



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 MONDAY 11th SEPTEMBER 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 11th September from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

DATED THIS 4th SEPTEMBER 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 17th July 2023

4. Adjournment for public question time 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 16th August 2023
7. To receive feedback from the Arun District and Bognor Regis Town Council site meeting held on 4th September 2023 regarding the utilisation of wind shields on the Promenade Bandstand – Min. 20 refers
8. To receive an update on the proposals and expenditure of the Publicity and Promotion Budget – Min. 26 refers, including: –
 - To further consider the £1,500 identified for 3 x additional bandstand music events and agree any next steps – Min. 26.2 refers
 - To further consider the £600 identified for monthly social media Geocaching, competitions etc and agree any next steps – Min. 26.4 refers
 - To approve the design of the music bandstand banners for the Bognor Regis Concert Band (if available) – Min. 26.5 refers
9. Update on proposals for Events programme for 2023 including ratification of decisions where required
10. Preliminary discussion regarding the budgets for the 2024 Events Programme
11. To agree to support the BID's request to stress test existing BRTC catenary wires across the Town Centre and to further agree and resolve the necessary expenditure – Min. 23 refers
12. To receive a report on Correx Board Lamp Post sleeves and to agree any next steps – Min. 25 refers
13. Items for Future Agenda
14. 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 17th JULY 2023

PRESENT:

Cllr: K. Batley (Chairman), Cllrs: J. Brooks,
R. Nash, Miss. C. Needs, P. Ralph, Mrs. J. Warr,
P. Wells and P. Woodall

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. S. Miah (Committee Administrator)
Cllrs. S. Goodheart and D. Dawes seated in the
public gallery
Ms. H. Allen (Bognor Regis Business Improvement
District) seated in the public gallery

The Meeting opened at 6.31pm

16. 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 the Events Officer, and Cllr. M. Stanley who was attending a Members Briefing at Arun District Council.

17. 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. Wells declared an Ordinary Interest in Agenda item 8, as he is a Bognor Regis Business Improvement District levy payer. He also declared an Ordinary Interest in Agenda item 9 as he is a Member of the Bognor Regis Pier Trust who work collaboratively with the Bognor Regis Heritage & Arts Partnership Board. He also declared a Disclosable Pecuniary Interest in Agenda item 11, as a supplier to the Bognor Regis Concert Band

Cllr. Batley declared an Ordinary Interest in Agenda item 11 as he occasionally works as a train operator

18. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30th MAY 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 30th May 2023 as an accurate record of the proceedings and the Chairman signed them.

19. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

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

A Member seated in the public gallery raised several queries regarding the request from Bognor Regis Business Improvement District (BID) to utilise the Town Council's catenary wires.

The Member urged the Committee to carefully consider whether the BID could be charged a rental fee, contribute to the stress testing, and ensure the public liability insurance is in place. The Clerk advised this would be discussed under Agenda item 8.

Another Member seated in the public gallery enquired about Geocaching. The Clerk advised that this topic would be discussed during Agenda item 11.

The Chairman reconvened the Meeting at 6.37pm

20. CLERK'S REPORT

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

30th May 2023 – To receive a report and agree a way forward in relation to Promenade Bandstand wind shields – Min. 10 refers

At the Events, Promotion and Leisure Committee Meeting held on 30th May 2023, Members **AGREED** that a meeting be organised between Bognor Regis Town Council Officers and Councillors, Arun District Council Officers, and the BID Chief Operating Officer to discuss potential collaborative ways in which several Agenda items, including the wind shields, could be progressed. An online meeting was held on 26th June 2023 and Arun District Council Officers advised that they have no objections to wind shields being used on the Promenade Bandstand provided the following areas of concern are addressed: -

- To ensure the wind shields will be secured without causing chaffing or scratches to the marine paintwork on the Bandstand structure
- To monitor wind loading/speeds so that the wind shields do not act like large sails and twist or distort the Bandstand
- Provide relevant insurance/risk assessments to ensure that event organisers and members of the public using the Bandstand are protected

An Officer from Arun District Council agreed to review the suggested wind shields to see if they might be suitable.

During the meeting Cllr. Brooks questioned why the original wind shields were not put back when the Bandstand was refurbished. Following the online meeting, it was confirmed that the Perspex windbreaks proposed by ADC when refurbishing the Bandstand were omitted from the final plans

following objections from the Town Council's Planning and Licensing Committee (Min. 23.3 of the meeting held 4th June 2019 refers).

21. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 19th JUNE 2023

The Projects Officer's report, including the Minutes of the Allotments Sub-Committee Meeting held on 19th June 2023 as previously circulated, was **NOTED**.

Members **RESOLVED** to **APPROVE** the expenditure of £173.58 (exc. VAT) to purchase three padlocks to replace two faulty locks and one stolen lock, and the removal of rubbish fly-tipped next to the electricity sub-station at the entrance from Gravits Lane.

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

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

22.1 Drive Through Time – 9th July 2023

Cllr. Brooks declared a Personal Interest as his company operates large screens

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

A Member questioned whether the budget could be increased to deliver a successful event, with the possibly of funds from the Publicity and Promotions Budget. Another Member suggested incorporating the item into an existing event. The Chairman advised that the current budget of £534.40 earmarked for this event would not be sufficient to deliver it successfully.

Members **AGREED** to **DEFER** this item to see if additional funds from the Publicity and Promotions Budget could be added to deliver an event (there is currently £400 remaining in this budget). It was requested that the Events Officer further consider the feasibility of putting on an event in 2023 to honour Sir Richard Hotham's birthday if there were an increased budget available, and to explore the possibility of combining this commemoration into another forthcoming event.

