



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam

MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE

I hereby give you Notice that a Meeting of the Events, Promotion and Leisure Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **MONDAY 5th AUGUST 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** 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 30th JULY 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 10th June 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 - report by Events Officer
7. Consideration of holding an event to mark the VE Day Celebrations that are taking place nationwide on the 8th May 2020 and to recommend a budget for the associated costs
8. To consider potential sites for Event Publicity
9. Allotments Sub-Committee including:
 - Consideration of the Resolutions, Recommendations and Reports in the Notes of the meeting held on 11th June 2019
 - To consider recommending a change of the day on which the Sub-Committee Meetings are held
 - To amend the Terms of Reference as proposed at the Policy and Resources Committee Meeting on 29th July 2019 - Min. 33 refers and Recommend to Council for adoption
10. Consideration of possible utilisation of the Beacon - Min. 12 refers
11. Further consideration of a recommendation to the Policy and Resources Committee regarding a request for a promotion budget for this Committee including the recommendations from the Policy and Resources Committee Meeting held 8th April 2019 (P&R Min. 159 refers), to include a more detailed analysis including, specific activities and costs, deferred from the last meeting - Min. 13 refers
12. To note publication of weather readings in local newspaper, deferred from the last meeting - Min. 14 refers
13. To ratify expenditure of £804.50 plus VAT for additional bunting for London Road/High Street and make recommendation for identification of a specific budget in the 2020/21 financial year, deferred from the last meeting - Min. 14 refers
14. To note the decision from the Policy and Resources Committee Meeting held 29th July 2019 regarding identification of a budget to purchase lights to illuminate the Billy Bulb mascot for the Illuminations Gala and agree any further action
15. Consideration of a proposal to look at the formation of a joint partnership/tourism board for event organisers as proposed by a member of the public at the Policy and Resources Committee Meeting held on the 29th July 2019
16. To note correspondence including lists previously presented to the meeting of 10th June 2019
17. Date of next meeting Monday 7th October 2019

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

MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 10th JUNE 2019

PRESENT:

Cllr. K. Batley (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells,
Mrs. I. Erskine, S. Goodheart, Miss. C. Needs, W. Smith and
Mrs. S. Staniforth

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
Councillors in the public gallery: Cllr. Mrs. J. Warr and
Cllr. P. Woodall (part of meeting)
2 members of the public in the gallery

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. Batley as Chairman and Cllr. Mrs. Erskine as Vice-Chairman as agreed at the Annual Town Council Meeting.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr. Stanley who was working away.

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

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

Cllr. Smith declared a Disclosable Pecuniary Interest in Agenda item 9 as a service provider to the events and would leave the room if required

Cllrs. Batley, Brooks, Mrs. Daniells, Mrs. Erskine, Goodheart, Miss. Needs and Mrs. Staniforth stated that, as Members of Arun District Council, they will be voting on the matters before them having regard only to such information as placed before the Town Council. If they should come to consider any matters again at the District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15th APRIL 2019

It was **RESOLVED** that the Minutes of the Meeting held on 15th April 2019 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.39pm

A member of the public thanked the Town Council's Planning and Licensing Committee for listening to the public and publishing details relating to planning applications on noticeboards around the Town. However, the member of the public felt that the use of the Town Council's Civic Crest would be more appropriate to use than the Sunniest Logo.

NOTE: It was clarified after the meeting that the notices referred to, which are using the Sunniest Logo, are not published by the Town Council but presumably are being posted by a member of the public.

The Chairman of the BID Board, seated in the public gallery, stated that the BID would welcome the opportunity to work in partnership with the Town Council and would be happy to have a meeting with Members to look at improvements.

The Chairman of the Carnival Association, also a Town Councillor, seated in the public gallery spoke of the disappointment in having to cancel this year's Carnival due to the weather but was hopeful that the parade element could be rescheduled. However, the associated costs with the cancellation and rescheduling will result in the Carnival Committee incurring some losses and asked if the Town Council would be able to provide any additional funding. It was noted that any request in this regard would need to be addressed to the Policy and Resources Committee.

A Councillor in the public gallery asked if it was possible when arranging events to have a "Plan B" in place in case of bad weather.

The Chairman reconvened the Meeting at 6.49pm

6. CLERK'S REPORT FROM PREVIOUS MINUTES

6.1 30th January 2019 - Min. 77 - Consideration of design for the 2019 event leaflet and update on advertising package with Places to Visit Sussex

Members had previously agreed to work in partnership with the BID to produce a map of the Town. The Projects Officer reported that the map was currently in the design process and a further update would be provided when there was more information.

6.2 30th January 2019 - Min. 78 - 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 due to a change of circumstances within the BID, the funds had been returned to the Town Council who would now be overseeing the delivery of a Roller Rink weekend. A further update on this matter would be given by the Events Officer in the report during Agenda item 9.

6.3 15th April 2019 - Min. 106 - 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

The Projects Officer read out the response received from the Chief Executive as follows, which Members **NOTED**:

Up until this point, the Council has been focusing on progressing the delivery of Pavilion Park. Progression of the redevelopment of the Regis Centre Site has paused while Officers focus on other priorities. No decisions have been made regarding what approach will be taken to future consultation at this time. In light of recent change of administration, Officers await further instruction on how this site will be progressed.

