



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

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 TUESDAY 30th MAY 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 Tuesday 30th May from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

DATED THIS 22nd MAY 2023

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To Note the Appointment of Chairman and Vice-Chairman as agreed at the Annual Meeting on 22nd May 2023
2. Chairman's Announcement and Apologies for Absence
3. 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

4. To APPROVE the Minutes of the Meeting held on 20th March 2023
5. Adjournment for public question time and statements
6. Clerk's Report
7. Appointment of Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification
8. To Note the Terms of Reference for the Events, Promotion and Leisure Committee and the Allotments Sub-Committee
9. Update on proposals for Events programme for 2023 as detailed in the Events Officer's report including ratification of decisions where required
10. To receive a report and agree a way forward in relation to Promenade Bandstand wind shields – Min. 69.3 refers
11. To receive a report and agree a way forward in relation to Poster sites on the Promenade – Min. 69.4 refers
12. To consider Lamp Post Banner Advertising Spaces and agree next steps – Min. 84.1 refers
13. To receive an update on the proposals and expenditure of the Publicity and Promotion Budget – Min. 90 refers, including: –
 - To Note the decision of the Policy and Resources Committee Meeting held on 27th March 2023 to the recommendations from the Events, Promotion and Leisure Committee in relation to the proposals for the utilisation of the Publicity and Promotion Budget for 2023-24 – P&R Min. 157 refers
 - To receive an update in relation to the Bognor Regis Carnival Association 'Twilight Carnival' – Min. 89 refers
 - To Note the cheque of £1,500 has now been sent to Bognor Regis Seafront Lights to organise a 'Son et Lumiere' event on the August Bank Holiday
 - To further consider the £2,000 identified for the Halloween 'Scare' Train event to enhance the Town Council's event in Hotham Park and agree any next steps
 - To further consider the £1,500 identified for 3 x additional bandstand music events and agree any next steps
 - To further consider the £500 identified for a combined Bognor Regis In Bloom and Allotments Presentation Event and agree any next steps
 - To further consider the £600 identified for monthly social media Geocaching, competitions etc and agree any next steps
 - To Note £1,000 was utilised for Town decoration support for the Coronation
 - Further consideration of utilisation of funding to support Bognor Regis Concert Band – Min. 91 refers and agree next steps
 - To consider a new request of £500 from Sussex Dance Network to facilitate a partnership project which brings 'Doorstep Duets' to communities in Bognor Regis on the 5th August 2023
14. Items for Future Agenda
15. Correspondence

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

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
30th MAY 2023**

AGENDA ITEM 1 – TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING ON 22nd MAY 2023

REPORT BY THE PROJECTS OFFICER

FOR NOTING

At the Annual Town Council Meeting, held on 22nd May 2023, Members agreed that Cllr. Kenton Batley be appointed as Chairman of the Events, Promotion and Leisure Committee for the 2023/24 municipal year and that Cllr. Jim Brooks be appointed as Vice-Chairman.

DECISION

Members are asked to **NOTE** the appointment of Cllr. Batley as the Chairman, and Cllr. Brooks as Vice-Chairman, of the Events, Promotion and Leisure Committee for the 2023/24 municipal year.



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 20th MARCH 2023

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

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

The Meeting opened at 6.33pm

80. 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. Mrs. S. Daniells who was on annual leave and K. Batley due to family commitments. No apologies were given for Cllrs. J. Erskine, H. Jones and S. Reynolds.

81. 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.

Cllr. Brooks declared a potential Interest in several Agenda items and stated he would declare (if required) and leave the meeting accordingly

There were no other declarations of Interest

82. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16th JANUARY 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 16th January 2023 as an accurate record of the proceedings and the Chairman signed them.

83. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.35pm

The Chairman invited members of the public to raise any questions or statements they wished to make.

A member of the public stated that three out of five of the toilets (one being a disabled toilet), in the new toilet block on the Esplanade were out of use. He added that this had been reported four weeks ago, yet this has not been rectified. The Chairman stated that this has been reported to Arun District Council by Councillors. A Member added that it had been reported over four weeks ago, and the Chairman said that Councillors need to renew their efforts to resolve this issue.

A Member seated in the public gallery sought clarification over some of the updates within the Clerk's Report at the meeting held on 16th January 2023. The first of which being the status of the planning application for the lamp posts banners situated along the Hotham Way flyover. The Member enquired how many sites had been applied for, the size of banners and what materials are being used as he had concerns over the benefits of the original materials that were used.

The Member also had a query regarding the Promenade Bandstand wind shields, and whilst he agreed with the update within the Clerk's Report regarding the marine paint used being of high quality and expensive, he stated that signs of rust have appeared on some areas of the Bandstand. The Member wanted to ask how the wind screens will be successfully installed on the Bandstand, without causing further damage to the paint. He also made reference to the terminology used within the report regarding high-speed winds which could twist the bandstand on its axis, which he felt was an exaggerated comment.

The last query the Member spoke of was in regards of additional poster sites along the Promenade and that the Clerk's Report detailed some of the proposed locations as not suitable. The Member asked who creates the criteria and decides the suitability of the poster sites.

The Clerk stated that an update on the lamp post banners will be given within Agenda item 5. The Clerk also stated that with regards to the Promenade Bandstand, if permission is granted by Arun District Council to use the wind shields, then the wind shields will only be used when safe to do so to preserve the paint. The Clerk will contact Arun District Council, whilst pursuing permission to use the wind shields to inform them of the appearance of rust appearing on the Bandstand. The Chairman stated his disappointment in the rust appearing, he also advised the Member that in the event of high wind speeds, the event will have to be cancelled and the wind shields will be taken down thus avoiding damage to the paint. Another Member suggested that Arun District Council could consider using marine paint on the 'Wave' toilets to avoid rust.

The Clerk advised that Arun District Council are the property owners of the majority of the potential poster sites and have stipulated that should the Town Council wish to utilise the sites, a lease of the structure and continued maintenance would need to be considered, which will incur high costs. He also stated that other potential sites are owned by other external bodies, such as the Bognor Regis BID. The Chairman added, considering the high costs involved it may not be value for money and that it would be beneficial for Members to pursue alternative options to advertise.

The Chairman reconvened the Meeting at 6.47pm

CLERK'S REPORT

84.1 Lamp Post Banner advertising spaces – 16th January 2023 – Min. 69.1 refers

At the Events, Promotion and Leisure Committee Meeting held on 16th January 2023, the Projects Officer updated Members that he was trying to ascertain which materials can be used for banners at the 12 sites identified.

Due to the timescale of this project, there have been several changes in gaining approval to hang lamp post banners. The Town Council will require approval from West Sussex County Council and the street lighting subcontractor before hanging banners, which must meet stringent guidelines to avoid putting undue pressure on the structure of the column. Should approval be given then an application will be required for the content of each banner which will require Arun District Council's consent.

The Projects Officer is gathering prices for the lamp post arms and banners and is hopeful that this project can be considered as an Agenda item at the next Events, Promotion and Leisure Committee Meeting on 30th May.

