



# 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](mailto: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 the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **MONDAY 6<sup>th</sup> AUGUST 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 30<sup>th</sup> JULY 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 Disclosable 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 are invited to make any declarations of Disclosable 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 Disclosable 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 Disclosable 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 11<sup>th</sup> June 2018 and the Extraordinary Meeting held on 19<sup>th</sup> July 2018
- 4. Adjournment for public question time
- 5. To receive a presentation from Vinco Marketing regarding the Love Bognor initiative and to make recommendations regarding future partnership work in accordance with the Council's Partnership Promotion and Sponsorship Policy – Min. 143, Events Promotion and Leisure Meeting 16<sup>th</sup> April 2018 refers
- 6. Matters Arising from the Minutes which are not separate Agenda Items
- 7. Allotments Sub-Committee - Consideration of the Resolutions Recommendations and Reports in the Notes of the Meeting held on 12<sup>th</sup> June 2018
- 8. Update on events programme for 2018 including ratification of any decision where required - report by Events Officer
- 9. Consideration of an advertising opportunity within a major publication for the 2019 issue and to identify a budget for related costs
- 10. Update on proposal to hold a stand-alone outdoor film event - Min. 15, Events Promotion and Leisure Meeting 11<sup>th</sup> June 2018 refers
- 11. To note the report for the Recommendations to the Policy and Resources Committee regarding the budgetary requirements for the Christmas 2019 Lighting Display Contract
- 12. Update on Officer attendance at a meeting with ADC regarding a proposal for an event on the promenade for 2019 – Min. 18, Events Promotion and Leisure Meeting 11<sup>th</sup> June 2018 refers
- 13. Further consideration of a proposal by Cllr. Cosgrove regarding the Hothampton Play Area as referred from the Council Meeting of the 2<sup>nd</sup> July 2018, Min. 6.1 refers
- 14. Consideration of a proposal from Cllr. Cosgrove, to organise a commemoration event for Holocaust Memorial Day in January 2019, as referred from the Council Meeting of the 2<sup>nd</sup> July 2018, Min. 70 refers, and to identify a budget for associated costs
- 15. Consideration of a proposal from Cllr. Cosgrove for the Town Council to explore a partnership with ROX Charity for a 3-year period to deliver a festival event from 2019/20 onwards as referred from the Council Meeting on the 2<sup>nd</sup> July 2018, Min 71. refers, and to identify a budget for associated costs
- 16. To note correspondence
- 17. Date of next Meeting Monday 8<sup>th</sup> October 2018

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



# 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](mailto:bognortc@bognorregis.gov.uk)

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

**HELD ON MONDAY 11<sup>th</sup> JUNE 2018**

**PRESENT:** Cllrs. Mrs. S. Daniells (Chairman), J. Brooks, P. Dillon,  
(until Min. 16), D. Enticott, S. Goodheart, M. Smith and  
Mrs. J. Warr

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer) - (until Min. 14)  
1 Councillor in the public gallery  
1 member of the public

*The Meeting opened at 6.30pm*

### **1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING**

Members noted the appointment of Cllr. Mrs. S. Daniells as Chairman and Cllr. D. Enticott as Vice-Chairman as agreed at the Annual Meeting.

### **2. 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.

### **3. 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 a Disclosable 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 Disclosable 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

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*

**4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16<sup>th</sup> APRIL 2018**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 16<sup>th</sup> April 2018 and these were signed by the Chairman.

**5. ADJOURNMENT FOR PUBLIC QUESTION TIME**

*The Chairman adjourned the Meeting at 6.35pm*

A member of the public asked the Town Council if they would be willing to work with outside organisations, predominantly charities on their events and promotion.

Members reported that the Town Council already work with a number of organisations and provide funding and Town Force time through Grant Aid. Members also suggested that the member of public may like to meet with the Events Officer who would be able to give a lot more information.

*The Chairman re-convened the Meeting at 6.42pm*

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

**6.1 Min. 133 - 16<sup>th</sup> April 2018: Hothamton Play Area**

The Projects Officer read out the response received from Arun District Council following the Town Council's letter to them requesting information regarding the installation of wheelchair friendly play equipment in the Hothamton and other play areas. ADC confirmed that funds have been set aside for a bespoke wheelchair swing and they are currently looking at suppliers and design details. ADC have also placed significant emphasis on accessibility and play value for all ages and abilities as part of the brief for the tender process. Members noted the response.

**6.2 Min. 139 - 16<sup>th</sup> April 2018: Beacon Lighting**

The Projects Officer informed Members that the test lighting of the beacon will be arranged when Town Force Team have finished the summer planting.

**7. APPOINTMENT OF ALLOTMENTS SUB-COMMITTEE**

**Note: It is usual practice for all Members of the Planning and Licensing Committee to be appointed to the Allotments Sub-Committee.**

The Committee **RESOLVED** that the Sub-Committee be appointed, together with its Membership.

Membership: Cllrs. J. Brooks, Mrs. S. Daniells, P. Dillon, D. Enticott, S. Goodheart, S. Reynolds, Mrs. J. Warr and P. Woodall.

It was noted that the appointment of the Chairman and Vice-Chairman of this Sub-Committee would be undertaken at the first meeting.