7. APPOINTMENT OF ALLOTMENTS SUB-COMMITTEE INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION

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

Membership: All Members of the Events, Promotion and Leisure Committee.

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** to **COUNCIL** the following appointments: Mr. G. Delurey, Mr. J. Yeomans, 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, was **NOTED**.

8.1 Events, Promotion and Leisure Committee

No changes were proposed to the Terms of Reference for the above. It was therefore **RESOLVED** to **RECOMMEND** the document to the Policy and Resources Committee.

A Member raised a query on the Town Council's remit regarding point 2.2, Power to Promote Lotteries, Lotteries & Amusements Act 1976, S7 , and asked for clarification and it was **AGREED** that Officers will investigate and report back.

8.2 Allotments Sub-Committee

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee the following amendments to the Terms of Reference for the above, with amendments/additions shown below in italics:

- Point 1. Functions of Sub-Committee: To ~~improve~~ *maintain* liaison between the Council and Allotments Tenants
- Point 2. Functions of Sub-Committee: To promote the sensible use and advancement of the Allotments ~~in Bognor Regis~~ *within the 5 Wards of Bognor Regis*
- Point 3. Functions of Sub-Committee: To promote the use of Allotments by young people *within the 5 Wards of Bognor Regis*

9. UPDATE ON EVENTS PROGRAMME FOR 2019 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED - REPORT BY EVENTS OFFICER

The Events Officer's report was **NOTED** including the recommendation that Members are asked to be mindful of the increase in suppliers' costs when considering the level of budget requirements for next year.

Cllr. Mrs. Daniells declared an Ordinary Interest as a member of the Twinning Association

9.1 Book Day 29th May 2019:

The Events Officer reported that the Book Day Event was affected by the weather which kept people away. The usual footfall for this event is anywhere between 8,000 and 10,000 but the persistent rain put off all but the most-hardy and footfall was estimated around 1,000. However, the feedback was very positive and the Cinderella element with the coach and horses was very well received.

9.2 Drive Through Time 14th July 2019:

The Events Officer's report as circulated was noted with no further discussion.

9.3 Proms in the Park 14th September 2019:

A Member felt that a song sheet was needed for the event, that there should be someone to lead the singing together with equipment to amplify their voice. The Events Officer reported that a vocal artist was always engaged to lead the singing, the Town Council's PA system was always used to amplify voices and a song sheet has always been provided in the past, and these would continue for the 2019 event.

The Events Officer had been asked to assist with finding accommodation for the Weil am Rhein Twinning Association Band for 32 people. Unfortunately, Butlin's and Riverside were not able to accommodate those numbers for the dates required. A Member said he may be able to help and would report back to the Events Officer.

9.4 Funshine Days 5th to 30th August (weekdays) 2019:

The Events Officer's report as circulated was noted with no further discussion.

9.5 Roller Rink 10th and 11th August 2019:

At the Extraordinary Committee Meeting on the 30th January 2019 (Min. 78 refers), Members agreed to work on a joint partnership event with the BID. The event would be run and organised by the BID with sponsorship of £8,329.06 from the Town Council. The BID's original idea was to hold an extreme event weekend and the money from the Town Council would fund a Roller Rink as part of the activities. Unfortunately, due to unforeseen circumstances, the BID has had to reduce the scale of the planned event and therefore decided to return the sponsorship money to the Town Council for the Events Officer to organise the Roller Rink element of the event. The BID will continue to support and supply smaller scale elements for the event. A Member informed the meeting that he may be able to source a marquee for

the entire event and would liaise with the Projects Officer in this regard.

9.6 **Christmas Illuminations Switch-On 23rd November 2019:**

Members noted that the Events Officer was still investigating the suggestions regarding a celebrity for the Switch-On (Min 85.4 refers) and will provide a report at the next meeting.

10. **TO RECEIVE DETAILS OF CHANGES TO ARRANGEMENTS FOR THE USE OF ADC OWNED LAND FOR EVENTS AND AGREE ANY ACTION**

The Projects Officer's report was **NOTED** including the impact this would have on three of the main Town Council events.

Members discussed the ADC Events Policy and Procedure Document and noted that ADC and BRTC Officers had since been working to address how the new charging structure could be managed going forward. However, Members asked for clarification on point headed, 6.4 Refusal, of the document.

The opening paragraph reads:

"The Events Officer reserves the right to refuse permission for an event based on the following circumstances as set out in the bullet points below. The Events Officer's decision is final."

The closing paragraph reads:

"Appeals will need to be made in writing to the Services Director. An appeal will then be considered by the Services Director in consultation with the Cabinet Member for Neighbourhood Services."

Members felt the two paragraphs were contradictory and ambiguous. i.e. if the Events Officers decision is final then how can there be an appeal process and was it really best practise for an individual Officer to make such a decision.

Members **AGREED** to ask for clarification from ADC on point 6.4 of the document as noted above, with a report back to this Committee in due course.

