



# 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 20<sup>th</sup> MARCH 2023.**

All Members of the Events, Promotion and Leisure Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. An opportunity will be afforded to **members of the public** to put **Questions/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 20<sup>th</sup> March from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

**DATED THIS 13<sup>th</sup> MARCH 2023**

**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 16<sup>th</sup> January 2023
4. Adjournment for public questions and statements
5. Clerk's Report
6. Allotments Sub-Committee – Consideration of the Resolution, Recommendations and Reports in the Notes of the Extraordinary Meeting held on the 21<sup>st</sup> February 2023
7. Final update and ratification of expenditure on Events Programme for 2022 (if available)
8. Update on proposals for Events programme for 2023 including ratification of decisions where required
9. Consideration of recommendations from the Events Officer in relation to utilisation of £12,500 match-funding to enhance Town Council events for 2023 - Min. 133 of the Policy and Resources Committee Meeting held 30<sup>th</sup> January 2023 refers
10. To receive details of a new event proposed by the Bognor Regis Carnival Association and to consider a request for funding from the Town Council
11. To consider any proposals and expenditure of the Publicity and Promotion Budget and agree recommendations to the Policy and Resources Committee – Min. 113 of the Policy and Resources Committee Meeting held 15<sup>th</sup> December 2022 refers
12. To consider a request that the Bognor Regis Concert Band be the preferred band of the Town Council – Min. 69.2 refers
13. To consider a proposal from Cllr. Brooks for an alternative 'Sunnier Bognor Regis' logo
14. To discuss and agree next steps in relation to a commemorative trail on the seafront in Bognor Regis – Min. 131 of the Policy and Resources Committee Meeting held 30<sup>th</sup> January 2023 refers
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 16<sup>th</sup> JANUARY 2023**

### **PRESENT:**

Cllr: J. Brooks (Chairman), Cllrs: B. Waterhouse and Mrs. J. Warr

### **IN ATTENDANCE:**

Mr. M. Hall (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer) (part of the meeting)  
Mrs. S. Miah (Committee Administrator)  
1 member of the public in the gallery

*The Meeting opened at 6.31pm*

### **64. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AS AGREED AT THE COUNCIL MEETING ON THE 3<sup>rd</sup> JANUARY 2023**

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

Members **NOTED** the appointment of Cllr. Brooks as the Chairman, of the Events, Promotion and Leisure Committee for the remainder of 2022/23 municipal year.

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

The Chairman welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies for absence were given by the Projects Officer, on behalf of Cllr. P. Woodall due to being unwell and Cllr. H. Jones due to a family matter. No apologies were received from Cllrs. K. Batley, Mrs. S. Daniells, J. Erskine and S. Reynolds.

### **66. 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***

**67. TO APPROVE THE MINUTES OF THE MEETING HELD ON 14<sup>th</sup> NOVEMBER 2022**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 14<sup>th</sup> November 2022 as an accurate record of the proceedings and the Chairman signed them.

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

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

A member of the public congratulated and thanked the Officers and Town Force staff for their work on the new Seafront Shelter Posters that have recently gone up on the Promenade.

***The Chairman reconvened the Meeting at 6.36pm***

**69. CLERK'S REPORT****69.1 Lamp Post Banner advertising spaces – 14<sup>th</sup> November 2022 – Min. 49 refers**

At the last Events, Promotion and Leisure Committee Meeting, a Member seated in the public gallery asked if there was any update or progress on the Lamp Post Banner advertising spaces. At the Meeting held on 11<sup>th</sup> July 2022, the Projects Officer had updated Members regarding a Planning Application that was in progress, however the material from which the banners should be made from has changed. The Projects Officer has therefore contacted the relevant parties to ascertain which materials can be used for the banners, and an update will be shared with this Committee when available.

**69.2 Bognor Regis Concert Band – 14<sup>th</sup> November 2022 – Min. 49 refers**

During the adjournment for Public Questions and Statements, a Member asked if the Bognor Regis Concert Band could be considered as the preferred band of the Town Council. This request will be added as an Agenda item to the next Events, Promotion and Leisure Committee Meeting to be held on 20<sup>th</sup> March 2023, for Members to consider.

**69.3 Update on Promenade Bandstand wind shields – 14<sup>th</sup> November 2022 – Min. 50.1 refers**

At the last meeting the Projects Officer advised that an Officer from ADC was preparing a formal response regarding the Town Council request to offer event organisers wind shields for the Promenade Bandstand.

The following response was received on 16<sup>th</sup> November 2022:

*In principle, I have no objection to the use of the wind breaks to protect events hosted in the Bandstand. The method of securing the windbreaks to the painted metal columns must not be permanent, removed after use and must not in any way affect the protective paint system used on the metal work. This is a special marine paint, very expensive and should last many years if looked after.*

*The windbreaks must not exert undue loading to the structural columns. The effect of the windbreaks will be like a sail putting negative and positive loads through the structure that it is not designed for. This could, worse case, cause the bandstand to twist on its axis causing failure and collapse. It may be a case you engage with a structural engineer to advise you of safe working wind speeds for you to report back to us with your risk assessments. You may need to consider how you monitor wind speeds and have an emergency plan in place to react to increased wind speeds.*

*Please do not think we are being obstructive, but we need to consider worst case scenarios to protect you, ourselves and the bandstand. I agree we need to use this as much as possible.*

The Projects Officer shall add this to the Agenda for the next Events, Promotion and Leisure Committee Meeting to be held on 20<sup>th</sup> March 2023, for Members to discuss further.