The Chairman stated the importance of having banners around town to promote events and suggested having sponsors names on banners to help cover the costs of the banners. It was pointed out, however, that the Council would need to ensure that sponsorship of the banners would be permitted.

84.2 Celebrations and Commemorations to mark the Coronation of King Charles III – 16th January 2023 – Min. 73.2 refers

At the last meeting held on 16th January 2023, Members agreed to having bunting be placed around the Town Centre, which was omitted in error from the Minutes of the meeting.

84.3 Proms in the Park – 16th January 2023 – Min. 73.3 refers

The Events Officer has explained that the Town Council always obtain a Street Collection permit, as we have a collection that goes back into the event, and only one collection permit is permitted per event/area. In response to a Member's question about whether a collection could be made for different charities, and what is collected be split after the event, at the time of applying for the permit, it must be specified exactly where the funds collected will go. The Events Officer reiterated the importance of letting herself know the charity in mind in advance of applying for the collection permit.

84.4 Report on Christmas Illuminations (1st Year of 3-Year Contract)– 16th January 2023 – Min. 79 refers

At the last meeting held on 16th January 2023, 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 could pose any concerns they may have. A meeting was held on 8th March 2023 with the contractor and several Members were in attendance.

85. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON THE 21st FEBRUARY 2023

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

Members **NOTED** there were no further recommendations from the Allotments Sub-Committee Meeting held on 21st February 2023.

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

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

Members **NOTED** the finances for the main Town Council events in 2023 and furthermore, **RATIFIED** the underspend of £90.11.

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

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

87.1 Book Day (Easter Event) - 5th April 2023

The Chairman commented positively on the press release for the event.

87.2 Celebrations and Commemorations to mark the King's Coronation - 6th May 2023

The Events Officer provided Members with the two options in relation to the Art Workshop. The first option is to have a Giant Art sculpture of either a Castle or a Crown, alongside the 'Make & Take' Workshop where children will create their own themed pieces to take home. The other option is to omit the Giant Art element and just have the 'Make & Take' Workshop.

The Events Officer regrettably informed the Committee, it has not been possible to incorporate the Big Top tent 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. The Chairman expressed his disappointment regarding not having the Big Top tent.

The Events Officer then updated Members with a national event taking place on Sunday 7th May 2023, dubbed 'Lighting up the Nation' where landmarks across the UK will be lit up using illuminations, drone displays, lasers and projections. It is the Events Officer's recommendation for Bognor Regis to be part of the 'Lighting up the Nation' and that the Beacon be lit with a pure white laser pillar of light skywards. It is intended to commence every evening, from 8.30pm to 9.30pm for four weeks starting on 7th May 2023.

The Members congratulated the Events Officer for obtaining 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.

Members **AGREED** with a Giant Art element alongside the 'Make & Take' Workshop and that the sculpture be a Crown. The Chairman added should the Crown not be possible the Events Officer should revert to the Castle sculpture, or anything else deemed appropriate, without gaining approval from the Committee.

Members **AGREED** 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.

87.3 Drive Through Time - 9th July 2023

At the time of the Meeting, there were currently over 60 vehicles booked in for the Drive Through Time.

There were no further updates on the event at this stage.

87.4 Proms in the Park - 10th June 2023

At the previous meeting the Events Officer invited Members to put forward their suggestions of musical genres to perform at the event. The Chairman stated that he had made two suggestions, however at the time of the meeting it was not possible to play footage of the suggested bands. A Member suggested that they provide further details of the suggested bands outside of the meeting cycle to ensure that a suitable choice of bands is made.

87.5 Funshine Days - 1st to 24th August (Tues, Weds & Thurs) 2023

The Events Officer advised that the Funshine Days programme is nearly completed, pending confirmation from a few artists. The full programme will be available at the next Events, Promotions and Leisure Committee Meeting to be held on 30th May 2023.

87.6 Sir Richard Hotham's Birthday – 5th October 2023

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

Members **AGREED** to hold an event to mark 'in the year of the birth of' Sir Richard Hotham for 2023. Members **RESOLVED TO AGREE** to spend the remaining 2022 budget of £534.40 on the event.

The Chairman asked the Events Officer to provide an approximate cost to cover a 1-hour event, with appropriate lighting, PA, entertainment, security, and the lighting of the Beacon, to which a figure of £800 - £1,000 was given.

Members **AGREED** to increase the budget for the event, and this would be explored within Agenda item 11 of this meeting when discussing the Publicity and Promotion Budget.

87.7 Halloween Half Term - 25th October 2023

At the Events, Promotion and Leisure Committee Meeting held on 16th January 2023, this item was deferred as the Member that suggested the 'Scare-Train' was not present to elaborate on the concept – Min 73.6 refers. The Chairman invited the Member seated in the public gallery to provide an explanation on the 'Scare-Train'.

The Member said that the 'Scare-Train' was used in the Bognor Rox Scarefest, which included a maze and a train and stated this was successful previously. However, to make the Halloween event of high quality it would require a budget of £5,000. The Events Officer stated she will be conducting a meeting with Rox, with the suggestion of match-funding, thus increasing the budget. The Member suggested arranging a meeting with the Events Officer to discuss the 'Scare-Train' in detail.

Members **AGREED** to incorporate a 'Scare-Train' at the event.

87.8 Christmas Illuminations Switch-On - 25th November 2023

Members were advised that the update will be provided as Agenda item 9.

88. 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 30th JANUARY 2023 REFERS

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

The Events Officer provided Members with the 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.

Members **AGREED** to proceed with the proposal from the Events Officer in relation to utilisation of £12,500 match-funding to enhance Town Council events for 2023.

The Events Officer left the Meeting at 7.15pm

89. 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

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

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

The Projects Officer updated Members that Bognor Regis Seafront Lights will also be holding an event during the Sunday Bank Holiday evening and that the Kite Festival will also be taking place that weekend. A Member commented that the Kite Festival would be in a different part of Town and therefore not be in direct competition with each other.

Members discussed how the proposed Twilight Carnival and Bognor Regis Seafront Lights event could be similar and Members would encourage the organisations to work together.

The Chairman felt that the value of the request did seem rather low and that the bucket collection element may not pull in sufficient funding for the event. A Member pointed out that if two events apply for a bucket collection permit in the same location, one event will not be granted the permit.

After much consideration, Members **RESOLVED** to **AGREE** to **RECOMMEND** to the Policy and Resources Committee that the request from Bognor Regis Carnival Association for funding of £1,500 to be taken from the Publicity and Promotion Budget.

Whilst it was noted that these two events are proposed to take place on the same date, subject to approval by ADC, if both events

go ahead then Members would be keen to see the two event organisers work in collaboration to enhance the August Bank Holiday Weekend

90. **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 15th DECEMBER 2022 REFERS**

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

The Chairman introduced a list of potential events and projects which he invited Members to consider how they might allocate the Publicity and Promotion Budget of £10,000.