11. **UPDATE ON THE PROPOSAL TO ASK ADC TO ALLOW EVENTS TO BE PROVISIONALLY BOOKED UP TO 3 YEARS IN ADVANCE - MIN. 100 REFERS**

The Projects Officer's report was **NOTED** along with the response from the ADC Events and Marketing Officer.

Following discussion, Members **AGREED** that no further action be taken at this time.

Members further **AGREED** that as the ADC Events and Marketing Manager is relatively new to the post, they should be invited to attend a meeting of this Committee.

12. TO CONSIDER FUTURE METHOD OF FUELLING THE SEAFRONT BEACON FOLLOWING THE INSPECTION AND REFURBISHMENT WORK AS DISCUSSED BY THE POLICY AND RESOURCES COMMITTEE ON THE 8th APRIL 2019 - MIN. 155 REFERS

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

Following a lengthy discussion regarding the Beacon and the possible uses for it going forward, Members **AGREED** that quotations be obtained for a bespoke gas burner together with the manufacture of shields for two sides of the basket.

Members further **AGREED** for the Beacon, and possible utilisation of it going forward, to be made an Agenda item for the next meeting.

13. FURTHER CONSIDERATION OF A RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE REGARDING A REQUEST FOR A PROMOTION BUDGET FOR THIS COMMITTEE INCLUDING THE RECOMMENDATIONS FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD 8th APRIL 2019 - MIN. 159 REFERS, TO INCLUDE A MORE DETAILED ANALYSIS INCLUDING, SPECIFIC ACTIVITIES, AND COSTS

This item had been referred back to this Committee from the Policy and Resources Committee Meeting held 8th April 2019, as detailed in the Projects Officer's report, which was **NOTED**.

A Member stated that, in his opinion, this Committee should have a sum of money to use for the promotion of the Town. It was noted by another Member, that this Committee used to have a budget but, it was the Committee's decision to forego this budget and instead use the funds to provide an event for the Town. A comment was made raising concerns that there were already a number of organisations who were promoting the Town and there was a danger of cross over and sending mixed messages. Members discussed that the BID is also actively working with LoveBognor who are successfully marketing Bognor Regis and raising its profile.

As noted in the Projects Officer's report, the Policy and Resources Committee had advised that they would consider a recommendation for a sum of money, but it would need to comply strictly with the following conditions:

- Identification of the specific activities to be funded by this budget
- A breakdown of costs for each activity including quotations where necessary
- Any resourcing (staffing) implications arising from the identified activities
- A detailed analysis of the benefits to the Council of the identified activity

A lengthy discussion took place and Members **AGREED** to defer this item to a future Agenda and to look at specific projects at that meeting for recommendation to the Town Council's Policy and Resources Committee.

14. At this point the Chairman **NOTED** that the meeting had exceeded the two-hour time limit as per Standing Order 1.2, and with the outstanding business not considered to be urgent, Members therefore **RESOLVED** to defer the remaining Agenda items 14, 15, and 16 to the next Committee Meeting.

15. DATE OF NEXT MEETING

Monday 5th August 2019

The Meeting closed at 8.35pm

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 5th AUGUST 2019**

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

REPORT BY THE EVENTS OFFICER

FOR INFORMATION

As has been reported previously, 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.

As updated verbally by the Events Officer at the previous meeting, the Book Day Event was affected by the weather which kept people away. The usual footfall for this event is anywhere between 8,000 and 10,000 but the persistent rain put off all but the hardiest and footfall was estimated around 1,000. However, the feedback was very positive and the Cinderella element with the coach and horses was very well received.

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 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)

Despite canvassing of large local businesses, it has not been possible to secure a financial sponsor and therefore whilst a big screen has been booked to broadcast the Formula 1 race, it is without a sponsor so this cost will have to come from the existing budget. Rolls Royce were contacted to see if they were able to provide any

sort of sponsorship for the event. Whilst a financial contribution was not possible, the offer of a Rolls Royce car to be present at the event was made.

There are currently 85 vehicles booked in to attend the Drive Through Time and it is anticipated that this number will increase further.

Due to the budgetary challenges resulting from general increased supplier costs and the lack of a major sponsor, negotiations are underway with some of the suppliers/entertainers for the Kidszone to enable their attendance for a reduced fee but with a nominal per child charge. Whilst this is not the preferred course of action for the Council, it demonstrates the financial challenges being faced.

Finally, the standard concessions including a butty and hot drink for the exhibitors, have been booked to attend and of course there is now a café in West Park for attendees to the show to use.

In the week leading up to Drive Through Time, Travellers settled in West Park. They were in situ for two days and left the park at lunchtime on Wednesday 10th July and, thanks to the swift action by ADC and their contractors, the park was cleared of rubbish etc and available by the Friday. Whilst there is always the potential for a return of the Travellers, security was due to be present anyway as it is normally brought into this event overnight from 6pm - 6am, as the park is set up on the Saturday afternoon to allow for it all to be laid out in time for the arrival of the vehicles on Sunday morning.

Unfortunately, the contracted security provider advised the Town Council two days before the event that they were unable to fulfil their obligations. Under normal circumstances this would not have been such a major issue but given the Travellers had only just left the site and could return, this intensified the situation.