**69.4 Update on new poster sites on the Promenade – 14<sup>th</sup> November 2022 – Min. 50.2 refers**

The Projects Officer had previously reported that at the meeting held on the 11<sup>th</sup> July 2022, Members agreed that the Projects Officer contact Arun District Council as the owners of the existing shelters to seek their permission to display additional posters. An Officer from ADC has advised that there is no objection in principle to the Town Council's request for permission to install and maintain poster locations along the seafront. However, this would need to be controlled under lease, with various terms agreed and any legal costs covered by BRTC.

Additionally, further conversations would need to take place regarding the proposed locations, as some of those identified are not suitable. Further information was requested by the Projects Officer, but a response has not been received ahead of this meeting. The Projects Officer will share the response with the Committee when available.

**70. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON THE 16<sup>th</sup> MAY 2022 AND 14<sup>th</sup> NOVEMBER 2022**

The Projects Officer's report including the related appendices were **NOTED**.

Members **AGREED** to **RATIFY** the following recommendations from the Allotments Sub-Committee: -

Members **AGREED** to **RATIFY** to utilise the earmarked reserve in 2022-23 to purchase a suitable shelter to be built on the re-established site.

Members also **AGREED** to **RATIFY** the approval of £281.47 including VAT for the following items: -

- Refreshments for Allotment Holders AGM - £22.33 (no VAT)
- Engraving of Allotment Award Shields - £36.00 (no VAT)
- Preparation of Allotment Award Plaques (fully covered by sponsorship income) - £199.50 (inc. VAT)
- Concrete post to mark sub-divided plot - £23.64 (inc. VAT)

**71. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2023 – REPORT BY EVENTS OFFICER**

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

Following a brief discussion, Members **AGREED** the recommended Town Force hours for 2023 events.

**72. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2022 (IF AVAILABLE)**

The Events Officer stated that the figures are still pending, thus this item has been **DEFERRED** to the next meeting, subject to the information being available.

**73. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2023 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED**

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

**73.1 Book Day (Easter Event) - 5<sup>th</sup> April 2023**

The Events Officer invited Members to make suggestions for a specific book to be celebrated at the event, or if they would just like a generic theme such as Easter. Members asked the Events Officer to choose a book for the event and report back at the next meeting.

Members **AGREED** to have a generic Easter theme for the event.

**73.2 Celebrations and Commemorations to mark the Coronation of King Charles III - 6<sup>th</sup> May 2023**

Due to the uncertainty surrounding the completion date of the works, and the unsuitability of Place St Maur as an event space, it continues to be the Officer recommendation that the big screen broadcasting of the King's Coronation be held in Hotham Park, as is usual for similar events such as Royal Weddings and Jubilees.

Members believed after the renovation of Place St Maur, that it would be used for events. The Events Officer stated that ADC had provided her a map of Place St Maur which details areas which are unsuitable to withstand the heavy vehicles which are required for this event. Members asked for a copy of the map and the Events Officer stated that she could provide a copy, which the Projects Officer will circulate to the Committee.

Members were invited by the Events Officer for any preference regarding the sculpture and any other elements for the event. Members asked the Events Officer to come back to the Committee with some suggestions for the giant sculpture, and to confirm whether there was any leftover Jubilee bunting or flags from last years' Jubilee event. Members also asked the Events Officer to investigate the possibility of including the Seafront Lights 'Crown' previously situated at Waterloo Square Gardens to celebrate the event, if this were available.

The Committee **AGREED** that the big screen broadcasting of the Coronation of King Charles III would be located in Hotham Park.

### **73.3 Proms in the Park - 10<sup>th</sup> June 2023**

Members **NOTED** the date change to 10<sup>th</sup> June 2023.

Members were invited by the Events Officer for their suggestions for musical genres for Proms in the Park. The Chairman suggested folk music as a music genre for the event and would pass on the contact details of a French band to possibly perform at the event. The Events Officer will investigate and report back at the next Committee meeting with any progress.

A Member also asked if it would be possible to collect donations from the public wearing Town Council branded clothing. The Events Officer stated that it would be necessary to apply for a 'Street Collection Permit', ahead of the event.

### **73.4 Drive Through Time - 9<sup>th</sup> July 2023**

Due to uncertainty surrounding the completion date of the works to The Regis Centre, and the unsuitability of Place St Maur as an event space, it is the Officer's recommendation that the Drive Through Time event remain in its historical location of West Park for 2023.

Members **AGREED** to keep the Drive Through Time at West Park for the 2023 event.

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

The Chairman stated that he would like to see more branding to promote this event. The Events Officer stated that she will be having meetings with the Rotary Club and shall update Members when more information is available.

### **73.6 Halloween Half Term - 25<sup>th</sup> October 2023**

The Projects Officer stated that at the previous meeting a Member had suggested that the 'Scare-Train' be incorporated into the Halloween Half Term event. The Projects Officer advised that he would contact the Member that had suggested this, and forward further information to the Events Officer. The decision to incorporate the 'Scare-Train' into the event would therefore be **DEFERRED** to a future meeting.

### **73.7 Christmas Illuminations Switch-On - 25<sup>th</sup> November 2023**

Members commented on the well-received stage used at the 2022 event, to which the Events Officer stated she has managed to secure the same stage for extremely competitive rates/sponsorship for 2023.

