



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 15th APRIL 2019**

All Members of the Events, Promotion and Leisure Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements. These 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 8th APRIL 2019

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 and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary 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 11th February 2019
4. ADJOURNMENT for public question time and statements
5. Clerk's report from previous Minutes
6. Update on Events programme for 2019 including ratification of any decision where required
7. Consideration of a proposal to ask ADC to allow events to be provisionally booked up to 3 years in advance
8. Consideration of recommendation from the Planning and Licensing Committee Meeting 29th January 2019 (Min. 189 refers) to promote the Old Town Area
9. To note the 2019 Events leaflet
10. Update on position regarding outstanding issues with the former Christmas Lighting contractor
11. Consideration of offer from the new Christmas Lighting contractor for a YouTube presentation of the lights for Bognor Regis 2019
12. To ratify the release of the £1,000 contribution to the Armed Forces Day Event - Min. 50.1 refers
13. Update on response from the ADC Chief Executive regarding inclusion of an indoor facility within the regeneration plans for the Regis site and for the Town Council to be included in the design process - Min. 89 refers
14. To note correspondence
15. Date of next Meeting Monday 10th June 2019

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



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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 11th FEBRUARY 2019

PRESENT:

Cllr: M. Smith (Chairman), Cllrs: J. Brooks, A. Cunard,
P. Dillon (until Min. 90), D. Enticott, S. Goodheart and
Mrs. J. Warr

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
1 member of public in the public gallery

The Meeting opened at 6.30pm

79. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. Mrs. Daniells who was away and Cllr. Batley who was working.

In the absence of the Chairman, Cllr. Mrs. Daniells and with the agreement of the Vice-Chairman Cllr. Enticott owing to his recent absence from meetings of the Committee, Members **AGREED** that Cllr. Smith would act as Chairman for the Meeting.

The Chairman welcomed those present and read the opening statement.

80. 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, or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

There were no declarations of Interest at this time

81. TO APPROVE THE MINUTES OF THE MEETING HELD ON 10th DECEMBER 2018 AND THE EXTRAORDINARY MEETING HELD ON 30th JANUARY 2019

It was **RESOLVED** that the Minutes of the Meeting held on 10th December 2018 and the Extraordinary Meeting held on 30th January 2019 be **APPROVED** by the Committee as correct records and they were signed by the Chairman.

82. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

A member of the public spoke about the following points:

- Did the Council know anything about the postcards that were featured in the recent edition of the Bognor Regis Post? The postcards had not been produced locally and did not include the title "Regis". The member of the public felt that surely there were enough talented local people who could produce postcards for Bognor Regis
- The member of public wished to make a statement about "keyboard warriors and trolls" who make derogatory comments about the amount of empty shops in the Town Centre and reported that the unoccupancy rate for Bognor Regis is currently 8% which is less than the national average

The Chairman reconvened the Meeting at 6.38pm

83. CLERK'S REPORT FROM PREVIOUS MINUTES

83.1 Min. 62.2 - 10th December 2018 Screen Sponsorship - Drive Through Time

At the last meeting the Town Council's Accountant had clarified the position regarding screen sponsorship. However, a Member was not satisfied with this response and requested further clarification from the Internal Auditor which is as follows:

"Further to the EP&L committee in December, I briefly confirm that the query was raised by yourself with the internal auditor during his recent attendance and, in accordance with information provided and also that of the Council's account, it is not considered that there has been any issue or concern to warrant further comment or recommendation. Clearly the Council has to obtain the best value for money, ordinarily warranting acceptance of the lowest quote for like for like goods/services, which happened in this case with the supplier offering a commercial discount for their marketing purposes and there would be no requirement for the supplier to provide separate "sponsorship" funding to the Council"

The Member questioned the recent response from the Internal Auditor and that the query raised, did not reflect his original comments.

Cllr. Goodheart left the Meeting

83.2 Min. 62.3 - 10th December 2018 - Proposal to hold an event to mark Holocaust Day in January 2019

Members were advised that no further responses had been received from local religious representatives in the community and therefore the event had not gone ahead as originally planned.

