



# BOGNOR REGIS TOWN COUNCIL

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

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

I hereby give you Notice that a Meeting of the Events, Promotion and Leisure Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **MONDAY 16<sup>th</sup> APRIL 2018**

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** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

**DATED THIS 9<sup>th</sup> APRIL 2018**

**CLERK TO THE COUNCIL**

## **AGENDA AND BUSINESS**

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest

Members and Officers are invited to make any declarations of Pecuniary 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.

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

3. To approve the Minutes of the Meeting held on 12<sup>th</sup> February 2018 and the Extraordinary Meeting held on 21<sup>st</sup> March 2018
4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda Items
6. Update on events programme for 2018 - report by Events Officer
7. Review of the published 2018 Events Pamphlet and recommendations for production of 2019 edition
8. Update on tender process for the Christmas Lights Display 2019 including consideration of continuance of maintenance of decorative lighting in "Old Town" – report by Projects Officer
9. Consideration of a request to Arun District Council for further improvements to the Hothampton Play Area - Council Meeting 8<sup>th</sup> January 2018 Min. 131 refers
10. Consideration of installing "Noggin" units to measure footfall at Town Council Events including identification of funding for any expenditure - Policy and Resources Committee 5<sup>th</sup> February 2018 Min. 149 refers
11. Bognor Regis Brand Budget including: update on expenditure and current balance
12. To receive the notes and recommendations of the Bognor Regis Brand Task & Finish Group Meeting held on 1<sup>st</sup> March 2018 including ratification of any proposed expenditure
13. Consideration to purchase and install bunting in the precinct for the summer season including agreement for costs to be met from the Bognor Regis Brand Budget
14. Consideration of "Stock Photographs" for promotion and marketing purposes following new General Data Protection Regulation (GDPR) guidelines
15. Further consideration of beacon lighting on the Promenade following test run of burners - 12<sup>th</sup> June 2017 Min. 13 refers
16. Consideration of website stats from BRTC and Partners websites – report from the Chairman - Min. 113 refers
17. To receive an update on plans for Armed Forces Day 2018
18. To note correspondence
19. Date of next Meeting Monday 11<sup>th</sup> June 2018

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



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## **MINUTES OF THE EXTRAORDINARY MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON WEDNESDAY 21<sup>st</sup> MARCH 2018**

**PRESENT:** Cllrs. J. Brooks (Chairman), Mrs. S. Daniells, M. Smith and Mrs. J. Warr.

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)

*The Meeting opened at 2.00pm*

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

The Chairman welcomed those present. Apologies had been received from Cllr. Batley due to work commitments and Cllrs. Dillon and Lineham as they were both unwell. No other apologies had been received.

### **122. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

*There were no Declarations of Interest at this time*

### **123. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no members of the public present and no written questions had been received.

### **124. CONSIDERATION OF SECOND DRAFT OF EVENTS PAMPHLET - MIN. 107 REFERS**

The Chairman was very disappointed that the pamphlet did not include reference to Bognor.today or the webcam and stated that he was not aware that the Town Council's Partnership, Promotion and Sponsorship Policy restricted the promotion of these two services without prior approval from the Policy and Resources Committee. The Chairman went on to report that he was upset that Officers had not mentioned this to him ahead of the meeting and asked that these comments be recorded in the Minutes.

The issue was debated by the Committee and the consensus from the other Members of the Committee was that they did not feel that Bognor.today or the webcam should be included on the events pamphlet. This was **AGREED**.

Following discussion Members **AGREED** to the following amendments and changes to the second draft of the pamphlet:

- For a larger header on the front page to include the heading;  
Bognor Regis 2018  
Free Family Events
- Remove the Facebook and Twitter logos from the front
- Remove the picture of the chalk
- If possible add a hat to the donkey or replace with a different donkey picture
- If room replace the picture of the sunset behind the Pier with a picture of the Drive Through Time event
- The selected background colour on the back page to be the darker option
- To change the order of listings so that the Kite Festival is above the Illuminations Gala and the Hotham Park Country Fair is above the Funshine Days to reflect the order in which these events happen
- Use the white outlined version of the "Sunniest Bognor Regis" logo as listed in the guidelines

The Projects Officer will take these comments back to the Events Officer to action prior to publication and print.

*The Meeting closed at 3.50pm*



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

**HELD ON MONDAY 12<sup>th</sup> FEBRUARY 2018**

**PRESENT:**

Cllrs. J. Brooks (Chairman), P. Dillon (until Min. 115),  
S. Goodheart (from Min. 105) and M. Smith

**IN ATTENDANCE:**

Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer)  
2 members of the public

*The Meeting opened at 6.30pm*

**100. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and read the opening statement with attention drawn to the evacuation procedure in the event of the fire alarm sounding. Apologies had been received from Cllr. Batley who was working and Cllrs. Mrs. Daniells and Mrs. Warr who were both on annual leave.

**101. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
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In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

*There were no declarations at this time*

**102. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> DECEMBER 2017**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 11<sup>th</sup> December 2017 and these were signed by the Chairman.

**103. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions from members of the public and no written questions had been received.

**104. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

**Min. 78 - 13<sup>th</sup> November 2017 - Consideration of how to address the obstructions caused by scaffolding in York Road and London Road preventing the installation of three of the Christmas Light displays**

The Chairman requested that steps be made to ensure that the catenary wire in London Road, that has been disconnected whilst the scaffolding is in place, is re-connected when the refurbishment works are complete.

**105. UPDATE ON EVENTS PROGRAMME FOR 2017 INCLUDING RATIFICATION OF EXPENDITURE AND IDENTIFICATION OF BUDGET FOR ANY OVERSPEND**

The Events Officer's report was noted.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the overspend for the Town Council's 2017 events programme of £98.13 be met through General Reserves.

**106. UPDATE ON EVENTS PROGRAMME FOR 2018**

The Events Officer's report was noted and its content debated, after which the following were **RESOLVED**:

**106.1 Day in the Park - 30<sup>th</sup> May 2018**

After consideration Members **AGREED** that the theme for the book day in 2018 should be the books of Julia Donaldson.

**106.2 Royal Wedding - 19<sup>th</sup> May 2018**

Following the announcement of the wedding of Prince Harry and Meghan Markle, Members decided that the Council should celebrate the Royal Wedding by broadcasting the event live on a big screen in Hotham Park. However, as highlighted in the report, Members noted that there was no identified Budget in place for such an event. Members went on to discuss the Events Officer's suggestion that, to facilitate the event, £2,000 be vired from the February 2019 Half Term Event Budget (under Funshine Days Budget).

Following debate, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to vire £2,000 from the February 2019 Half Term Event Budget (under Funshine Days Budget) to provide a Budget for the Royal Wedding celebrations.

#### **106.3 Drive Through Time - 8<sup>th</sup> July 2018**

Members noted from the Events Officer's report that, in spite of extensive research, due to the difficulties surrounding copyright issues with the screening of films, the Town Council would be required to obtain a licence at a cost of £750 plus VAT if Members wished to go ahead with a screening of a suitable film at the end of the Drive Through Time Event. As this is an additional cost, there are insufficient funds within the current Budget to cover this.

Following discussion, Members decided that they would like to keep this new element of the event and therefore **AGREED** to fund the expenditure for the film from the Bognor Regis Brand Budget. It was therefore **RECOMMENDED** to the Policy and Resources Committee that the sum of £750 be vired from the Bognor Regis Brand Budget to the Drive Through Time Budget to cover this expenditure.