Thankfully another security provider was able to provide cover for the overnight security. However, as this was brought in at such short notice there was a higher charge to the original contracted amount which had been budgeted for. Also, given the possible situation of the Travellers returning to West Park, extra measures were taken on the day to ensure that the park was secure throughout the entirety of the event by the means of daytime security. Both of these additional costs will therefore have to be reflected in the final budget.

The day was enjoyed by over 3,000 spectators and over 150 vehicles on display in the Motor Gala with lots of positive feedback via email and on social media;

"Many Thanks to Kirsten Fitzpatrick and her Team for another fantastic show! Roll on 2020!"

"Had a brilliant time here yesterday with all the loved older cars and owners to chat to. Also the G.P. on the surprisingly large screen was a huge! treat as we are all F1 fans. Thank you Bognor: can't wait 'til next year."

"Very enjoyable day. Many thanks to the organisers."



"My 8th. Still love taking my MG BGT even though I can walk to West Park quicker than it takes to drive! Well done Kirsten and all the volunteers. See you next year for another great event. ❤️👍"



"My first trip to the event, I'm very impressed with the organisation by the organisers. A great event and a lovely setting in the park. My thanks to Kirsten and all the people who volunteered to make the show a success."



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.

A big screen has been booked to broadcast the BBC1 live broadcast of The Last Night of the Proms.

The Twinning Association had asked the Events Officer for local, on the ground assistance in securing some accommodation for the Band travelling from Weil am Rhein to perform. The Band are looking for accommodation for 32 people and both Butlin's and Riverside have advised that unfortunately they are unable to accommodate this number at that time. The Events Officer is waiting to hear from one further large accommodation provider but if this is not successful there seems little more that the Town Council can do to assist and therefore, the Officer recommendation is that the Twinning Association be asked to intervene and to try and find accommodation by alternative methods.

Accommodation for the band travelling from Weil am Rhein has now been secured via the Twinning Association and host families. A Member had suggested that he was able to secure accommodation in the previous meeting (Min 9.3 refers) but unfortunately this was not possible in the end.

A second band has been booked for the evening and once the sets from each band have been received the programme for the night will be printed.

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	Capoeira Dance	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 & Skateboard	Skate Park
Thursday 29 th August	Ukulele Workshop	Bandstand
Friday 30 th August	Drumming Workshop	Bandstand

Kite Boarding Live Demo on 15th August - Lewis Crathern, Professional Kitesurfer and four times British Champion will be attending to put on a special Kitesurfing Demonstration as part of the H₂O week. This well-known personality is a real coup for the Town Council and his attendance is being widely pushed on social media.

With all the entertainment now booked, there is nothing further to report on the content for this programme.

Roller Rink - 10th & 11th August 2019 - Budget £8,329.06

As will be reported at the meeting, this event is now a Town Council event once again and a Roller Rink has been booked in for the Place St Maur for the weekend of the 10th-11th August. The rink will be open from 1pm on the Saturday closing at 8pm with a Roller Disco, 80's themed, and from 11am-3pm on the Sunday.

A Member had informed the Committee at the last meeting that he may be able to source a marquee to cover the rink for the entire event (Min. 9.5 refers). However, unfortunately this has not come to fruition and as there is no money remaining in the budget the event will continue in the open air.

Security and First Aid provision has been secured and booked and the costs will kindly be covered by the BID. The BID has however confirmed that they will not now be providing any other elements to enhance the event as previously discussed.

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).

A meeting is scheduled to take place with BRTC, ADC and the BID to look at the Switch-On and the ways in which partnership working can enhance the event. The current budget of £2,500 leaves little room for expenditure to enable a celebrity to switch-on the lights as previously discussed (Min. 85.4 refers). However, this may be something that could be discussed at the forthcoming meeting with ADC and the BID.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 5th AUGUST 2019**

AGENDA ITEM 7 - CONSIDERATION OF HOLDING AN EVENT TO MARK THE VE DAY CELEBRATIONS THAT ARE TAKING PLACE NATIONWIDE ON THE 8th MAY 2020 AND TO RECOMMEND A BUDGET FOR THE ASSOCIATED COSTS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

On the 8th May 2020 a nationwide celebration will be held to mark the 75th anniversary of VE Day (WWII - Victory in Europe).

As part of the celebrations, the Early May Bank Holiday has been changed from its usual date of the first Monday in May and instead, Friday 8th May has been made a Bank Holiday. It is anticipated that there will be a number of nationwide events such as street parties and beacon lightings as well as the more formal, civic proceedings.

In order for the Town Council to suitably mark the occasion, a budget for associated costs would need to be identified. In view of the enormity of the event and the need to start making arrangements at the earliest possible opportunity, Members are asked to make recommendation to the Policy and Resources Committee to identify a specific budget to be included in the budgetary planning for 2020/21.

Members are therefore asked to consider this issue and agree how to proceed.

DECISIONS

Do Members **AGREE** to participate in the 2020 VE Day celebrations?

If so, Members are asked to **AGREE** the amount of required budget for the event with the appropriate **RECOMMENDATION** to the Policy and Resources Committee for consideration during the 2020/21 budget discussion.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 5th AUGUST 2019**

AGENDA ITEM 8 - TO CONSIDER POTENTIAL SITES FOR EVENT PUBLICITY

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Wind Shelters on the Promenade:

As Members will be aware, Cllr. Brooks has obtained agreement from ADC to utilise the poster sites on the Promenade Wind Shelters and A0 posters of the BRTC Events for 2019 have already been installed.