83.3 Min. 77 - Extraordinary Meeting 30th January 2019 - Consideration of design for the 2019 Event Leaflet and update on advertising package with "Places to Visit Sussex"

The Projects Officer reported that the BID Chairman had received the requests and recommendations from this Committee including the extension to the map and the material for printing and has advised that he will ensure these are included when the process begins. Further updates will be made available as the matter progresses.

Cllr. Goodheart returned to the Meeting

83.4 Min. 78 - Extraordinary Meeting 30th January 2019 - Update on proposal for a joint partnership event with the BID to utilise the additional budget of £8,329.06 for an event related purpose

The Projects Officer reported that, following Members' agreement at the previous meeting to the sum of £8,329.06 being donated to the BID for their event with the Town Council credited as sponsors, the BID Chairman had received the requests and recommendations from this Committee and will ensure they are included when the process begins with further updates available as the matter progresses.

84. FINAL REPORT ON EXPENDITURE FOR THE 2018 EVENTS PROGRAMME

The Events Officer's report was **NOTED** including the overspend of £336.58 for the Book Day event, that was more than compensated for by the underspends across all the other events.

Members **AGREED** to **RATIFY** the **RECOMMENDATION** to the Policy and Resources Committee that the unused Roller Rink Budget of £1,100 was vired to the Funshine Days Budget.

85. UPDATE ON EVENTS PROGRAMME FOR 2019 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED

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

85.1 Book Day - 29th May 2019

Members **AGREED** that the theme for the 2019 Book Day event be "Fairy Tales".

85.2 Drive Through Time - 14th July 2019

Members **NOTED** the Events Officer's recommendations and appreciated that due to the size of the event it would not be possible to relocate it to the Promenade for 2019. However, Members were keen to investigate if this would be possible for 2020. Members therefore **AGREED** to continue to locate the Drive Through Time at West Park for 2019.

Members **AGREED** to increase the cost to exhibit to £6.50 per vehicle.

Members **AGREED** not to increase the £5 fee for the charity stall holders.

Members **AGREED** to increase the current charge of £18 to £20 for craft stall holders.

85.3 Armed Forces Day - 22nd June 2019

Members **NOTED** the Events Officers report that as the organisation of the Armed Forces Day had moved away from the Town Council, with just a financial contribution provided, no further update on this event would be included in any future Events Officer's reports.

85.4 Christmas Illuminations Switch-On - 23rd November 2019

Members had asked Officers to investigate the cost of inviting a celebrity to switch-on the 2019 Christmas Illuminations.

Following discussion Members **AGREED** for further research to be undertaken as follows:

- To hold a competition and for the winner to switch on the lights
- To enquire if there are any local celebrities who would offer their services for free

- To speak with the Theatre to see if a celebrity member of the Spillers pantomime cast would do the switch-on
- Consider the Town Mayor and Town Crier
- To see if the BID would contribute to the cost of a celebrity

The Events Officer will undertake some research into all the suggestions and report back to Members at the next meeting.

Members further **AGREED** not to utilise any of the Christmas Illuminations Switch-On Budget to cover the costs for a celebrity.

86. UPDATE ON EVENTS LEAFLET 2019 INCLUDING: CONSIDERATION OF A FURTHER DRAFT, DISTRIBUTION AREAS AND RATIFICATION OF COSTS - MIN. 77 REFERS

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

Members were referred to an email previously circulated by the Events Officer and were disappointed to hear that the Company selected at the previous meeting to undertake the artwork and print (Min. 68 refers) had not been able to produce any designs in time for the meeting and furthermore, that they were looking to charge an additional £250 for any re-design. Members therefore **AGREED** that an alternative company be appointed for design only, and with quotations already sourced by the Events Officer, this would be at an additional cost of £120. Members were advised that the previously appointed company would continue with the print element as agreed.

The Committee further **AGREED** that once the new designs had been produced, Members would be sent a hard copy and an emailed version of the proofs for their consideration, comment and feedback with a final decision taken by email and ratified at the next meeting.

