments were made that the work of the community-based artists, displayed on the seafront poster sites, had been well received.

Members agreed that a stricter brief template should be drawn up to aid those submitting artwork to ensure they met the requirements being sought by the Town Council for the posters. This to include dimensions, minimal text and blank space with provision for the BRTC crest and QR code where relevant.

It was therefore agreed to defer this item to the next Events, Promotion and Leisure Committee Meeting to allow Member's time to submit individual ideas for the brief to the Town Clerk. These would then be considered at the meeting to allow a final brief and design for the seafront posters to be approved with a budget to fund this project, subsequently identified and agreed. Ideas have been submitted by Cllrs. Mrs. Daniells (attached as **Appendix 1**) and Brooks. Owing to the file size of ideas submitted by Cllr. Brooks, his proposals were circulated to Committee Members by email prior to the meeting.

Funding for the production of the seafront posters currently displayed on the promenade was met from the 2021-2022 Publicity/Promotions Budget with a budget of around £450 remaining.

**DECISIONS**

Members are therefore asked to consider the proposals put forward and **AGREE** a final brief and design for the seafront posters for the coming season.

Members are further asked to **AGREE** that the associated costs for the production of the artwork be funded from the remainder of the current year's Publicity/Promotions Budget with any shortfall being covered from the new 2022-2023 budget.



## **IDEAS RECEIVED FROM CLLR. MRS. DANIELLS FOR BRIEF FOR THE SEAFRONT POSTERS**

We issue a very specific brief detailing exact size, layout, orientation and resolution.

We create a clear template specifying exactly where the text and logo will be overprinted, and a QR code generated to link to the attraction - or our website to avoid extra printing text.

We could add a message or strapline, if we had a recognisable one! I know there are a lot of views on that - but it would be best to stick to just one for all the posters whatever it is.

We ask only for photographs and not paintings and drawings since this makes for a lack of consistency and difficulty reproducing digitally etc.

Text to be very minimal but standard on all posters and fonts to be standard throughout too.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
21<sup>st</sup> MARCH 2022**

**AGENDA ITEM 10 - TO RECEIVE A PRESENTATION OF NEW DESIGN IDEAS BEING TAKEN TO ADC FOR THE PROMENADE BANDSTAND WIND SHIELDS AND TO CONSIDER WHETHER A LETTER PERTAINING TO THESE SHOULD BE SENT TO ADC IN SUPPORT - MIN. 67 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

At the Events, Promotion and Leisure Committee Meeting, held on 17<sup>th</sup> January 2022, Cllr. Brooks stated that he and Cllr. Stanley were involved with designs for alternative wind shields that were being taken to ADC. Members agreed that Cllrs. Brooks and Stanley would be invited to present these new designs, at the next meeting, whereupon the Committee would be asked to consider whether any letter pertaining to wind shields on the Promenade Bandstand should be sent to ADC in support.

Cllr. Brooks has provided specifications and dimensions, attached to this report as **Appendices 1 & 2**.

Following the presentation from Cllrs. Brooks and Stanley, Members will be asked to consider how they wish to proceed.

**DECISION**

How do Members wish to proceed?

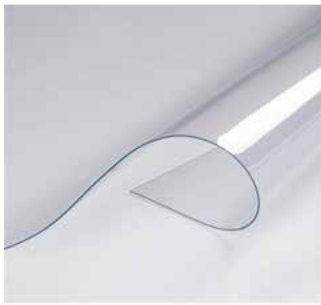


4 or more

for £15.97 each

10 x ANTI LUCE PINS 12mm x 35mm drop lock trailer tailgate fastener horsebox

4 or more for £15.97 each



0.75mm Thick Clear Flexible Plastic Sheet UV FR Resistant Window Canopy Table Protector Material - By the Metre

Sold by the metre (Quantity of 2 = 2m continuous length)

137cm Width. Please select express shipping at checkout to receive the PVC rolled, otherwise orders for standard shipping will be sent folded.

Perfect for windows, canopies, vehicles, table protector and more

Clear PVC Fabric 140cm wide - Per Metre approx £7



£10.99

Complete Grommets Tool Kit with Plastic Box: Including 100pcs grommets eyelets kit( with 100 eyelet and 100 washer, individually packed in a PE bag), punch hole tool and fastened tool, all tool in a plastic box without mess.