#### **106.4 Proms in the Park - 23<sup>rd</sup> June 2018**

Members noted the now confirmed date for this event.

#### **106.5 Funshine Days - August 2018**

Members **AGREED** with the recommendations within the Events Officer's report that the Funshine Days Programme should be altered to a 2-week, 3-day basis during the summer holidays on a Budget of £1,950.00. The remaining budget of £1,950 would be used to fund a one-off event in August, such as a Roller Rink, with all events moved away from the seafront potentially to Hotham Park or the Place St. Maur.

#### **106.6 February 2019 Half Term Events**

As noted above under Min. 106.2, the Committee recommended that £2,000 of the total Budget of £2,600 for these events be vired to the Royal Wedding celebrations and Members therefore **AGREED** that the Budget for these Half Term events would be reduced to £600.

#### **106.7 Armed Forces Day - 16<sup>th</sup> June 2018**

The update was noted.

#### **106.8 WWI Centenary - 11<sup>th</sup> November 2018**

Members noted from the Events Officer's report that The Royal British Legion are running a new initiative as part of the commemoration of the end of World War One, The Silent Solider. These Soldier Silhouettes can be located in any town, village or part of the countryside, and can be sponsored by anyone who wishes to do so; Councils, corporate companies or individuals. They are a very poignant symbol and a moving tribute highlighting the sacrifice all men and women gave across our Nation during the First World War.

Following discussion, and after noting the recommendations detailed within the Events Officer's report, Members **AGREED** to take part in the Silent Soldier initiative and to fund the purchase of 4 Silent Soldiers at a total cost of £1,000 plus VAT, utilising the WWI Centenary Budget.

#### **106.9 Temporary Event Structure**

The Events Officer provided quotations and details of possible suitable temporary event structures for Members to consider. After discussion Members **AGREED** to defer this item for further consideration at a future meeting, subject to there being sufficient funds remaining in the Bognor Regis Brand Budget.

#### **107. UPDATE ON THE 2018 EVENTS PAMPHLET INCLUDING DISTRIBUTION AND DESIGN COSTS - MIN. 90 REFERS; PROMOTION OPPORTUNITIES AND FURTHER UTILISATION OF THE ADVERTISING SPACE ON THE PROMENADE WIND SHELTERS AND CONSIDERATION OF COSTS**

The Events Officer's report was noted, and Members were advised that there was an underspend of £500 from the 2017 Town Guide Budget which, if made available for use towards the 2018 guide, would allow expansion to the distribution area.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this underspend be earmarked and used towards the distribution costs for the 2018 Event Pamphlet.

Members were asked to consider 2 design layouts for the 2018 events pamphlet and **AGREED** that the layout should be portrait style. Content will be considered at a future meeting when the forthcoming event dates have been confirmed.

Members noted that a print run of 40,000 had been previously agreed (Min. 90 refers) at a cost of £425 plus VAT with a further estimated cost of £40 for artwork.

Members were advised that an opportunity had arisen to promote the events in a West Sussex County Council guide called "Places to Visit in Sussex" which is available from over 1000 locations and located on 130 Stagecoach buses. The cost for this of £1,195 plus VAT could be met within the current Budget by reducing the number for distribution to 30,000 with 10,000 retained for Town Council use.

Following consideration, Members **AGREED** to:

- a) distribute 30,000 copies of the pamphlet at a cost of £1,050.00 plus VAT with the remaining 10,000 of the 40,000 print run retained for Town Council distribution
- b) publicise in the "Places to Visit in Sussex" guide at a cost of £1,195.00 plus VAT

Members further **AGREED** to refer the decision for distribution areas and areas to the Bognor Regis Brand Task and Finish Group for recommendation to this Committee.

**108. UPDATE OF CHRISTMAS ILLUMINATIONS FOR 2017**

The Projects Officer's report was noted including the confirmation that no funding would be required from the Bognor Regis Brand Budget for the additional feature to the 2017 Christmas Lighting display in the Town.

**109. TO CONSIDER PROPOSALS FROM MEMBERS TO ENABLE A BRIEF TO BEGIN THE TENDER PROCESS FOR THE CHRISTMAS LIGHTS DISPLAY 2019**

The Projects Officer's report was noted including that, with the current Christmas Lighting Contract coming to an end, the Projects Officer was requesting input from Members to assist with a brief to begin the tender process. Following discussion Members **AGREED** for a core display scheme on a similar basis to the current brief including, installation, maintenance and call out responses to form the basis of the brief, allowing a level platform for each applicant and to then invite additional quotes for supplementary enhancements and features.

The Projects Officer stated that when in receipt of the tender submissions, the matter will be referred back to this Committee for further consideration.

**110. UPDATE ON ISSUES SURROUNDING 2018 AUGUST BANK HOLIDAY EVENTS - MIN. 85 REFERS**

The Projects Officer's report was noted, and Members expressed their disappointment that not all parties were willing to take part in a facilitated meeting to try and resolve the issues. However, it was noted that the Town Council could take no further action in this regard.

**111. BOGNOR REGIS BRAND BUDGET INCLUDING: UPDATE ON EXPENDITURE AND CURRENT BALANCE AND TO RATIFY COSTS OF 3 NEW EVENTS JACKETS - MIN. 86 REFERS**

The Projects Officer's report and the balances were noted.

Members **AGREED** to **RATIFY** the expenditure of £84.00 plus VAT for 3 additional events jackets.

**112. TO RECEIVE THE NOTES OF THE BOGNOR REGIS BRAND TASK & FINISH GROUP MEETING HELD ON 14<sup>th</sup> DECEMBER 2017**

The notes from the Bognor Regis Brand Task & Finish Group meeting held 14<sup>th</sup> December 2017 were received. Members **AGREED** to the Group's recommendation that the Chairman could undertake some research into the possibility of commercial companies working in partnership with the Town

Council to distribute official Bognor Regis Town Council merchandise on a retail basis.

**113. CONSIDERATION OF WEBSITE STATS FROM BRTC AND PARTNERS WEBSITES - REPORT FROM THE CHAIRMAN - MIN. 93 REFERS**

The Projects Officer's report was noted.

The Chairman advised that he had not been able to complete his report as he was still awaiting some statistics from the Sussex by the Sea website administrator and therefore asked for the item to be deferred, to allow more time to gather the information.

The Committee **AGREED** to defer this item until a future meeting.

Members further **AGREED** that should the content of any future meetings require input from outside organisations the relevant people would be invited to attend.

**114. UPDATE ON WEBSITE UP-GRADE - MIN. 94 REFERS, INCLUDING: LINKS TO OTHER WEBSITES AND CHAIRMAN'S REPORT ON THE WEBCAM**

The Chairman had produced a report on the Town Council's website, with a list of action points and recommendations. As the list was extensive, and as some of the points had already been addressed, Members **AGREED** for the Projects Officer to liaise with the Civic & Office Manager and the website provider to address any relevant outstanding points and report back at the next meeting.

A brief discussion took place regarding links to other websites such as Bognor.Today and the posting of Town Council Events on them. A Member asked why there wasn't a link from Bognor.Today to the Town Council website or Facebook page which would take visitors directly to the events listings, avoiding duplication of work. No definitive answer was given at the time, but this will be investigated.

*Cllr. Dillon left the meeting at 8.03pm*

**115. TO NOTE THE REMOVAL OF THE WI-FI NODULE AND WEATHER READING EQUIPMENT FROM THE FORESHORE OFFICE**

The Projects Officer's report was noted.