Members discussed the potential arrangements for distribution of the leaflet and subsequently **AGREED** to the printing of an additional 20,000 DL leaflets, resulting in a total print run of 40,000, at an additional cost of £313. Members **NOTED** that this additional print will allow 30,000 leaflets to be distributed to a wider area by a "house to house" contractor and **AGREED** to proceed with the distribution at a cost of £1,050. Following the "house to house" distribution, this would leave 10,000 leaflets for local distribution by Town Force. Members were also reminded that the events listing is included within the Town Council's annual Newsletter, which goes to every household within the Wards of Bognor Regis.

Members were further invited to advise which areas they would like included within the "house to house" distribution. Members **AGREED** that the areas should include: Aldwick, Barnham, Bersted, Chichester, Climping, Eastergate, Felpham, Pagham, Selsey, Walberton, Westergate and Yapton.

87. CHRISTMAS ILLUMINATIONS INCLUDING UPDATE OF POSITION WITH NEW AND OLD CONTRACTORS

The Projects Officer reported that she was having difficulty getting a date from the old contractor to arrange a handover of the Town Council owned Christmas lights and that he had not yet submitted his calculations for the unmetered supply. Members were assured that the Projects Officer and the Town Clerk were actively chasing this.

The Projects Officer had met with the new contractor and was awaiting the contracts for consideration.

88. CONSIDERATION OF PROPOSAL BY CLLR. GOODHEART TO DISCUSS WHETHER THE OLD ESPLANADE THEATRE SITE SHOULD BE PURSUED AS PART OF ANY FUTURE REVIEW OF THE CORPORATE STRATEGY AS REFERRED TO THIS COMMITTEE FROM THE COUNCIL MEETING HELD 7th JANUARY 2019 - MIN. 171 OF THE COUNCIL MEETING REFERS

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

Cllr. Goodheart spoke on his proposal and asked Members to support making some enquiries regarding the old Esplanade Theatre site, including the Rock Gardens, play area and car park, and the importance of acquiring the leases for these sites. Following discussion Members **AGREED** that any decision should be made after the May elections and therefore **AGREED** to **RECOMMEND** to Council that this proposal be included within the review of the Corporate Strategy when undertaken by the new Administration.

89. CONSIDERATION OF PROPOSAL FOR THE TOWN COUNCIL TO SUPPORT THE CONCEPT FOR A MULTI-PURPOSE PAVILION INCORPORATING A SHORT-TERM FLEXIBLE ICE RINK FACILITY FOR THE WINTER DURATION THAT WOULD SWITCH TO FACILITATE VARIOUS OTHER USES DURING THE REST OF THE YEAR AS REFERRED TO THIS COMMITTEE FROM THE COUNCIL MEETING HELD 7th JANUARY 2019 - MIN. 176.2 OF THE COUNCIL MEETING REFERS

Cllrs. Brooks and Dillon both declared an Ordinary Interest in this item as they are Arun District Councillors

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

Cllr. Enticott left the Meeting

A Member spoke firmly that assurances should be sought from ADC that any regeneration plans should include a large indoor hall and that the Town Council should be included in the design process.

Cllr. Enticott returned to the Meeting

Following discussion Members **AGREED** to support the proposal of the

concept for a multi-purpose pavilion and for a strongly worded letter to be sent to ADC, to seek assurances that an indoor facility would be included within the regeneration plans for the Regis Site and that the Town Council would welcome an invitation to be included in the design process.

Cllr. Dillon left the Meeting

90. **CONSIDERATION OF A PROPOSAL TO DISCUSS POSTER SITES IN MORE DETAIL AS BROUGHT UP DURING PUBLIC QUESTION TIME AND STATEMENTS AT THE MEETING HELD 10th DECEMBER 2018 - MIN. 61 REFERS**

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

A Member showed an example of some lockable poster site boards with wooden backing that he felt would be more robust to use on the Promenade wind shelters and spoke of the need to ensure a range of good quality posters are displayed to promote positive images. The Chairman reminded Members that there was no available budget for this Committee at this time. However, the next Agenda item did include consideration of a request to the Policy and Resources Committee to identify a budget for promotion for this Committee's use.