22.3 Halloween Half Term – 25th October 2023

In discussing the 'Scare' train element of the Halloween Half Term event, several Members disagreed with the Town Council providing funds to a private business for financial gain at a Town Council event.

A Member wanted clarification that should the Committee agree to defer this item that the funding is not earmarked solely for the 'Scare' train. The

Chairman confirmed that the budget of £2,500, referred to in the Events Officer's report, is for the Halloween Half Term event, and not for the 'Scare' train element for which funding had been assigned from the Publicity and Promotion Budget.

It was **AGREED** to **DEFER** the Halloween Half Term event to 2024, and earmark the current budget of £2,500, with a full proposal to be brought to a future Meeting, including a breakdown of costings, and allow time for alternative funding opportunities to be explored to increase the current budget.

23. TO RECEIVE A REQUEST FROM BOGNOR REGIS BUSINESS IMPROVEMENT DISTRICT INCLUDING: -

- **BR BID is seeking BRTC's agreement to stress test existing BRTC catenary wires across the Town Centre to the load required to host non-lighting elements (flags)**
- **The BID requests that BRTC ask their lighting installation team to stress test to the calculated loading when carrying out their annual safety inspections in advance of Christmas lighting installation in 2023**
- **Subject to the successful outcome of stress testing for this purpose, the bid seeks BRTC's agreement to utilising BRTC catenary wires to host flags introducing wayfaring designs developed by elected Members, representative community groups, and young people from local schools from 1st April 2024, until the installation of BRTC's Christmas lights in November 2024**

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

Members raised several concerns regarding the request from the BID including which organisation would be responsible for the Public Liability Insurance, the need to agree the necessary rental fees, and for there to be a formal agreement between the Town Council and the BID for the use of the catenary wires.

The Clerk added that the current Christmas Illumination contractors replaced many of the brackets, plates and bolts holding the catenary wires as part of the contract in 2022. He confirmed that the current Anchor Point Load Certificate is 5kN, sufficient for the Christmas illuminations, and that the contractor would require a Structural Engineer to provide the appropriate documentation ahead of any additional loading to hang banners or flags. The Clerk further advised that he had contacted an alternative contractor to test up to 15kN who quoted £2,400 plus VAT should the Committee wish to carry out additional load testing.

The Chairman suspended Standing Orders and adjourned the Meeting

Heather Allen from the Bognor Regis Business Improvement District (BR BID) thanked the Town Council for considering the request to utilise the catenary wires situated in the Town Centre. She stated that there was an error in the request and that the funding will be for implementation in the financial year 2023-24. Heather clarified that the BID would cover the costs for calculating the wind loading, and asked if the Town Council would cover costs for stress testing, as part of their Christmas illumination contract.

Heather stated that through the introduction of wayfaring welcoming flags placed on catenary wires, the aim is to connect all businesses within the Town who have previously felt disconnected, particularly those to the west of the Town Centre. She also stated that in addition to the catenary wire flags, the BID is working on several other projects to signpost members of the public through Bognor Regis using clear and identifiable imagery.

A Member suggested that the Town Council may choose to rent out the catenary wires to external businesses.

Members questioned who would maintain the catenary wires and ensure the relevant insurance documentations are in place. The Chairman drew the Committee's attention to the advice from the Town Council Insurers which stated both parties would require their own respective Public Liability Insurance and recommended that a legal advisor/specialist review any agreements drawn up.

The Chairman reinstated Standing Orders and reconvened the Meeting

Members **AGREED** that the BID and Town Council Officers work together to produce appropriate agreements and documentation regarding the catenary wires and report back at a future meeting.

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

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

Members **AGREED** to give Delegated Authority to the Projects Officer, working in liaison with the Chairman and Vice Chairman of the Events, Promotion and Leisure Committee, to progress matters relating to numbers 6, 7, 8, 13 and 14, with a report being brought back to this Committee at a later date.

25. TO CONSIDER LAMP POST BANNER ADVERTISING SPACES AND AGREE NEXT STEPS – MIN. 12 REFERS

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

Members discussed the benefits of using Correx boards as they would be easy to change, there would be less use of Town Force time to install them, that they're relatively inexpensive, and are eye-catching. A Member queried the possibility of the boards being vandalised, especially during the summer holidays. The Chairman responded by saying that in such circumstances the damaged boards could be easily removed by staff, without the need for a cherry picker. Heather Allen from the BID added that they have been working with the Neighbourhood Policing Team where extra initiatives have been put in place during the summer holidays in an attempt to try and prevent anti-social behaviour.

A Member suggested that Arun District Council, and West Sussex County Council, be asked to advise at which locations the Correx boards could be used, on an ongoing basis, without the need to have to re-apply each time, provided that the Town Council adhere to the Poster Policy. It was also suggested that, unless there is a major sponsor in place to advertise an event on multiple boards, the Town Council opts for one or two prime locations to advertise using the boards.

Members **AGREED** that the Projects Officer should proceed with gathering costings, drafting design proposals and seeking permission for the use of Correx boards, with a report brought back to the Committee.

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

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

26.1 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 – Min. 13.4 refers

Owing to the Town Council's Halloween Half Term event being **DEFERRED** until 2024, Members **AGREED** to earmark the £2,000 identified for the 'Scare' train element from the Publicity and Promotion Budget for utilisation in 2024, however made clear as stated earlier in the meeting that funds should not be solely used for a 'Scare' train.

26.2 To further consider the £1,500 identified for 3 x additional Bandstand music events and agree any next steps – Min. 13.5 refers

Members **AGREED** to **DEFER** this item until Arun District Officer Lloyd Willson has met with BRTC Offices and Town Force to review the use of the proposed wind shields on the Promenade Bandstand.

