



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 10th FEBRUARY 2020**

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 3rd FEBRUARY 2020

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 9th December 2019
4. Adjournment for public question time and statements
5. Clerk's report from previous Minutes
6. Final update and ratification of expenditure on Events programme for 2019
7. Update on proposals for events programme for 2020 including ratification of decisions where required
8. Update on Events Guide/Leaflet for 2020 including decision on design and format
9. Report on Christmas Illuminations (1st Year of 3-year Contract)
10. Further consideration of a request by a Councillor to agree a strategy regarding decoration of the Town Centre for the summer/winter including; guidelines on what the decorations should be, how displayed and for how long - Min. 61 refers
11. Further consideration of possible utilisation of the Beacon - Min. 62 refers including:
 - Feedback from the online poll
 - Consideration of any designs, costings and required permissions
12. Further consideration of a proposal for the Council to provide a monthly e:bulletin via emails - Min. 63 refers
13. Update on proposal to look at the formation of a joint partnership/tourism board for event organisers - Min. 64 refers
14. Update on proposal by a Councillor to create pop up spaces for art displays and exhibitions - Min. 66 refers
15. To consider and if acceptable agree a process for the utilisation of the 12 poster sites on the seafront promenade
16. To note correspondence
17. Date of next meeting Monday 6th April 2020

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 9th DECEMBER 2019

PRESENT:

Cllr. Batley (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells,
Mrs. I. Erskine, S. Goodheart (from Min. 61) and
Mrs. S. Staniforth

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer - until Min. 61)
1 Councillor in the public gallery: Cllr. Mrs. J. Warr
1 member of the public in the gallery

The Meeting opened at 6.32pm

51. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement.

Apologies for absence had been received from Cllrs: Miss. Needs due to personal reasons, W. Smith due to medical reasons and M. Stanley who had another engagement.

52. 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. Brooks declared Ordinary Interests in Agenda items 7 and 9 as a supplier of event services

Cllrs. Brooks, Mrs. Daniells, Mrs. Erskine 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

53. TO APPROVE THE MINUTES OF THE MEETING HELD ON 7th OCTOBER 2019

It was **RESOLVED** that the Minutes of the Meeting held on 7th October 2019 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

54. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.40pm

A written statement had been received from a member of the public asking the Committee to consider taking on the Chilli Fest Event now that West Dean had cancelled the event for the foreseeable future.

A member of the public, seated in the public gallery, asked if there would be any Arun District Council Officer in attendance at the planned meeting for Regeneration.

The Chairman reconvened the Meeting at 6.45pm

55. CLERK'S REPORT FROM PREVIOUS MINUTES

55.1 7th October 2019 - Min. 38.1 refers - Invitation to the ADC Events Officer to attend a meeting of the Town Council's Events, Promotion and Leisure Committee

A new Events Officer has been appointed to the position and will be invited to

attend a meeting at a future date once they have had the opportunity to familiarise themselves with the role.

55.2 7th October 2019 - Min. 38.2 refers - Update on Lamp Post Banner Sites

Following a formal request to ADC, the Environmental Services & Strategy Manager for Arun District Council has confirmed that they are willing for BRTC to manage the lamp post banner sites. Officers are in the process of sorting out the relevant paperwork and procedures for the handover. When this is complete the matter will be placed on a future Agenda and the Committee will be asked to advise how they wish to proceed.

56. REPORT FOLLOWING CHRISTMAS LIGHT SWITCH-ON EVENT INCLUDING UPDATE ON DISPLAYS AND ISSUES REGARDING POWER FEEDERS

The report prepared by the Projects and Events Officers was **NOTED**.

A Member of the Committee had a list of issues regarding the Switch-On event that he read out. The Events Officer responded to each concern and the Projects Officer and a Member were surprised at the negative comments as the public response had been overwhelmingly positive. The Member's comments were noted.

Members were concerned to learn of the problems experienced with anti-social behaviour at the Railway Station during the Switch-On event and the lack of response from both Sussex Police and British Transport Police. Members **AGREED** that a letter should be sent to the Sussex Police & Crime Commissioner to request that she addresses the situation.

57. PROPOSALS FOR EVENTS PROGRAMME FOR 2020 INCLUDING CONSIDERATION OF THEMES AND DECISIONS WHERE REQUIRED

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

57.1 Book Day - 28th May 2020: Members **AGREED** that the theme for the Book Day event for 2020 would be Superheroes.

57.2 Funshine Days - 3rd to 28th August (weekdays) 2020: A Member asked why a certain local entertainer was not being booked for the Funshine Days. The Events Officer explained that it was usual to book a variety of acts to keep the content fresh and further reported that following one of the referred to entertainer's performances, she had received a number of complaints from parents regarding the suitability of the content for children.