Members may like to note that the ADC Tourism Development Officer and the BRTC Events Officer are working in partnership to utilise the remaining sites. Furthermore, other potential users of these sites include The Bognor Regis Heritage Partnership Board who are in the process of producing posters to promote their newly launched Heritage Trail and also the BID, with whom there is to be some planned future collaborative working.

Lamp Post Banner Sites:

It has been reported that Arun District Council will no longer be administering these sites. These lamp post banners are in a prime location which the Events Officer, together with other local organisations, has regularly used in the past to advertise and promote events.

It is understood that there is the potential for the Town Council to take responsibility for these banner sites, as has happened in another Town in the District. This would not only ensure their future availability for publicising of Town Council events but also revenue may be gained by letting the sites to other event organisers in much the same way as previously undertaken by ADC.

There will inevitably be a cost to take these over including ongoing maintenance, banner changing etc. Therefore, if this is an initiative that Members would like to pursue further, and to enable the Committee to fully debate the issue, Members are asked to agree that Officers undertake research to see if an arrangement can be made with the current owners (Colas) to allow the Town Council to manage the future administration of these sites. The matter would then be included on the next Agenda to enable any budgetary requests to be considered by the Policy and Resources Committee when drafting the budget for 2020/21.

DECISION

Do Members **AGREE** that the Town Council should consider the potential of taking responsibility for the lamp post banner sites and if so, instruct Officers to undertake further research, with a report back to this Committee at the next meeting?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 5th AUGUST 2019**

AGENDA ITEM 9 - ALLOTMENTS SUB-COMMITTEE INCLUDING:

- **CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 11th JUNE 2019**
- **TO CONSIDER RECOMMENDING A CHANGE OF THE DAY ON WHICH THE SUB-COMMITTEE MEETINGS ARE HELD**
- **TO AMEND THE TERMS OF REFERENCE AS PROPOSED AT THE POLICY AND RESOURCES COMMITTEE MEETING ON 29th JULY 2019 - MIN. 33 REFERS AND RECOMMEND TO COUNCIL FOR ADOPTION**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION/DECISION

Members are asked to receive the Resolutions, Recommendations and Reports of the Minutes of the Allotments Sub-Committee held on the 11th June 2019 (attached as **APPENDIX 1**).

Members are asked to note that an Extraordinary Sub-Committee Meeting had been scheduled for Tuesday 30th July to consider the two deferred items discussed at the meeting on 11th June 2019 (Mins. 8 and 10 refer) and to also receive an update on planned changes to the Annual Meeting of Allotment Holders and Prize-giving, with recommendations due to be considered at this Meeting of the Events, Promotion and Leisure Committee.

However, it was ascertained before the Agenda had been published that the Extraordinary Meeting of the Allotments Sub-Committee would not be quorate and therefore could not go ahead.

Members are therefore asked to note that due to the timings of the meetings and the issuing of the rent renewals in the first week of September, all rents will remain unchanged in 2020/21. Furthermore, as the necessary decisions could not be taken by the Sub-Committee, the introduction of a water levy will have to be deferred for 12 months and the arrangements for the Annual Meeting of Allotment Holders will continue as in previous years, being held in the Council Chamber with refreshments offered.

As Members will know, the Allotment Sub-Committee Meetings are traditionally held on Tuesday evenings, a throw back to when the membership of the Sub-Committee was from that of the Planning and Licensing Committee. However, several Members have commented that Tuesday evenings are more difficult for them and therefore Members may decide that the meetings should be moved to Monday evenings where possible. If Members are minded to agree with this, the Committee needs to recommend to Council the following changes to the agreed schedule of meetings: -

- Tuesday 12th November 2019 - moved to Monday 28th October 2019
- Tuesday 16th June 2020 - moved to Monday 15th June 2020
- Tuesday 24th November 2020 - moved to Monday 9th November 2020

At the Policy and Resources Committee Meeting held on the 29th July 2019, when reviewing the Terms of Reference for the Allotments Sub-Committee, Members suggested the following additions;

1. To improve *maintain GOOD* liaison between the Council and Allotment Tenants
3. To promote the use of Allotments by young people *WHO LIVE within the 5 Wards of Bognor Regis*

Therefore, Members are asked to Ratify the suggested additions and Recommend to Council that these are adopted.

DECISIONS

Do Members **APPROVE** the **RECOMMENDATIONS** of the Allotments Sub-Committee?

Do Members **AGREE** to **RECOMMEND** to Council the identified changes to the agreed schedule of meetings, to accommodate a change to Monday evenings for the Allotment Sub-Committee Meetings?

Do Members **AGREE** to **RATIFY** the additional amendments as detailed above and **RECOMMEND** to **COUNCIL** for adoption?