It was therefore **AGREED** to defer this item to another meeting when the outcome of the next Agenda item would be known.

91. **CONSIDERATION OF ANY REQUEST TO THE POLICY AND RESOURCES COMMITTEE FOR THE IDENTIFICATION OF ANY BUDGET FOR PROMOTION FOR THIS COMMITTEE'S USE**

A Member raised the point that this Committee has "promotion" in its title but is not promoting the Town or utilising the gateway banner and poster sites as there is no budget to do so. The Committee was urged to consider a request to the Policy and Resources Committee to identify a budget for this Committee's use to promote the Town.

The Projects Officer reminded Members of their decisions at the Events, Promotion and Leisure Committee Meeting on 11th June 2018 (Mins. 13 and 14 refer), not to re-appoint the Task and Finish Working Group and to change the current strategy by returning the remaining Bognor Regis Brand Budget funds of £8,329.06 to General Reserves whilst simultaneously requesting the funds be re-allocated to this Committee for an event related purpose. The Committee further agreed not to proceed with the postcard merchandise and for snap-on frames to be purchased for the wind shelters and to 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 BRTC with all BRTC posters produced in house. It was acknowledged that there had been issues with the snap-on frames and their suitability considering the conditions on the seafront.

During the discussion that followed some of the points made included:

- Organisations such as LOVEBognor are already producing promotional material and quality merchandise to promote the Town. They utilise the sites successfully and it would not be cost effective for the Town Council to try and replicate what they can do well
- That taxpayer's money should not be wasted on duplicating what's already out there
- The Town Council should continue to promote its own events through the budgets allocated to them
- It would be negative and a wasted opportunity not to promote the Town to visitors to the area
- Money needs to be spent on making the existing sites adequate to use
- It should be for the new Administration to decide if they want to commit to additional funding for promotion
- It would be nice to see quality posters in the sites to make the areas more attractive
- ADC have given permission for the wind shelters to be fitted with new secure systems

Following discussion, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a Promotions Budget be identified for the 2019/20 financial year.

Members were further invited to agree an amount and identify a specific purpose for any such budget.

Following further discussion, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a request for the sum of £8,000 for the following purposes:

- to fit lockable, wooden backed poster boards to the ADC wind shelters on the Promenade
- to put a system in place for others to utilise the spaces including the allocation of some Town Force hours
- to create a positive image for the Town for its users and visitors
- to create some stock photos
- to update the gateway banners and signs

92. TO NOTE CORRESPONDENCE

There was no correspondence to report.

93. DATE OF NEXT MEETING

Monday 15th April 2019

The Meeting closed at 8.29pm

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 15th APRIL 2019**

**AGENDA ITEM 6 - UPDATE ON EVENTS PROGRAMME FOR 2019
INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED**

REPORT BY THE EVENTS OFFICER

FOR INFORMATION

It has become apparent upon booking for the 2019 season that suppliers' costs have increased considerably on previous years and this will therefore be reflected in the content of events as it is not possible to obtain the same level of entertainment/activities for the current budgets. It is therefore the Officer recommendation that consideration is given to increase the funds available for each event in the 2020/21 financial year when the budgets are considered later in the year in October.

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

Book Day - 29th May 2019 - Budget £3,500

Members are asked to advise what book theme they would like for the 2019 Book Day and to agree the budget for the 2019 event. The Officer recommendation is that, based on the 2018 event, a budget of £3,500 would be required.

It is the Officer recommendation that, to enable a bigger event with more scope, the theme for the 2019 Book Day be as broad as possible and not restrictive and therefore the theme of 'Fairy Tales' is proposed.

The 2019 theme for the Hotham Park annual Book Day was agreed to be Fairy Tales, with the day running from 12pm-4pm with the following elements included within the programme:

Storytelling on the Bandstand themed to Fairy Tales
Giant Art and a "Make and Take" Art Workshop themed to Fairy Tales
"RepTylers" Mobile Zoo
Book Swap
Climbing Wall
Circus Skills and Slackline Workshop
Fairy Tale Stilt Walkers
Fancy Dress Competition

Cinderella will be in the park all day in her Cinderella carriage pulled by two white horses, and the winners of the Fancy Dress competition will get to ride with Cinderella in her carriage around the park.