26.3 To further consider the £500 identified for a combined Bognor Regis in Bloom and Allotments Presentation Event and agree any next steps – Min. 13.6 refers

The Committee **AGREED** to proceed with the proposal for a combined Bognor Regis in Bloom and Allotments Presentation Event with the Council hosting an In Bloom Awards Evening to include the winning Allotment Tenants only for this year. Subject to its success, consideration could possibly be given to doing a larger awards evening with all tenants in the future.

It was therefore **RESOLVED** to **AGREE** to proceed with Option 2 at an estimated cost in the region of £930 and utilise the £500, from the Publicity and Promotion Budget and the In Bloom Competition Expenses Budget, for a combined Bognor Regis in Bloom Awards Evening to include the winning Allotments Tenants for 2023.

26.4 To further consider the £600 identified for monthly social media geocaching, competitions etc and agree any next steps – Min. 13.7 refers

At the invitation of the Chairman, Cllr. Goodheart was able to provide the Committee with details of a geocaching event being held in Bognor Regis by an event organiser 'CluedUpp Geogames' on 18th November 2023. The event will require the use of smartphones, where the public will be involved in fancy dress and a treasure hunt based on a 'Witchcraft and Wizardry, Murder by Magic' theme. It was suggested that the £600 would be used to purchase 5 tickets for the event, to be awarded to competition winners, to help raise the profile of the event and in an effort to attract a younger audience and promote the Town.

A Member enquired whether the event would be open to people with additional needs, Cllr. Goodheart responded by saying that the event organiser would be making the route for the treasure hunt accessible for all.

Members stated their disappointment that no written report had been made available ahead of the meeting, with a feeling that what was now being described was not the monthly competition that had first been proposed.

It was **AGREED** to **DEFER** this item until a written report is provided at the next Events, Promotion and Leisure Committee Meeting so that the Committee are fully informed prior to making a decision.

26.5 Further consideration of utilisation of funding to support Bognor Regis Concert Band and agree next steps – Min. 13.9 refers

Cllr. Wells declared a Disclosable Pecuniary Interest, as a supplier to the Bognor Regis Concert Band, and left the Meeting

Comment was made that the best use of the funds would be to purchase music stand banners with the Town Council logo on, which the Chairman confirmed are detachable. Another Member suggested that band be hired

two or three times a year to perform at Town Council events, and that the Town Council remain the only sponsor when the band performs at these events. He suggested the Town Council could create an agreement, similar to the Town Crier, whereby the band have a 3-year contract with the Town Council. The Clerk advised that the Publicity and Promotion Budget may not have the same amount of funding in subsequent years to offer a 3-year contract. The Member also made comment on which Town Logo would be used and that Members may wish to consider using the Sunniest Bognor Regis Logo.

Members **AGREED** to support the Bognor Regis Concert Band by utilising the £2,500 funding from the Town Council towards the purchase of approximately 40 music stand banners, that could be used at both Town Council sponsored events and BRCB's own events, with the suggested wording "Bognor Regis Concert Band sponsored by Bognor Regis Town Council" and both the BRCB logo and Town Council Crest, or an appropriate logo, included on the banner. It was further **AGREED** that remaining funds be used to cover any charge for the band to perform at Town Council events.

Cllr. Wells returned to the Meeting

27. ITEMS FOR FUTURE AGENDA

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

28. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 8.00pm

AGENDA ITEM 6

BOGNOR REGIS TOWN COUNCIL EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING 11th SEPTEMBER 2023

AGENDA ITEM 6 - ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE EXTRAORDINARY MEETING HELD ON THE 16th AUGUST 2023

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Members are invited to receive the Minutes of the Extraordinary Meeting of the Allotments Sub-Committee held on 16th August 2023 (attached as **Appendix 1**).

At the meeting, Members of the Sub-Committee **RESOLVED** to increase the rents for 2023/2024 with a 10% increase applicable to all plots.

There were no recommendations.



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MINUTES OF THE EXTRAORDINARY MEETING OF THE ALLOTMENTS SUB-COMMITTEE **HELD ON WEDNESDAY 16th AUGUST 2023**

PRESENT: Cllr. P. Woodall (Chairman), Cllrs: Miss. C. Needs, P. Ralph, Mrs. J. Warr and P. Wells

IN ATTENDANCE: Mrs. L. Russell, Mr. M. Bicknell and
Mr. C. Penfold (Tenants Representatives)
Mr. S. Davis (Allotments & In Bloom Officer)

The Meeting opened at 5.00pm

15. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllrs. K. Batley, J. Brooks, R. Nash and M. Stanley with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

16. 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
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- 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.

Cllr. Woodall declared an Ordinary Interest in that he has a relative who is a Bognor Regis Town Council Allotment tenant and would therefore preclude himself from voting on the Annual Review of Rental Charges (Agenda item 3 refers)

There were no other declarations of Interest at this time

17. FURTHER CONSIDERATION OF THE ANNUAL REVIEW OF RENTAL CHARGES DEFERRED FROM THE LAST MEETING – MIN. 9 REFERS

Cllr. Woodall redeclared his Ordinary Interest owing to a relative being a tenant and suggested that the Vice-Chairman take this item

Cllr. Wells took the Chair.

The report from the Sub-Committee Clerk was **NOTED**.

The Vice-Chairman invited comments from those present and a discussion took place covering the Council's duty to provide allotments together with its duty to provide value for money to the residents of Bognor Regis.

Following the discussion, it was proposed and seconded that the rents be increased by 10%.

Members **RESOLVED** to increase the rents for 2023/2024 with a 10% increase applicable to all plots.