57.3 Christmas Illuminations – 21st November 2020: A member of the public had contacted the Town Council to suggest that the date of the 2020 Switch-On event be changed from 21st to 28th November. Following discussion Members **AGREED** to change the date for the 2020 Switch-On event to 28th November 2020.

58. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 28th OCTOBER 2019

The Projects Officer's report, including the previously circulated Notes of the Allotments Sub-Committee Meeting held on 28th October 2019, was **NOTED**.

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 28th October 2019 and **AGREED** the following:

- To approve of the costs of £13.54 for refreshments and associated costs of £27.00 for the 2019 AGM, totalling £40.54 including VAT (Min. 23 refers).
- To approve the recommendation to earmark any unspent funds from the Gravits Lane Maintenance Budget at the end of this financial year to be used towards funding a shelter on the re-established site (Min. 24.3 refers).

59. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2020

The Events Officer's report, including the breakdown of Town Force hours used in 2019 and recommendations for 2020, was **NOTED**.

Following discussion, Members **AGREED** the recommended Town Force hours for 2020 events.

60. CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2020 INCLUDING DESIGN AND FORMAT

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

Following a lengthy discussion Members **AGREED** to produce a DL Events Leaflet for 2020 to promote the events taking place in Bognor Regis.

Members further **AGREED** that the leaflet would be split into two print runs to allow for any programme changes throughout the year. The leaflet would include a small map to show the West End and East End of Bognor Regis and some advertising on the second print run. The Events Officer will have some draft designs produced for the next Committee meeting and at that time Members will be asked to consider the delivery options to the wider area.

The Events Officer left the Meeting

61. CONSIDERATION OF A REQUEST BY A COUNCILLOR TO AGREE A STRATEGY REGARDING DECORATION OF THE TOWN CENTRE FOR THE SUMMER/WINTER INCLUDING; GUIDELINES ON WHAT THE DECORATIONS SHOULD BE, HOW DISPLAYED AND FOR HOW LONG - MIN. 42 REFERS

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

Following discussion, Members asked for a map to be produced marking the Town Council's assets for them to determine which areas should be included within any displays. Members **AGREED** to refer this item to a future meeting to allow time for the map to be produced.

62. FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON - MIN. 44 REFERS

The Projects Officer's report, including the breakdown of costs for lighting the Beacon, was **NOTED**.

Following discussion regarding the possibility of offering a paid for service to light the Beacon for special events, Members **AGREED** that Officers should initiate a poll to judge public response to this proposal and furthermore, **AGREED** that the poll should be based on an estimated charge of £500 per event. Once results from the poll are known, the matter would be referred back to this Committee for further consideration.

Discussion continued around the possibility of producing a "selfie" opportunity by the Beacon and Members **AGREED** that some designs and costings be produced for a future meeting for Members to consider. The Projects Officer reminded Members that any attachment to the Beacon could interfere with the galvanisation and it may be necessary to undertake some checks with the manufacturer. Permissions would also need to be sought from Arun District Council.

63. CONSIDERATION OF A PROPOSAL FOR THE COUNCIL TO PROVIDE A MONTHLY E:BULLETIN VIA EMAILS - MIN. 45 REFERS

The Projects Officer apologised for not having any costings available for Members. However, Cllr. Mrs. Daniells gave a brief overview of how the bulletins could work. Following discussion Members felt that E:bulletins could be a useful communication tool and **AGREED** to defer the item to a future meeting to allow time for associated costs to be obtained.

64. UPDATE ON PROPOSAL TO LOOK AT THE FORMATION OF A JOINT PARTNERSHIP/TOURISM BOARD FOR EVENT ORGANISERS - MIN. 46 REFERS

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

As highlighted in the circulated report, although agreed at the previous meeting (Min. 46 refers), no comments on the draft scoping report had been

submitted by Members and therefore it had not been possible to progress this matter any further.

Therefore, following further discussion, Members **AGREED** that the scoping report be circulated once again for comments from all Members of the Committee. All responses would be collated by the Projects Officer with the appropriate report back to this Committee at the next meeting.

A Member asked when a meeting of the Joint Partnership/Tourism Board could be expected to be held. The Projects Officer informed Members that a meeting could only be arranged following the outcome of the initial scoping report which was why their comments and feedback were so important.

- 65.** Members **RESOLVED** to **APPROVE** an extension to the meeting of 15 minutes, as per S.O. 1.2.