**Co-opted Members (not entitled to vote):** The Committee **RECOMMENDED** the following appointments.

Mr. G. Delurey, Mr. E. Hallet, Mrs. L. Russell and Ms. S. Trodd (allotment tenant representatives).

**8. TO CONSIDER CURRENT TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND THE ALLOTMENTS SUB-COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE**

The Projects Officer's report, including the current Terms of Reference for both the Events, Promotion and Leisure Committee and the Allotments Sub-Committee were noted.

**8.1 Events, Promotion and Leisure Committee**

No changes were proposed to the Terms of Reference for the above - **RESOLVED**.

**8.2 Allotments Sub-Committee**

No changes were proposed to the Terms of Reference for the above - **RESOLVED**.

**9. UPDATE ON EVENTS PROGRAMME FOR 2018 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED - REPORT BY EVENTS OFFICER**

The Events Officer's report was noted.

Members **AGREED** to the third Silent Soldier being located by the wall to the Bognor Regis War Memorial Hospital and for the final Soldier to be used as a mobile display to other events. The Projects Officer assured a Member that she had been in contact with the Friends of Bognor Hospital and that the suggestion to place the Silent Soldier on the wall by the entrance had come from the hospital properties department and had been agreed by them.

Members **AGREED** that the cost of the Lamppost Banners for the Royal Wedding, Drive Through Time and the Christmas Switch-On, totalling £814.50 can be funded by the Promotions and Publicity Budget.

**10. TO RATIFY THE COSTS FOR THE BUNTING OF £1442.50+VAT, TO BE FUNDED FROM THE BOGNOR REGIS BRAND BUDGET - MIN. 137 REFERS**

Members **AGREED** to **RATIFY** the cost of £1,442.50 + VAT for bunting to be funded from the Bognor Regis Brand Budget.

**11. UPDATE ON INVITATION TO LOVE BOGNOR TO GIVE A PRESENTATION TO THIS COMMITTEE - MIN. 143 REFERS**

The Projects Officer advised that Love Bognor were unable to attend this meeting to give a presentation however, they had accepted an invitation to attend the next meeting on the 6<sup>th</sup> August 2018.

**12. TO RECEIVE AN UPDATE ON PLANS FOR ARMED FORCES DAY 2018**

The Events Officer's report was noted including the programme for the event on Saturday 16<sup>th</sup> June 2018.

**13. CONSIDERATION OF THE RE-APPOINTMENT OF THE TASK & FINISH WORKING GROUP INCLUDING A REVIEW OF ITS CURRENT STRATEGY, TO AGREE FINAL PROOFS FOR POSTCARDS, FURTHER CONSIDERATION OF THE FRAMES FOR THE WIND SHELTERS ON THE PROMENADE AND TO RATIFY ANY ASSOCIATED COSTS FROM THE BOGNOR REGIS BRAND BUDGET. FURTHERMORE, IF RE-APPOINTED TO REVIEW THE TERMS OF REFERENCE FOR THE WORKING GROUP**

**13.1** Members considered whether they wished to re-appoint the Task & Finish Working Group or to undertake a review of the current strategy and consider reallocating the funds remaining within the Bognor Regis Brand Budget for a new, event related project.

A Member expressed his disappointment and objection to the proposal as he was keen to continue with the merchandising project. He was also committed to realising the completion of the selfie opportunity on the Promenade and was disappointed that there were no designs to consider.

In response to a comment from a Member, the Projects Officer stated that the proposal before them had not been tabled by Officers nor was there any intention or ability to influence the decision.

A lengthy discussion followed, with a number of points raised for and against the proposal, before it was agreed to move to a vote. Whilst the Chairman began to count the vote by a show of hands, Cllr. Brooks requested a recorded vote. Furthermore, Cllr. Enticott declared he had misunderstood the proposal and had not raised his hand at the correct time.

The Chairman therefore read out the two proposals before them and recorded votes were taken, the results of which are as follows:

Do Members wish to re-appoint the Events, Promotions and Leisure Task & Finish Working Group?

<b>For</b>	<b>Against</b>	<b>Abstentions</b>
Cllr. Mrs. J. Warr Cllr. S. Goodheart Cllr. J. Brooks	Cllr. M. Smith Cllr. P. Dillon Cllr. D. Enticott Cllr. Mrs. S. Daniells	

It was therefore **RESOLVED** that the Events, Promotions and Leisure Task & Finish Working Group would not be re-appointed, thus negating the need to review the Terms of Reference.

In light of the decision taken above, do Members agree to change the current strategy of the Bognor Regis Brand Budget and recommend to the Policy and Resources Committee that the remaining funds are returned to General Reserves with a simultaneous recommendation that the funds be re-allocated to this Committee for a new, event related purpose?

A recorded vote was again taken, the results of which are as follows:

<b>For</b>	<b>Against</b>	<b>Abstentions</b>
Cllr. M. Smith Cllr. S. Goodheart Cllr. P. Dillon Cllr. D. Enticott Cllr. Mrs. S. Daniells	Cllr. J. Brooks	Cllr. Mrs. J. Warr

It was therefore **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the unallocated Bognor Regis Brand Budget be returned to General Reserves with a simultaneous recommendation that the funds be re-allocated to this Committee for a new, event related purpose.