The Meeting closed at 5.31pm

AGENDA ITEM 7

BOGNOR REGIS TOWN COUNCIL EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING 11th SEPTEMBER 2023

AGENDA ITEM 7 – TO RECEIVE FEEDBACK FROM THE ARUN DISTRICT AND BOGNOR REGIS TOWN COUNCIL SITE MEETING HELD ON 4th SEPTEMBER 2023 REGARDING THE UTILISATION OF WIND SHIELDS ON THE PROMENADE BANDSTAND – MIN. 20 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

The utilisation of wind shields on the refurbished Promenade Bandstand first arose during public question time and statements at the Community Engagement and Environment Committee Meeting held on 4th October 2021 (Min. 36 refers). This was referred to the Events, Promotion and Leisure Committee and brought to Members attention under the Clerk's Report at the meeting held on 15th November 2021 (Min. 49.2 refers). It was explained that the wind shields are owned by BRTC and were purchased back in 2013 for use, if required, for Funshine days and other BRTC events. They are not included on the BRTC Events Equipment hire list due to their cost. Whilst a deposit cheque of £100.00 is required from organisations to recover any lost or damaged equipment loaned to them, this amount would not be enough to cover the costs of replacing the wind shields. Owing to their design, the removable wind shields are attached by ratchets to the bandstand uprights and would need to be installed by Town Force, which would mean them being 'on call' to attach and take down, when required. It was the Officer recommendation that the BRTC wind shields should not be made available for use by others, for the reasons stated in the Clerk's Report, and that ADC should be approached by the Committee and asked to make provision of wind shields for those wishing to use the bandstand as the authority responsible for the structure.

The matter was referred to the Events, Promotion and Leisure Committee Meeting, held on 17th January 2022, at which it was suggested that if the wind shields were to be included on the BRTC Events Equipment hire list that, due to their cost, the deposit should be increased to £350. Cllr. Brooks stated that both he and Cllr. Stanley were involved with designs for alternative wind shields that were being taken to ADC, and it was agreed that the matter would be brought back to the next meeting with a presentation of the new designs, whereupon the Committee would be asked to consider whether any letter pertaining to wind shields on the Promenade Bandstand should be sent to ADC in support (Min. 67 refers).

During the presentation made to Members at the Committee Meeting held on 21st March 2022, images were included of the wind shields which are currently held at the Town Force lockup and Cllr. Brooks expressed the view that a letter should be sent to ADC stating that these shields would be available for event organisers to hire from BRTC for use at the bandstand. Members subsequently **AGREED** to make the Town Council's wind shields available for hire by event organisers with an increased deposit cost of £350. It was further **AGREED** that a letter be sent to ADC to advise ADC of the Committees

decision. The Minutes of the meeting asked Members to note that, prior to making the wind shields available to event organisers, confirmation will first need to be sought from ADC as the responsible authority, that they are in agreement for the wind shields to be used on the newly renovated bandstand (Min. 79 refers).

In the following months, many emails were sent to ADC, and followed up by the Projects Officer, in an attempt to progress this matter. At the meeting held on 30th May 2023, an update was given to Members with feedback from ADC. The Committee were also presented with a number of factors to be considered should they agree to give permission for event organisers to use wind shields on the Promenade Bandstand, subject to ADC's approval. Members were also reminded that there was no budget provision to fund the services of a structural engineer, should one be required, therefore a request would need to be made to the Policy and Resources Committee for a supplementary budget to cover these costs. A Member commented that the requirement for risk assessments, amongst other documentation, could deter event organisers from using the bandstand and felt that the process should be easier. The Projects Officer advised that these requirements are stipulated by Arun District Council as the authority responsible for granting permission for events to be held on land within the district. Members discussed their thoughts that Arun District Council may have provided rather extreme guidance for the implementation of the wind shields and that perhaps a common ground could be found as a solution for using the bandstand wind shields. It was suggested that a meeting be arranged with the Chairman and Vice Chairman of the Committee, the Projects Officer and Arun District Council Officers Nat Slade, Sam Horwill and Lloyd Willson, to find a suitable way to resolve the matter, and this was **AGREED** by Members (Min. 10 refers).

During the Clerk's Report to Members at the Events, Promotion and Leisure Committee Meeting held on 17th July 2023, reference was made to the online meeting that had been held on 26th June 2023, at which the utilisation of wind shields on the Promenade Bandstand was discussed (Min. 20 refers).

Arun District Council Officers advised that they had no objections to wind shields being used on the Promenade Bandstand provided the following areas of concern are addressed: -

- To ensure the wind shields will be secured without causing chaffing or scratches to the marine paintwork on the Bandstand structure
- To monitor wind loading/speeds so that the wind shields do not act like large sails and twist or distort the Bandstand
- Provide relevant insurance/risk assessments to ensure that event organisers and members of the public using the Bandstand are protected

An Officer from Arun District Council agreed to review the suggested wind shields to see if they might be suitable. During the meeting Cllr. Brooks questioned why the original wind shields were not put back when the Bandstand was refurbished. Following the online meeting, it was confirmed that the Perspex windbreaks proposed by ADC when refurbishing the

Bandstand were omitted from the final plans following objections from the Town Council's Planning and Licensing Committee (Min. 23.3 of the meeting held 4th June 2019 refers).

A site meeting was held on 4th September 2023 with the following invited attendees: - Sam Horwill (ADC Property, Estates, and Facilities Manager), Lloyd Willson (ADC Senior Surveyor, Property & Estates), the Chair and Vice-Chair of the Town Council's Events, Promotion and Leisure Committee, Councillors Kenton Batley and Jim Brooks, Erika Adams (BRTC Town Force Manager) and the Town Force team, Matthew Hall (BRTC Projects Officer) and Salema Miah (Committee Administrator).