66. CONSIDERATION OF A PROPOSAL BY A COUNCILLOR TO CREATE POP UP SPACES FOR ART DISPLAYS AND EXHIBITIONS

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

Members **AGREED** for Officers to contact Arun District Council in the first instance to see if they would be willing to allow the utilisation of any vacant ADC owned shop space for such an event.

67. TO NOTE CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence list, previously circulated.

68. DATE OF NEXT MEETING

The date of the next meeting is scheduled for Monday 10th February 2020.

The Meeting closed at 8.40pm

AGENDA ITEM 6

BOGNOR REGIS TOWN COUNCIL EVENTS, PROMOTION AND LEISURE COMMITTEE 10th FEBRUARY 2020

AGENDA ITEM 6 - FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2019

REPORT BY THE EVENTS OFFICER

FOR INFORMATION & DECISION

Members are asked to note the combined finances for the main Town Council events in 2019 namely, Book Day, Proms in the Park, Drive Through Time, Funshine Days and the Christmas Switch-On.

The total combined budget for all events was £18,500.00 and when expenditure of £20,896.47 and income of £2,459.25 are taken into account, the result is an underspend of £62.78.

As Members are already aware, additional costs were incurred over the cancellation, due to a Met Office Weather Warning, of the Roller Rink in August last year. As a result of this there was an overspend of £958.64 for rescheduling/cancellation fees which will be funded from General Reserves.

DECISION

Members are asked to **NOTE** the finances for the main Town Council events in 2019 and furthermore, **RATIFY** the overspend on the Roller Rink of £958.64.

AGENDA ITEM 7

BOGNOR REGIS TOWN COUNCIL EVENTS, PROMOTION AND LEISURE COMMITTEE 10th FEBRUARY 2020

AGENDA ITEM 7 - UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2020 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

REPORT BY THE EVENTS OFFICER

FOR INFORMATION & DECISION

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

Celebrations and Commemorations To Mark The 75th Anniversary Of VE Day - 8th to 10th May 2020

Budget - £3,000

Members are asked to agree what format they would like the event to take and to agree the budget for the 2020 event. The Officer recommendation is that a budget of £3,000 would be required.

It is the Officer recommendation that the event be located in Hotham Park on Friday 8th May (Bank Holiday), as opposed to any other day over the 3-day course of events, so that the national guidelines can be followed (see letter from Bruno Peek LVO OBE OPR - Pageantmaster VE Day 75 attached as **Appendix 1**) with the following elements incorporated into the event:

2.55pm - The Last Post is played

3.00pm - The Playing of Battle's O'er and VE 75 Years (a new tune written for the anniversary)

3.00pm - The Nation's Toast to the Heroes of World War 2

6.55pm - Cry for Peace - Town Crier

The event would include bands performing music from the era on the bandstand, along with food concessions selling traditional food. There would also be space for people bringing their own picnics, and we could suggest/promote that attendees wear vintage clothing to add more of a feel to the event. Event time 2.30pm - 7.00pm.

A Piper, Bugler and 1940's themed act have all been booked in to attend the event. This was done as soon as the budgets were agreed by the Policy and Resources Committee as the demand for this national event is huge.

As Members are aware this is a national event marking peace. However, given the sensitivity of the event and the current national security level, Members are asked if they would like roaming security at the VE Day Event which is estimated would cost in the region of £150 plus VAT.

DECISION

Do Members **AGREE** to have security at the VE Day Event at an estimated costs of £150 plus VAT?

Book Day - 28th May 2020

Budget - £4,000

Members are asked to advise what book theme they would like for the 2020 Park Day and to agree the budget for the 2020 event. The Officer recommendation is that, based on the 2019 event and the increase in costs across the board, a budget of £4,000 would be required.

As no decision was made at the previous meeting regarding a theme (Min 41.2 refers), it is the Officer recommendation that the theme for the 2020 event be Superheroes. This is a non-gender specific theme and is very broad which will enable more children to be reached and engage.

A local book shop would like to sponsor the Book Day Event and the following is an extract from their recent email;

In return for being the/an event sponsor and given the appropriate coverage/mentions as such in all publicity for the event, I would like to offer BRTC 100 copies of the children's book THEY RACED TO THE MOON (published 1997 - images attached). Although not directly superheros, it cannot be denied that the men who took part in the race to go to moon are most definitely heroes in their own right.

It would be your choice how you distribute them, be it a FREE giveaway to the first 100, or maybe for those who enter the fancy-dress contest but are not crowned the overall winner, like I say, your choice.

The books have a retail value of £5.99 each, thus making the value of the sponsorship £599.00 plus my time etc.