**13.2** Members **AGREED** to **RATIFY** the costs of the £120.00 to be funded from the Bognor Regis Brand Budget for the design of the postcards, that had already been completed, and following discussion **AGREED** not to proceed further with the project.

**13.3** A Member disagreed with the statements in the Officer's report regarding the comments about the A0 size and the stand-off of the frames.

Following a lengthy discussion all Members **AGREED** to proceed with Option 1 from the Events Officer's report, funded by the Bognor Regis Brand Budget, as follows:

To proceed with the purchase of 12 x snap on frames at a total cost of £1,073.40 plus VAT, in the previously agreed size of 787.4mm x 1117.6mm, and utilise the space by accommodating numerous smaller posters, provided by each event organiser throughout the season, enabling quick turnaround of

imagery at no further cost to the Town Council, with all Town Council posters produced in house.

**14. BOGNOR REGIS BRAND BUDGET INCLUDING CONSIDERATION OF UTILISATION OF REMAINING BALANCE LESS PREVIOUSLY IDENTIFIED EXPENDITURE**

The Projects Officer's report, including confirmation that the balance of the Bognor Regis Brand Budget was currently £8,328.88, was noted. This takes into account any outstanding invoices and previously identified expenditure.

The **RECOMMENDATION** to the Policy and Resources Committee, agreed under Min. 13.1, regarding the return of the balance to General Reserves and simultaneously request for the same amount to re-allocated to the Events, Promotion and Leisure Committee for a new event related purpose was **NOTED**.

**15. CONSIDERATION OF A PROPOSAL TO HOLD A STAND ALONE OUTDOOR FILM EVENT**

The Projects Officer's report was noted and following discussion, Members **AGREED** for Officers to undertake further investigation into the proposal with a report back to the Committee in due course.

**16. UPDATE ON TENDER PROCESS FOR THE CHRISTMAS LIGHTS DISPLAY 2019**

Members were asked to consider three separate tenders to determine who they would like to invite to give a visual presentation. Members were asked to consider the initial costs relating to the displays but be mindful that further infrastructure costs would also need to be taken into account before a final decision is made.

Following discussion, Members **AGREED** to invite all three companies to give a visual presentation and asked Officers to make the arrangements. Members were also asked to let the Projects Officer have any questions ahead of the presentations so that these may be forwarded to the companies prior to their presentations.

A Member asked if contact had been made with the University regarding the opportunity for their technological students to come up with some bespoke designs and were informed that this had been the case and some mutually convenient dates for a meeting were being discussed.

**17. CONSIDERATION OF REQUEST TO PURCHASE AND FLY A RED ENSIGN ON MERCHANT NAVY DAY ON 3<sup>rd</sup> SEPTEMBER TO RAISE AWARENESS OF THE NATION'S RELIANCE ON SEAFARERS AND SHIPPING AND TO IDENTIFY A BUDGET FOR ASSOCIATED COSTS AS DETAILED IN REPORT**

The Projects Officer's report was noted.



Members considered the invitation and **AGREED** that the Projects Officer write and thank Seafarers UK but decline the invitation.

**18. CONSIDERATION OF OFFICER ATTENDANCE AT A MEETING WITH ADC REGARDING A PROPOSAL FOR AN EVENT ON THE PROMENADE FOR 2019**

The Projects Officer's report was noted.

Members **AGREED** for both the Events and the Projects Officers to attend a meeting with ADC regarding a proposal for an event on the promenade for 2019 with the appropriate report back to the Committee with relevant information in due course.

**19. TO NOTE CORRESPONDENCE**

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

Members requested that with reference to item one on the list, that the member of public be provided with a list of relevant ADC contacts.

**20. DATE OF NEXT MEETING**

Monday 6<sup>th</sup> August 2018.

*The Meeting closed at 8.45 pm*



# 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](mailto:bognortc@bognorregis.gov.uk)

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

**HELD ON THURSDAY 19<sup>th</sup> JULY 2018**

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

**IN ATTENDANCE:** 1 Councillor in Public Gallery until Min. 24  
Mrs. S. Hodgson (Projects Officer)

*The Meeting opened at 9.24am*

### **21. 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 Cllrs: K. Batley and A. Cunard who were working and P. Dillon who had a hospital appointment. No other apologies had been received.

### **22. 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

- a) the item they have an interest in
- b) whether it is a Disclosable 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 Disclosable 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

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 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.

**23. ADJOURNMENT FOR PUBLIC QUESTION TIME**

A Member present in the public gallery, urged the Committee to undertake a commitment to consider a more exciting lighting display for the town encompassing new and modern technology and to ensure the chosen contractor is comfortable with delivering these objectives.

**24. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (SO. 31.1) - (CONTRACTUAL)**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O.31.1) – Agenda items 5 and 6 (contractual).

**25. UPDATE ON CURRENT CONTRACT ARRANGEMENTS FOR THE CHRISTMAS LIGHTS DISPLAY AND OLD TOWN DISPLAY LIGHTS**

The Projects Officer gave a verbal report regarding concerns over the situation with the current contractor. Members were pleased to be informed that assurances had been received that there will be no issues with the provision of the 2018 display. Further details can be found in the confidential report appended to the file Minutes.