***The Events Officer left the Meeting at 7.15pm***



**74. TO CONSIDER THE PROPOSAL FROM CLLR. MRS. DANIELLS, TO HOLD A BIRTHDAY CELEBRATION FOR SIR RICHARD HOTHAM – MIN. 58 REFERS**

The Projects Officer's report and the relating Appendix was **NOTED**.

In the absence of Cllr. Mrs. Daniells, Members **AGREED** to **DEFER** this item to the next meeting.

**75. TO RATIFY THE DECISION MADE AT THE MEMBERS BRIEFING HELD 10<sup>th</sup> NOVEMBER 2022 AND THE ADDITIONAL CORRESPONDENCE VIA EMAIL ON 22<sup>nd</sup> DECEMBER 2022 IN RELATION TO THE CHOSEN WINNING ENTRIES IN THE SEAFRONT POSTER COMPETITION – MIN. 59 REFERS**

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

Members **RESOLVED** to **RATIFY** the final 13 winning entries for the Seafront Shelter Poster Competition.

**76. ITEMS FOR FUTURE AGENDA**

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

**77. CORRESPONDENCE**

The Committee **NOTED** no correspondence had been received.

**78. TO RESOLVE TO MOVE CONFIDENTIAL BUSINESS (S.O. 3d)**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be excluded, and they are instructed to withdraw, (S.O. 3d) - Agenda item 16 (contractual).

**79. REPORT ON CHRISTMAS ILLUMINATIONS (1<sup>st</sup> YEAR OF 3-YEAR CONTRACT)**

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

After some initial conversations regarding the Christmas Illuminations, the Projects Officer recommended that the contractor be invited to a wash-up meeting so that Members can pose any concerns they may have. The Projects Officer will endeavour to organise this meeting for a mutually convenient date for all Members of this committee, BRTC Officers and the contractor.

***The Meeting closed at 7.44pm***

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
20<sup>th</sup> MARCH 2023**

**AGENDA ITEM 6 - ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF  
THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF  
THE EXTRAORDINARY MEETING HELD ON THE 21<sup>st</sup> FEBRUARY 2023**

**REPORT BY THE PROJECTS OFFICER**

**FOR INFORMATION**

Members are invited to receive the Minutes of the Allotments Sub-Committee Extraordinary Meeting held on 21<sup>st</sup> February 2023 (attached as **Appendix 1**).

At the meeting, Members of the Sub-Committee agreed the need to complete the security fencing on the Original site to help prevent fly-tipping and to remove the shared access to homeowners on Gravits Lane. Members also agreed the fencing should be installed at the earliest opportunity and ahead of the growing season.

The Sub-Committee Clerk advised the quotes were valid for a limited time and might vary due to movement in global steel prices. For this reason, and to avoid any delay, this matter would be referred straight to the Policy and Resources Committee for consideration, as the Committee responsible for the Rolling Capital Programme Budget, rather than to the Events, Promotion and Leisure Committee.

Members of the Allotments Sub-Committee agreed to accept Company A as the preferred contractor, and to recommend to the Policy and Resources Committee the expenditure of £2,941.67 (plus a 15% contingency if required) to be funded from the Rolling Capital Programme (Min. 29 refers).

At the Extraordinary Meeting of the Policy and Resources Committee, held on 6<sup>th</sup> March 2023, Members resolved to agree the recommendation from the Allotments Sub-Committee and ratified the £2,941.67 (plus a 15% contingency if required) expenditure from the Rolling Capital Programme to pay for the installation of security fencing at the Original Allotments site (Min. 142 refers).

There were no further recommendations from the Allotments Sub-Committee Meeting held on 21<sup>st</sup> February 2023.



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## **MINUTES OF THE EXTRAORDINARY MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON TUESDAY 21<sup>st</sup> FEBRUARY 2023**

**PRESENT:** Cllrs. J. Brooks, Mrs. J. Warr and B. Waterhouse

**IN ATTENDANCE:** Mr. S. Davis (Allotments & In Bloom Officer)  
Mr. C. Penfold (Tenants Representative)

*The Meeting opened at 3.30pm*

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

Due to the absence of the Chairman Cllr. P. Woodall, the Vice-Chairman Cllr. B. Waterhouse was the Chairman for this meeting.

The Chairman welcomed those present and read the Council's Opening Statement.

Apologies for absence had been received from Cllr. Mrs. S. Daniells who was on annual leave, Cllr. P. Woodall who was working and from Mr. M. Bicknell, Mrs. L. Russell and Mr. S. Slater (Tenant Representatives).

No apologies had been received from Cllrs. K. Batley, J. Erskine, H. Jones, or S. Reynolds.

### **28. 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, they must temporarily leave the meeting for the discussion and vote.

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 at this time*

**29. TO CONSIDER AND AGREE THE INSTALLATION OF 6FT METAL SECURITY FENCING ON THE REMAINDER OF THE BOUNDARY OF THE ORIGINAL SITE**

Members discussed and agreed the need to complete the security fencing on the Original site to help prevent fly-tipping and to remove the shared access to homeowners on Gravits Lane. Members also agreed the fencing should be installed at the earliest opportunity and ahead of the growing season.