The Chairman gave an update from the Wi-Fi contractor that he was planning to enhance the coverage in London Road and along the seafront.

**116. TO RECEIVE DETAILS INCLUDING COSTS OF GIGABIT WEST SUSSEX - MIN. 96 REFERS**

The Projects Officer's report was noted with no further action required at the current time.

**117. TO NOTE THE RE-LOCATION OF THE VISITOR INFORMATION CENTRE TO THE REGIS CENTRE**

The Projects Officer's report was noted.

A Member had given some detail regarding the set-up of the location and size of the Visitor Information Centre within the Regis Centre. The Chairman was pleased to learn that the Sussex by the Sea touch screen had been re-installed and thought Arun District Council should be applauded for organising this.

**118. TO CONSIDER OUTSIDE USE OF THE TOWN COUNCIL LOGO AND USE OF THE BOGNOR REGIS BRAND - CHAIRMAN TO REPORT**

The Chairman reported that he was concerned at the rise in the misuse of the Town Council logo and the Bognor Regis brand. Although Members are happy for other organisations to use the logo, and welcomed any efforts to promote Bognor Regis, there was concern that the logos were being altered and distorted. Members therefore **AGREED** to send a polite letter to these organisations with a copy of the Town Council's policy guidelines concerning its use.

**119. TO NOTE CORRESPONDENCE**

The Committee noted receipt of the correspondence list, previously circulated.

**120. DATE OF NEXT MEETING**

Monday 16<sup>th</sup> April 2018

*The Meeting closed at 8.17pm*

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018**

**AGENDA ITEM 6 - UPDATE ON EVENTS PROGRAMME FOR 2018****REPORT BY THE EVENTS OFFICER****FOR INFORMATION  
AND DECISION**

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

**Book Day - 30<sup>th</sup> May 2018**

**Budget     £3,500.00**

Members are asked to advise what book theme they would like for the 2018 Park Day and to agree the budget recommendation of £3,500.00.

After sourcing the views of the general public on the BRTC Events Facebook page as requested at the December meeting, the most suggested theme was the works of Julia Donaldson. As Julia Donaldson has written over 31 titles including The Gruffalo, Stick Man and Room on the Broom to name but a few, this will enable the event to expand greatly.

Members are asked to agree this proposal.

A 'Big Art & Take and Make Workshop' focusing on the works of Julia Donaldson will be in place in the park on the day, resulting in a giant collage of her works and all the children involved get to make a character from the books to take home with them.

Numerous children's rides will be brought into the park including a mobile climbing wall, strike a light interactive game, a soft play area for the younger children and a double decker bus which has been converted into a play bus.

The bandstand will be turned into the Gruffalo cave with the use of camouflage netting and fake grass for the floor, where a professional storyteller will be telling stories throughout the day.

A 'homemade only' fancy-dress competition will take place with numerous signed copies of all Julia Donaldson's most popular books be given as prizes.

Enquiries have been made regarding attendance of a mobile petting zoo, but this addition is pending confirmation at this stage.

Members are welcome to come and assist with the day and if interested, are asked to contact the Events Officer as soon as possible with their availability and what they would like to be involved in.

## **Royal Wedding - 19<sup>th</sup> May 2018**

**Budget     £2,000.00**

Members are asked to consider if they would like to celebrate the wedding of Prince Harry and Meghan Markle taking place on the 19<sup>th</sup> May. Sponsorship of half the cost of the big screen has been provisionally obtained along with provisional booking of Hotham Park for the event pending agreement. The last Royal Wedding that was broadcast from the park was a hugely successful event with the park packed to capacity.

Should Members wish to proceed with an event to celebrate the Royal Wedding, with a live Broadcast from Hotham Park, a budget of £1,500.00 will need to be identified. As the next Policy and Resources Committee meeting is not until 9<sup>th</sup> April, there is insufficient time to make a recommendation to that Committee regarding the identification of a budget as that would not enable sufficient time to organise the event.

Should Members wish to proceed then a budget would need to be identified within the budgets already agreed for the 2018 events. Please see the proposal under the February 2018 Half Term event(s), which could potentially allow a budget should Members wish to add this event to the 2018 programme.

The big screen has been confirmed with sponsorship from Bunn Leisure. Further information will be available at the meeting.

## **Drive Through Time - 8<sup>th</sup> July 2018**

**Budget     £3,500.00**

The date to be confirmed as the Drive Through Time falls on the same weekend as the Silverstone Formula one as it is broadcast live on a big screen at the event. The provisional date released by F1 is the 8<sup>th</sup> July, however this did change last year.

Due to the continued success of this day, the Officer recommendation is that the event should run in the same format as the previous 6 years. To enhance the event further the Officer proposal is that when the Gala finishes the event runs into the evening and provides an open-air cinema. The film would be free to attend and could be themed to the Drive Through Time and show films such as The Italian Job, Smokey and the Bandit or more family oriented such as Herbie or Chitty Chitty Bang Bang. This will utilise the big screen twice and also change the dynamic of the event going from a Drive Through, to a Drive In. Do Members support this recommendation or have any input or suggestions?

Please note that the big screen secured for the 2017 was due to a sponsor covering over £1,500.00 of the cost and unless sponsorship to this value again can be secured, the screen size will need to be reduced. The sponsor has been contacted and asked if they would like to support the event again for 2018.

Sponsorship has been secured for 2018 enabling us to utilise the big screen once again.

After investigation, to enable a film to be screened to extend the event into the evening, BRTC is required to obtain a licence at a cost of £750.00 + VAT. To avoid paying this fee the film being shown needs to be out of copyright and fall into the

public domain. Because a film can incorporate cinematography, drama, literature, music, art, and/or trademark, it is more difficult to determine the public domain status of film than for any other media.

After extensive research into this the Superman 1940's cartoons appear to be the only available option on the existing budget. The Fleischer Superman cartoons are a series of animated short films released in Technicolor and based upon the comic book character Superman, making them his first animated appearance. However, this film has no connection to vehicles, being the theme of the day, and would probably not attract residents to attend in the evening.

It is, therefore, the Officer recommendation that the film element be withdrawn from the 2018 Drive Through Time but a request made to the Policy and Resources Committee for an increase in budget for the 2019 event, to enable a film such as Herbie or Chitty Chitty Bang Bang to be shown.

As noted at the previous meeting (details above) whilst the Officer recommendation had been to withdraw the film element of this event, the Committee agreed to proceed with the purchase of rights to broadcast a film such as Herbie or Chitty Chitty Bang Bang, in line with the motor vehicle theme for the day, at a cost of £750 plus VAT. ADC (in their capacity of licensing authority) have since then advised that only a "U" classification of film may be shown due to the free and open admittance and therefore only Chitty Chitty Bang Bang complies with this.

The big screen has been confirmed with sponsorship provided by Bunn Leisure and the rights to screen Chitty Chitty Bang Bang have been purchased.

Entry to exhibit at the show has been opened and over 60 vehicles booked in at this stage, entry closes on the 6<sup>th</sup> June.

There will be no music stage at the event this year and the 'Kidszone' will be extended, however there will be mobile musicians of some sort at the event of the Jazz genre / Acoustic genre and further details will be provided at the next meeting.

### **Proms in the Park - 23<sup>rd</sup> June 2018**

**Budget     £2,500.00**

Please note that the big screen secured for the 2017 event was due to a sponsor covering over £1500.00 of the cost, and unless we can obtain sponsorship to this value again the screen size will need to be reduced. The sponsor has been contacted and asked if they would like to support the event again for 2018.