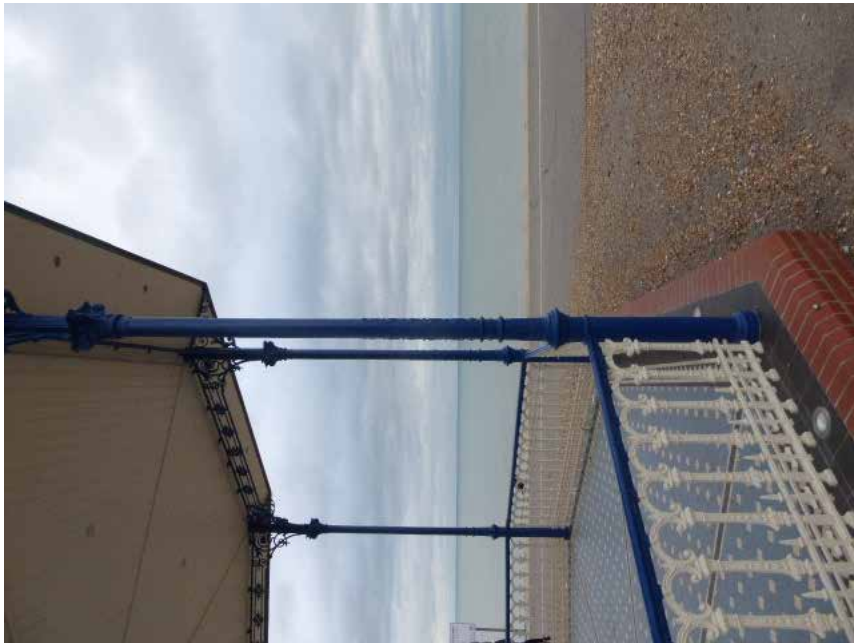
Sturdy and Anti Rust: Metal grommet kit is made of quality cupronickel, and electroplating on surface, with very great corrosion resistance and bright looks, very hard to rust.