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON TUESDAY 11th JUNE 2019

PRESENT: Cllrs. J. Brooks, S. Goodheart and Mrs. S. Staniforth

IN ATTENDANCE: Mr. G. Delury, Mrs. L. Russell, Ms. S. Trodd and
Mr. J. Yeomans (Tenants Representatives)
Mrs. L. Gill (Allotments Sub-Committee Clerk)

The Meeting opened at 6.40pm

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

1.1 Chairman

It was proposed and seconded that Cllr. Mrs. S. Staniforth be nominated Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Staniforth be duly elected Chairman of the Sub-Committee for 2019/2020.

1.2 Vice-Chairman

It was proposed and seconded that Cllr. S. Goodheart be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Goodheart be duly elected Vice-Chairman of the Sub-Committee for 2019/2020.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. K. Batley and Cllr. M. Stanley due to work commitments, Cllr. Miss. C. Needs due to a prior engagement, Cllr. Mrs. I. Erskine and Cllr. W. Smith had also advised they would not be able to attend. No apologies had been received from Cllr. Mrs. S. Daniells.

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, 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

4. TO CONFIRM THE APPOINTMENTS OF MR. G. DELURY, MR. J. YEOMANS, 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. J. Yeomans, 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 13th NOVEMBER 2018

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 13th November 2018 as an accurate record and these were signed by the Chairman.

6. CLERK'S REPORT FROM PREVIOUS MINUTES

6.1 13th November 2018 - Min. 27 - Report on Lettings

The Sub-Committee Clerk reported that plot 10 had now been split into one medium and 2 small plots and these had been let.

7. ARRANGEMENTS FOR JUDGING:

The Sub-Committee Clerk's report was **NOTED** detailing the previous arrangements for judging of the following:-

- a) Best Kept Plot Award - Gravits Lane Original Site
- b) Sharon Stubbings Memorial Award - Best Kept Plot Re-Established Site
- c) The Roy Gristwood Shield for Best use of Allotment for 2019
- d) Young Achievers Awards
- e) Most Improved Plot - Reps Award including plaques if sponsorship can be found

Following discussion, it was **AGREED** that Cllrs. S. Goodheart and Mrs. S. Staniforth would judge the Best Kept Plot awards for both sites. Mrs. Gristwood would be invited to judge the Roy Gristwood Shield. It was suggested that the Young Achievers Awards could be presented to the recipient at their school by the Mayor and that a small prize of a token or some seeds be presented with the certificate to encourage participation. It was noted that this would have to be funded from the Competition Budget.

Members **AGREED** that sponsorship be sought to provide plaques for the Most Improved Plot awards for each site and it was noted that if sponsorship was not found there would be no plaques.

8. **ANNUAL REVIEW OF RENTAL CHARGES**

The Sub-Committee Clerk's report was **NOTED** and Members proceeded to discuss the Allotment rents at length. There was concern that the current rents do not cover the running costs of the Allotment site with regard to the maintenance charges attributed to Town Force. The Sub-Committee Clerk explained that the charges are for accounting purposes and that the Allotments are not billed this amount. Members felt that these charges should either be waived, or the rents should cover them and not show an accounting deficit.

It was suggested that re-categorising plot sizes would allow for a more regulated rental charge. A Member requested that a school or college be approached to undertake a surveying project to map the sites and obtain data on plot sizes. Members who had not yet visited the Allotment sites also requested that they be able to do this to enable them to make an informed decision. It was therefore **AGREED** to defer the decision on rent increases and to hold an Extraordinary Meeting prior to the next Events, Promotion and Leisure Committee Meeting to allow time to explore the possibility of resizing plots and to decide on any rent increase at that time.

9. **ANNUAL REVIEW OF ALLOTMENT GUIDELINES/CODE INCLUDING CONSIDERATION OF ADDITIONAL POINT REFERENCING EXISTING TENANCY AGREEMENT CLAUSE 3.F. CLARIFYING THE DEFINITION OF ANNOYANCE/NUISANCE TO INCLUDE DISCRIMINATION OR INTIMIDATION ON GROUNDS OF RACE OR DISABILITY**

The Sub-Committee Clerk's report including the proposed additional wording for point 20 of the Guidelines, was **NOTED**. Following discussion, it was **AGREED** to add the additional wording to the Allotment Guidelines and make

reference to "annoyance or nuisance" to include discrimination or intimidation on grounds of race or disability. One of the Tenant Representatives agreed that their mobile number can be included on the Guidelines as well as their home number.

10. **CONSIDERATION OF RATES FOR "WATER LEVY" FROM OCTOBER 2019 INCLUDING AGREEMENT TO EARMARK UNSPENT WATER LEVY FUNDS FOR UNEXPECTEDLY LARGE WATER RATES IN FUTURE YEARS - MIN. 25 REFERS**

The Sub-Committee Clerk's report was **NOTED** and following discussion, and in the light of the decision on deferring the rent review until further information could be obtained, it was **AGREED** to defer the decision on the water levy until the Extraordinary Meeting.

11. **TO NOTE DATE OF ANNUAL MEETING OF ALLOTMENT HOLDERS ON TUESDAY 22nd OCTOBER 2019 AND TO CONSIDER ARRANGEMENTS**

Members NOTED the date of 22nd October 2019 for the Annual Meeting and discussed the format for the meeting. It was **AGREED** to provide refreshments paid for from the Competition Budget. A Member suggested the venue might be changed from the Town Hall to somewhere more relaxed. As the budget would not be sufficient to cover hiring a venue, a Councillor agreed to make enquiries regarding obtaining a venue free of charge. It was also suggested that the prizegiving could be incorporated into the Bognor Regis in Bloom prizegiving event.