The change of the date for the 2017 Proms in the Park meant that the event was moved from June into September to accommodate the live broadcast of the BBC Last Night at the Proms. Inclement weather and a possible later finish time meant the numbers were down considerably on previous years.

As agreed at the previous meeting, this event has now been confirmed as reverting to the June date.

Further information regarding the concessions booked for this event will be available at the meeting.

The Haltingen Music Club from the twinning town of Weil am Rhein, would like to participate in the 2019 Prom event and have requested advance notification of the dates to ensure it sits within their timetable. Members are therefore asked if they are happy to pencil in dates for the 2019 Proms event now to allow the inclusion of the Haltingen Music Club. The proposed dates are the 8<sup>th</sup> and 9<sup>th</sup> of June 2019. This decision will be subject to future agreement of dates and budgets by the Town Council in January 2019.

**Decision:**

**Do Members wish to agree in advance the proposed dates of the 8<sup>th</sup> and 9<sup>th</sup> June for the 2019 Proms event subject to future agreement of the Town Council?**

**Funshine Days – August 2018 (TBC)**

**Budget     £3,900.00**

The weather impacted the attendance at the Funshine Days greatly for 2017 and numerous days were cancelled or moved indoors. To lessen the impact of this occurring for 2018 and to enable an event gap to be filled in the early part of the year. It is Officer recommendation that the budget is split into £3,900.00 For Funshine Days and £2,600.00 for an additional event in the February half term, which is part of the Corporate Strategy.

Traditionally the changeover days at Butlin's of Monday and Friday are exceptionally quiet on the seafront so it is Officer recommendation that the Funshine Weeks run Tuesday, Wednesday & Thursday for the four weeks, with £325.00 allocated for each day resulting in an overall budget of £3,900.00.

The additional £2,600.00 can be utilised to create an entirely new event within the February half term, achieving an objective contained with the Town Council's Corporate Strategy 2016-19.

Members will recall that it was agreed at the October Committee Meeting (Min. 62.4 refers) to change the Funshine Days into a 4-week, 3-day programme during the summer holidays rather than the previous 4-week, 5-day programme. As noted above this shortened programme would require a budget of £3,900.00 with the balance of £2,600.00 used for an event in the half term in February 2019.

Due to the uncertainty in regard to the building works that could be taking place on the Promenade in 2018, together with the loss of the Foreshore Office, it is the Officer recommendation that the Funshine Days programme be altered to minimise the impact due to the building work, or from cancelled events because of poor weather.

The Officer suggestion is that the Funshine Days be further reduced to a 2-week, 3-day programme as opposed to the agreed 4-week, 3-day programme and the location moved from the seafront to the Hotham Park Bandstand or the Place St Maur. The budget of £3,900.00 could be halved to £1,950.00 to accommodate this reduction in

days and the remaining £1,950.00 could be utilised on another one-day event in August. It is the Officer recommendation that a Roller Rink be brought in for a day event and be located on either the Place St Maur or in Hotham Park.

Members are therefore asked if they agree to the proposal to split the new Funshine Days budget and programme to offer two weeks of Funshine Days and an additional full day event of a Roller Rink or similar.

A roller rink has been booked to come into the Place St Maur for the day on the 2<sup>nd</sup> August. Further information will be provided at the next meeting including details of the proposed content and venue of the 2-week, 3-day programme for the "Funshine Days".

### **February 2019 Half Term Events**

**Budget     £600.00**

With regard to the February 2019 half term event(s), it is the Officer recommendation that £2,000 of this budget be transferred to fund the broadcast of the Royal Wedding on the big screen, as noted above. The balance of £600 would then be available for 2/3 days of activity-based events, potentially held in the theatre, during half term in February 2019. If Members are minded to agree with this proposal, a recommendation will need to be made to the Policy and Resources Committee to vire the funds between the budget headings.

There is nothing to report on this event at the current time.

### **Armed Forces Day - 16<sup>th</sup> June 2018**

In previous years there has been a budget of £600 for the Armed Forces Day event together with the allocation of Town Force Hours and, if the 2018 event is to proceed, Members will need to decide whether to recommend to the Policy and Resources Committee a similar arrangement.

The £600 budget has now been confirmed by Council for the 2018 event.

An update on this event has been included under Agenda item 17.

### **WWI Centenary - 11<sup>th</sup> November 2018**

**Budget     £2,865.00**

The Royal British Legion are running a new initiative as part of the commemoration of the end of World War One, The Silent Soldier. These soldier silhouettes can be located in any town, village or part of the countryside, and can be sponsored by anyone who wishes to do so; Councils, corporate companies or individuals. They are a very poignant symbol and a moving tribute highlighting the sacrifice all men and women gave across our Nation during the First World War.

The Soldiers are made of a material called dibond, which is an aluminium composite sheet, which is stable and rigid, and weatherproof. The soldiers also come with a number of attachments, so it can be securely fitted where required.

The measurements are approx. 144cm x 60cm, the soldier on its own is 3kg with the iron poles at 7kg approx. In regard to delivery and installation, the soldiers will take 2 weeks to be created, and can be placed as soon as they are received. They can then be in situ until the end of December 2018 and kept by BRTC for display again each year in the lead up to Remembrance Day, with replacement plaques at the bottom of them as/if required.

The cost of each soldier is £250.00 please see below images of them in situ.



Members are therefore asked if they would like to take part in this initiative and sponsor some Silent Soldiers as part of the Beacon Lighting event. It is the Officer recommendation that the purchase be limited to a maximum of four soldiers to leave enough budget for the actual Beacon Lighting event.

The Silent Soldiers have been purchased and Members are asked to confirm in which locations throughout the Town they would like them to be situated. A suggestion has been made that one of the four is stationed at the Town Hall, possibly on the building itself, overlooking the War Memorial. Once potential desired locations have been identified, liaison with ADC and/or WSCC will take place and a report made at the next meeting.

A request for a Military Band to perform at the lighting was put in place in 2017, this is still pending confirmation of attendance. Members are asked what other forms of entertainment they would like at the Beacon Lighting.

**Decision**

- (a) **Members are asked to confirm suggested locations for the Silent Soldiers**
- (b) **Members are asked to confirm entertainment preferences**

**Christmas Illuminations - 24<sup>th</sup> November 2018 (TBC)****Budget     £2,500.00**

Based upon the popularity of the Switch-On being themed to the Spillers Pantomime for 2017, it would be the Officer recommendation that the same be done in 2018. Further recommendations on the 2018 content will be made after a review has been carried out following the 2017 event.

There are no updates at the current time.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018**

**AGENDA ITEM 8 - UPDATE ON TENDER PROCESS FOR THE CHRISTMAS LIGHTS DISPLAY 2019 INCLUDING CONSIDERATION OF CONTINUANCE OF MAINTENANCE OF DECORATIVE LIGHTING IN "OLD TOWN"**

**REPORT BY PROJECTS OFFICER**

**FOR INFORMATION  
AND DECISION**

It was agreed at the Environment and Leisure Committee meeting on the 16<sup>th</sup> May 2016 (Min. 19 refers) that the Town Council would adopt the decorative lights in the "Old Town" for a period of 36 months under the care and labour package paid for by the Coastal Communities Fund. This Contract will cease in May 2019. Members are therefore asked if they wish to continue to oversee the upkeep of these lights and extend the maintenance contract. This can be incorporated within the Christmas Light Display with the associated costs met through the Christmas Lighting budget.