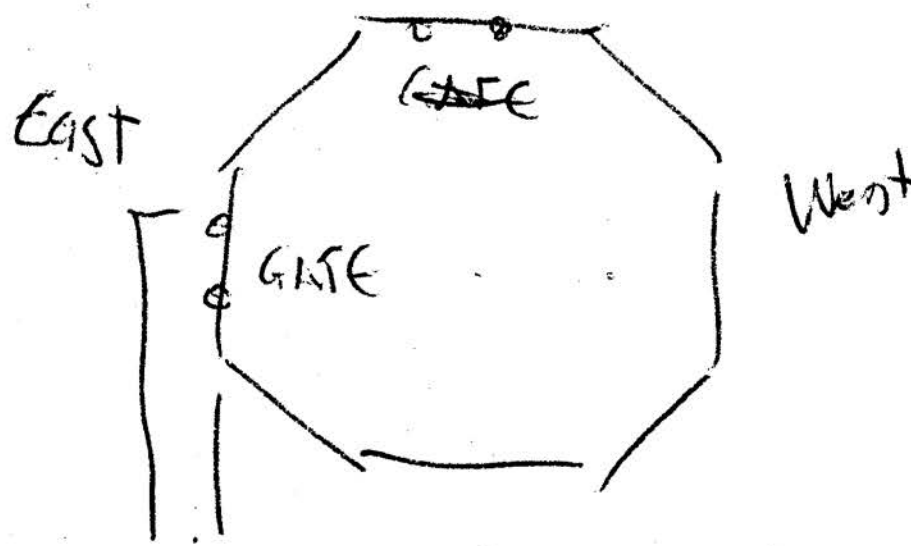
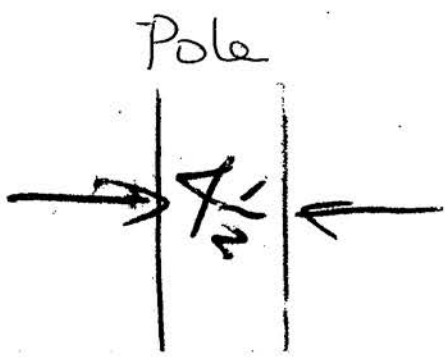
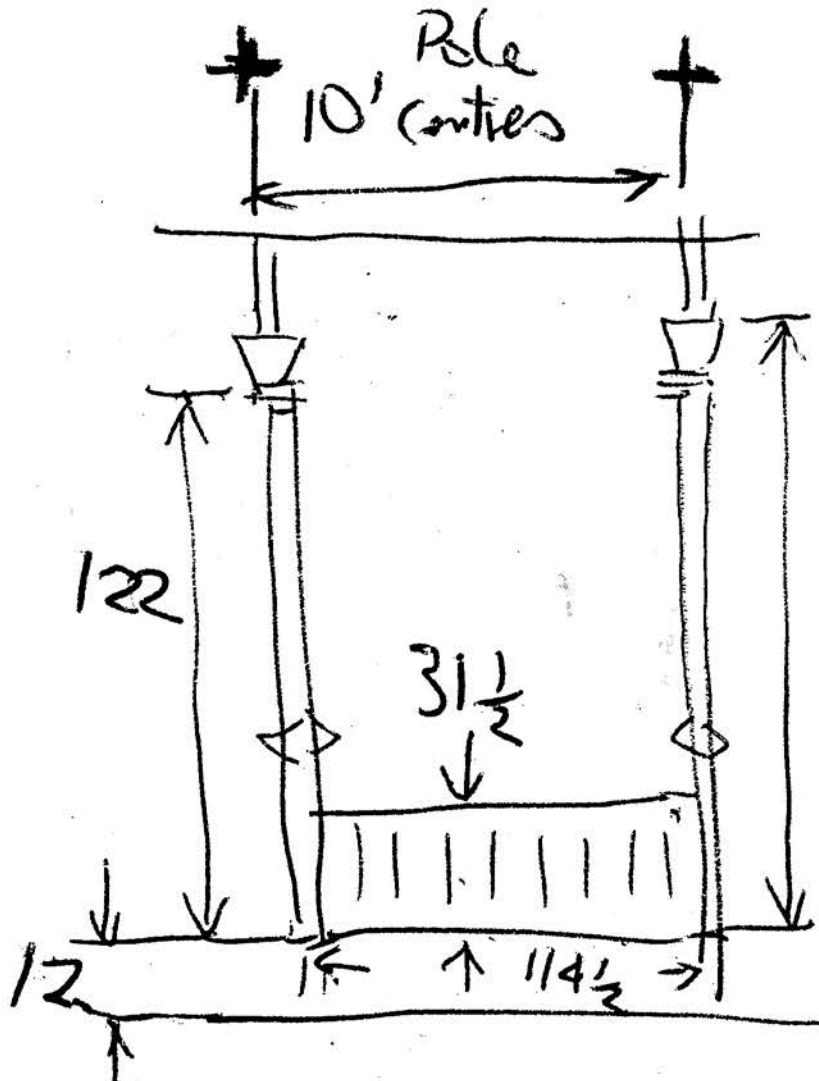
Very Easy to Use: Complete kit make the installation more easy. Firstly use the punch tool to cut a hole on tarpaulin, then take on the eyelet kit, finally use the fastened tool to fasten well the eyelet kit.(complete steps show in the picture which is more direct-viewing )

Eyelets Size: 2/ 5 inch (10 mm) internal hole diameter, 5/ 8 inch outside diameter, and 1/ 5 inch barrel length

Widely Applications: provide an economic solution for repairing canvas, tarps, tents and pool coverings, good for shoes/ shoelaces, clothing, crafts works etc.







8 Poles..  
9 Gaps between

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
21<sup>st</sup> MARCH 2022**

**AGENDA ITEM 11 – PROPOSAL TO PRODUCE A TOWN MAP DISPLAY BOARD WITH PAPER DISPENSER AND SUBJECT TO AGREEMENT TO PROCEED, TO CONSIDER THE ASSOCIATED COSTS AND IDENTIFY A BUDGET – MIN. 59.3 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

At the Events, Promotion and Leisure Committee Meeting, held on 13<sup>th</sup> September 2021, Members considered a proposal from Cllr. Goodheart to produce a Town map display board with paper dispenser.

Based on the information supplied by Cllr. Goodheart the proposed boards measure 1200x1000mm with a paper maps dispenser attached. The proposal suggested that a budget of £1,600 would be required, per sign, plus cost of labour for installation.