It was **AGREED** that prizewinners would be informed of their success in advance and invited to attend to receive their prize from the Mayor in person.

12. **CONSIDERATION OF CREATING AN ALLOTMENTS FACEBOOK PAGE FOR TENANTS**

Members discussed Social Media and agreed that it would be a good way for tenants to support each other and that a closed group which would be for ploholders only would be the preferred option. It was therefore **AGREED** that the Sub-Committee Clerk would set up a group, advertise it to ploholders via the newsletter and monitor other voluntary groups which might be of support or assistance to ploholders.

13. **RATIFICATION OF EXPENDITURE OF £55.86 FOR REPLACEMENT LOCKED BOLLARD AT ENTRANCE TO ALLOTMENT IN GRAVITS LANE**

The cost of £55.86 for a replacement locked bollard at the entrance to the Allotments in Gravits Lane was **RATIFIED** by the Sub-Committee.

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

The Sub-Committee Clerk's report including confirmation that the Deputy Clerk will undertake the Health and Safety inspection with the Sub-Committee Clerk was **NOTED**. Furthermore, any Members wishing to attend the Health and Safety Inspection are requested to inform the Sub-Committee Clerk as soon as possible so that they may.

15. REPORT ON LETTINGS

The Sub-Committee Clerk reported that there were 12 people on the waiting list, 4 of which want a second plot and 8 are new prospective tenants. In addition there were 13 on the waiting list from outside the Wards of Bognor Regis who were aware they were unlikely to be offered a plot.

One plot was currently vacant and would be re-let shortly.

16. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS

The Tenant Representatives reported that there were no issues they wanted to raise regarding the plots.

17. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 8.45pm

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 5th AUGUST 2019**

**AGENDA ITEM 10 - CONSIDERATION OF POSSIBLE UTILISATION OF THE
BEACON - MIN. 12 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

As was noted at the Policy and Resources Committee Meeting on 29th July, the Beacon has now been refurbished and reinstalled on the Promenade.

Following discussion at the last meeting of this Committee regarding the Beacon, Members asked for further discussion on the possibility of utilising the Beacon for other purposes.

With regard to the fuelling of the Beacon, the Town Force Manager is still investigating suitable gas burners and wind shields with the costs for these to be considered by the Policy and Resources Committee in due course. As it is unknown at this stage what form these burners will take and whether or not they will be permanently installed within the Beacon basket, Members may like to consider deferring this item to a future Agenda when more details are known.

DECISION

Are Members in agreement to defer further consideration of this item until more information is available?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 5th AUGUST 2019**

AGENDA ITEM 11 - FURTHER CONSIDERATION OF A RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE REGARDING A REQUEST FOR A PROMOTION BUDGET FOR THIS COMMITTEE INCLUDING THE RECOMMENDATIONS FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD 8th APRIL 2019 (P&R MIN. 159 REFERS), TO INCLUDE A MORE DETAILED ANALYSIS INCLUDING, SPECIFIC ACTIVITIES AND COSTS, DEFERRED FROM THE LAST MEETING - MIN. 13 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Meeting of this Committee on the 10th June Members deferred this item in order to look at specific projects, to allow a suitable recommendation to be made to the Policy and Resources Committee.

Members are reminded that the Policy and Resources Committee have advised that they would consider a recommendation for a sum of money, but it would need to comply strictly with the following conditions:

- Identification of the specific activities to be funded by this budget
- A breakdown of costs for each activity including quotations where necessary
- Any resourcing (staffing) implications arising from the identified activities
- A detailed analysis of the benefits to the Council of the identified activity

Members are therefore asked how they wish to proceed.

DECISIONS

Do Members **AGREE** to make a further recommendation to the Policy and Resources Committee for a promotional budget for the 2019/20 financial year?

If Members are minded to agree, confirmation is required of:

- a) The specific activities to be funded by this budget
- b) A breakdown of costs for each activity including quotations where necessary
- c) Resourcing (staffing) implications arising from the identified activities
- d) A detailed analysis of the benefits to the Council of the identified activity.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 5th AUGUST 2019**

AGENDA ITEM 12 - TO NOTE PUBLICATION OF WEATHER READINGS IN LOCAL NEWSPAPER, DEFERRED FROM THE LAST MEETING - MIN. 14 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Members are asked to note that from 28th June 2019, (issue 165) of the Bognor Regis Post, Weather Reports will be a regular feature using data supplied by the Bognor Regis Town Council's Weather Readers.

BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 5th AUGUST 2019

AGENDA ITEM 13 - TO RATIFY EXPENDITURE OF £804.50 PLUS VAT FOR ADDITIONAL BUNTING FOR LONDON ROAD/HIGH STREET AND MAKE RECOMMENDATION FOR IDENTIFICATION OF A SPECIFIC BUDGET IN THE 2020/21 FINANCIAL YEAR, DEFERRED FROM THE LAST MEETING - MIN. 15 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to **RATIFY** the expenditure of £804.50 plus VAT for the additional bunting purchased for the London Road/High Street.