The Projects Officer has begun the tender process and has met with two new potential contractors for an informal site visit. A Contractors Specification and Brief (Appendix 1) has been drawn up and will be issued to the companies who have expressed an interest in tendering for the contract. As agreed at the last meeting, contractors will be asked to supply a quotation for a core display and an enhanced display.

On receipt of the quotations, Members are asked to consider if they wish to invite a maximum of three companies to make a formal visual presentation to the Committee, giving Members the opportunity to see the proposals and to put any questions or concerns directly to those tendering.

Members are also asked to confirm if there are any specific displays or enhancements they would like included in the brief.

**DECISION**

Do Members **AGREE** to extend the maintenance contract for the Old Town lighting and include within the Brief and costs of the Christmas Light display?

Do Members **AGREE** the Contractors Specification and Brief?

Do Members **AGREE** to invite a maximum of three companies to make a formal visual presentation to the Committee?

Members are asked to confirm if they have any specific displays or enhancement they would like included in the Brief?

# Contractors Specifications – Bognor Regis Town Council Christmas Illuminations 2019

Company Name:

Address:

Contact Details:

Specification of work to be done (Timetable to be agreed with Town Council on award of contract)	Qualified/able to undertake work Yes/No (Please list details as relevant)	Costs	Additional Information
<b>DISPLAYS</b>			
<b>To supply, install, maintain and de-install and store Christmas Lighting Display for the following areas:</b> <b>London Road</b> 7 double string catenary wires <b>High Street</b> 8 double string catenary wires <b>York Road</b> 1 double string catenary wire <b>Station Road and London Road</b> 9 single string catenary wires			
<b>To Supply, install, maintain and de-install and store Christmas Light Canopy with Centrepiece in precinct -where London Road meets High Street.</b> (This may mean losing 3 of the double string catenary wires depending on displays)			
<b>To test, install, maintain and de-install and store:</b> <b>Aldwick Road</b> 9 x Lamp column motifs (owned by Town Council)			
<b>To supply install and maintain (lighting in situ all year)</b> <b>Queensway</b> Pathlights with additional features for the festive season			
<b>To test, install, maintain and de-install and store:</b> <b>Town Hall Balcony</b> 2 motifs (owned by Town Council)			

<p><b>To maintain only</b>  <b>Norfolk Street and Little High Street</b>  Single strings with centre motifs</p>			
<p><b>To supply, install, maintain and de-install and store Christmas tree lights in 2 locations:</b>  <b>Station Road:</b> The Railway Station  <b>High Street:</b> The William Hardwicke Public House  (2 x 25ft Trees supplied and installed by Town Council)</p>			
<p><b>INFRASTRUCTURE</b></p>			
<p><b>Non-Electrical Annual Infrastructure testing:</b>  <b>Annually</b>  <b>Catenary Wires</b>  Visual inspection  Angle of wire sag to the anchorage to be checked and recorded  16 sites with 2 strings  9 sites with 1 string  <b>Anchorage Points (wall plates and fixings)</b>  Visual inspection including photo of each anchor point  <b>Minimum of every 2 years</b>  Hilti test (load testing) – timescale to be agreed between contractor and Council</p>			
<p><b>Infrastructure Testing – Electrical</b>  <b>Annually (Individual certificates required)</b>  Electrical wall mounted boxes  Time Clocks (if required)  9 sockets and time clocks on lamp posts in Aldwick Road</p>			
<p><b>Light Switch-on TOWN CENTRE – attendance required</b>  Via remote units – wi-fi</p>			
<p><b>Light Switch-on QUEENSWAY</b>  On or around the time of switch-on event Pathlight Strings to be switched on by access box in Queensway</p>			
<p><b>Light Switch-on ALDWICK ROAD</b>  After switch on event Aldwick Road post mounted lights to be switched on via a box on each lamp post</p>			

<b>Hourly charge for any additional work undertaken</b>			
<b>Hourly charge for emergency call-out (Please indicate Guaranteed Response Times)</b>			
<b>Weekly Inspection</b> post switch-on			
<b>Additional Inspections</b> If considered necessary by Town Council e.g. after high winds			
<b>ADDITIONAL REQUIREMENTS</b>			
Risk Assessment for all work undertaken			
Safety Method Statement			
Details of Health & Safety Training (e.g. use of elevated platforms)			
Public Liability Insurance and level held			
Details of membership of relevant trade or professional body and Qualifications held			
You will also need to satisfy the Council that you can comply with the appropriate codes of practice for Traffic Management			
Supply of Mobile Elevated Platform			
Prompt delivery of Declaration of Cost for non-metered supply			
Accident History for the last 2 years			
Near Miss History for the last 2 years			

## **Brief to accompany Specification Sheet**

Based on the specifications supplied, Bognor Regis Town Council would like to invite you to tender for the contract for the Christmas Light Display commencing December 2019 for a 3-year period.

The Council would like you to provide 2 separate quotations:

### **Quotation 1**

For a standard core display

### **Quotation 2**

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

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

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

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018**

**AGENDA ITEM 9 - CONSIDERATION OF A REQUEST TO ARUN DISTRICT COUNCIL FOR FURTHER IMPROVEMENTS TO THE HOTHAMTON PLAY AREA - COUNCIL MEETING 8<sup>th</sup> JANUARY 2018 MIN. 131 REFERS**

**REPORT BY PROJECTS OFFICER**

**FOR DECISION**

At the Council Meeting on the 8<sup>th</sup> January 2018, the following question was put to the Mayor:

*Will the Mayor welcome the installation of a new safety gate at the south end of the playground adjacent to the Sunken Gardens, as one of a series of safety improvements the Council asked Arun to implement, and will he write to the Chief Executive not only to thank him but also to urge the remaining improvements including repair of the other safety gates and erection of higher fencing as shown by the short extent of such fencing attached to the new gate?*

The Mayor with the agreement of the Council referred the issue regarding further improvements to this Committee for consideration.

Members are therefore asked to consider if they wish to address the matter of further improvements to the Hothamton Play Area with Arun District Council and if so how they wish to proceed.

**DECISION**

Do Members **AGREE** to write to the Chief Executive of ADC and if so, which specific improvements would the Committee wish the District Council to undertake at the Hothamton Play Area?

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018

AGENDA ITEM 10 - CONSIDERATION OF INSTALLING "NOGGIN" UNITS  
TO MEASURE FOOTFALL AT TOWN COUNCIL EVENTS INCLUDING  
IDENTIFICATION OF FUNDING FOR ANY EXPENDITURE - POLICY AND  
RECOURSES COMMITTEE 5<sup>th</sup> FEBRUARY 2018 MIN. 149 REFERS

REPORT BY PROJECTS OFFICER

FOR DECISION

At the Policy and Resources Committee meeting on the 5<sup>th</sup> February 2018 Members considered the Assistant Clerk's Report (**Appendix 1**) and referred the matter to the Events Promotion and Leisure Committee for further consideration, including identification of any expenditure from within budget. Members are invited to note that, as the budgets for the 2018/19 financial year have already been set, the only budget that would be available for this expenditure would be the Bognor Regis Brand Budget.

Therefore, Members are asked to consider the appended report and to advise how they wish to proceed.

**DECISION**

Do Members **AGREE** to hire in "Noggins" for use at Town Council events?

Which 2018 events do Members wish to use the units at?