As previously advised, ADC have no objection in principle to the use of wind shields on the Promenade Bandstand, but ADC Officers continue to express concern about the potential for these to cause the structure to twist and turn. Arun has, therefore, offered to approach their own Structural Engineer to carry out an assessment of the structure but have warned that this may take some time to complete owing to resources. Should the Structural Engineer's report show that it would be possible to use wind shields then a risk assessment on the activity of installation and removal of the wind shields by Town Force, based on the wind safety speeds indicated by the report, would need to be drawn up by the Town Force Manager.

There is also concern about the physical state of the BRTC wind shields, including the webbing on the ratchet straps, which are more than 10 years old. As an example, it is industry standard that webbing on safety harnesses has a lifespan of 10 years so it can be assumed that this is similar in regard to the webbing on the straps for the wind shields. Unfortunately, the company who made the BRTC wind shields is no longer in business and no manufacturer information can be found. Efforts are being made to try and establish what the lashing capacity of the straps is and whether they meet industry safety standards.

Once the ADC Structural Engineer's findings are known, and a risk assessment drafted, then a report will be brought back to a future meeting for Members to consider and agree any next steps.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
11th SEPTEMBER 2023**

AGENDA ITEM 8 - TO RECEIVE AN UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET – MIN. 26 REFERS, INCLUDING: –

- **TO FURTHER CONSIDER THE £1,500 IDENTIFIED FOR 3 X ADDITIONAL BANDSTAND MUSIC EVENTS AND AGREE ANY NEXT STEPS – MIN. 26.2 REFERS**
- **TO FURTHER CONSIDER THE £600 IDENTIFIED FOR MONTHLY SOCIAL MEDIA GEOCACHING, COMPETITIONS ETC AND AGREE ANY NEXT STEPS – MIN. 26.4 REFERS**
- **TO APPROVE THE DESIGN OF THE MUSIC BANDSTAND BANNERS FOR THE BOGNOR REGIS CONCERT BAND (IF AVAILABLE) – MIN 26.5 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR NOTING AND DECISION

TO FURTHER CONSIDER THE £1,500 IDENTIFIED FOR 3 X ADDITIONAL BANDSTAND MUSIC EVENTS AND AGREE ANY NEXT STEPS – MIN. 26.2 REFERS

At the Events, Promotion and Leisure Committee Meeting held on 30th May 2023, it was felt by some Members that a lack of information had been presented to the Committee, in relation to the proposal for additional bandstand music events, which was important as these proposals would be funded by taxpayers' money. There was also an ongoing issue with regards to whether Arun District Council, as owners of the Seafront Bandstand, would allow the use of wind shields on the refurbished structure. It was therefore agreed that the matter be deferred until a meeting with Arun District Council had taken place.

As reported under the previous item on this Agenda, a meeting with Arun District Council Officers, BRTC Officers, Town Force and the Chair and Vice-Chair of the Events, Promotion and Leisure Committee took place on 4th September 2023 to review the suggested wind shields. Until ADC's Structural Engineer has carried out an assessment on the Seafront Bandstand, there is no progress to be made at this time in relation to using wind shields.

Members had previously agreed to defer further consideration of the £1,500 identified for 3 x additional bandstand music events, until the meeting with ADC had taken place. However, Members also felt that there had been a lack of information presented to the Committee in relation to this proposal which may continue to be of concern to Members.

DECISION

How do Members wish to proceed?

TO FURTHER CONSIDER THE £600 IDENTIFIED FOR MONTHLY SOCIAL MEDIA GEOCACHING, COMPETITIONS ETC AND AGREE ANY NEXT STEPS – MIN. 26.4 REFERS

At the Events, Promotion and Leisure Committee Meeting held on 17th July 2023, at the invitation of the Chairman, Cllr. Goodheart was able to provide the Committee with details of a geocaching event being held in Bognor Regis by an event organiser 'CluedUpp Geogames' on 18th November 2023.

He explained that the event will require the use of smartphones, where the public will be involved in fancy dress and a treasure hunt based on a 'Witchcraft and Wizardry, Murder by Magic' theme. It was suggested that the £600 would be used to purchase 5 tickets for the event, to be awarded to competition winners, to help raise the profile of the event and in an effort to attract a younger audience and promote the Town.

Members stated their disappointment that no written report had been made available ahead of the meeting, with a feeling that what was now being described was not the monthly competition that had first been proposed. It was **AGREED** to **DEFER** this item until a written report is provided at the next Events, Promotion and Leisure Committee Meeting so that the Committee are fully informed prior to making a decision.

UPDATE

With no further information forthcoming at the time of publishing this report, Officers have established that further information about 'CluedUpp Geogames' can be found on their website: <https://www.cluedupp.com/products/mbm-bognor-regis>. The tickets for the event in Bognor Regis on 18th November 2023 (for a team of between 2-6 adults - kids play as extra for free) cost £30, therefore, 5 tickets, as suggested by Cllr. Goodheart, would cost a total of £150.

Whilst researching the event, when purchasing a ticket for the event an email address and telephone number are required and it is assumed that tickets are received via mobile delivery, since participants are required to use their smartphones in order to immerse themselves in this virtual experience. Therefore, Officers are unsure how BRTC could purchase tickets and then transfer them to competition winners. As an alternative, a gift voucher (at a cost of £60) from CluedUpp Geogames' could be purchased as a prize but the recipient could use this to book any of CluedUpp's experiences, not necessarily one in Bognor Regis, which wouldn't promote the Town as intended by the proposal.