Examples of the display boards installed by Frome Town Council, in partnership with Cityscape Maps, were provided by Cllr. Goodheart (attached as **Appendix 1**). Installed within smart solid wood frames, the large-scale maps are easy to read. Alongside each of the map boards are dispensers where copies of the maps can be purchased for just £1. Frome Town Council installed the boards in the hope that they will enhance the visitor experience and increase footfall, ensuring that visitors get to see and appreciate much more of the town than just the obvious shopping streets. Cllr. Goodheart provided the contact details of the relevant officer involved with this project at Frome Town Council.

An alternative style of display board has also been supplied and is attached as **Appendix 2**.

If this is a project that the Committee would like to pursue, then as well as a suitable budget being identified, consideration will need to be given to the number of boards to be provided, suitable locations and the relating costs for installation by a suitably qualified contractor identified. Highway permissions (if required) will also need to be sought.

Members are asked to consider the information provided and decide if this is something that they may wish to progress. If the Committee is in support of the project, then it is the Officer Recommendation that the Projects Officer work to prepare a more detailed report with costs, to bring back to a future meeting to enable a final decision to be taken.

**DECISION**

How do Members wish to proceed?







**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
21<sup>st</sup> MARCH 2022**

**AGENDA ITEM 12 – TO DISCUSS THE RECENT CHANGES MADE TO THE SUSSEX BY THE SEA WEBSITE AND TO CONSIDER AND AGREE ANY NEXT STEPS – MIN. 66.1 AND 68 REFER**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

At the Events, Promotion and Leisure Committee Meeting held on 17<sup>th</sup> January 2022 a Member commented on Arun District Council's recently revamped 'Sussex by the Sea' website from which the 'Sunniest Bognor Regis' logo, Town crest, and links to the Town Council's website and Facebook pages have been dropped.

The Member asked if a letter could be sent to the District Council to have this rectified. As this was not on the agenda for that meeting and therefore could not be considered, it was agreed that this be included as an item on the next agenda, and it has therefore been referred to this meeting for consideration and decision.

**DECISION**

Do Members **AGREE / DISAGREE** to send a letter to Arun District Council to call for reinstatement of the 'Sunniest Bognor Regis' logo, Town crest, and links to the Town Council's website and Facebook pages on the 'Sussex by the Sea' website?

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
21<sup>st</sup> MARCH 2022**

**AGENDA ITEM 13 – TO CONSIDER THE REVISED QUOTATION FOR BOGNOR  
REGIS CHRISTMAS ILLUMINATIONS 3-YEAR CONTACT 2022/24 FROM LITE  
AND AGREE HOW TO PROCEED – MIN. 38 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

At the Extraordinary Meeting of the Events, Promotion and Leisure Committee held on 14<sup>th</sup> October 2021, Councillors received a presentation from the appointed LITE Contractor for the 2022-24 Christmas lights to include consideration of the display options available and required budget.

During the meeting Members asked if it would be possible to increase the amount of lighting in the Queensway area. The contractor agreed to provide a quote to the previous Projects Officer, however no quotation was received and subsequently no deposit was placed to secure the order.

At the Policy and Resources Committee (Budget) Meeting, Members **AGREED** the Events, Promotion and Leisure Committee recommendation that provision be made for a budget of £50,000 per annum for the 2022-24 Christmas lighting display, with the proviso, that an additional £5,000 be made available as a contingency should the costs increase. Members were reminded that once the budget had been agreed by the Policy and Resources Committee, should prices spiral before any order was placed, then it may be necessary to scale back the chosen displays as no further funding would be available. Approval of this budget would also be necessary by the Town Council prior to any order being placed.

On 1<sup>st</sup> March 2022, the Projects Officer, Assistant Clerk, and a senior member of the Town Force team met with the LITE contractor for a site visit and to review requirements of the projects. As suspected, there have been increases to the original quotation, which may mean certain aspects of the displays may need to be prioritised over others. Attached as **Appendix 1** are the breakdown options, which includes costings for the Queensway area as previously requested. Options 1 and 3 include the lights in the Queensway that are installed on Richmond House and Queensway House, however, these are not under the ownership of the Town Council. Therefore, should Members agree to proceed with either of these options then permission would need to be sought from the owners of the lights currently in situ at these two locations.

At the Extraordinary Meeting on 14<sup>th</sup> October 2021, a one-off infrastructure test was detailed within the original quotation at a cost of £1,500.00 with an additional £975.00 to replace sockets in the Aldwick Road totalling £2,475.00, this has since increased to £2,513.00 and would be covered from earmarked reserves underspends. It should be noted that these figures could increase if testing uncovers further repairs or replacements.