Do Members **AGREE** to fund the expenditure for the "Noggon" hire costs from the Bognor Regis Brand Budget

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 5<sup>th</sup> FEBRUARY 2018**

**AGENDA ITEM 10 - TO RECEIVE DETAILS, INCLUDING COSTS, OF  
EQUIPMENT TO REGISTER FOOTFALLS AT EVENTS - MIN 81 REFERS**

**REPORT BY ASSISTANT CLERK**

**FOR DECISION**

Members will recall that at the Committee meeting held 16<sup>th</sup> October 2017, following the report by the Town Centre Manager, it was agreed that the Council investigate the practicalities and costs of using equipment to measure footfall at Town Council events.

Contact has been made with the supplier of the Town Centre “noggin” units, who has advised that the usual cost for these on a contract is in the region of £25 per month.

As the Town Council would only require them for occasional days throughout the year, the option of daily hire would appear more appropriate and we have been advised that the one-off charge would be broadly similar to that of the monthly charge of £25.

With regard to logistic considerations, the units require a power supply and a mobile phone signal. It should be noted that they are not waterproof and therefore, as the weather can be unpredictable, may not be able to be used on inclement days.

It should also be noted that no budget has been allocated to this initiative and if Members wish Officers to proceed, the necessary funding will need to be identified. Members will also need to agree the events at which the units should be used, and when a decision has been made, a formal quotation will be requested from the supplier for consideration at the next meeting of this Committee.

**DECISIONS**

Do Members wish to hire in “Noggins” for use at Town Council events?

Which events do Members wish to use the units at?

What budget do Members wish to identify for the expenditure?

**NOTES OF THE  
EVENTS PROMOTION AND LEISURE TASK AND FINISH GROUP  
HELD ON THURSDAY 1<sup>st</sup> MARCH 2018**

PRESENT: Cllrs. J. Brooks, (Chairman), Mrs. S. Daniells, P. Dillon,  
S. Goodheart and M. Smith

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer)

*The Meeting opened at 11.05am*

**1. CHAIRMAN'S WELCOME AND INTRODUCTION**

The Chairman welcomed everyone to the meeting. Apologies has been received from Cllr. Batley due to work commitments.

**2. TO APPROVE THE NOTES FROM THE TASK AND FINISH GROUP MEETING 14<sup>th</sup> DECEMBER 2017**

The notes of the meeting of the 14<sup>th</sup> December 2017 were approved.

**3. MERCHANDISING INCLUDING UPDATE FROM CHAIRMAN ON COMMERCIAL PARTNERS AND POSTCODES**

The Chairman reported that he had made contact with a possible partner and although there was nothing definitive to report as yet, he believed there was a real opportunity to produce some good quality products to market as official Bognor Regis merchandise. Other members felt that there was already a number of retailers offering good quality and reasonably costed products and saw little point in trying to compete. They also felt any profit margin would be negligible. It was suggested that perhaps the Town Council could consider endorsing one or two particular quality products instead and perhaps showcase them at the Town Hall. Most members felt that they were happy just to continue with the postcards at this stage and see how they fared. However, the Chairman felt the Town Council should be looking to partners within the Town and move forward with the official merchandising.

Following a lengthy discussion, it was **AGREED** to continue with the postcards but allow the Chairman to continue with his investigations and report back. It was also mentioned that costings and profit margins would need to be taken into account and the Projects Officer suggested that perhaps consideration should be given to preparing a business plan.

**Postcards**

The Events Officer circulated photographs that could be used for postcards based on the recommendations of Members from the previous meeting. Members discussed their preferences and after discussion **AGREED** for the Events Officer to put together a montage from their chosen images including a quirky/funny card, prominent scenes and clear views. The postcards should also include Town Council official branding on the back. The Events Officer will arrange for some proofs and dummy

artwork to be drawn up and Members **AGREED** that these costs be met from the Bognor Regis Brand Budget.

4. **SYMBOLIC PHOTO OPPORTUNITY REFERRED FROM THE EVENTS PROMOTION AND LEISURE COMMITTEE MIN. 96 11<sup>th</sup> DECEMBER INCLUDING BEACON AREA ON PROMENADE**

The Projects Officer asked Members to reconsider this item and reminded them that the original remit of the Task and Finish Working Group was to deal with only two items at any one time. At the Events Promotion and Leisure Committee Meeting, 9<sup>th</sup> October 2017 Min. 65 refers, Members had agreed to look at Merchandising and Lamp Post Banners as the first two tasks. However, two further items were now on the agenda. Members were reminded that the reason for having only two items at a time was to ensure that all efforts could be concentrated into ensuring the tasks were completed before moving on and the chosen projects delivered fully and in a timely manner. Therefore, Members were asked to confirm which two items they wished to proceed with and the other two items would be deferred until a later date. The Chairman was keen to continue with a symbolic photo opportunity but perhaps on a smaller scale which could be incorporated around the beacon area. He felt this was important but also wished to continue with Merchandising and Advertising Space and Opportunities on the Promenade.

After lengthy discussion, it was **AGREED** that a smaller, scaled down version of a photo opportunity around the beacon area, would now be included with the Advertising Space and Opportunities on the Promenade and the symbolic photo opportunity, on a larger scale deferred. The lamppost banners would also be deferred following the Projects Officer's update.

Therefore, Members **AGREED** that the two chosen projects for the Task and Finish Working Group will be, Merchandising and Advertising Space and Opportunities on the Promenade.

Members further **AGREED** that the larger scale symbolic photo opportunity would be deferred to a future meeting.

5. **UPDATE ON LAMPOST BANNERS**

The Projects Officer reported that ADC had confirmed that the nine welcome gateway banners situated in the High Street and York Road, would require advertisement consent if they included sponsorship.

Members **AGREED** to defer this item to a future meeting.

6. **TO CONSIDER THE DISTRIBUTION AREA FOR THE EVENTS PAMPHLET AS REFERRED FROM THE EVENTS PROMOTION AND LEISURE COMMITTEE MEETING 12<sup>th</sup> FEBRUARY 2018 MIN. 107 REFERS**

Members were asked to consider which postcode areas they would like to distribute the Events Pamphlets to and after discussion the following distribution areas were **AGREED**:

<b>Billingshurst</b>	<b>3,800</b>
<b>Chichester</b>	<b>13,500</b>
<b>Midhurst/Petworth/Pulborough</b>	<b>7,500</b>
<b>Selsey</b>	<b>4,800</b>
<b>Total</b>	<b>29,600</b>

7. **ADVERTISING SPACE AND OPPORTUNITIES ON THE PROMENADE**

The Events Officer confirmed that ADC have agreed for BRTC to utilise all the available wind shelters on the promenade for event advertising within the Town and research into the costs for clipboard covers was underway. The Chairman suggested that vinyl wrapped posters could be used and the Events Officer will also investigate these costings. Discussion took place regarding content and there was some suggestion to promote the West End. The Projects Officer advised that care would have to be taken to ensure that any artwork did not inadvertently advertise businesses as this would be classed as commercial and contravene the agreement. Members therefore **AGREED** that there should be no commercial references on any of the artwork for the shelters. Members further **AGREED** that the Events Officer could get some draft artwork produced and these costs will be met by the Bognor Regis Brand Budget.

The Chairman reported on other areas of the promenade that he felt were under utilised, such as the large notice boards. The Events Officer advised that these are the property of ADC. However, the Town Council have placed event posters on them in the past and continue to do so if there is availability. The Webcam was another area of opportunity, such a spot in front of the camera where people can "wave to the world"

8. **RECOMMENDATIONS TO THE EVENTS PROMOTIONS AND LEISURE COMMITTEE**

Members **AGREED** to **RECOMMEND** to the Events Promotions and Leisure Committee to fund the costs for the draft production of artwork for the postcards.