**26. CONSIDERATION OF THE PROPOSALS FOR THE CHRISTMAS LIGHTS DISPLAY AND DECORATIONS FOR 2019 AND TO RECEIVE PRESENTATIONS FROM THREE CONTRACTORS**

Members received presentations and quotations from three contractors. It was noted that all the quotations provided, exceeded the current Christmas Lights Budget. Following discussion, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee the appointment of company three, The Festive Lighting Company. The Policy and Resources Committee to be asked to consider the various options put forward by this company and agree the preferred option, being mindful of the budgetary requirements.

A report of the presentations given, can be found in the confidential report appended to the file Minutes.

Members **AGREED** that a report on the three different options of various levels of display would be prepared by the Projects Officer, including costs, and these will be noted by the Events Promotion and Leisure Committee at the August meeting prior to consideration of the information by the Policy and Resources Committee in October.

***The Meeting closed at 2.10pm***



# 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](mailto:bognortc@bognorregis.gov.uk)

## **MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON TUESDAY 12<sup>th</sup> JUNE 2018**

**PRESENT:** Cllrs. J. Brooks, P. Dillon, S. Goodheart and Mrs. J. Warr

**IN ATTENDANCE:** Mr. G. Delury and Mrs. L. Russell (Tenants  
Representatives)  
Mrs. L. Gill (Allotments Sub-Committee Clerk)

*The Meeting opened at 6.30pm*

### **1. TO APPOINT THE CHAIRMAN AND VICE-CHAIRMAN OF THE SUB-COMMITTEE**

#### **1.1 Chairman**

It was proposed and seconded that Cllr. P. Dillon be nominated Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. P. Dillon be duly elected Chairman of the Sub-Committee for 2018/2019.

#### **1.2 Vice-Chairman**

It was proposed and seconded that Cllr. Mrs. J. Warr be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Mrs. J. Warr be duly elected Vice-Chairman of the Sub-Committee for 2018/2019.

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

The Chairman welcomed those present. Apologies had been received from Cllr. S. Reynolds due to illness, Cllr. P. Woodall who had a prior engagement, Mr E. Hallett (Tenants Representative for the Original Site) who was away and Ms. S. Trodd (Tenants Representative for the Re-established site). There were no further apologies.

### **3. 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 a Disclosable 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 Disclosable 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.

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.**

**4. TO CONFIRM THE APPOINTMENTS OF MR. G. DELURY, MR. E. HALLETT, MRS. L. RUSSELL AND MS. S. TRODD AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE**

The Sub-Committee **RESOLVED** to **APPROVE** ratification of the appointment of Mr. G. Delury, Mr. E. Hallett, Mrs. L. Russell and Ms. S. Trodd as non-voting members of the Sub-Committee.

**5. TO APPROVE THE MINUTES OF THE MEETING HELD ON 7<sup>th</sup> NOVEMBER 2017**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 7<sup>th</sup> November 2017 as an accurate record and these were signed by the Chairman.

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

There were no matters arising.

**7. ARRANGEMENTS FOR JUDGING: BEST KEPT PLOT AWARD - GRAVITS LANE ORIGINAL SITE: SHARON STUBBINGS MEMORIAL AWARD - BEST KEPT PLOT RE-ESTABLISHED SITE: THE ROY GRISTWOOD SHIELD FOR BEST USE OF ALLOTMENT FOR 2018 THE YOUNG ACHIEVERS AWARDS AND MOST IMPROVED PLOT – REPS AWARD INCLUDING CONSIDERATION OF A PLAQUE FOR THE PLOTHOLDER TO PLACE ON THE WINNING PLOT**

It was **RESOLVED** that the Chairman and Vice-Chairman would undertake the judging of the Best Kept Plot on the original site and the Sharon Stubbings Memorial Award on the re-established site with 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners for both sites. Councillor Goodheart asked to accompany them and this was agreed. Judging will take place from mid to end of July as the season is late this year. The Sub-Committee Clerk will prepare the paperwork and necessary arrangements.

It was **RESOLVED** that Alderman Mrs. S. Olliver and Mrs. Gristwood should judge the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners for The Roy Gristwood Shield and that they would be invited to the A.G.M. to present the shield and certificates for this category. The Sub-Committee Clerk will prepare the paperwork and necessary arrangements.

It was noted that the Young Achievers Award is given to any young helpers who are nominated. The Representatives were asked to forward any names to the Sub-Committee Clerk so certificates can be prepared for presentation at the A.G.M.

It was further **RESOLVED** that the judging of the re-instated Most Improved Plot, on the original site and on the re-established site with 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners will be undertaken by the Tenants Representatives of the respective sites. Certificates will be awarded. The Sub-Committee Clerk will prepare the paperwork and necessary arrangements.

Members discussed the provision of winners plaques and how this could be funded as the Competition budget would not have sufficient funds to pay for them. It was agreed that the Sub-Committee Clerk would contact local gardening companies for sponsorship of these and if this can be sourced winners will have plaques to place on their plots announcing their achievement.