## **DECISION**

Members are therefore asked to consider the options as detailed in **Appendix 1** and **AGREE** whether they wish to proceed with the displays as detailed under Option 1, 2, 3 or 4 from LITE for the Christmas Lights 2022/24 contract?

<b>AREA/WORKS</b>	<b>OPTION 1 PRICE PER ANNUM (FOR 3 YEARS) <b>WHOLE PACKAGE</b></b>	<b>OPTION 2 PRICE PER ANNUM (FOR 3 YEARS) <b>NO QUEENSWAY LIGHTS</b></b>	<b>OPTION 3 PRICE PER ANNUM (FOR 3 YEARS) <b>NO WI-FI SWITCH-ON</b></b>	<b>OPTION 4 PRICE PER ANNUM (FOR 3 YEARS) <b>QUEENSWAY LIGHTS ONLY IN GORDON &amp; KINARA HOUSE WITH WI-FI SWITCH-ON</b></b>
Wi-Fi Switch-On	£2,447.00	£2,447.00		£2,447.00
London Road	£14,691.00	£14,691.00	£14,691.00	£14,691.00
High Street	£11,549.00	£11,549.00	£11,549.00	£11,549.00
York Road	£1,445.00	£1,445.00	£1,445.00	£1,445.00
Station Road	£2,918.00	£2,918.00	£2,918.00	£2,918.00
Precenct	£4,100.00	£4,100.00	£4,100.00	£4,100.00
Aldwick Road	£4,209.00	£4,209.00	£4,209.00	£4,209.00
Town Hall Balcony	£500.00	£500.00	£500.00	£500.00
Queensway (Gordon & Kinara House)	£2,496.00		£2,496.00	£2,496.00
Queensway (Richmond & Queensway House)	£2,089.00		£2,089.00	
Christmas Tree Lights	£3,189.00	£3,189.00	£3,189.00	£3,189.00
Bracket Testing	£1,820.00	£1,820.00	£1,820.00	£1,820.00
Product Testing	£800.00	£800.00	£800.00	£800.00
Programming & Commissioning	£1,970.00	£1,970.00	£1,970.00	£1,970.00
Switch-On Presence	£780.00	£780.00	£780.00	£780.00
Discount on order	-£467.00	-£467.00	-£467.00	-£467.00
<b>TOTAL</b>	<b>£54,536.00</b>	<b>£49,951.00</b>	<b>£52,089.00</b>	<b>£52,447.00</b>

**ONE-OFF 2022 ONLY - Covered from  
earmarked reserves**

*(Subject to increase if testing uncovers further  
replacement or repairs)*

Aldwick Road Column Electrics	£1,013.00
Electrical Survey	£1,500.00

**£2,513.00**

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
21<sup>st</sup> MARCH 2022**

**AGENDA ITEM 14 - 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 two weeks prior to the meeting, via the template form, and circulated with the report can be considered. This is to ensure the process remains streamlined and efficient.

**DECISIONS**

Do Members **AGREE** to include the proposal from Cllr. Mrs. Daniells to outsource the Christmas Lights Switch-On event on a future Agenda for consideration?

Do Members **AGREE** to include the proposal from Cllr. Mrs. Daniells to review the 'Follow the Ducks' Campaign on a future Agenda for consideration?

Do Members **AGREE** to include the proposal from Cllr. Mrs. Daniells to consider and explore developing a simple BRTC smartphone App on a future Agenda for consideration?

**BOGNOR REGIS TOWN COUNCIL  
 EVENTS, PROMOTION AND LEISURE COMMITTEE ITEMS FOR A FUTURE AGENDA**

<b>Proposal Name</b>	<b>Details</b>	<b>Estimated Budget</b>	<b>Corporate Strategy Priority Number(s)</b>	<b>Proposed By</b>	<b>Who is it aimed at?</b>	<b>Possible Partners</b>	<b>Remarks</b>
Outsource Xmas Light Switch on event	Instead of holding the event in house, we award a community group funding to organise and run the event. This worked very well this year, and this strategy is in keeping with our community engagement strategy. Since we funded the carnival for example, rather than running it in house, it has gone from strength to strength and the evidence from the successful switch on event this year would suggest that would be similar. It would free up staff resources and enable the	£4 grant suggested  Considerable Savings will be made on officer time which would usually be taken up by this event.	1. 3. 4.	Sandra	All of the community  Families, businesses and individuals will benefit	Suggestion is that we approach Carnival Committee who ran it very successfully at very short notice in 2021. But others such as  Rox and Other Community groups might be interested in	In outsourcing this event we can potentially save time money and resources, bring a fresh and new approach to it and potentially attract more sponsorship towards it from businesses who are often reluctant to sponsor council run events.