Please note that the event is still in its planning stages so other elements may be added prior to the event on the 29th May.

Drive Through Time - 14th July 2019 - £3,500

This is the 8th year for the Drive Through Time which has historically been held at West Park in Aldwick. It is the Officer recommendation that to refresh the event for 2019, the location be changed to the seafront Esplanade and Prom, within a road closure between Clarence Road and Lennox Street. This will allow for the vehicles to be lined up along the Esplanade, stalls along the Promenade and Kidszone utilising what is already on the Promenade whilst bringing in other elements to extend it and compliment the area. The Bandstand can be used to provide live music throughout the day and the big screen can be located on the shingle for 360-degree viewing. Do Members support this recommendation or have any input or suggestions?

The Officer recommendation is that, based on the 2018 event, a budget of £3,500 would be required.

Please note that the big screen secured for ~~the~~ 2018 was due to a sponsor covering over £1,500 of the cost and unless sponsorship to this value can be secured 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 2019.

After thorough investigation it has become apparent that due to the size of the Drive Through Time event, it is logistically impossible to relocate to the Esplanade and Prom without causing major disruption with the necessary road closures. It is therefore the Officer recommendation that Drive Through Time continue to be located at West Park for 2019.

Members are invited to note that the current charges made to exhibitors and charity & craft stalls has not risen since the charge was introduced. Due to rising costs, it is therefore the Officer recommendation that the charge to exhibit at the Drive Through Time be raised from £5.00 per vehicle to £6.50, and this will still include a breakfast bap, hot drink and an event plaque of the day.

The recommendation is to make no increase to the fee to charities of £5.00 per stall.

With regard to the charge to craft stall holders, Members are asked to consider whether there should be any increase to the current fee of £18.00 and if so, how much should the new fee be.

We are still seeking a sponsor for the big screen element of the event as the previous sponsor is not available to do so this year. Like for like quotes have been obtained for a 12 x 12 mobile screen trailer with onboard production suite.

Invitations to attend the event have been issued to past exhibitors and stall holders. These invitations reflect any increases to the fees as agreed by Members at the last Committee meeting (Min. 85.2 refers):

Vehicle Exhibitor Fee	-	£6.50
Craft Fair Stall Holder Fee	-	£20.00
Charity Stall Holder Fee	-	£5.00 (unchanged from 2018)

The rest of the event is still in early planning stages and a further update will be provided at the next meeting.

Proms in the Park - 14th September 2019 - Budget £2,500

We have received a request from Tonio Passlick from one of the Town Council's twinned Towns, Weil am Rhein, in relation to one of their bands travelling over to perform at our Proms in the Park event. They have suggested this would be possible from their perspective in September time.

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

For 2018 the event went back to its previous time slot in June and fortunately the weather was exceptional, and the event was very well attended.

The dates suggested are the 15th June, or the 14th September, which is the actual date of the Last Night of The Proms. If the latter date is preferred, Members also need to consider whether a tie up to the live BBC broadcast is required and if so, agree to the buying in of a big screen.

The Officer recommendation is that, based on the 2018 event, a budget of £2,500 would be required regardless of the agreed date.

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

Funshine Days - 5th to 30th August (weekdays) 2019 - Budget £6,500

For 2018 the Funshine Days were originally reduced from 4 weeks of 5 days down to 2 weeks of 3 days and an extra event of a Roller Rink being bought in. Unfortunately, the company providing the Rink let us down and could not provide adequate paperwork, so an extra week of Funshine Days were booked in at the last minute, thus resulting in a programme of 3 weeks of 3 days.