Members **RESOLVED** to **RECOMMEND** to the Events, Promotion and Leisure Committee that delegated authority be given to the Sub-Committee Clerk in conjunction with the Chairman and Vice-Chairman to vire monies between the Maintenance Budget and the Competition budget if required.

*Following the meeting the Sub-Committee Clerk was advised by the Town Clerk that this would not be possible as all requests for virement of budgets must be made through the Policy and Resources Committee in accordance with the Council's Regulations.*

## **8. ANNUAL REVIEW OF RENTAL CHARGES**

Members discussed the current situation regarding rents and were mindful there was an increase in 2017/2018.

The Sub-Committee **RESOLVED** to **APPROVE** not to increase the rents for either site this year. However, following discussion it was **RESOLVED** to

**RECOMMEND** that new tenants living in the parishes around Bognor Regis would pay a premium of double the rent that would be payable by a resident of Bognor Regis. The reasons behind this being to ensure value for money for Bognor Regis residents. The Committee Clerk would continue to re-grade costs on the original site as new tenants take on the bigger plots.

**9. ANNUAL REVIEW OF ALLOTMENT GUIDELINES/CODE**

A copy of the Guidelines/Code for 2018/2019 was noted. It was suggested that the leaflet might be translated into Polish, Russian and Portuguese and the Sub-Committee Clerk will investigate this.

**10. TO NOTE DATE OF ANNUAL MEETING OF ALLOTMENT HOLDERS ON TUESDAY 23<sup>rd</sup> OCTOBER 2018 AND TO CONSIDER ARRANGEMENTS**

The Sub-Committee approved the recommended date for the Annual meeting as Tuesday 23<sup>rd</sup> October 2018 and agreed that light refreshments should be supplied from 7.00pm with the meeting commencing at 7.15pm. Cost for refreshments to be met from the Sub-Committee's budget up to £50.00 and expenditure to be ratified at the next meeting.

The Sub-Committee **RESOLVED** to **APPROVE** the proposed date of the A.G.M along with costs of refreshments up to £50.00.

**11. REPORT ON PRIVACY NOTICE AND WORDING FOR NEW AGREEMENTS AND RENEWALS IN LINE WITH NEW GENERAL DATA PROTECTION REGULATION (GDPR) REQUIREMENTS**

The Sub-Committee Clerks report was noted along with actions taken to ensure compliance with the new GDPR regulations.

**12. HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS**

The annual Health and Safety check will be carried out later in the year by the Chairman and a member of the Town Force team. The Sub-Committee Clerk will prepare the necessary paperwork.

**13. REPORT ON LETTINGS**

The Sub-Committee Clerk reported that there were currently 4 plots available with 2 further coming up in the near future. There were 10 people on the waiting list 2 of which were outside the wards of Bognor Regis and 4 were existing tenants wishing a further plot or to swap sites.

**14. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS**

Re-established site – no issues.

Original site - it was reported that edges continue to be an issue and some plots have not been tended as they should. The Sub-Committee Clerk is aware of these issues and would be taking action.

The representative from the original site asked if weed suppressant sheeting was available to put on plots between lettings to keep the weeds down. It was thought that the Council had purchased these previously, but one tenant had taken them when they took the plot on. It was **AGREED** that if any sheeting is available it should be stencilled "Property of Bognor Regis Town Council" if it is to be used.

## 15. **CORRESPONDENCE**

There was no correspondence to report.

*The Meeting closed at 7.50pm*



**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE – 6<sup>th</sup> AUGUST 2018**

**AGENDA ITEM 10 - UPDATE ON PROPOSAL TO HOLD A STAND-ALONE  
OUTDOOR FILM EVENT - MIN. 15, EVENTS PROMOTION AND LEISURE  
MEETING 11<sup>th</sup> JUNE 2018 REFERS**

**REPORT BY PROJECTS OFFICER**

**FOR DECISION**

At the last meeting Members asked for more information regarding the proposal to hold a stand-alone outdoor film event.

Film Hub South East who work with the British Film Institute (BFI) to distribute National Lottery funds, offer funding support for summer outdoor screenings. The total amount available is £10,000 but they would expect awards to be between £1,000 and £2,500. However, the criteria are very specific and the screening of commercial films, i.e. mainstream Hollywood cinema, will only be considered in a location with no current cinema provision at all and where the nearest full-time cinema is at least 25 miles away. Therefore, any application from the Town Council, would only be considered for a specialised, British or independent film. Organisations that submit a proposal must also be a member of Film Hub South East. Membership is free but prospective members must share BFI FAN's vision and strategic priorities as set out in BFI2022. (see link below)

[http://www.bfi.org.uk/2022/downloads/bfi2022\\_EN.pdf](http://www.bfi.org.uk/2022/downloads/bfi2022_EN.pdf)

The other option available is for the Town Council to hold and fund a stand-alone event of its own. Initial research for the cost of screen hire are as follows:

Pop-up cinema inflatable cinema screens:

Prices per daily hire -

- |                           |              |
|---------------------------|--------------|
| . 16ft x 9ft AIRSCREEN    | £1,495 + VAT |
| . 24ft x 13.5ft AIRSCREEN | £1,795 + VAT |
| . 40ft x 20ft AIRSCREEN   | £2,795 + VAT |

Prices include -

- . H/D projector for a crystal quality image
- . Blu ray DVD players
- . Kramer Visual Switcher
- . Macs / laptops
- . Monitors
- . Professional quality sound systems and Mixers
- . Delivery / Set up / Removal
- . Onsite management and technicians

There would also be additional costs to consider such as licensing, cost of film, advertising and promotion.