Mindful that both Bognor Regis Carnival Association and Bognor Regis Seafront Lights are hosting two similar events to be organised on the same weekend, subject to permissions from Arun District Council, Members nonetheless **RESOLVED** to **AGREE** to **RECOMMEND** to the Policy and Resources Committee the following events/projects, which were shortlisted from a list of proposals submitted by Cllr. Brooks to utilise the £10,000 Publicity and Promotion Budget: -

- £1,500 - Bognor Regis Carnival Association to organise a Twilight Carnival on Sunday 27th August 2023
- £1,500 - Bognor Regis Seafront Lights to organise a walking night-time procession, during the Illuminations Gala weekend, on Sunday 27th August 2023
- £2,000 - Halloween 'Scare' Train Event to enhance the Town Council's planned activities in Hotham Park during Half Term
- £1,500 - 3 x Bandstand Music Events similar to those organised by the Town Council in partnership with the Rotary Club
- £500 - A combined Bognor Regis In Bloom and Allotments Presentation Event
- £600 - Monthly Social Media Geocaching Competition with prizes
- £1,000 - Town decoration support for the Coronation with Union flags/bunting and any stress testing of catenary wires required
- £2,500 - Support for Bognor Regis Concert Band, by appointing them as the Town Council's preferred band, with provision made for uniform incorporating Town Crest.

A Member suggested a letter from the Mayor announcing The Bognor Regis Concert Band being the official Town band alongside a Press Release. The Chairman said he will set up a meeting with the Projects Officer to start the process.

The Events, Promotion and Leisure Committee Members acknowledged that the total of these events/projects amount to £11,100, and that potentially not all proposals could be agreed by the Policy and Resources Committee.

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

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

Members **AGREED** the Bognor Regis Concert Band to be the preferred band of the Town Council, with financial support of £2,500 to incorporate the Town Crest on band members uniform being recommended to the Policy and Resources Committee under the previous Agenda item.

92. TO CONSIDER A PROPOSAL FROM CLLR. BROOKS FOR AN ALTERNATIVE 'SUNNIEST BOGNOR REGIS' LOGO

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

The Chairman introduced the new design proposal for the 'Sunniest Bognor Regis' logo.

After much discussion, Members **AGREED** to make changes to the 'Sunniest Bognor Regis' logo and selected the option 2.b presented at the meeting.

93. 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 30th JANUARY 2023 REFERS

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

At the Policy and Resources Committee Meeting held on 30th 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.

Following further discussion, it was **RESOLVED** to **AGREE** that this be referred to the Events, Promotion and Leisure Committee to scope out. Recommendations are then to 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 Chairman advised that links within the Projects Officer's report regrettably did not work. The Projects Officer advised he will circulate the links to the Members after the meeting and stated that the links would show Members numerous trails such as The Diana Princess of Wales Memorial Walk in London.

The Chairman stated that the Bognor Regis Heritage and Arts Partnership Board have devised several trails and suggested it may be beneficial to collaborate on this project.

Members **AGREED** to liaise with Bognor Regis Heritage and Arts Partnership Board on this, and a report will be brought back to a future meeting.

94. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 8.06pm

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
30th MAY 2023**

**AGENDA ITEM 7 – APPOINTMENT OF ALLOTMENTS SUB-COMMITTEE
INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-
OPTIONS FOR RATIFICATION**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Annual Town Council Meeting held on 22nd May 2023, Members were appointed to Committees, and it was noted that the membership of the Allotments Sub-Committee comprised of all Members of the Events, Promotion and Leisure Committee.

Co-opted Members (not entitled to vote) include Mr. M. Bicknell, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater as non-voting members of the Sub-Committee, as ratified by the Allotments Sub-Committee at its meeting of 14th November 2022.

Members are asked to **NOTE** that the appointment of the Chairman and Vice-Chairman of this Sub-Committee will be undertaken at the first meeting to be held at 6.30pm on Monday 19th June 2023.

DECISIONS

Members are asked to **NOTE** the appointment of the Allotments Sub-Committee, of which all Members of the Events, Promotion and Leisure Committee are Members?

Members are asked to **RECOMMEND** to **COUNCIL** for ratification the following co-opted appointments: Mr. M. Bicknell, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater as non-voting members of the Sub-Committee (Allotment Tenant Representatives).

Members are asked to **NOTE** that the appointment of the Chairman and Vice-Chairman of the Allotments Sub-Committee will be undertaken at the first meeting to be held on Monday 19th June 2023.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING -
30th MAY 2023**

**AGENDA ITEM 8 - TO NOTE THE TERMS OF REFERENCE FOR THE EVENTS,
PROMOTION AND LEISURE COMMITTEE AND THE ALLOTMENTS SUB-
COMMITTEE**

REPORT BY THE PROJECTS OFFICER

FOR NOTING

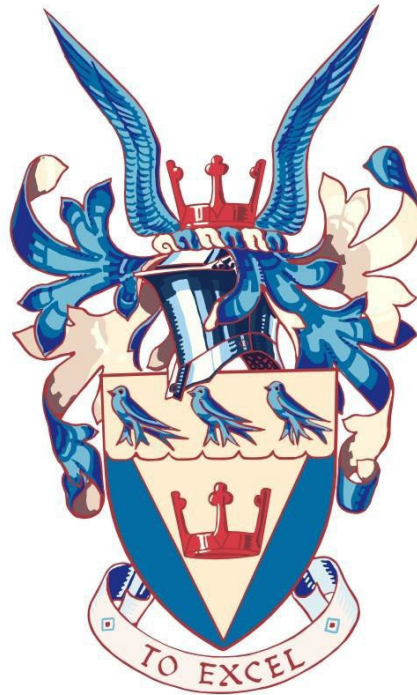
It is usual practice for each Committee to consider their Terms of Reference at their first meeting following the Annual Town Council Meeting in May. However, a thorough review of all the Council's Terms of Reference has been carried out in the last few months.

Following a number of Members Briefings, the proposed changes to the various Terms of Reference were considered at the Policy and Resources Committee Meeting, held 27th March 2023, where Members **AGREED** to **RATIFY** these, without any further amendments, and **RECOMMEND** to Council that these be **ADOPTED** (Min. 151 refers).

At the Annual Town Council Meeting, held on 22nd May 2023, Members **AGREED** to **ADOPT** the Terms of Reference for the Events, Promotion and Leisure Committee (**Appendix 1**) and the Allotments Sub-Committee (**Appendix 2**).