The Sub-Committee Clerk advised the quotes were valid for a limited time and might vary due to movement in global steel prices. For this reason, and to avoid any delay, this matter would be referred straight to the Policy and Resources Committee for consideration as the Committee responsible for the Rolling Capital Programme Budget.

The Chairman suggested, to avoid both the need for the Allotments Sub-Committee to agree higher expenditure at a future meeting, and to avoid a delay in the installation, Members recommend the expenditure with a small contingency.

Members **AGREED** to accept Company A as the preferred contractor. It was further **AGREED** to **RECOMMEND** to the Policy and Resources Committee the expenditure of £2,941.67 (plus a 15% contingency if required) to be funded from the Rolling Capital Programme.

*The Meeting closed at 3.48pm*

## AGENDA ITEM 7

### BOGNOR REGIS TOWN COUNCIL EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING 20<sup>th</sup> MARCH 2023

#### AGENDA ITEM 7 - FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2022 (IF AVAILABLE)

##### REPORT BY THE EVENTS OFFICER

##### FOR INFORMATION & DECISION

Members are asked to note the combined finances for the main Town Council events in 2022 namely, Drive Through Time, Proms in the Park, Jubilee Beacon Lighting, Sunday Afternoon Concerts, Funshine Days, incorporating World Oceans Day and the Christmas Light Switch-On event.

The total combined budget for all events was £39,386.25 and when expenditure of £42,132.44 and income of £2,836.30 are taken into account, the result is an underspend of £90.11 which is subject to receipt of £60.00 for the Christmas Light Switch-On event which is still awaited (as shown in the breakdown attached to this report as **Appendix 1**).

#### DECISION

Members are asked to **NOTE** the finances for the main Town Council events in 2023 and furthermore, **RATIFY** the underspend of £90.11.

| 2022 EVENT         | BUDGET     | EXPENDITURE | INCOME    | UNDERSPEND | OVERSPEND |
|--------------------|------------|-------------|-----------|------------|-----------|
|                    |            |             |           |            |           |
| FUNSHINE DAYS      | £5,000.00  | £5,218.00   | N/A       |            | £218.00   |
|                    |            |             |           |            |           |
| PROMS IN THE PARK  | £3,000.00  | £3,063.71   | £121.63   | £57.92     |           |
|                    |            |             |           |            |           |
| JUBILEE BEACON     | £5,000.00  | £4,811.12   | N/A       | £188.88    |           |
|                    |            |             |           |            |           |
| DRIVE THROUGH TIME | £6,386.25  | £8,036.31   | £1,865.00 | £214.94    |           |
|                    |            |             |           |            |           |
| SWITCH ON          | £20,000.00 | £21,003.30  | £849.67   |            | £153.63   |

£39,386.25      £42,132.44      £2,836.30      £461.74      £371.63

TOTAL COMBINED BUDGETS      £39,386.25  
TOTAL EXEPNDITURE      £42,132.44  
TOTAL INCOME      £2,836.30  
UNDERSPEND      £90.11

**AGENDA ITEM 8**

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
20<sup>th</sup> MARCH 2023**

**AGENDA ITEM 8 - UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2023 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED**

**REPORT BY THE EVENTS OFFICER**

**FOR INFORMATION  
& DECISION**

***REPORT UPDATES IN GREEN ITALIC***

**Book Day (Easter Event) – 5<sup>th</sup> April**

Budget - £4,000

Members agreed to reinstate the Book Day event within the Easter Holidays, (Min. 52.7 refers).

Members are asked if they have any suggestions for the book to be celebrated at the event, or if they would just like a generic theme, i.e. Easter?

*The Easter theme agreed at the previous meeting (Min. 73.1 refers) has been embraced at the event titled 'Book Day – Celebrate Spring'.*

*Content of the event can be found below in the current advertising: -*

*"Come along and celebrate the arrival of magical Springtime in the beautiful surroundings of Hotham Park. Join a giant Naughty White Rabbit and a Friendly Fox, for an interactive Easter trail through the park, with maps and puzzles and prizes!!! A face painter will be on hand, should you want to turn yourself into a white rabbit or fox before you join the trail!!*

*Magical tales will be told by a professional storyteller on the bandstand, GIANT bubbles with Bubblemania will fill the park, Laser Tag, Circus Skills Workshop and a Book Swap; bring your old books and swap them for ones you've never read before.*

*Easter Make and Take Art Workshop, come and create some Springtime art, and take it home with you and a Giant Art Workshop, come help us create a MASSIVE Easter Bunny."*

**Celebrations and Commemorations to mark the King's Coronation - 6<sup>th</sup> May 2023**

Budget - £5,000

Following the Officer recommendation that the Coronation of King Charles III be broadcast live from a big screen in Hotham Park, Members agreed that a budget of £5,000 be allocated to this one-day event.

The Committee expressed no wish to extend the Town Council's programme for the Coronation celebrations, for which consideration of resources would have been required and a greater budget agreed.

It has previously been reported to Committee Members that a Big Screen has been sourced and booked in for the event, along with a Big Top tent with children's activities and themed craft 'Make & Take' workshops, and a giant sculpture workshop for which Members were asked if they would like anything in particular as the giant sculpture. Members were also asked if there were any other elements that they would like included within the event.