Whether Members agree or disagree to utilise the £600 identified for monthly social media geocaching, competitions etc to purchase tickets or gift vouchers from CluedUpp Geogames, any unspent funds will be returned to the Publicity and Promotion Budget.

DECISIONS

Do Members **AGREE** or **DISAGREE** to go ahead with the proposal?

If Members **AGREE**, Members are asked to **RESOLVE** how many tickets or gift vouchers to purchase, and further **AGREE** the competition process.

Members are asked to **NOTE** that any remaining funds from the £600 identified for monthly social media geocaching, competitions etc will be returned to the Publicity and Promotion Budget.

TO APPROVE THE DESIGN OF THE MUSIC BANDSTAND BANNERS FOR THE BOGNOR REGIS CONCERT BAND (IF AVAILABLE) – MIN. 26.5 REFERS

At the last Events, Promotion and Leisure Committee Meeting held on 17th July 2023 Members **AGREED** to support the Bognor Regis Concert Band by utilising the £2,500 funding from the Town Council towards the purchase of approximately 40 music stand banners, that could be used at both Town Council sponsored events and BRCB's own events, with the suggested wording "Bognor Regis Concert Band sponsored by Bognor Regis Town Council" and both the BRCB logo and Town Council Crest, or an appropriate logo, included on the banner. It was further **AGREED** that remaining funds be used to cover any charge for the band to perform at Town Council events.

UPDATE

The Bognor Regis Concert Band are now working with their logo designer. Once finalised, they will provide proof of the design for the banners, with the wording and logos as approved, and a quote for the production of the number of banners required. The Committee will then be asked to approve the final design before they go into production.

AGENDA ITEM 9

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
11th SEPTEMBER 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.

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.

Proms in the Park was very well attended, with a large crowd coming out to enjoy the three performances.

It had been queried by some members of the public why the event was not in September as previously, to coincide with BBC Proms.

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

The first concert of the trio was very well attended with about 350 in attendance, and an expected footfall of around 500 for the July Concert.

The last and final concert in August was very well attended, as they have all been over the Summer. This particular concert had the added bonus of the big screen in the park broadcasting the FIFA Women's World Cup Final Live prior to it, but finishing in ample time for the concert to go ahead as planned. It made for a very busy day in the park with back-to-back events, with a lovely atmosphere.

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.

Regrettably the overbooking of the Big Screen at the 2022 event affected the uptake on exhibitors this year, as the screen that was received was substandard and the audio and visuals were not adequate for the size of the field, resulting in a number of entries leaving before the Formula One had finished.

Due to this the 2023 exhibitors uptake was down by about a third on previous years, with only 140 vehicles on the field.

The company that overbooked the screen in 2022 had offered as compensation, a larger, higher spec screen for the 2023 event. However, even with written reassurances that another overbooking would not occur, a few weeks before the event, this did in fact happen.

Thankfully a local company was able to assist at very short notice and provide a large high spec screen with great audio, which was noted by the exhibitors who attended this year.

Unpredictable weather in the days leading up to the event, and a variable forecast on the day for rain, meant that there were some no shows on the field. Nonetheless, the day was very well attended with lots of positive feedback from attendees:

"Just wanted to drop an email to say what an amazingly organised show we were impressed."

"Many thanks for organising this excellent event."

"Just to say thank you to you and your team for a lovely well organised day yesterday. Our stand was also in a great position for the big screen. Looking forward to next year's event where we hope to have more cars on show."

"I would just like to thank you, and everyone involved for putting on a great show yesterday. All 6 cars survived the 120-mile round trip from Greater London. We all regard this as one of the top events of the year nice venue and well arranged."

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 / MINDFULLNESS
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

There is no further update on this event at present.

The Funshine Days programme was hampered by wind and rain throughout, but thankfully no days were lost, they were just rescheduled with some workshops doubling up, which worked exceptionally well and possibly something to look at for the 2024 programme.

The Funshine Days were all very well attended and lots of positive feedback received.

Live Broadcast of the Women's World Cup Final – 20th August 2023

When the England team reached the finals of the FIFA Women's World Cup, an event was very quickly put together to enable the match to be screened live from a big screen in Hotham Park.

The event was sponsored by the Showmen Event Group who brought a big screen into the park at a very low cost and at very short notice. The Events Officer completed all necessary paperwork and submitted it to ADC within 24 hours, and ADC kindly authorised the event the following morning. The Events Officer would like it noted that without the collaboration of ADC, the BID and Showmen Events it would not have been possible for the event to go ahead.

The event was exceptionally well attended, with a truly wonderful atmosphere, with many people thanking the Town Council for putting the event on in such a short time, and many asked if something similar could be done for other sporting events in the future. This is something the Events Officer will look at bringing into the 2024 programme.

The event received a huge amount of positive feedback on social media, with some of the many comments including: -

'Thank you to everyone who put this together!! ❤️ Was a great atmosphere! Can't wait for the next event!'

'I second that, a big shout out to Bognor Council not just for this event but for so many that they have put on over the holidays.'

'Really enjoyed the event followed by the Taste at the Place St Maur which was brilliant too, great weekend in Bognor. Thanks to all involved and let's do it more often.'

'Fabulous, it was a great atmosphere'.

In view of the very short timescale, the Town Clerk liaised with the Chairmen of E,P&L and P&R to seek their agreement regarding the additional finance that was needed to enable us to proceed with the wonderful opportunity to live screen the FIFA Women's World Cup. Both Councillors were fully supportive and gave their agreement that we should proceed, with Members being asked to ratify this action at this meeting.