DECISION

Members are invited to **NOTE** the Terms of Reference for the Events, Promotion and Leisure Committee, and the Allotments Sub-Committee.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

EVENTS, PROMOTION AND LEISURE COMMITTEE

Adopted by the Council at its Meeting held on 22nd May 2023

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: EVENTS, PROMOTION AND LEISURE COMMITTEE

9 Members of the Authority

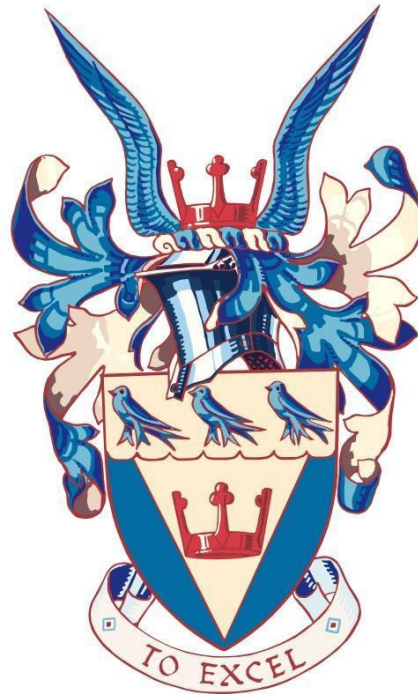
Quorum = 3

Definitions

- "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

	Function of Committee Column 1	Delegation of Functions Column 2
1.	Events, Promotions, Publicity & Marketing	
1.1	<p>To work with partners on the publicity and promotion of the town, its environs and attractions, and to determine the Town Council's Events Programme for the coming year, or other time frame as agreed by Council including:</p> <ul style="list-style-type: none"> • Promotion and protection of the Brand Image and advertising campaigns. • Issuing of press releases, press features, promotional copy and reports on matters within the remit of the Committee • Producing and managing Newsletters, webcams, and social media. Design and presentation of the Website and content of promotional pages. (Content of Civic, governance and policy pages to Policy & Resources Committee) • Reviewing and initiating literature available for visitors including Visitor Guide • Devising marketing logos and strap-lines • Managing Town boundary signs, poster sites and Town map boards 	<ul style="list-style-type: none"> • Management Overview to Committee • Town Clerk for management and promotion of events, marketing & public relations within policy and approved programme, subject to reporting on progress. • Grants to Policy and Resources Committee
1.2	To advise Policy and Resources Committee on relevant aspects of Communications & Marketing Policy, particularly Town Council events.	<ul style="list-style-type: none"> • Committee
1.3	To agree an Events Programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors	<ul style="list-style-type: none"> • Committee
1.4	To consider the impact the agreed Events Programme would have on the Town Council from a financial, organisational and administrative point of view	<ul style="list-style-type: none"> • Committee
1.5	Recognise the value of volunteers and external organisations and establish the level of support to be given to them by the Town Council. This will include Events Sponsorship and support for cultural activities and events from Council officers or Town Force.	<ul style="list-style-type: none"> • Committee
1.6	To agree budget expenditure for each event under delegated powers within the overall budget allocation approved by the Events Committee and always ensure adherence to the Town Council's Standing Orders relating to contracts.	<ul style="list-style-type: none"> • Committee

1.7	To ensure that all necessary licences are obtained and all appropriate application forms for events run by the Council are completed in time and forwarded to appropriate agency.	<ul style="list-style-type: none"> Town Clerk
1.8	To ensure all events are run with due consideration to Health & Safety issues and that Management Plans and Risk Assessments are completed for each event and activity as appropriate. Health & Safety will be the over-riding consideration when determining whether an event proceeds	<ul style="list-style-type: none"> Town Clerk
1.9.	Develop and deliver a marketing plan for all Town Council events, ensuring that an appropriate marketing budget is allocated	<ul style="list-style-type: none"> Management Overview to Committee within budget Operational Management to Town Clerk
1.10	To support local tourism initiatives to promote the town of Bognor Regis including the allocation of funding, providing each project is reported to and agreed by the Events, Promotion and Leisure Committee	<ul style="list-style-type: none"> Management Overview to Committee within budget Operational Management to Town Clerk
2.	Entertainment & the Arts outdoors	
2.1	Power to provide entertainment and support of the arts, Local Government Act 1972, S145	<ul style="list-style-type: none"> Committee within policy Grants to Policy and Resources Committee
2.2	Power to promote lotteries, Gambling Act 2005	<ul style="list-style-type: none"> Committee within policy Operational management to Town Clerk
3.	Markets	
3.1	Any matters concerning markets including power to operate markets. Food Act 1984 S50-61 or any charters	<ul style="list-style-type: none"> Management Overview to Committee within policy & budget Operational management to Town Clerk
4.	Leisure & Recreation	
4.1	Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	<ul style="list-style-type: none"> Committee for Management overview Town Clerk for operational management
4.2	Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54	<ul style="list-style-type: none"> Acquisition to Council Management & development to Committee within budget & policy Town Clerk for operational management
4.3	Management & enhancement of Play areas	<ul style="list-style-type: none"> Management & development to Committee within budget & policy Town Clerk for Operational management
5.	Allotments	
5.1	To provide and manage allotments, improve land and let rights under S23, 26, & 42 of the Small Holding & Allotments Act 1908	<ul style="list-style-type: none"> Operational Management to Town Clerk Management overview & development to Committee
6.	Tourism & Christmas Lights	
6.1	To promote tourism within the Town and encourage visitors.	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
6.2	To work in partnership with others to promote and develop the Bognor Regis brand and to market the Town.	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
6.3	Provision, directly or indirectly of Christmas lights, Local Government Act 1972. S144, including sponsorship and maintenance of the High Street Pea Lights	<ul style="list-style-type: none"> Grants to Policy Committee. Management Overview to Committee within budget Operational Management to Town Clerk
7.	Meteorological Office	
7.1	Maintenance of the Town Meteorological Office	<ul style="list-style-type: none"> Management Overview to Committee Operational management to Town Clerk



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ALLOTMENTS SUB-COMMITTEE

Adopted by the Council at its Meeting held on 22nd May 2023

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE

This is a Sub-Committee of the Events, Promotion and Leisure Committee

9 Members of the Authority and co-opted Members

Quorum = 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To maintain good liaison between the Council and Allotment Tenants2. To promote the sensible use and advancement of the Allotments within the 5 Wards of Bognor Regis3. To promote the use of Allotments by young people who live within the 5 Wards of Bognor Regis	<ul style="list-style-type: none">• Sub-Committee as directed by Committee• Town Clerk for operational management • Sub-Committee as directed by Committee• Town Clerk for operational management • Sub-Committee as directed by Committee• Town Clerk for Operational management

AGENDA ITEM 9

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
30th MAY 2023**

AGENDA ITEM 9 - 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) – 5th April

Budget - £4,000

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

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."

Book Day was very well attended, and the Easter theme proved hugely popular with hundreds of people taking part in the interactive Easter Trail through Hotham Park.

Celebrations and Commemorations to mark the King's Coronation - 6th 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 7th 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 7th 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.

Regrettably due to the inclement weather that was forecast for Saturday 6th May, the hard decision was made to cancel the live broadcast of the Coronation, and as many elements of that day were moved over to be incorporated into the event on Sunday 7th.