The Funshine Days were very well attended, and we received numerous emails and verbal requests for the Funshine Days programme to return to its original format of 4 weeks of 5 days of daily activities. Please see below an example:

"Me and quite a few mums are very gutted that the funshine days are only on for 2 weeks not for 4/5 weeks when not many people can afford to do a lot during the holidays the funshine days allows us to take the kids somewhere that is free and can entertain the kids for a few hours and enjoy themselves we really hope you go back to more weeks next year and more days by putting on more magicians clowns bubble shows and of course the donkeys that's what brings more people to the funshine days."

Based on this it is Officer recommendation to return to the original programme of 4 weeks of 5 days and to reinstate the full budget of £6,500.

The content of the weeks will include many of the favourites such as donkey rides, dance, music with new attractions sourced to keep the event fresh and interesting.

The Funshine Days programme is nearly complete, pending a few confirmations on a few days:

SEASIDE CLASSICS		
MONDAY 5 th AUGUST	SOFT PLAY BUS	BANDSTAND
TUESDAY 6 th AUGUST	BALLOON MODELLING	BANDSTAND
WEDNESDAY 7 th AUGUST	PUNCH & JUDY	BANDSTAND
THURSDAY 8 th AUGUST	SANDCASTLE COMP	BANDSTAND
FRIDAY 9 th AUGUST	MALCOLM THE MAGICIAN	BANDSTAND
H2O WEEK		
MONDAY 12 th AUGUST	DRIFTWOOD CREATIONS	BANDSTAND
TUESDAY 13 th AUGUST	DREAMCATCHERS	BANDSTAND
WEDNESDAY 14 th AUGUST	TJ BOARD HIRE	BANDSTAND
THURSDAY 15 th AUGUST	KITE BOARDING LIVE DEMO	BANDSTAND
FRIDAY 16 th AUGUST	TJ BOARD HIRE	BANDSTAND
PERFORMANCE & ART		
MONDAY 19 th AUGUST	STORYTELLING & ART	BANDSTAND
TUESDAY 20 th AUGUST	CAPOELLA	BANDSTAND
WEDNESDAY 21 st AUGUST	SPORT HULA HOOP	BANDSTAND
THURSDAY 22 nd AUGUST	TAI CHI	BANDSTAND
FRIDAY 23 rd AUGUST	STREET DANCE	BANDSTAND
MUSIC & MOVEMENT		
MONDAY 26 th AUGUST	BANK HOLIDAY MONDAY	BANK HOLIDAY MONDAY
TUESDAY 27 th AUGUST	CIRCUS & SLACKLINE	BANDSTAND
WEDNESDAY 28 th AUGUST	BMX & SKATE BOARD	SKATE PARK
THURSDAY 29 th AUGUST	UKULELE WORKSHOP	BANDSTAND
FRIDAY 30 th AUGUST	DRUMMING WORKSHOP	BANDSTAND

Christmas Illuminations Switch-On - 23rd November 2019 - £2,500

Based upon the popularity of the Switch-On being themed to the Spillers Pantomime in previous years, it would be the Officer recommendation that the same be done in 2019. Further recommendations on the 2019 content will be made after a review has been carried out following the 2018 event.

The Officer recommendation is that, based on previous events, a budget of £2,500 would be required.

Members asked for Officers to research the cost for inviting a celebrity to switch-on the 2019 Christmas Illuminations (Min. 50.7 refers). Initial enquiries suggest that the cost for a reasonably well-known celebrity could start from as much as £2,000, which would utilise the vast majority of the available budget and make this unfeasible.

Members are therefore asked for further guidance and suggestions as to how to proceed with regard to the booking of a celebrity.

At the last Events, Promotion and Leisure Committee Meeting on the 11th February, Members asked the Events Officer to investigate various suggestions regarding who would actually switch-on the Christmas Illuminations in 2019 (Min 85.4 refers).

Due to priority being given to the planning of events earlier in the season, this research has not yet been undertaken and therefore a report on this will be deferred until the June Committee Meeting.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 15th APRIL 2019**

**AGENDA ITEM 7 - CONSIDERATION OF A PROPOSAL TO ASK ADC TO
ALLOW EVENTS TO BE PROVISIONALLY BOOKED UP TO 3 YEARS IN
ADVANCE**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to consider a proposal to approach the ADC Events team to see if they would allow event applications for the bigger annual events such as Birdman, Kite Festival, Carnival or the main Town Council Events to be provisionally booked up to three years in advance. This facility is not currently available.