Members **AGREED** to **RECOMMEND** to the Events Promotions and Leisure Committee to fund the costs for the draft production of artwork for the posters for the promenade wind shelters.

9. **DATE OF NEXT MEETING**

The Projects Officer will arrange a meeting date and confirm to Members in due course.

*The Meeting closed at 12.26pm*

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018**

**AGENDA ITEM 13 - CONSIDERATION TO PURCHASE AND INSTALL  
BUNTING IN THE PRECINCT FOR THE SUMMER SEASON INCLUDING  
AGREEMENT FOR COSTS TO BE MET FROM THE BOGNOR REGIS BRAND  
BUDGET**

**REPORT BY PROJECTS OFFICER**

**FOR DECISION**

It is usual for the Town Council to install coloured bunting within the precinct for the summer season. However, the bunting that was purchased and erected for the 2017 season was badly damaged due to the winds and being pulled down by delivery vans and it is highly unlikely that all the sections will be able to be reused. The colours also became very faded and therefore Members may wish to consider purchasing replacement bunting with full details of costs available at the meeting.

Members are invited to note that, as the budgets for the 2018/19 financial year have already been set, the only budget that would be available for this expenditure would be the Bognor Regis Brand Budget.

**DECISION**

Do Members **AGREE** to install bunting in the London Road Precinct for the 2018 summer season?

Do members **AGREE** to purchase new bunting, with the expenditure met through the Bognor Regis Brand Budget and if so, which colours would Members like incorporated?

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018**

**AGENDA ITEM 14 - CONSIDERATION OF "STOCK PHOTOGRAPHS" FOR  
PROMOTION AND MARKETING PURPOSES FOLLOWING NEW GENERAL  
DATA PROTECTION REGULATION (GDPR) GUIDELINES**

**REPORT BY PROJECTS OFFICER**

**FOR DECISION**

In view of the forthcoming implementation of the new GDPR, governing data use, it will become prohibited to use any photographs showing individuals profiles without obtaining prior written consent. Bognor Regis Town Council currently operate a written consent procedure however, the new regulations will be more stringent and in order to remain compliant, it may be necessary to consider alternative arrangements.

This could involve having a stock of staged photographs for promotional and marketing purposes.

Members are therefore asked to consider how they wish to proceed.

**DECISION**

How do Members wish to proceed regarding the future use of photographs in Town Council material including consideration of whether the Council should collate a stock of staged photographs?

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018**

**AGENDA ITEM 15 - FURTHER CONSIDERATION OF BEACON LIGHTING  
ON THE PROMENADE FOLLOWING TEST RUN OF BURNERS - 12<sup>th</sup> JUNE  
2017 MIN. 13 REFERS**

**REPORT BY PROJECTS OFFICER**

**FOR DECISION**

The following is an extract from the Minutes of the Events Promotion and Leisure Meeting on 12<sup>th</sup> June 2017

**Min. 13** Due to safety concerns regarding the previous proposal to burn wood in the beacon it was **AGREED** not to pursue this option. A Councillor requested that a test burn of the beacon burner be arranged so that adaptations may be made if required to give a good effect.

Following the above decision, a test of the beacon burner was undertaken. Prior to the test, the burners were fully serviced, and the piping checked for any leaks that could reduce power to the jets. Unfortunately, the flames projected from the burners were not effective and gave a poor performance. The concern is that when the beacon is lit in November for the WWI Commemorations the effect produced by the burners will be met with criticism.

Whilst there are obvious safety considerations surrounding burning wood in the beacon, Members are asked to consider instructing Town Force to undertake a practical test, using wood, including a review of the risk assessment for this process. The matter will then be reconsidered by this Committee at the next meeting with photographs provided to demonstrate the difference in results between the two methods, to assist Members in their final decision.

**DECISION**

Do Members **AGREE** to undertake a practical test of the beacon, using wood, including a review of the risk assessment process, with the results considered by the Committee for a final decision at the next meeting?

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 16<sup>th</sup> APRIL 2018**

**AGENDA ITEM 17 - TO RECEIVE AN UPDATE ON PLANS FOR ARMED FORCES DAY 2018**

**REPORT BY EVENTS OFFICER**

**FOR INFORMATION  
AND DECISION**

Notes of the most recent meeting of the AFD Committee are attached as **APPENDIX 1**.

It was confirmed that the MOD Funding for the Armed Forces Day for 2018 has not been granted as the event falls outside the two-week window of the official Armed Forces Day. The AFD Committee are therefore proposing to set the dates for 2019 now, to ensure that the event can be held within the designated period to qualify for funding and to enable the Town Council to schedule their other events around this fixed date. As stated under section 5 of the attached Notes of the last meeting, the proposed date is 22<sup>nd</sup>/23<sup>rd</sup> June 2019 and Members are invited to agree this date, in advance, and to schedule the 2019 Town Council events dates around this. This decision will be subject to the future agreement by the Town Council to continue to support the Armed Forces Day Event both financially and through the event management.

Funding from BRTC, JWAAC, Aldwick & Bersted Parish Councils have all been confirmed resulting in a current total event budget of £2,669.33.

The programme of events for the day have been agreed with the following entertainment confirmed:

The Chichester City Band  
The Silhouette Show  
RAFA Choir  
RAFA Skiffle Band

The next meeting is planned to take place on Thursday 19<sup>th</sup> April.

**DECISION**

Do Members **AGREE** (subject to the future agreement by the Town Council to continue to support the Armed Forces Day Event both financially and through the event management) to reserve the weekend of 22<sup>nd</sup>/23<sup>rd</sup> June 2019 for the AFD event?



**BOGNOR REGIS ARMED FORCES DAY 2018**  
**Committee Meeting**  
**Thursday 29<sup>th</sup> March 2018, 7.30pm at RAFA Club**

Present:

Pat Dillon (PD) – Chairman, Keith Harrison (KH), Sue Holmes (SHo), Jan Malpas(JM), Tony Cook (TC), Kirsten Fitzpatrick (KF), Jonathan Spencer (JS), Phil Woodall (PW), Nigel Ede (NE), Vic Bellamy (VB)

**1. Welcome from Chairman and apologies for absence**

The Chairman welcomed everyone to the meeting. Apologies had been received from David Hewings, Cliff Mewett, Sarah Norman, Brian Shersby and Steve Hearn.

**2. To agree Minutes of meeting held on 22<sup>nd</sup> February 2018 and matters arising**

The Minutes of the meeting on 22<sup>nd</sup> February were agreed.

**3. To finalise programme for AFD 2018 and agree responsibilities for organising the event, including:**

**a) Funding applications and Budget:**

JM reported that she had completed the accounts for 2017 and these were accepted by the Committee. The original copy will remain with the Treasurer and copies will be kept with the Minutes.

JM is still sorting out the bank. Three signatures are required – Chairman, Treasurer and Secretary. As Yvonne (Secretary) has stepped down from the Committee, it was agreed that SH should take on this role as Vice Chairman.

A detailed budget for 2018 had been prepared, showing actual quote figures for expenditure where these had been received or estimated figures from last year. These figures show that currently the costs of the event will exceed income by £869.38. However, there is a carry over figure of £1,965.64 from last year.

A quote had been received for 3,000, one A4 double fold brochure for £110. This may not be big enough but if advertising can be found, it would help to cover additional printing costs. It was suggested that more money should be put into advertising banners for this year – road side banners and also the Arun lamp post banners.