The event on Sunday 7th was very well attended, with hundreds of people coming out to enjoy the family film 'Paddington' broadcast live on the big screen, live music and then the live broadcast of the Coronation concert from Windsor Castle.

Over 200 free picnic lunches were also given out during the event.

The beacon beam was switched on during the concert and will be visible nightly between 9.30pm and 10.30pm up until the 7th June.

Drive Through Time – 9th 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.

There are over 100 vehicles booked in to attend the Drive Though Time. There is no further update at this stage.

Proms in the Park – 10th 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 10th.

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.

As no further details of the suggested bands were forwarded to the Events Officer, and given the time constraints in place, the Events Officer has devised the programme for Proms in the Park, and it is as follows:

The Grand Central Trio – Jazz

The exceptional Grand Central Trio will open the event at 6pm with an expansive repertoire comprising of great swing classics, grooving latin tunes and cool pop arrangements.

Funky Fusion – Retro Party

Followed by the fabulous Funky Fusion at 7pm with an upbeat party show of 1950's through to 1980's. Taking you in a journey through time. Featuring the best of Disco, Electro 80's, Classic Pop, Rock & Roll and Soul & Motown.

Get your flags ready to wave for the finale at 8.15pm, as the Bognor Regis Concert Band, with guest vocalist Kevin Cassidy performing all the Proms classics take the stage.

Funshine Days - 1st to 24th 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.

The full Funshine Days programme has been finalised.

DATE	WORKSHOP
WEEK 1	
TUESDAY 1 st AUGUST	STREET DANCE
WEDNESDAY 2 nd AUGUST	SAMURAI SWORD
THURSDAY 3 rd AUGUST	MEDITATION / MINDFULNESS
WEEK 2	
TUESDAY 8 th AUGUST	MALCOLM THE MAGICIAN
WEDNESDAY 9 th AUGUST	KING RAMPS (SKATEBOARD WORKSHOP)
THURSDAY 10 th AUGUST	AFRICAN DRUMMING
WEEK 3	
TUESDAY 15 th AUGUST	BALLOON MODELLING
WEDNESDAY 16 th AUGUST	HULA HOOP
THURSDAY 17 th AUGUST	CIRCUS SKILLS / SLACK LINE
WEEK 4	
TUESDAY 22 nd AUGUST	BAMBOO TAMBOO & STEEL DRUMS
WEDNESDAY 23 rd AUGUST	ZAZ THE CLOWN
THURSDAY 24 th AUGUST	POI / FLOW

Sir Richard Hotham's Birthday – 5th 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 resolved to agree to spend the remaining 2022 budget of £534.40 on the event. The Chairman asked the Events Officer to provide an approximate cost to cover a 1-hour event, with appropriate lighting, PA, entertainment, security, and the lighting of the Beacon, to which a figure of £800 - £1,000 was given. Members agreed to increase the budget for the event, and this would be explored within Agenda item 11 of this meeting when discussing the Publicity and Promotion Budget (Min. 87.6 refers).

However, when proposals of the Publicity and Promotion Budget were considered and recommendations for Policy and Resources agreed, additional funds for the Sir Richard Hotham event were not included (Min. 90 refers). Therefore, a budget of £534.40 is currently available.

There is no further update on the event at present.

Halloween Half Term – 25th October 2023

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

At November's Events, Promotion and Leisure Committee 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 is included under agenda item 13 of the Committee Meeting to be held 30th May 2023.

There is no further update on this event at present.

Christmas Illuminations Switch-On - 25th November 2023

Budget - £5,000 + £12,500 match-funding

At the meeting held 20th March 2023, the Events Officer provided Members with the recommendation to utilise the match-funding to enhance the Christmas Light Switch-On event for 2023 by having 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.

Members agreed to proceed with the proposal from the Events Officer in relation to utilisation of £12,500 match-funding to enhance Town Council events for 2023 (Min. 88 refers).

There is no further update on this event at present.

Sunday Afternoon Concerts, series of events over the Summer

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: -

Sunday 11 th June	Hotham Park Bandstand
Sunday 23 rd July	Hotham Park Bandstand
Sunday 20 th August	Hotham Park Bandstand

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.

The concerts have all been booked and confirmed as the following:

Sunday 11th June

14:00 - 16:30 – Live music on the HP Bandstand – Genre Jazz

Sunday 23rd July

14:00 – 16:30 – Live music on the HP Bandstand – Genre Rock and Roll

Sunday 20th August

14:00 – 16:30 – Live music on the HP Bandstand – Genre Country

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
30th MAY 2023**

AGENDA ITEM 10 – TO RECEIVE A REPORT AND AGREE A WAY FORWARD IN RELATION TO PROMENADE BANDSTAND WIND SHIELDS – MIN. 69.3 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

BACKGROUND

At the Events, Promotion and Leisure Committee Meeting held on 21st March 2022 Members received a presentation of new design ideas being taken to Arun District Council for the Promenade Bandstand Wind Shields and to consider whether a letter pertaining to these should be sent, which Members **AGREED** (Min. 79 refers).

At the meeting the Chairman (Cllr. Brooks) gave a brief overview of the current limitations of the renovated bandstand, with there being no accessible PA system, no stackable chairs, and the lack of wind shields. He then presented to the Committee images of the 4 strong clear sheeting windshields which are currently held at the Town Force lockup and expressed the view that a letter should be sent to ADC stating these shields would be available for use at the bandstand. In answer to a query as to how these would attach to the bandstand, Members were provided with details of the suggested clip fittings that could be used to replace the current ratchet straps. The Chairman stated that should wind speeds exceed a certain measurement (30mph), then the bandstand should not be used.

A Member asked for clarification as to whom members of the public or organisers looking to use the bandstand would need to contact to use the suggested windshields. It was advised that this would need to be through the Town Council office. A point was also raised that as the suggested windshields would be the property of Bognor Regis Town Council, then it would be down to Town Force to fit the windshields due to the insurance liability. This would also be subject to Town Force Members availability.

Members **AGREED** to make the Town Council's windshields available for hire by event organisers with an increased deposit cost suggested as £350 at the previous meeting, Min. 67 refers. It was further **AGREED** that a letter be sent to ADC to advise ADC of the Committees decision.

PROGRESS SINCE ORIGINAL CONCEPT

The Projects Officer contacted ADC several times with regards to the decision from this Committee and on 16th January 2023 advised the Committee during the Clerk's Report of the following advice from ADC (Min. 69.3 refers): –

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.

At the following Events, Promotion and Leisure Committee Meeting held on 20th March 2023, during public questions and statements, a Member sought clarification as to how the wind screens will be successfully installed on the Bandstand, without causing further damage to the paint (Min. 83 refers). The Committee Clerk advised Members again of the advice provide by ADC, as detailed above.

FURTHER CONSIDERATION

In addition to the above guidelines provided by Arun District Council, Members are asked to consider the following factors when giving permission for event organisers to use wind shields on the Promenade Bandstand: –

Factor 1: The Event organiser would need to gain permission from Arun District Council to host the event on the Promenade Bandstand.