Outside event's organisers have reported that if they were able to provisionally pencil in dates in advance, it would give them more opportunity to promote, organise and more importantly, raise funds for their events.

Members are asked if they would support this proposal and, if so, do they wish to approach ADC to ask them to consider this request.

DECISION

Do Members wish to support the proposal of asking ADC to consider provisionally booking the bigger, annual events up to three years in advance?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 15th APRIL 2019**

**AGENDA ITEM 8 - CONSIDERATION OF RECOMMENDATION FROM THE
PLANNING AND LICENSING COMMITTEE MEETING 29th JANUARY 2019
(MIN. 189 REFERS) TO PROMOTE THE OLD TOWN AREA**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Planning and Licensing Committee Meeting on the 29th January 2019, Members referred the issue of promoting the Old Town area to this Committee to discuss ways in which this might be achieved.

Background Information:

Members are reminded that the Old Town area is part of the BID district and in a recent statement to the Community Engagement and Environment Committee at their meeting on the 25th March 2019, the BID Chairman stated that the Bognor Regis BID are in frequent communication with the businesses in that area and liaising with them on various issues including a recent survey over a future event in the Old Town. The BID hold regular business meetings and are actively seeking and working with the businesses in that area.

There was a further recommendation from the Planning and Licensing Committee at their meeting on the 29th January 2019 for the Community Engagement and Environment Committee to hold a Councillor Drop-in Surgery in the Old Town area which will be considered in May.

Members may also like to note that at the Community Engagement and Environment Committee Meeting on the 25th March 2019, Members considered the viability of reforming the Old Town Working Group and their decision was not to do so at this time but to be minded that should an appropriate future project be forthcoming that they wished the Town Council to support, then they would relook at reforming the Working Group then.

Can Members please advise how they wish to proceed?

DECISION

Members are invited to advise how they wish to proceed with the promotion of the Old Town area?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 15th APRIL 2019**

**AGENDA ITEM 10 - UPDATE ON POSITION REGARDING OUTSTANDING
ISSUES WITH THE FORMER CHRISTMAS LIGHT CONTRACTOR**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Whilst the contract between Bognor Regis Town Council and the previous contractor has now ceased, there has been some outstanding obligations to be addressed, namely the electricity consumption for the 2018 Christmas lights and an outstanding issue with the decorative lights in the Old Town. Numerous attempts to contact the contractor by telephone, text, email and letter have not prompted any response.

The Town Clerk is now in receipt of the unmetered electricity usage for the period but there is still the ongoing problem with the Old Town decorative lights.

The new lighting contractor, Festive Lighting Company, has since taken a look at the decorative lights in the Old Town, free of charge, and has reported that there is no power at all coming out of the main power supply source, which could be due to one of two things:

1. The power supply has been turned off
2. The main fuse has blown

The advice received is to contact SSE direct as they will need to come out and test the supply route. Members are asked to note that this may incur a charge.

Officers will continue to try to rectify this situation and contact SSE.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 15th APRIL 2019**

**AGENDA ITEM 11 - CONSIDERATION OF OFFER FROM THE NEW
CHRISTMAS LIGHTING CONTRACTOR FOR A YOUTUBE PRESENTATION
OF THE LIGHTS FOR BOGNOR REGIS 2019**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to consider if they would like to accept an offer from the new contractor, Festive Lighting Company, to promote the 2019 Christmas lighting display for Bognor Regis Town Council via a YouTube presentation.

They will produce a short film showing the various displays and drip-feed them on the run-up to the switch-on date to promote the Town and encourage people to come along to the event.

Members are asked to advise how they wish to proceed?