*Members asked for the options in relation to the Giant Art element of the Art Workshop (Min. 73.2 refers) - these could either be a Castle or a Crown. There is also an option just to have the 'Make & Take' element of the Art Workshop, where children will create their own themed pieces to take home and omit the Giant Art element in its entirety.*

*Members are therefore asked if they wish to continue with a Giant Art element and, if so, state whether they would prefer a Crown or a Castle sculpture, or whether they would like to remove the Giant Art element of the workshop altogether.*

*Unfortunately, it has not been possible to incorporate the Big Top into the event owing to the tent's footprint being too large to allow for optimum viewing capacity for the audience in relation to the big screen. There will, however, be a 'Kidszone' within the natural amphitheatre within the park, with Clown performances, Bubble shows and Face Painting.*

*Historically, for these Royal events, it has been customary for the Seafront Beacon to be lit. But, breaking with tradition, on Sunday 7<sup>th</sup> May 2023 a special event dubbed 'Lighting up the Nation' will take place, where landmarks across the UK will be lit up using illuminations, drone displays, lasers and projections.*

*For Bognor Regis to be part of the 'Lighting up the Nation' it is the Officer recommendation that the Beacon be lit with a pure white laser pillar of light skywards (image below). This laser will go on remotely every evening commencing the 7<sup>th</sup> May for four weeks from 20:30 – 21:30. Members are asked to note that the Events Officer will have a video of the beam in action at the meeting.*





*The Events Officer has obtained National Lottery Funding for an extra £10,000 to boost the event and extend it into a two-day event to cover the Saturday and Sunday. This will allow for the Big Screen to remain in Hotham Park overnight, showing a film of the public's choice after the Coronation, bringing in musical elements on the Sunday as part of the Big Lunch, and then the live broadcast of the Coronation Concert at Windsor Castle.*

## **DECISIONS**

Do Members **AGREE** to continue with a Giant Art element and, if so, further agree whether the sculpture should be a crown or a castle;

Or

Do Members **AGREE** to remove the Giant Art element of the workshop altogether and just have a 'Make & Take' Workshop?

Do Members **AGREE** to light the Beacon with a white laser pillar of light skywards as part of the 'Lighting up the Nation' element of the Coronation weekend?

## **Drive Through Time – 9<sup>th</sup> July 2023**

Budget - £4,000

Due to the uncertainty surrounding the completion date of the works, and the unsuitability of the Place St Maur as an event space, Members agreed to keep Drive Through Time at West Park for the 2023 event.

*There are currently over 60 vehicles booked in for the Drive Through Time. There is no further update regarding this event at this stage.*

## Proms in the Park – 10<sup>th</sup> June 2023

Budget - £3,000

Following a request from Members, the date for Proms in the Park has returned to June for 2023, to take place on Saturday 10<sup>th</sup>.

*Following a request to Members for any suggestions for specific genres of music that they would like to see performed at the event, the Chairman kindly forwarded details of a 'Traditional English Dance Band', and a 'Traditional French Dance Band' (Min. 73.3 refers). The Events Officer subsequently requested possible audio/video performances of the bands to bring to the attention of the Committee for this meeting. At the time of writing this report, footage has not yet been received.*

## Funshine Days - 1<sup>st</sup> to 24<sup>th</sup> August (Tues, Weds & Thurs) 2023

Budget - £5,000

As agreed by Members, the Funshine Days programme will be split between the Promenade Bandstand and the Hotham Park Bandstand, with World Oceans Day to be incorporated into the first two weeks of the Funshine Days and be located on the Promenade Bandstand.

*The Funshine Days programme is nearly completed, pending confirmation from a few artists. The full programme will be available at the next EP&L meeting.*

## Sir Richard Hotham's Birthday – 5<sup>th</sup> October 2023

Remaining Budget from 2022 - £534.40

*The 2022 Beacon Lighting event that was scheduled to mark the Birthday of Sir Richard Hotham was cancelled due to adverse weather conditions.*

*Members are asked if they would like an event to mark the Birthday of Sir Richard Hotham for 2023 and if so, in what format they would like this to take place.*

*The remaining budget from the initial £600.00 is £534.40, this is after cancellation costs. Would Members like to utilise this remaining budget for an event in 2023, or would Members be seeking to increase this budget, should they wish for an event to take place.*

### DECISIONS

Do Members **AGREE** to hold an event to mark the Birthday of Sir Richard Hotham?

Do Members **AGREE** to spend the remaining 2022 budget of £534.40?

Do Members **AGREE** to increase the budget and make a recommendation to Policy and Resources?

### **Halloween Half Term – 25<sup>th</sup> October 2023**

Members agreed to run a Halloween themed event (Min. 52.7 refers).

*At November's E,P&L Meeting a Member suggested that an element of the Bognor Rox Scarefest, 'Scare-Train', be included within the event. The Events Officer would like clarification as to what the 'Scare-Train' is and to ask whether Members would like it included? (This item was deferred at the previous meeting – Min. 73.6 refers).*

#### **DECISION**

Do Members **AGREE** to incorporate a 'Scare-Train' at the event?

### **Christmas Illuminations Switch-On - 25<sup>th</sup> November 2023**

Budget - £5,000

*Members are asked to refer to the report for Agenda item 9.*

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

Budget - £1,500

Having successfully worked with the Rotary Club on a series of events throughout the Summer of 2022, to revive the very popular Sunday Afternoon Concerts, Members agreed that this collaboration should continue for 2023.