Factor 2: The Event organiser would need to contact Bognor Regis Town Council to enquire whether Town Force staff are available on the date of the event.

Factor 3: The Event organiser would then need to agree to pay a non-refundable deposit for the cost of Town Force time to collect, install and remove the Wind Shields. This cost would vary subject to the day and time of the event. For example, overtime is paid for staff working at the weekend so the deposit would need to cover this.

Factor 4: On the day of the event Town Force staff would monitor wind speeds to determine whether the event will take place and inform the Event organiser of their decision.

It is possible that an event organiser using the seafront bandstand, and wishing to hire the Town Council's wind shields may not be prepared to pay a non-refundable deposit when there is no guarantee that the wind shields could be used if the wind speed is too high.

NEXT STEPS

Having further considered the feasibility of hiring out the Town Council's wind shields, and the likely uptake from event organisers, should Members be minded to proceed then a structural engineer will need to be engaged by the Town Council to advise of safe working wind speeds, and to suggest the best method of securing the wind shields so as to not damage the very expensive paint used on the bandstand's metal columns. Upon conclusion, the engineers report and a risk assessment will need to be provided to ADC so that they may further consider whether they will permit the use of the wind shields.

There is no budget provision to fund the services of a structural engineer, therefore, a request will need to be made to the Policy and Resources Committee for a supplementary budget to cover these costs.

DECISION

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
30th MAY 2023**

AGENDA ITEM 11 – TO RECEIVE A REPORT AND AGREE A WAY FORWARD IN RELATION TO POSTER SITES ON THE PROMENADE – MIN. 69.4 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Background

At the Events, Promotion and Leisure Committee held on 16th May 2022, Cllr. Brooks presented a proposal for additional poster sites situated at various locations along the Promenade. It was **AGREED** that the Projects Officer would contact Arun District Council and the other owners of the suggested locations to seek their permission and report back to the Committee. Subject to permissions being agreed, Members **RESOLVED** to put a proposal to the Policy and Resources Committee to earmark funding of £2,000, which could be utilised for either additional sites or adapting the existing shelters (Min. 16 refers).

Owing to Officer workload at Arun, it took some time to receive a response to the Town Council's request but at the Committee Meeting held 16th January 2023 it was reported to Members that Arun had advised that they had no objection in principle to the request 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 were not suitable, in Arun's opinion (Min. 69.4 refers).

At the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, during public questions and statements a Member seated in the public gallery spoke of the additional poster sites along the Promenade and enquired as to who creates the criteria and decides the suitability of the poster sites.

The Clerk advised that Arun District Council are the property owners of the majority of the potential poster sites and have stipulated that should the Town Council wish to utilise the sites, a lease of the structure and continued maintenance would need to be considered, which will incur high costs. He also stated that other potential sites are owned by other external bodies, such as the Bognor Regis BID.

The Chairman of the Committee, Cllr. Brooks, who had originally proposed the additional poster sites on the promenade, added that in considering the high costs involved it may not be value for money to proceed and that it would be beneficial for Members to pursue alternative options to advertise (Min. 83 refers).

Budget

For every Town Council organised event, the Events Officer utilises a part of the budget for each event towards advertising through a variety of channels, such as posters in seafront shelters, roadside banners, adverts in publications such as Classic Car magazine for Drive Though Time, as well as on social media, and the Town Council's website and notice boards throughout the Town.

In recent years, there has been a Publicity and Promotion budget of £1,200 from which additional advertising could be funded. For 2023/2024 this budget was increased to £10,000, however, all but £400 of this has been utilised by the Committee as agreed at their meeting held 20th March 2023 (Min. 90 refers).

Members are asked to note that a request has been received for funding from what remains in the Publicity and Promotion Budget for 2023-24 and that this will be considered under Agenda item 13.

DECISION

In view of the high costs involved, do Members **AGREE** that this proposal no longer be pursued?

BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
30th MAY 2023

AGENDA ITEM 12 – TO CONSIDER LAMP POST BANNER SITES
ADVERTISING SPACES AND AGREE NEXT STEPS – MIN. 84.1 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

BACKGROUND

At the Events, Promotion and Leisure Committee Meeting held on 5th August 2019, it was reported to Members that Arun District Council would no longer be administering the lamp post banner sites (as shown on the map attached to this report as **Appendix 1**). It was reported that there was the potential for the Town Council to take on responsibility for these sites but that doing so would involve costs such as ongoing maintenance, banner changing etc. Members subsequently **AGREED** that the Town Council should investigate taking responsibility for the lamp post banner sites and instructed Officers to undertake further research and report back to the Committee (Min. 23.2 refers).

At the Committee meeting held on 14th September 2020, Members **AGREED** to proceed with overseeing the management of all of the lamp post banner sites and furthermore, **AGREED** that a **RECOMMENDATION** be made to the Policy and Resources Committee to not only allocate funding from the Promotions Earmarked Reserves to meet the costs of this exercise, estimated to be £4,201.34 in Year One, but also make an allowance in future budgets for the costs of the annual stress testing that will be required. This recommendation was subsequently **AGREED** by the Policy and Resources Committee at their meeting held on 26th October 2020 (Min. 167.3 refers).

Members of the Events, Promotion and Leisure Committee also unanimously **AGREED**, at the meeting held 14th September 2020, to allow other event organisations to utilise the sites in line with the Seafront Promenade Poster Policy. As Members **AGREED** to allow other event organisations to utilise the sites they were further asked to consider if they wished to re-charge any associated costs. Following discussion, Members requested an amendment which was proposed and seconded and **AGREED** as follows: Members agree that other organisations may use the sites, but the Town Council Reserve the Right to recharge any associated costs (Min. 93 refers).

Following the Committee meeting 20th October 2020, Members **AGREED** for Officers to obtain quotations for 3 different types of LED display with various weights and dimensions and to try and obtain greater specification details from SSE. Members further **AGREED** that similar quotations be provided for normal and wind resistant banners. Members **AGREED** that the decision regarding sponsorship opportunities be deferred until it was decided which type of banner and size to install (Min. 109 refers).

At the meeting held on 18th January 2021, it was reported to Members that feedback had been received from ADC, WSCC and SSE in which it was stated that LED displays would not be acceptable for a variety of reasons which included: - being out of character for the area; a risk to public safety with the potential for causing glare to drivers; putting too much load on the column. SSE also advised that a third-party attachment is not allowed to advertise on the highway. Members, therefore, unanimously **AGREED** to **CONCLUDE** the item relating to LED Displays for the Lamp Post Banner Sites with no further action being taken.

The report also included costings for the supply of banners, fixtures and fittings for the 12 lamp post banner sites. A Member rejected the information in the report relating to the advice from suppliers that standard banners are being phased out and further questioned whether quotes had been obtained from appropriate sources. Following discussion, it was unanimously **AGREED** that this item should be deferred to a future Agenda but in the meantime further research will continue in reference to the quotations for banners, fixtures and fixings (Min. 136 refers).