Members are also asked to consider identifying a specific budget for the provision of bunting for the 2020/21 financial year if bunting is to continue to be installed each year.

DECISIONS

Members are asked to **RATIFY** the expenditure of £804.50 plus VAT for the additional bunting.

Do Members **AGREE** to **RECOMMEND** to the Policy and Resources Committee the allocation of a specific budget for bunting provision in the 2020/21 financial year and furthermore, **AGREE** the amount to be budgeted?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 5th AUGUST 2019**

AGENDA ITEM 14 - TO NOTE THE DECISION FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD 29th JULY 2019 REGARDING IDENTIFICATION OF A BUDGET TO PURCHASE LIGHTS TO ILLUMINATE THE BILLY BULB MASCOT FOR THE ILLUMINATIONS GALA AND AGREE ANY FURTHER ACTION

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Policy and Resources Committee held on the 29th July 2019, Members agreed a budget of £200 for the purchase of lights to illuminate the Billy Bulb mascot for the 2019 Illuminations Gala.

Members are reminded that there will not be an opportunity to use a generator to power the lights, so some initial research has been undertaken relating to costings for blanket LED battery powered lighting as detailed below:

<https://www.lights4fun.co.uk/i/q/EL140YWC/140-warm-white-led-net-light-clear-cable-2m-x-15m>

140 Warm White LED Net Light Clear Cable 2m x 1.5m EL140YWC
★★★★★ (3 Reviews)

£15.99 Bundle Offers Available >

Power source not included:
White Battery Box + £5.00 Power Guide >

Qty: 1 **ADD TO BASKET**

We've combined simplicity and symmetry to create the ultimate net light for light lovers. With a discreet clear cable and 140 warm white LEDs, this net light is an absolute must-have for creating light canopies and spanning ceilings. Uber flexible, it can be used indoors or out and comes with a choice of power source, making this great value net a top pick. Simply choose from a battery box with a timer or a plug and you're good to go!

- (W) 2 x (H) 1.5m
- 8 Lighting Effects (inc. static)
- Indoor & Outdoor Use

The Lowdown

Lightweight and super easy to install, this net light is unmissable. Plus, with a 5m lead cable from the plug and a 1.5m lead cable from the battery box to the first bulb, it's totally portable. You can expect 30 days illumination from the battery box on a static setting. Looking for something larger? Check out our bundle pack of 4 net lights, available with either a plug or a battery box. The battery box requires 3x 'D' batteries (the big chunky ones). Find them [here](#).

Techy Bits

Delivery & Returns

BUNDLE OFFERS

4 X 140 Warm White LED Net Light Clear Cable Battery

4x 140 Warm White LED Net Light Clear Cable 2m x 1.5m
1x White D Battery Box with Timer

£65.00 Separate price: £68.96 Save £3.96

Qty: 1 **ADD DEAL TO BASKET**

4 X 140 Warm White LED Net Light Clear Cable Plug

4x 140 Warm White LED Net Light Clear Cable 2m x 1.5m
1x 31v Transformer Kit Starter Plug

£65.00 Separate price: £68.96 Save £3.96

Qty: 1 **ADD DEAL TO BASKET**

As this type of lighting is simple to assemble it would only require a relatively straightforward risk assessment. There is also the timeframe to consider with the date of the Gala being 25th August 2019, which does not leave much time for further research. Furthermore, the mascot is collected, set up and driven in the Gala by a volunteer and therefore the complexity of installation must be considered when deciding how to proceed.

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

DECISIONS

Members are asked to **NOTE** the budget of £200 to illuminate Billy Bulb.

Do Members **AGREE** to purchase netted LED lighting for the Billy Bulb Mascot for the Illuminations Gala on the 25th August 2019?

If Members wish to use another lighting method, noting that a volunteer sets up the mascot for the Gala, what lighting would they like to purchase, whilst also noting the date of the event?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 5th AUGUST 2019**

**AGENDA ITEM 15 - CONSIDERATION OF A PROPOSAL TO LOOK AT THE
FORMATION OF A JOINT PARTNERSHIP/TOURISM BOARD FOR EVENT
ORGANISERS AS PROPOSED BY A MEMBER OF THE PUBLIC AT THE POLICY
AND RESOURCES COMMITTEE MEETING HELD ON THE 29th JULY 2019**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Policy and Resources Committee Meeting held on the 29th July 2019, a member of the public asked if the Town Council would consider looking at the formation of a joint partnership/tourism board for event organisers.

The Projects Officer will liaise with the member of public and more information about this proposal will be available at the meeting.

DECISION

Members are asked to advise how they wish to proceed.

GENERAL CORRESPONDENCE FOR E P & L COMMITTEE MEETING

10th JUNE 2019

1. Armed Forces Day Committee - letter from the Treasurer thanking the Town Council for the cheque for £1,000 and continued support
2. Email - Bognor Regis FC re prize draw
3. Email - SSAFA Charity re: a series of events for 2020 to mark VE Day
4. Email - Hampshire Flags - promotional material for VE Day
5. Email – from BID re recent WHICH survey and associated press coverage