	community and councillors to be more involved in the event					involvement too.  Sponsors – local businesses etc.  The BID	
To review the 'follow the ducks' campaign	<p>The ducks were quite a fun initiative and a success for some time and we used them in our marketing and got a fair bit of publicity.</p> <p>For new members, the duck campaign arose when hundreds of plastic ducks were released in Bognor at various places. We got a lot of mileage out of it publicity wise and with various other duck related activities that followed.</p> <p>However – this is some years on now, and is rather stale and perhaps not relevant now and has run its course. Also we cannot now use the plastic ducks due to the environmental implications.</p>	<p>This could be at low cost to the council, depending on the suggestions that arise and what resources would be needed to implement them.</p> <p>For example of we chose a 'seagull ' related campaign there is already a great costume.</p> <p>If we went with an environmental type campaign</p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4</li> </ol>	Sandra	The council and it's public 'events and promotions ' face. To showcase us better to locals and visitors.	The campaign needs to appeal to all, and gather attention, but also to work with existing marketing and branding strategies such the BID's.	<p>In refreshing the campaign we could use the opportunity to boost our social media following and presence and potentially get some national exposure.</p> <p>It would be ideal to do so before the Jubilee in June so we can perhaps launch the 'character' if that is what we choose- at that time.</p>

	<p>I therefore request that we have an agenda item to scrap the ducks, and consider a new approach which would capture and engage people, and bring us some positive publicity. It needs refreshing - our events Facebook page which has featured the same photos for some years, including the duck 'profile' pic and numbers engaging with posts are very low.</p>	<p>we have Billy Bulb who we could use as the main attraction.</p>					
<p>Consider and explore          Developing a simple BRTC smartphone App</p>	<p>As a town council we need to keep up with modern technology and develop better ways of engaging with our residents.</p> <p>Other parish and town councils are already using apps for this purpose. Eg Hook.</p> <p>Smartphone ownership in the UK is exceptionally high, and APPS are a much simpler and easier way for residents to find out whats on, report or</p>	<p>£10k</p> <p>Apps are expensive to develop so this would need to be explored, however, there would be significant savings , as we would no longer need to print events guides annually.</p>	<p>1          2          4</p>	<p>Sandra</p>	<p>Local people primarily, but also visitors to the area who want to know more.</p>	<p>Local businesses, and attractions.</p>	<ul style="list-style-type: none"> <li>· <b>87% of adults in the UK owned smartphones in 2020.</b></li> <li>· <b>The mobile internet penetration rate in the UK was 72% in 2020.</b></li> <li>· <b>An average person in the UK spends 148 minutes on a smartphone.</b></li> <li>· <b>Smartphones make up to 47.3% of online traffic in the UK.</b></li> </ul>

	<p>communicate with the council than just a website. An App would be particularly useful for our events – and would mean we would no longer require paper leaflets and maps, thus in keeping with our 'climate emergency'.</p> <p>Events info could be much more readily updated and added to, so that information was always fresh and current.</p> <p>There appear to be no dedicated Bognor Regis apps available currently so this would be a unique offering</p>	<p>There would also be real opportunities for businesses and accommodation providers and events organisers to pay to advertise on the app to assist with the ongoing costs.</p> <p>Savings would also be made from the cost of distributing the leaflets.</p>					
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**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
21<sup>st</sup> MARCH 2022**

**AGENDA ITEM 15 – CORRESPONDENCE**

**REPORT BY THE PROJECTS OFFICER**

**FOR INFORMATION**

1. Email regarding a documentary about Bognor Regis. Circulated to Councillors.
2. Email from Bognor Regis BID thanking Bognor Regis Town Council's generous provision of 30 hours of Town Force Team time in the financial year 2022/23.
3. Email from The Bognor Regis Yacht Club who expressed a wish that they would like to offer their support / join in with the Town Council Queen's Platinum Jubilee Celebrations.
4. Email from M&Co supporting the Queen's Jubilee.