At the meeting held on 29th April 2021, the Committee Clerk read out a response from the SSE Third-Party Attachments Design Team regarding brackets, banners and fixing as follows:

“Flexible brackets do not take away the restrictions of loading limits. Columns can only take a certain loading and different columns, different loadings. The loading of the banner needs to be proved and then the column manufacturer, or chartered structural engineer, with the appropriate professional liability cover, needs to give approval that the loading is within the design parameters. We have been in consultation with column manufacturers for years and the last time we spoke the only banner system they were confident in actually presenting the data needed was the Baymedia type.”

Following a lively discussion, including utilisation by other event organisers and potential other sites, Members **AGREED** to defer any further progression on the lamp post banners until lockdown restrictions were fully lifted. Members were also asked to consider if they wished for Officers to begin the process of obtaining the relevant permissions in the meantime, and this was unanimously **AGREED** (Min. 166).

A Pre-Planning Application was submitted to Arun District Council for “Replacement of 12 new non-illuminated lamp post banners for promotional signage of events”. The application detailed that the banners would be 1.15m in length, 0.84m wide, and be sited 3m above the highway. On 2nd August 2021, Arun responded with the following advice: -

“Based on the above comments it is concluded that were an application for advertisement consent to be submitted it would be likely to be approved. Before you display any advertisements, you should have the consent of the landowner.”

It was subsequently reported to Members that a full Planning Application would be submitted. Unfortunately, the Committee Clerk resigned from the Town Council in October 2021, with the Town Clerk and Assistant Clerk overseeing meetings of the Events, Promotion and Leisure Committee until a new Projects Officer was in post.

At the Committee Meeting held on 16th January 2023, the newly appointed Projects Officer, reported to Members that the material from which the lamp post banners should be made had since changed, and that he had contacted the relevant parties to ascertain which materials can be used (Min. 69.1 refers).

It was further reported to Members, at the meeting held on 20th March 2023, that there had been several changes in gaining approval to hang lamp post banners since the item was first considered in 2019. The Town Council would require approval from West Sussex County Council and the street lighting subcontractor before hanging banners, which must meet stringent guidelines to avoid putting undue pressure on the structure of the column. Should their approval be given, advertising consent would then be required from Arun District Council detailing the design and content of each banner (Min. 84.1 refers).

NEXT STEPS

In order to gain permission from West Sussex County Council for third party attachments to the lighting columns, the content of proposed banners must be approved by their Highways team. Advertising consent must also be given by Arun District Council, by submitting a planning application which must include banner design/content.

If WSCC should approve the proposed content of the banner/s then the Town Council submit an application to Enerveo which must include: - a map showing column locations and numbers; a detailed specification of the proposed banners including weight, dimensions, proposed mounting height and fixing method; an image or diagram of the banners and fixings; a copy of our £10M public liability insurance; confirmation that the contractor installing the banners is HERS certified with contractors name and business address, as well as a copy of their HERS certificate along with each of the working operatives' current HERS cards, being submitted with the application.

Once the application is submitted to Enerveo, with all supporting documents, their Third-Party Attachments team will evaluate the information sent to them. They may then require that tests, conforming to their requirements, are carried out on the streetlights by a qualified structural engineer (no third-party attachments are permitted on cast iron columns).

OFFICER RECOMMENDATION

Should Members wish to pursue this project then they are invited to consider the purpose of advertising on lamp post banners i.e. what exactly will the Town Council advertise, the frequency of changeover, the financial implications of doing so and whether provision is made in the budget, and the availability of Town Force to install a banner (subject to a licence from WSCC to use a Mobile Elevated Work Platform on a public highway).

DECISIONS

Do Members **AGREE** or **DISAGREE** to proceed with this project?

If agreeing to proceed, then Members are asked to **AGREE** the exact content to be advertised on each of the 12 banners, including text/imagery/font/colour, from which designs will be drafted and presented to the Events, Promotion and Leisure Committee for approval at a future meeting, prior to any application being made to ADC or WSCC.

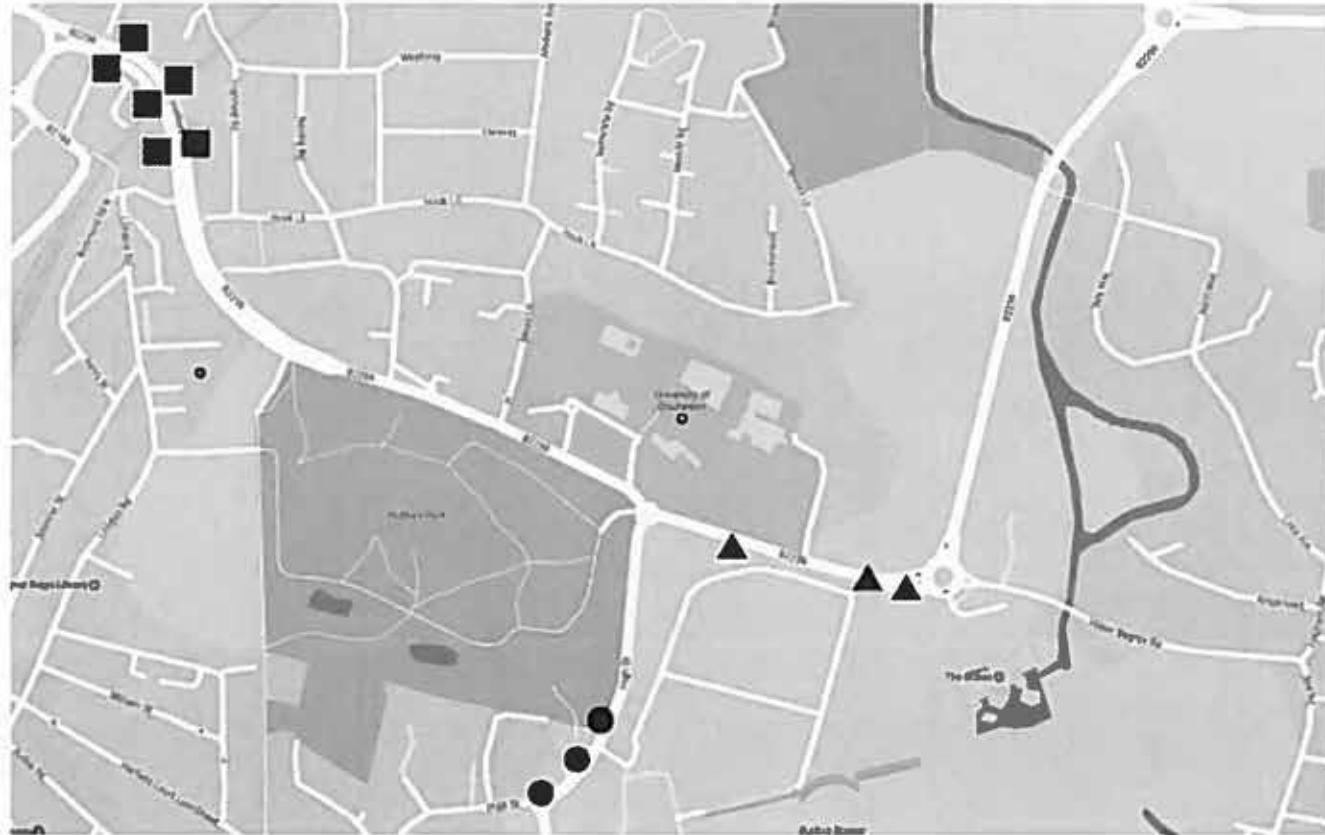
Bognor Regis Lamp Post Banners

Locations:

■ Hotham Way
(6 Locations)

● High Street
adjacent to
Hotham Park
(3 locations)

▲ Upper Bognor Way
(3 locations)



BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
30th MAY 2023

AGENDA ITEM 13 - TO RECEIVE AN UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET – MIN. 90 REFERS, INCLUDING THE FOLLOWING: -

REPORT BY THE PROJECTS OFFICER FOR NOTING AND DECISION

TO NOTE THE DECISION OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 27th MARCH 2023 TO THE RECOMMENDATIONS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE IN RELATION TO THE PROPOSALS FOR THE UTILISATION OF THE PUBLICITY AND PROMOTION BUDGET FOR 2023-24 – MIN. 157 REFERS

At the Policy and Resources Committee Meeting held on 27th March 2023 Members considered the recommendations from the Events, Promotion and Leisure Committee in relation to the proposals for the utilisation of the Publicity and Promotion Budget for 2023-24 – P&R Min. 157 refers.

DECISION

Members are invited to **NOTE** that the Policy and Resources Committee **AGREED** the recommendations.

TO RECEIVE AN UPDATE IN RELATION TO THE BOGNOR REGIS CARNIVAL ASSOCIATION 'TWILIGHT CARNIVAL' – MIN. 89 REFERS

Following the Events, Promotion and Leisure Committee Meeting on 20th March 2023, Bognor Regis Carnival Association have decided to withdraw their request for £1,500 to organise a Twilight Carnival on Sunday 27th August 2023 – Min. 89 refers.

DECISION

Members are invited to **NOTE** that Bognor Regis Carnival Association have decided to withdraw their request for £1,500 to organise a Twilight Carnival.

TO NOTE THE CHEQUE OF £1,500 HAS NOW BEEN SENT TO BOGNOR REGIS SEAFRONT LIGHTS TO ORGANISE A 'SON ET LUMIERE' EVENT ON THE AUGUST BANK HOLIDAY

At the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, Members **AGREED** to support Bognor Regis Seafront Lights to the amount of £1,500 to organise a 'Son et Lumiere' event on the August bank holiday.

DECISION

Members are asked to **NOTE** the cheque of £1,500 has now been sent to Bognor Regis Seafront Lights to organise a 'Son et Lumiere' event on the August bank holiday.

TO FURTHER CONSIDER THE £2,000 IDENTIFIED FOR THE HALLOWEEN 'SCARE' TRAIN EVENT TO ENHANCE THE TOWN COUNCIL'S EVENT IN HOTHAM PARK AND AGREE ANY NEXT STEPS

At the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, Members **AGREED** to enhance the Town Council's planned activities in Hotham Park during Half Term for the Halloween 'Scare' Train.

DECISION

Do Members wish for the Events Officer to use the entire £2,000 on the 'Scare' Train element of the event or for this to be used for the event in its entirety.

TO FURTHER CONSIDER THE £1,500 IDENTIFIED FOR 3 X ADDITIONAL BANDSTAND MUSIC EVENTS AND AGREE ANY NEXT STEPS

At the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, Members **AGREED** to hold 3 x Bandstand Music Events like those organised by the Town Council in partnership with the Rotary Club.

DECISION

Do Members wish for Officers to advertise via the Town Council Website and social media channels to encourage other event organisations to play at the Bandstand?

Or

Do Members have any other suggestions to utilise the £1,500 for these events?

TO FURTHER CONSIDER THE £500 IDENTIFIED FOR A COMBINED BOGNOR REGIS IN BLOOM AND ALLOTMENTS PRESENTATION EVENT AND AGREE ANY STEPS

At the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, Members **AGREED** to combine the Bognor Regis In Bloom and Allotments Presentation Event.

The Town Clerk has requested that further consideration of this item be deferred to a future meeting as the practicalities of this decision need to be considered further before any final arrangements to combine these two events are made.

DECISION

Do Members **AGREE** to **DEFER** further consideration of this item, as requested by the Town Clerk, to a future meeting?

TO FURTHER CONSIDER THE £600 IDENTIFIED FOR MONTHLY SOCIAL MEDIA GEOCACHING, COMPETITIONS ETC AND AGREE ANY NEXT STEPS

At the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, Members **AGREED** to a Monthly Social Media Geocaching Competition with prizes.

DECISION

How do Members wish to proceed?

TO NOTE £1,000 WAS UTILISED FOR TOWN DECORATION SUPPORT FOR THE CORONATION

At the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, Members **AGREED** £1,000 funding to be used to decorate the Town for the Coronation with Union flags/bunting and any stress testing of catenary wires required.

DECISION

Members are asked to **NOTE** £1,000 was utilised for Town decoration for the Coronation with Union flags/bunting and any stress testing of catenary wires required.

FURTHER CONSIDERATION OF UTILISATION OF FUNDING TO SUPPORT BOGNOR REGIS CONCERT BAND – MIN. 91 REFERS AND AGREE NEXT STEPS

At the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, Members **AGREED** to support the Bognor Regis Concert Band, by appointing them as the Town Council's preferred band, with provision made for uniform incorporating the Town Crest.

DECISION

Do Members **AGREE** that the entire £2,500 be used solely for the uniform to incorporate the Town Crest or do Members have other suggestions how to utilise the £2,500?

TO CONSIDER A NEW REQUEST OF £500 FROM SUSSEX DANCE NETWORK TO FACILITATE A PARTNERSHIP PROJECT WHICH BRINGS 'DOORSTEP DUETS' TO COMMUNITIES TO BOGNOR REGIS ON THE 5th AUGUST 2023

A request has been received from Sussex Dance Network of £500 to facilitate a partnership project which brings 'doorstep duets' to communities to Bognor Regis on 5th August 2023.

DECISION

Members are invited to consider the request from Sussex Dance Network and how they wish to proceed. The Projects Officer would like to highlight to Members that the remaining funds left in the Publicity and Promotion Budget is £400.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
30th MAY 2023**

AGENDA ITEM 14 – ITEMS FOR FUTURE AGENDA

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

The Clerk is not aware of any new items coming forward to be considered at this time.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
30th MAY 2023**

AGENDA ITEM 15 – CORRESPONDENCE

1. Email from local resident living on the seafront in relation to noise generated by the fair over the Easter weekend. Forwarded onto the event organiser and ADC.