If Members wish to investigate this option further, they are required to select a suitable film choice and identify a budget for associated costs.

**DECISIONS**

- i) Do Members wish to apply for Membership to Film Hub South East and submit an application for funding to show an independent film in accordance with Film Hub South East's visions and priorities?
- ii) Do Members wish to hold a stand-alone event provided by the Town Council?
- iii) If Members do wish to hold a stand-alone event they are requested to select a suitable film title
- iv) Members are also asked to identify a budget for associated costs

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE – 6<sup>th</sup> AUGUST 2018**

**AGENDA ITEM 11 - TO NOTE THE REPORT FOR THE  
RECOMMENDATIONS TO THE POLICY AND RESOURCES COMMITTEE  
REGARDING THE BUDGETARY REQUIREMENTS FOR THE CHRISTMAS  
2019 LIGHTING DISPLAY CONTRACT**

**REPORT BY PROJECTS OFFICER**

**FOR DECISION**

At the Extraordinary Meeting of the Events Promotion and Leisure Committee on the 19<sup>th</sup> July 2018, Members received presentations from three contractors who tendered for the contract to provide, install and maintain the Christmas Light Display for 2019 for a 3-year period.

After consideration, Members agreed to award the contract to The Festive Lighting Company and to make recommendation to the Policy and Resources Committee to agree a budget for the term of the contract based on the quotations provided.

The brief was to provide quotations for a core display for the town centre as well as an enhanced display. The Festive Lighting Company provided three quotations with different variations of design and cost. The quotations attached are for Members to note to inform those Members who were not in attendance at the Meeting on 19<sup>th</sup> July, prior to being submitted to the Policy and Resources Committee for their consideration.

A catalogue illustrating visual examples of the displays will be available at the meeting.

At the meeting of the Events Promotion and Leisure Committee on the 11<sup>th</sup> June 2018 Members discussed meeting with the University regarding the opportunity to work with their technology students for some bespoke designs and The Festive Lighting Company have confirmed that they are able to produce bespoke products. A meeting has been arranged with the University on 23<sup>rd</sup> August 2018 to progress this idea and Members are asked to appoint representatives to attend this meeting.

**For Decision:**

Can Members please appoint representatives to attend the meeting at the University on 23<sup>rd</sup> August 2018

**QUOTATION ONE**

Specification of work to be done	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	£10,818.95 p/a	Supporting Documents Enclosed
<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)	£3107.51 (Year 1) £2,249.51(Years2&3)	Price included for 2 new catenary wires to be installed without losing the double 3 cross street)
<b>To test, install, maintain and de-install and store:</b> <b>Aldwick Road</b> 9 x Lamp column motifs (owned by Town Council)	£1089.00 p/a	
<b>To supply install and maintain (lighting in situ all year)</b> <b>Queensway</b> Pathlights with additional features for the festive season	£3502.76 (Year 1) £660.00 (Year 1&2)	Includes 2 x maintenance runs to replace defective lamps
<b>To test, install, maintain and de-install and store:</b> <b>Town Hall Balcony</b> 2 motifs (owned by Town Council)	£242.00 p/a	
<b>To maintain only</b> <b>Norfolk Street and Little High Street</b> Single strings with centre motifs (in situ all year)	£110.00 p/a	replacement products will be charged separately upon assessment of repair required
<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)	£1937.46 p/a	
<b>TOTAL (a)</b>	<b>£20,807.68*</b>	

<b>INFRASTRUCTURE</b>		
<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	£3113.00 Years 1 & 3	Visual inspection in year 2
<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	£495.00 Years 1 & 3	Visual inspection in year 2
<b>Light Switch-on TOWN CENTRE – attendance required</b> Via remote units – wi-fi	£550.00 p/a	
<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	Free of Charge	
<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	£275.00 p/a	
<b>TOTAL (b)</b>	<b>£4433.00*</b>	
<b>Hourly charge for any additional work undertaken</b>	£45.00 Per hour*	2 Men and access machine
<b>Hourly charge for emergency call-out (Please indicate Guaranteed Response Times)</b>	£275.00 for 1 <sup>st</sup> hour then £100 per hour after*	4 Hour emergency response time guaranteed 2 Men and access machine
<b>Weekly Inspection</b> post switch-on		
<b>Additional Inspections</b> If considered necessary by Town Council e.g. after high winds	£275.00 Per hour*	

**Total a + total b = £ 25,240.68**

*\*for year one only*

*\*these costs cannot be guaranteed so may be worth factoring a small contingency*