Members are therefore asked to ratify the amount of £610.00, to be funded by any remaining balance in the Publicity and Promotions Budget and to make a request to the Policy and Resources Committee for any outstanding amount to be funded from an appropriate budget.

DECISION

Members are asked to **AGREE** to **RATIFY** the amount of £610.00, to be funded by any remaining balance in the Publicity and Promotions Budget and, if necessary, to **AGREE** to **RECOMMEND** to the Policy and Resources Committee that any outstanding amount be funded from an appropriate budget.

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.

With the current budget of £534.40, it is not feasible to run the event, it is therefore Officer recommendation that the remaining budget be vired over to another event in the BRTC 2023 event programme to enhance it.

At the July E,P&L meeting Members agreed to defer this item to see if additional funds from the Publicity and Promotions Budget could be added to deliver an event (there was £400 remaining in this budget at the time of the July meeting), and the Events Officer asked to consider the feasibility of putting on an event in 2023 to honour Sir Richard Hotham's birthday if there were an increased budget of £934.40 available, and to explore the possibility of combining this commemoration into another forthcoming event (Min. 22.2 refers).

It would not be possible to run a Beacon Lighting event of any calibre with the suggested budget of £934.40, and as we are at the end of the event season, the only forthcoming event would be the Christmas Light Switch-On. This event is focused in the Town centre and all of the Town Force and the Events Officers resources will be required to manage that event. So, lighting the Beacon at the same time would not be possible.

As part of the Christmas Light Switch-On event for 2023 the pavement and buildings of High Street and London Road will be 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.

It is the Officer recommendation that a personalised Gobo light is produced in honour of Sir Richard Hotham's Birthday year, this would cost approximately £100.00.

DECISION

Do Members **AGREE** to have a Gobo light produced to mark Sir Richard Hotham's Birthday, as part of the Christmas Light Switch-On event?

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.

At the E,P&L Meeting held on the 30th May, Members AGREED that, until further information was brought forward about the proposed 'Scare' Train event, the matter be DEFERRED and requested that the Events Officer had a meeting with Rox, FX Fear and the train operator to discuss the concerns raised - Min.13.4 refers

After discussions with Rox, it was mutually agreed with the organiser and Town Council Events Officer that the Halloween Event be deferred to 2024 and that the current agreed budget of £2,500 be earmarked.

This would allow time for a full proposal to be brought to Committee, with a breakdown of costings and allow time for alternative funding opportunities to be explored to increase the current budget.

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.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
11th SEPTEMBER 2023**

**AGENDA ITEM 10 - PRELIMINARY DISCUSSION REGARDING THE BUDGETS
FOR THE 2024 EVENTS PROGRAMME**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the next Meeting, Members will be asked to consider the budgetary requirements for this Committee for the 2024/25 municipal year. However, ahead of that meeting Members are asked to give some guidance on their intentions regarding the programme of events and advise if they wish to make any changes or additions to the usual schedule. This will enable the Events Officer to carry out some preparatory research and provide a ballpark figure of the budgetary requirements in readiness for that meeting.

Please note this is purely for the Events Programme Budget. Other budgetary requirements will be discussed at the next meeting.

The programme of events for this year included:

- Book Day
- Proms in the Park
- Sunday Afternoon Concerts (in collaboration with the Rotary Club)
- Drive Through Time
- Funshine Days
- Christmas Switch-on

Members should also note that 6th of June 2024 marks the 80th anniversary of D-Day for which communities are being asked to light beacons in the evening, in celebration of the 'light of peace', to be followed by the reading of The International Tribute. There is an official proclamation to be read by Town Criers at 8am, and a poem to be undertaken by schools at 11am, amongst other commemorative initiatives taking place that day. Therefore, consideration should be given to an additional event for 2024.

Furthermore, Members are reminded that £2,500 has been earmarked, from 2023/24, for a Halloween Half Term event to be held in 2024, subject to a full proposal being brought to a future meeting, including a breakdown of costings and any potential alternative funding opportunities to increase the current budget.

Members are invited to consider if they wish to make any changes or additions to the normal programme of events. The Events Officer will report her recommendations for a suitable budget at the next meeting for Members to consider and make their recommendations to the Policy and Resources Committee Budget Meeting.

DECISION

Do Members **AGREE** that the Events Officer should undertake preparatory work on budgets to allow for any changes or additions to the usual programme of events as **AGREED** by this Committee?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
11th SEPTEMBER 2023**

AGENDA ITEM 11 – TO AGREE TO SUPPORT THE BID’S REQUEST TO STRESS TEST EXISTING BRTC CATENARY WIRES ACROSS THE TOWN CENTRE AND TO FURTHER AGREE AND RESOLVE THE NECESSARY EXPENDITURE – MIN. 23 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Events, Promotion and Leisure Committee Meeting held on 17th July 2023, Members considered a request from the Bognor Regis BID in relation to the utilisation of BRTC’s catenary wires to host flags introducing wayfaring designs (Min. 23 refers).

The BID were seeking BRTC’s agreement to stress test existing BRTC catenary wires across the Town Centre to the load required to host non-lighting elements (i.e. flags) and requested that BRTC ask their Christmas Lighting Contractor to stress test to the calculated loading when carrying out their annual safety inspections in advance of the 2023 lights installation. The Projects Officer explained that the current Anchor Point Load Certificate is 5kN, which is sufficient for the Christmas illuminations, but that the contractor was not able to test to a greater load than this. Therefore, the Officer had contacted alternative contractors who were able to test up to 15kN with quotes received in the region of £2,500 plus VAT.

Subject to the successful outcome of stress testing for this purpose, if the works were approved by Members, the BID would seek BRTC’s agreement to utilising BRTC Catenary wires to host flags introducing wayfaring designs from 1st April 2024, until the installation of BRTC’s Christmas lights in November 2024.