*The Events Officer has met with the Rotary Club and the following dates have been agreed: -*

|                                      |                              |
|--------------------------------------|------------------------------|
| <i>Sunday 11<sup>th</sup> June</i>   | <i>Hotham Park Bandstand</i> |
| <i>Sunday 23<sup>rd</sup> July</i>   | <i>Hotham Park Bandstand</i> |
| <i>Sunday 20<sup>th</sup> August</i> | <i>Hotham Park Bandstand</i> |

*The concerts will run from 1400 – 1630, and will be genre specific, with the first half being a soloist and the second half a band.*

**AGENDA ITEM 9**

**BOGNOR REGIS TOWN COUNCIL**  
**EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING**  
**20<sup>th</sup> MARCH 2023**

**AGENDA ITEM 9 – CONSIDERATION OF RECOMMENDATIONS FROM THE EVENTS OFFICER IN RELATION TO UTILISATION OF £12,500 MATCH-FUNDING TO ENHANCE TOWN COUNCIL EVENTS FOR 2023 – MIN. 133 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD 30<sup>th</sup> JANUARY 2023 REFERS**

**REPORT BY THE EVENTS OFFICER**

**FOR DECISION**

It is the Officer recommendation to enhance the Christmas Light Switch-On event for 2023 and have the pavement and buildings of High Street and London Road lit up with Gobo Projected moving lights. These will run in sync and for the duration of the Christmas Lights (6 weeks) and fill the pavement with a wash of festive colour.

Gobo lights can be fully customised for any desired imagery, wording, business logos etc, making them an ideal opportunity for potential business sponsorship/ advertising as well as just festive fun.

Examples of Gobo light projections:



## **DECISION**

Having considered the recommendation from the Events Officer, in relation to utilisation of £12,500 match-funding to enhance Town Council events for 2023, do Members **AGREE** to proceed with this proposal?

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
20<sup>th</sup> MARCH 2023**

**AGENDA ITEM 10 – TO RECEIVE DETAILS OF A NEW EVENT PROPOSED BY  
THE BOGNOR REGIS CARNIVAL ASSOCIATION AND TO CONSIDER A  
REQUEST FOR FUNDING FROM THE TOWN COUNCIL**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

Bognor Regis Town Council has received a request for funding of £1,500 (**Appendices 1 & 2**) from the Bognor Regis Carnival Association to hold a new 'Twilight Carnival' procession over the August Bank Holiday.

Members may recall that in previous years Bognor Regis Seafront Lights have organised an 'Illuminations Gala', however, organisers of the Bognor Regis Carnival have suggested that there are no plans for the Gala to be organised in August 2023.

The Projects Officer has reached out to Bognor Regis Seafront Lights to ascertain whether they are intending to run any event over the August Bank Holiday and confirmation has been received that they will be organising "the usual funfair and fireworks but no Gala. However, there may be something new, but it would be premature to announce anything just yet."

Members attention is drawn to the Carnival Association's request for funding and, if Members are minded to support this proposal, this would need to be a recommendation to the Policy and Resources Committee to be funded from the additional amount in the Publicity and Promotion Budget.

**DECISION**

Do Members **RESOLVE** to **AGREE** to the request from the Bognor Regis Carnival Association for funding of £1,500 to hold a new 'Twilight Carnival' procession over the August Bank Holiday, with recommendation to the Policy and Resources Committee for funding from the budget identified above?





## BOGNOR REGIS CARNIVAL ASSOCIATION

TEL: 07933946537

[brcarnival@gmail.com](mailto:brcarnival@gmail.com)

Dear Cllr. Brooks and Glenna,

02/03/23

Bognor Regis Carnival Association (BRCA) wish to put a proposal to Bognor Regis Town Council regarding the Illuminations Gala.

We understand that the Illuminations Gala will not be happening again this August Bank Holiday nor did it in 2022, so the last time there was an Illuminations Gala was 2019.

Understandably in 2020 and 2021 the Illuminations Gala could not run due to the Covid-19 pandemic.

Rather than lose another of our Town's important summer events, we would like to propose that BRCA put on a Twilight Carnival procession in its place. The Illumination Gala was always an extremely popular event over the Bank Holiday weekend and well attended.

BRCA are in a strong position. We already run a highly successful daytime carnival event, and, because of this, we already have the insurance and skills in place to move forward with another parade.

We want to apply to run the event this August Bank Holiday and need to get all necessary documentation into Arun as soon as possible, but we will need funding.

We had assumed that Seafront Lights were running the Illuminations Gala this year and that they would have applied for Grant Aid Funding, but this did not happen.

Therefore, to enable us to fund the Twilight Carnival, we wondered if there is any Grant Aid Funding still available or is there any discretionary grant money?

This event is not on the scale of the daytime carnival, and we anticipate it will cost no more than £2000 to run. It would be amazing if BRTC were able to help us with a grant of £1,500 at this stage.

We completely understand that this is not the usual procedure for grant funding and ask for your flexibility to help us ensure a Twilight Carnival can remain one of the Town's important summer events for both this year and future years.

Please can the suggestion be put to the relevant committees at the earliest convenience?