DECISION

Do Members **AGREE** to Festive Lighting Company producing a promotional film to promote the 2019 Christmas lights display for Bognor Regis via YouTube?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 15th APRIL 2019**

**AGENDA ITEM 12 - TO RATIFY THE RELEASE OF THE £1,000
CONTRIBUTION TO THE ARMED FORCES DAY EVENT - MIN. 50.1 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR RATIFICATION

Members are asked to ratify the release of the £1,000 contribution to the Armed Forces Day event agreed as part of the 2019/2020 Budget.

DECISION

Members are invited to **RATIFY** the release of the £1,000 contribution to the Armed Forces Day event as agreed as part of the Town Council's budget provision for the next financial year.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 15th APRIL 2019**

AGENDA ITEM 13 - UPDATE ON RESPONSE FROM THE ADC CHIEF EXECUTIVE REGARDING INCLUSION OF AN INDOOR FACILITY WITHIN THE REGENERATION PLANS FOR THE REGIS SITE AND FOR THE TOWN COUNCIL TO BE INCLUDED IN THE DESIGN PROCESS - MIN. 89 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the last meeting, Members asked for a letter to be sent to ADC, to seek assurances that an indoor facility would be included within the regeneration plans for the Regis Site and that the Town Council would be invited to be included in the design process.

A letter was sent to the ADC Chief Executive (attached as **Appendix 1**) together with a copy of the response received (**Appendix 2**).

Members are asked how they wish to proceed.

DECISION

Members are invited to advise how they wish to proceed.



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

Mr Nigel Lynn
Chief Executive
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
BN17 5LF

25th February 2019

Dear Mr. Lynn

I have been asked to write to you on behalf of the Bognor Regis Town Council's Events, Promotion and Leisure Committee.

At their meeting on the 11th February 2019, Members discussed a proposal brought to the Town Council by a member of the public seeking support for the concept for a multi-purpose pavilion.

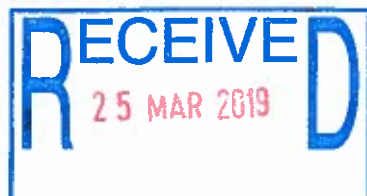
Members agreed that an indoor facility is a much-needed provision for the Town and cannot stress enough, that such a facility should and must be included within any regeneration plans for the Regis Site and would therefore seek assurance from you, that this will be a priority consideration.

Members would further welcome an invitation from Arun District Council to be included in the design process.

I look forward to receiving your response.

Yours sincerely

Sheila Hodgson
Projects Officer



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Sheila Hodgson
Projects Officer
Bognor Regis Town Council
The Town Hall
Clarence Road
Bognor Regis PO21 1LD

21 March 2019

Please ask for
Nigel Lynn
Extension: 37601

Our Ref: NVL/gls

Dear Sheila

Thank you for your letter of 25 February 2019. In 2015 Arun District Council consulted widely with the community on what development they would like to see on the two Council owned regeneration sites in Bognor Regis. Over 1200 people responded to the consultation and these views and preferences were used to inform the new proposals for the sites.

In March 2017 the Council approved the Gardens by the Sea / Winter Gardens concept proposals for the Regis site. These proposals include a mix of cultural, leisure, visitor, retail and residential uses together with public open spaces. The creation of a new theatre, incorporated within the new Winter Gardens building, was the preferred concept option. This would provide the opportunity to create a bespoke and flexible facility, which could include new studio and improved rehearsal areas and front of house facilities for the theatre.

The concept proposed that the theatre would be fully integrated into the Winter Gardens space and part of the cultural hub. The combination of the large useable area within the Winter Gardens, and the additional space created in the new theatre, would provide a functional multi-purpose space that could be used for many activities.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nigel Lynn".

Nigel Lynn
Chief Executive

GENERAL CORRESPONDENCE FOR E P & L COMMITTEE MEETING

15th APRIL 2019

1. Email - Kingfisher Visitors Guide - re advertising in Welcome to West Sussex
2. Letter - SALC re West Sussex Civilian & Military Partnership Board re military presence at an event in Pagham on 6th June 2019
3. Email - Member of Public – potential for Bognor Regis
4. Letter - Seafarers UK – re Fly the Red Ensign for Merchant Navy Day