**QUOTATION TWO**

Specification of work to be done	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	£15,096.58 p/a	Supporting Documents Enclosed
<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)	£3107.51 (Year 1) £2,249.51(Years2&3)	Price included for 2 new catenary wires to be installed without losing the double 3 cross street)
<b>To test, install, maintain and de-install and store:</b> <b>Aldwick Road</b> 9 x Lamp column motifs (owned by Town Council)	£1089.00 p/a	
<b>To supply install and maintain (lighting in situ all year)</b> <b>Queensway</b> Pathlights with additional features for the festive season	£3502.76 (Year 1) £660.00 (Year 2&3)	Includes 2 x maintenance runs to replace defective lamps
<b>To test, install, maintain and de-install and store:</b> <b>Town Hall Balcony</b> 2 motifs (owned by Town Council)	£242.00 p/a	
<b>To maintain only</b> <b>Norfolk Street and Little High Street</b> Single strings with centre motifs (in situ all year)	£110.00 p/a	replacement products will be charged separately upon assessment of repair required
<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)	£1937.46 p/a	
<b>TOTAL (a)</b>	<b>£25,085.31*</b>	

<b>INFRASTRUCTURE</b>		
<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	£3113.00 Years 1 & 3	Visual inspection in year 2
<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	£495.00 Years 1 & 3	Visual inspection in year 2
<b>Light Switch-on TOWN CENTRE – attendance required</b> Via remote units – wi-fi	£550.00 p/a	
<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	Free of Charge	
<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	£275.00 p/a	
<b>TOTAL (b)</b>	<b>£4433.00*</b>	
<b>Hourly charge for any additional work undertaken</b>	£45.00 Per hour*	2 Men and access machine
<b>Hourly charge for emergency call-out (Please indicate Guaranteed Response Times)</b>	£275.00 for 1 <sup>st</sup> hour then £100 per hour after*	4 Hour emergency response time guaranteed 2 Men and access machine
<b>Weekly Inspection</b> post switch-on		
<b>Additional Inspections</b> If considered necessary by Town Council e.g. after high winds	£275.00 Per hour*	

**Total a + total b = £ 29,518.31**

*\*for year one only*

*\*these costs cannot be guaranteed so may be worth factoring a small contingency*

**QUOTATION THREE**

Specification of work to be done	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	£17,949.20 p/a	Supporting Documents Enclosed
<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)	£4,444.53 (Year 1) £3,586.53(Years2&3)	Price included for 2 new catenary wires to be installed without losing the double 3 cross street)
<b>To test, install, maintain and de-install and store:</b> <b>Aldwick Road</b> 9 x Lamp column motifs (owned by Town Council)	£1089.00 p/a	
<b>To supply install and maintain (lighting in situ all year)</b> <b>Queensway</b> Pathlights with additional features for the festive season	£3,677.90 (Year 1) £660.00 (Year 2&3)	Includes 2 x maintenance runs to replace defective lamps
<b>To test, install, maintain and de-install and store:</b> <b>Town Hall Balcony</b> 2 motifs (owned by Town Council)	£242.00 p/a	
<b>To maintain only</b> <b>Norfolk Street and Little High Street</b> Single strings with centre motifs (in situ all year)	£110.00 p/a	replacement products will be charged separately upon assessment of repair required
<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)	£2,099.10 p/a	
<b>TOTAL (a)</b>	<b>£29,611.73*</b>	



<b>INFRASTRUCTURE</b>		
<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	£3113.00 Years 1 & 3	Visual inspection in year 2
<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	£495.00 Years 1 & 3	Visual inspection in year 2
<b>Light Switch-on TOWN CENTRE – attendance required</b> Via remote units – wi-fi	£550.00 p/a	
<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	Free of Charge	
<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	£275.00 p/a	
<b>Stand Alone Feature</b>	£2,590.00 p/a	
<b>TOTAL (b)</b>	<b>£7023.00*</b>	
<b>Hourly charge for any additional work undertaken</b>	£45.00 Per hour*	2 Men and access machine
<b>Hourly charge for emergency call-out (Please indicate Guaranteed Response Times)</b>	£275.00 for 1 <sup>st</sup> hour then £100 per hour after*	4 Hour emergency response time guaranteed 2 Men and access machine
<b>Weekly Inspection</b> post switch-on		
<b>Additional Inspections</b> If considered necessary by Town Council e.g. after high winds	£275.00 Per hour*	

**Total a + total b = £ 36,634.73**

*\*for year one only*

*\*these costs cannot be guaranteed so may be worth factoring a small contingency*

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 6<sup>th</sup> AUGUST 2018

AGENDA ITEM 13 - FURTHER CONSIDERATION OF A PROPOSAL BY  
CLLR. COSGROVE REGARDING THE HOTHAMTON PLAY AREA AS  
REFERRED FROM THE COUNCIL MEETING OF THE 2<sup>nd</sup> JULY 2018, MIN.  
6.1 REFERS

REPORT BY PROJECTS OFFICER

FOR DECISION

At the meeting of the Council on the 2<sup>nd</sup> July 2018, Cllr. Cosgrove informed Members that, although a new gate had been installed at the Play Area, there are further gates and fences in place that are ineffective and continue to put children using the Play Area at risk of dog attacks. Members spoke in support of Cllr. Cosgrove's ongoing concerns and, whilst it was acknowledged that Arun District Council (ADC) had addressed some issues at the Hothamton Play Area, it was felt that the Town Council should write a letter to ADC outlining the concerns.

This issue has been referred to the Events Promotion and Leisure Committee for further consideration and Members are asked how they wish to proceed.