Many thanks for your help in this matter,

Kindest Regards,

Sarah Boote-Cook

Chair BRCA

**Twilight Carnival Budget Sunday 27th August 2023**

|   |                  |
|---|------------------|
| Income  | 2023             |
| BRTC Funding  | ?                |
| Bucket Collection if allowed by ADC due to Street Lighting Collection on the Promenade - see note below | ?                |
|   |                  |
| Total Income  | 0.00             |
| <b>Expenditure</b>  |                  |
| <b>Parade</b>   |                  |
| Security  | 200.00           |
| Stewards  | 850.00           |
| Advance Warning Signs   | 170.00           |
| Road Closure Signs  | 225.00           |
| Barriers BRTC   | 0.00             |
| Sandbags BRCA Loan  | 0.00             |
| Line-up Number Cards  | 30.00            |
| First Aid   | 350.00           |
| Winners Prizes 1st, 2nd & 3rd   | 300.00           |
|   |                  |
| <b>Other Costs:</b>   |                  |
| Posters   | 50.00            |
| Entry Forms   | 25.00            |
|   |                  |
| Total Expenditure   | 2,200.00         |
| <b>Contribution from Event</b>  | <b>-2,200.00</b> |

**Note:**

Bucket collection income will be reduced if Seafront Lights do a collection at the Seafront or ADC may refuse a license to Twilight Carnival in that area. We may be able to have a Bucket License for the Marine Parade area and the street away from the Promenade but won't know till apply for a license from ADC. Hence Bucket Collection income will be vastly reduced or not at all, thus increase in expenditure.



**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
20<sup>th</sup> MARCH 2023**

**AGENDA ITEM 11 – TO CONSIDER ANY PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET AND AGREE RECOMMENDATIONS TO THE POLICY AND RESOURCES COMMITTEE – MIN. 113 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD 15<sup>th</sup> DECEMBER 2022 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

At the Policy and Resources Committee Meeting held on 15<sup>th</sup> December 2022, the following was discussed regarding the Publicity and Promotion Budget: –

*“It was suggested that part of the money could be used to help fund further events in the Town, and that having this budget available would enable the Town Council to react to opportunities as and when they arose.*

*With there being no specific plans for how an increased Publicity and Promotion Budget of £10,000 would be spent, the Chairman suggested and sought agreement from the Committee to leaving this amount in the draft Budget proposals but that the expenditure from this budget would ultimately be subject to ratification by the Policy and Resources Committee before it could be spent.*

*Members **RESOLVED** to **AGREE** this proposal and confirmed that if a satisfactory justification can be given for any expenditure by the Events, Promotion and Leisure Committee, then the additional money from the increased Publicity and Promotion Budget would be released.”*

Members are therefore invited to consider the proposals for the expenditure of the Publicity and Promotion Budget for 2023/2024, as presented by Cllr. Brooks in **Appendix 1**.

**DECISION**

Members are invited to **AGREE** and **RECOMMEND** to the Policy and Resources Committee any proposals for expenditure from the Publicity and Promotion Budget for 2023/2024.

## **Proposals from Cllr. Brooks for the Publicity and Promotion Budget 2023/2024**

### **New events (NOT eligible for Grant Aid Funding)**

|   |        |
|---|--------|
| August Bank Holiday 'Twilight Carnival' (Bognor Regis Carnival)     | £3,000 |
| August Bank Holiday 'Son et Lumiere' (Bognor Regis Seafront Lights) | £3,000 |
| Halloween 'Scare Train' event                                       | £2,000 |
| More bandstand(s) music events                                      | £2,000 |
| Combined Bognor In Bloom and Allotments presentation event          | £1,000 |
| Monthly Social media Geo Cashing, competitions etc.                 | £1,000 |
| Support for new event organisers                                    | £2,000 |
| Town Force hours for above incl. wind shields on bandstand          | £2,000 |
| Promotion budget for above, posters etc.                            | £1,000 |

**SUB-TOTAL: £17,000**

### **Other likely projects (no order)**

|  |        |
|--|--------|
| Town decoration support for Coronation. Bunting, flags, testing etc. | £1,500 |
| Support for Bognor Regis Concert Band                                | £2,500 |
| Attraction vouchers books, partnership with taxi drivers             | £500   |
| Car stickers, memorabilia, investigate partnership merchandising     | £500   |
| New banners, flags etc. showing new logos                            | £1,000 |
| Training/seminars on promotion for EP&L members                      | £500   |
| Website visitor information improvements                             | £500   |
| New shelter and other poster sites on (incl.fees)                    | £3,000 |
| Design and signage for existing BRTC assets                          | £1,000 |
| Top signs for promenade showers                                      | £500   |
| Signing for BRTC beach platforms                                     | £500   |
| Modernisation of BRTC Town Notice Boards                             | £1,000 |
| Replacement sun recorder/installation                                | £3,000 |
| Spring loaded A Boards to promote Community Forums                   | £150   |
| Support for Billy Bulb to attend parades etc. Lighting/sound         | £1,000 |
| Support for Webcams (personal interest) per year                     | £1,000 |

**SUB-TOTAL: £18,150**

**TOTAL: £35,150**

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
20<sup>th</sup> MARCH 2023**

**AGENDA ITEM 12 – TO CONSIDER A REQUEST THAT THE BOGNOR REGIS  
CONCERT BAND BE THE PREFERRED BAND OF THE TOWN COUNCIL – MIN.  
69.2 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

At the Events, Promotion and Leisure Committee Meeting held on 14<sup>th</sup> November 2022, Cllr. Goodheart was seated in the public gallery and, during the adjournment for Public Questions and Statements, asked Members if the Bognor Regis Concert Band could be considered as the preferred band of the Town Council (Min. 49 refers).