In addition to the original £1,000 awarded by JWAAC, an additional £569.33 had been added to this. Thanks to the Chairman for his work in lobbying for this. JM reported that she will try the Sussex Community Chest funding, although this tends to be more project, rather than event, based. She had attended a VAAC fundraising training session and received information from them. The Chairman apologised that due to ill health he had not been able to do as much fundraising as he had hoped.

**b) BRTC event officer responsibilities**

SHo will arrange to meet with KF regarding the PME to be submitted by the Town Council. KF will also speak to Arun regarding the lamp post banner costs.

**ACTION: SHo**

An update on meeting that SHo had with VAAC will be dealt with under a separate agenda item.

**c) Flying displays – if any**

The Chairman is still hoping that a display of some kind might be possible.

**d) Veterans Village / Service support organisations**

SH has produced a booking form. SHo will pass on a list of previous stall holders. TC knows someone who can provide a display of WWI memorabilia.

**ACTION: SHo, SH**

**e) VIP invites and management**

DH is still investigating possible RAF dignitaries. SHo has not yet sent out the invites to the other VIPs but will try and do so in the next week.

**ACTION: SHo, DH**

**f) Cadet involvement**

SHo had arranged a meeting with the 3 cadet leaders and out of this came a revised Programme:

- 1100 Stalls open
- 1130 Silhouette Show to perform for 1 hour on stage
- 1230 Parade to march off from bandstand and march along the promenade to the Pier
- 1250 Parade arrive at Pier – Drumhead to be set up already in roadway
- 1300 Drumhead Service
- 1330 Presentation of badges
- 1400 HMS St Barbara Re-dedication
- 1415 KitKars
- 1430 Entertainment – RAFA Choir
- 1500 Cadet drill competition
- 1515 Air cadet band
- 1530 PT display
- 1545 KitKars
- 1600 Entertainment – Big band organised by Chairman
- 1700 End of event

**NOTE: We have since been advised that the KitKars will not be available.**

This proposed new programme was circulated to members via email and as most were in agreement, it was agreed that this would be the programme going forward.

Unfortunately, we are still waiting to hear from the Scouts as to whether they wish to be involved this year. It was suggested that having the parade start at the Bandstand could create interest from the public and draw them to the event. The drill competition will take place between the 3 cadet units and VB agreed

that he would act as judge. The cadet units will also need space for displays in Waterloo Sq – SH to email to find out what space they need.

NE and VB commented that traditionally the Drumhead took place at 11 o'clock and asked why the time had been changed. Unfortunately, NE had not received the email asking for comments on the proposed new timings. It was explained that the new time had been suggested by the cadet groups, who felt it would work better for them. NE is not able to act as Parade Marshal this year and VB will take on this role. It was suggested that he should meet with the three cadet leaders to sort out the arrangements for the parade/Drumhead. SHo will arrange for this to take place.

**ACTION: SH, SHo**

#### **g) Drumhead Service and Parade**

Revised timings had been agreed – see above.

It was agreed that the RAFA choir would be asked to accompany the service. BS has sent details of the service sheets to JM, who will incorporate into the programme.

#### **h) Veterans badges/medals**

Frank has indicated that he is willing to continue for this year but wants to hand over to someone else for future events. CM and KH will liaise with him on this.

**ACTION: CM, KH**

#### **i) HMS St Barbara commemoration**

Ron has indicated that he will do this again. Hopefully, the new information plaque about HMS St Barbara should be in place.

#### **j) AFD Programme, including service sheet**

JM will put the programme together but will require members of the Committee to provide her with the information to go in. It was agreed that advertising should be sought – SH will take on this task. At the November meeting the following was suggested – quarter page ad - £50; half page - £100; whole page - £150. Additional cost for inside front cover, inside back cover and back page. This was agreed. Jan has someone who will design the programme ready for the printers.

**ACTION: JM, SH**

#### **k) Entertainment/stage/PA system**

As the KitKars are not available there will be two small entertainment slots to be filled. Suggestions were made and SHo will follow these up.

**ACTION: SHo**

#### **l) Attendance by military personnel**

DH will be contacting Odiham to see if they are able to attend. Tony advised that Thorney Island will not be able to attend as they are on manoeuvres. It was suggested that Brighton could be contacted to see if

they are available. TC will do this. PW recently sat next to a Rear Admiral at an event he attended and he will try and contact to see if he would be willing to attend.

**ACTION: DH, TC, PW**

**m) Attendance by Tangmere, military vehicles**

JS reported that he has had interest from vehicle owners but they want to be on the Prom, rather than the roadway. PD is making enquiries about this with ADC but needs to know the weight of the vehicles. JS will produce a write up about the vehicles attending and send to JM – it will be used in programme if there is space. A question was asked as to whether children would be allowed in the vehicles – it depends on the vehicle and the owner.

**ACTION: PD, JS**

**n) Involvement of schools**

JM has sent letters to 12 local schools.

**ACTION: JM**

**o) Website/social media/advertising**

JM now has someone who will do the website and Facebook. Urgently need photos and information to build the website. Ron may be the best person to have these. JS also has some photos. DH has not yet updated the RAFA AFD page.

**ACTION: JM, DH**

**p) Tombola/fundraising activities**

Tombola is in hand.

**q) Any other items**

SHo has now passed on details of the local conservation society who may assist with the war graves in the local cemetery.

DH had sent details of a meeting that he had attended regarding the proposed Rox 'Pop-up Village'. At this meeting it had been mentioned that Arun intended to knock down the toilet block at the south end of Waterloo gardens this year. Is this likely to affect AFD? PD agreed that he would investigate this.

**ACTION: PD**

**4. Consideration of draft Constitution and policy documents**

SHo explained that as many of the Committee members were now individuals, rather than representing an organisation, it was necessary for the group to be properly constituted. She had had a meeting with VAAC and they had provided templates for the necessary documents. A draft Constitution, Equal Opportunities Policy, Safeguarding statement and Grievance Procedure were circulated. Still to be done are the H & S Policy and Data Protection Policy.

It was agreed that all of the documents would be circulated prior to the next meeting. They can then be considered and adopted, hopefully, at that meeting.

## **5. Consideration of date for Bognor Regis AFD event 2019 for recommendation to Bognor Regis Town Council**

Following the problems with setting the date this year: the fact that the MOD had moved the national event to the end of the month and so the Bognor date falls outside of the dates for funding; that the Town Council has to fit this event around other events that it runs; and the fact that we need to book things like KitKars months in advance, it has been suggested that a date be agreed for 2019. This can then be given to the Town Council so that they can consider their programme.

Following discussion, it was agreed that the weekend of 22<sup>nd</sup>/23<sup>rd</sup> June 2019 should be the proposed date. If having the event on a Saturday proves successful this year (previous years it has been run on a Sunday), then Saturday 22<sup>nd</sup> would be the preferred date.

## **6. Date of next meeting**

The next meeting will take place on Thursday 19<sup>th</sup> April at 7.30 at the RAFA Club.

**GENERAL CORRESPONDENCE FOR E P & L COMMITTEE MEETING**

**16<sup>th</sup> APRIL 2018**

1. Email – ADC Assistant Parks Officer – re Silent Solidiers for WWI Commemorations
2. Email – Ian Harris Hotham Park House – re Hotham Park Pathway Work
3. Email – Fedora Group – re Fedora Group Seafront Project HLF funding proposal
4. Email – The App Office – re Transparency Code