Members should note that this Committee has previously sent letters to ADC raising these concerns and the response has been:

*"We are maintaining Hothamton play area in such a way to mitigate any Health & Safety issues in line with our internal risk assessments and external audit. Whilst the concerns raised by the Committee are mentioned in our risk assessments they are considered as low risk hazards, and as such are not considered a priority when it comes to repair and maintenance schedules. Although they are included on an R&M schedule to be repaired."*

**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 - 6<sup>th</sup> AUGUST 2018**

**AGENDA ITEM 14 - CONSIDERATION OF A PROPOSAL FROM CLLR. COSGROVE, TO ORGANISE A COMMEMORATION EVENT FOR HOLOCAUST MEMORIAL DAY IN JANUARY 2019, AS REFERRED FROM THE COUNCIL MEETING OF THE 2<sup>nd</sup> JULY 2018, MIN. 70 REFERS, AND TO IDENTIFY A BUDGET FOR ASSOCIATED COSTS**

**REPORT BY PROJECTS OFFICER**

**FOR DECISION**

At the meeting of the Council on the 2<sup>nd</sup> July 2018, Cllr. Cosgrove proposed *"That the Council organise a commemoration of suitable gravitas for Holocaust Memorial Day, that it involve schools and the community in January 2019 on or near the official date of observance."*

The item has been referred to the Events Promotion and Leisure Committee for consideration and Members are asked how they wish to proceed.

The official date of observance for Holocaust Memorial Day in 2019 (HMD 2019) will be Sunday 27<sup>th</sup> January 2019 and the Holocaust Memorial Trust have just announced that the theme will be "Torn from Home".

*"Torn from Home encourages audiences to reflect on how the enforced loss of a safe place to call 'home' is part of the trauma faced by anyone experiencing persecution and genocide. 'Home' usually means a place of safety, comfort and security. On HMD 2019 we will reflect on what happens when individuals, families and communities are driven out of, or wrenched from their homes, because of persecution or the threat of genocide, alongside the continuing difficulties survivors face as they try to find and build new homes when the genocide is over."*

A HMD 2019 activity pack will be available from September and Members are able to find out more information from the link below:

<https://www.hmd.org.uk/news/we-launch-theme-holocaust-memorial-day-2019-torn-home/>

Should Members wish to acknowledge and mark the Memorial Day, can they please advise what form the event should take and to identify a budget for associated costs.

**DECISIONS**

- i) Members are asked if they wish to observe the Holocaust Memorial Day on the 27<sup>th</sup> January 2019
- ii) Members are further asked what form of event they would like to hold to mark the date
- iii) Members are also asked to identify a budget for associated costs

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 6<sup>th</sup> AUGUST 2018**

**AGENDA ITEM 15 - CONSIDERATION OF A PROPOSAL FROM CLLR. COSGROVE FOR THE TOWN COUNCIL TO EXPLORE A PARTNERSHIP WITH ROX CHARITY FOR A 3-YEAR PERIOD TO DELIVER A FESTIVAL EVENT FROM 2019/20 ONWARDS AS REFERRED FROM THE COUNCIL MEETING ON THE 2<sup>nd</sup> JULY 2018, MIN 71. REFERS, AND TO IDENTIFY A BUDGET FOR ASSOCIATED COSTS**

**REPORT BY PROJECTS OFFICER**

**FOR DECISION**

At the meeting of the Council on the 2<sup>nd</sup> July 2018, Cllr. Cosgrove asked Members to consider the following motion:

*"That the Council agrees to explore a Partnership with the ROX Charity to develop and deliver the ROX Festival event from 2019/20 onwards.*

*The aim of a BRTC/ROX Partnership over 3 years would be to enable the recovery, sustainability and development of the Festival as a Summer Premier Town event. The basis would be a Service Level Agreement SLA covering the three years. This would determine and detail respective roles, funding and resource support, reporting and accountability.*

*ROX would organise the event, and satisfy BRTC re its capacity to do so, BRTC would provide funding at a level that would e.g. require ROX to match on a £ for £ basis minimum. BRTC would also give allotted Town Force resource, agreed Events staff input, promotional help.*

*There would be an SLA Partnership Board of 3 members from ROX Charity and 3 Town Cllrs to oversee the work of the Partnership and to report to the Council via the BRTC members and the Events Officer.*

*The Council would monitor and evaluate this model re future support mechanisms for strategic events and activities involving other organisations."*

The item has been referred to the Events Promotion and Leisure Committee for consideration and Members are asked how they wish to proceed.

Should Members wish to form a partnership with ROX and fund on a £ for £ basis over a 3-year period, can they please advise what form the partnership should take and make their recommendations to the Policy and Resources Committee for them to identify a suitable budget

**DECISIONS**

- i) Do Members wish to form a 3-year partnership with ROX to enable a festival as a summer premier event
- ii) Do Members wish to fund the partnership on a £ for £ basis
- iii) Can Members please advise what form the partnership will take and make their recommendations to the Policy and Resources Committee for them to identify a suitable budget

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

**6<sup>th</sup> AUGUST 2018**

1. E.mail – Chairman of West Sussex Cycle Forum – re cycling signs on the promenade