At the following meeting held on 16<sup>th</sup> January 2023, during the Clerk's Report, Members were advised that the request would be added to the agenda for the Committee to consider at the meeting to be held on 20<sup>th</sup> March 2023 (Min. 69.2 refers).

**DECISION**

Members are invited to consider the request for the Bognor Regis Concert Band to be considered as the preferred band of the Town Council and **AGREE** any next steps.

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
20<sup>th</sup> MARCH 2023

**AGENDA ITEM 13 – TO CONSIDER A PROPOSAL FROM CLLR. BROOKS FOR AN ALTERNATIVE ‘SUNNIEST BOGNOR REGIS’ LOGO**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

A proposal has been submitted by Cllr. Brooks to ‘modernise’ the Town Council’s ‘Sunniest Bognor Regis’ logo.

Currently, the logo is designed in the following style: -



Further information about Cllr. Brooks’ proposal can be found in **Appendix 1**.

**DECISION**

Do Members **AGREE** to make any changes to the ‘Sunniest Bognor Regis’ logo?

Our Sunniest Logo now appears more in places where the text is 'lost' due to space allotted.

Examples below are from our posters and latest Newsletter.

Hence the proposal to 'modernise' our Sunniest Logo to have more 'impact' wherever it appears.

A suggested 'strap line' has also been added  
'BRITAIN'S SUNNIEST MAINLAND RESORT' to recognise Bognor Regis's Unique Selling Point (USP).

The new designs have been developed with Colin Clark, who designed our existing Sunniest Logo.

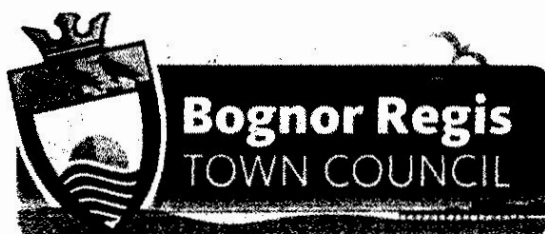
## Bognor Regis Town Council

are very excited to be once again holding a full programme of events for this year.

We loved classics such as the Book Day, Drive through Time Motor Gala and Funshine Days will all be returning, as well as special celebrations for the Coronation of King Charles III in May!

All events are subject to change and land permissions from Arun District Council.

For the full programme of events scheduled and to keep up to date, make sure you follow us on Facebook, Twitter, or visit our website.







1



2



3





1a



2b



3c



4d



**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
20<sup>th</sup> MARCH 2023**

**AGENDA ITEM 14 – TO DISCUSS AND AGREE NEXT STEPS IN RELATION TO  
A COMMEMORATIVE TRAIL ON THE SEAFRONT IN BOGNOR REGIS – MIN.  
131 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD 30<sup>th</sup>  
JANUARY 2023 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

At the Policy and Resources Committee Meeting held on 30<sup>th</sup> January 2023, Members considered a proposal from the organisers of the Platinum Jubilee event held in June 2022 on Bognor Regis seafront to install a plaque in commemoration in this location funded from the unspent Grant Aid awarded that had been returned to the Town Council.

During the discussions, a Member suggested as an alternative to a plaque, the possibility of incorporating something into the painted design on the wall within the area where the beacon is located to commemorate the Platinum Jubilee. The Clerk confirmed that the organisers of the '2022 Jubilee Street Party on The Prom' event had requested that a plaque be located near to where their event took place on the seafront in the location of the Pier, which was noted.

In considering the suggestion of a plaque to commemorate the Platinum Jubilee in Bognor Regis, discussion turned to developing this idea into a Hollywood-style 'Walk of Fame'. This would allow for other commemorative installations to be incorporated to create a trail, with the Coronation of King Charles III and granting of the Royal Suffice to the Town given as examples. Members spoke in support of the idea of commemorating the Platinum Jubilee in some way based on the request received, including developing the idea of a commemorative trail. For this proposal to progress though, this would require all necessary permissions from the relevant landowner to be sought prior to installation.

Following further discussion, it was **RESOLVED** to **AGREE** that this be referred to the Events, Promotion and Leisure Committee to scope out. Recommendations would then be referred back to the Policy and Resources Committee for final approval to be funded from the unspent Grant Aid funding returned by the organisers of the Jubilee Street Party event to a maximum value of £2,194.93 (Min. 131 refers).

The Projects Officer has identified similar trail projects (click on the links below), which Members are invited to consider and bring forward any suggestions of their own, for a commemorative trail in Bognor Regis, at the meeting.

[The Diana Princess of Wales Memorial Walk](#)

[Clare Town Trail– completely renewed and expanded; consisting of 7 posts and 21 brass pavement markers](#)

[Poole Cockle Trail Self Guided Walk](#)

[Banff Town Heritage Trail](#)

[Royston Town numbered Trail Markers](#)

[Chichester \(Noviomagus Reginorum\) Walls Walk \(Geocaching\)](#)

[Chichester Digital Trail - North East Quadrant](#)

## **DECISION**

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
20<sup>th</sup> MARCH 2023**

**AGENDA ITEM 15 – CORRESPONDENCE**

**REPORT BY THE PROJECTS OFFICER**

**FOR INFORMATION**

1. Bognor BID - Allocation of Town Force Team Hours – February 2023
2. Mugworks.co.uk - Coronation Mugs – February 2023
3. Broxap Street Furniture 2023 edition (hard copy only)