If there is an agreement to be made then feedback from the Town Force Manager, as reported at the previous meeting, should be considered. This included the possible need for the installation to be performed in the evening, owing to the Town Force teams work commitments during the daytime, in which case Working Time Regulations would need to be adhered to in relation to appropriate resting times. Furthermore, any agreement with the BID should take on board the advice received from the Town Council’s insurers who had advised that it should be clearly evident in any agreement signed by the Council with Bognor Regis BID as to what each party is responsible for, and therefore need to insure. They stated that, in effect, as long as both parties have their own respective public liability, the appropriate insurers will pick up any claim. From their perspective, they would usually expect the other party to be responsible and insure their activities, and the Council maintain responsibility and insurance on the wires and any other asset or land they own/are responsible for in general. Additionally, they advised that it may be prudent for BRTC to check the legalities with a legal advisor/specialist to ensure that the right agreement is in place.

The inclusion of rental fees was suggested by a Member at the previous meeting, however, this may be in conflict with the support previously declared by the Council for the Wayfinding strategy and its implementation. Members should also be mindful that there will be a cost implication for the drawing up of a suitable legal agreement.

Whilst Members **AGREED** that the BID and Town Council Officers work together to produce appropriate agreements and documentation regarding the catenary wires, there was no agreement in relation to the testing of the catenary wires on which a successful outcome would be necessary in order to proceed any further.

Therefore, Members are invited to consider supporting the BID's request to stress test existing BRTC catenary wires across the Town Centre and to further agree and resolve the necessary expenditure with a recommendation to the Policy and Resources Committee that this be funded from an appropriate budget.

DECISIONS

Do Members **AGREE** to **SUPPORT** the BID's request to stress test existing BRTC catenary wires across the Town Centre?

If so, do Members **RESOLVE** to **AGREE** the necessary expenditure of £2,500 plus VAT in order to stress test the catenary wires up to a load of 15kN, and further **AGREE** to **RECOMMEND** to the Policy and Resources Committee that this be funded from an appropriate budget, following liaison with the Town Council's Accountant?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
11th SEPTEMBER 2023**

AGENDA ITEM 12 – TO RECEIVE A REPORT ON CORREX BOARD LAMP POST SLEEVES AND TO AGREE ANY NEXT STEPS – MIN. 25 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

BACKGROUND

At the last Events, Promotion and Leisure Committee Meeting held on 17th July 2023, Members **AGREED** that the Projects Officer should proceed with gathering costings, drafting design proposals, and seeking permission for the use of Correx boards by way of promotion, as an alternative to lamp post banner advertising, with a report brought back to the Committee (Min. 25 refers).

The Projects Officer has researched three separate companies who can produce 3-sided lamp post Correx sleeves. The quotes are based on four sizes.

	Option 1 1m x 15- 20cm	Option 2 1m x 20- 25cm	Option 3 1.2m x 15- 20cm	Option 4 1.2m x 20- 25cm
Company A	£27.95 each 5+ £31.95 10+ £27.50 25+ £22.75	£28.95 each 5+ £27.95 10+ £23.75 25+ £20.75	£34.25 each 5+ £31.95 10+ £27.50 25+ £22.75	£36.25 each 5+ £34.25 10+ £28.95 25+ £24.75
Company B	£24.00 each	£27.00 each		
Company C	£25.00each 6+ £20.00			

**All prices are exclusive of VAT*

There is an Earmarked Reserve of £3,000 unused in 2022/23 for lamp post banner maintenance which could be used, as there is no other budget available, to fund the Correx boards as an alternative way for promotion in the Town. Should Members be minded to proceed with purchasing boards then a recommendation would need to be made to the Policy and Resources Committee for this money to be reallocated. Subject to approval by the Policy and Resources Committee, at their meeting to be held on 25th September 2023, Members may wish to consider instructing the Projects Officer to proceed with the purchase of Correx boards. However, this would require an agreement as to what should be printed on those boards ordered, where they should be located and an agreement in regard to how long they remain in situ. For example, Members may wish to promote the Town Council’s Christmas Illuminations Switch-On event, taking place in the Town Centre on 25th November 2023. They may also wish to have some generic boards made up that say “welcome to Bognor Regis/Sunniest Bognor Regis”, or “Councillor Drop-In Surgery here tomorrow/today”. All of the boards would have the Town Council’s logo on.

DECISIONS

Do Members **AGREE** to **RECOMMEND** to the Policy and Resources Committee that the 2022/23 unused Earmarked Reserves for Lamp Post Banner Maintenance of £3,000 be returned to General Reserves and reallocated for the utilisation of Correx boards by way of promotion?

If so, and subject to approval by the Policy and Resources Committee, Members are invited to **AGREE IN PRINCIPLE** whether to proceed with any of the options and, in doing so, further **AGREE IN PRINCIPLE** which company to use and the quantity of Correx boards required at this time.

Members are invited to **APPROVE** what it is that the first boards purchased will be used to promote and are asked to **AGREE** to give Delegated Authority to Officers, in liaison with the Chairman and Vice-Chairman of the Events, Promotion and Leisure Committee, in regard to signing off on the designs to expedite their production.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
11th SEPTEMBER 2023**

AGENDA ITEM 13 – 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.

AGENDA ITEM 14

BOGNOR REGIS TOWN COUNCIL EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING 11th SEPTEMBER 2023

AGENDA ITEM 14 – CORRESPONDENCE

1. Christmas decoration 2024 - Factory of Architectural Forms – August 2023
2. Beach Sports Event Proposal - Global 13 - August 2023