If Members are minded to accept this offer of sponsorship the business will be included on all banners, social media, and any other publicity for the event. The business will be asked to confirm their acceptance of these terms before proceeding.

DECISION

Do Members **AGREE** to accept the sponsorship offer for Book Day 2020?

Drive Through Time - 19th July 2020

Budget - £4,000

This is the 9th 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 2020, 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 or the Place St Maur.

Do Members support this recommendation or have any input or suggestions?

The Officer recommendation is that, based on the 2019 event, lack of sponsor and increase in costs across the board, a budget of £4,000 would be required.

There are no current updates on this event.

Proms in the Park - 27th June

Budget - £2,500

The dates suggested are the 27th June, or the 12th 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 2019 event, an increase in the budget is required to a new amount of £3,500, if Members are wanting to go for the later date and broadcast the BBC Last Night of the Proms.

Two bands have been booked to perform at the event, a String Quartet and the Bognor Regis Concert Band, with Vocalist, to perform all the Proms classics.

Funshine Days - 3rd to 28th August (weekdays) 2020

Budget - £7,000

Due to increasing costs across the board it is the Officer recommendation that the budget for the 20 days of Funshine Days be increased to £7,000, which will allow daily cost of £350.00 per event as opposed to the current amount of £325.00.

Despite attempted early booking requests as soon as the budgets had been agreed by the Policy and Resources Committee, it has not been possible to secure Donkeys for the 2020 Funshine Days Programme.

Christmas Illuminations – 28th November 2020

Budget - £3,500

The Officer recommendation is that, based on previous events and the increasing costs across the board, a budget of £3,500 would be required. However, should Members wish to look at a celebrity attending to turn on the lights then a further £2,000 would need to be added to the budget.

A member of the public contacted the Town Council to request that the date of the Switch-On be changed to the 28th November 2020, please see correspondence.

There are no current updates on this event.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
10th FEBRUARY 2020**

**AGENDA ITEM 8 - UPDATE ON EVENTS GUIDE/LEAFLET FOR 2020
INCLUDING DECISION ON DESIGN AND FORMAT**

REPORT BY THE EVENTS OFFICER

**FOR INFORMATION
& DECISION**

At the last committee meeting, Members agreed that a DL Events Leaflet will be again produced for 2020 as has been done in the last two years. Proofs of the options of the design layout will be available at the meeting for Members to consider and agree.

As Members may recall, when considering the Events Leaflet last year, the Committee received three designs and ultimately chose their preferred option.

When this issue was discussed at the last meeting members had no specific direction or desire for the content of the design, with the exception of inclusion of a small map, and therefore to minimise design costs it is suggested that the unused options from 2019 are considered to see if one of these would be suitable for the 2020 leaflet. Of course, if Members do not wish to use either of these designs, forms will be available for Members to complete with their suggestions.

With regard to distribution, Members may recall that in 2019 it was agreed to increase the print run to 40,000 to enable a wider distribution area. Of this total, 30,000 were distributed house to house within agreed locations and the remaining 10,000 used for local distribution via Town Force. Members are asked to confirm if they wish to repeat this distribution model for the 2020 Event Leaflet and if so, confirm which areas they would like to cover. The following summarises the potential reach and those that received the leaflet in 2019 are noted with an asterix (*).

Area	Number of Households
Billingshurst	3,800
Felpham, Bersted, Pagham & Aldwick	17,000*
Barnham, Eastergate, Westergate & Yapton	5000*
Walberton (incl. Fontwell)	800*
Burgess Hill	14,000
Chichester	13,500
Haywards Heath	14,500
Horsham/Southwater/Broadbridge Heath	25,500
LA/Angmering/East Preston/Rustington	25,500
Midhurst/Petworth/Pulborough	7,500
Selsey	4,800*
Brighton/Hove	105,000
Lancing	14,000
Shoreham	10,000
Fareham	16,500

Hayling Island	7,500
Portchester/Cowplain/Waterlooville/Lovedean	25,000

Members are asked to note that, as always, the Town Council Newsletter is distributed to every household in the five Wards in the Spring and this will include a full listing of the events.

DECISIONS

Members are invited to **AGREE** the design layout for the 2020 Events Leaflet if using one of the unused 2019 designs.

If the Committee do not wish to use one of the 2019 designs, Members are asked to provide guidance on their wishes for the design and complete and return the suggestion form (to be circulated at the meeting) by **5pm** on **Friday 21st February 2020**.

Members are asked to **AGREE** the areas within which the Events Leaflet is to be distributed to every household.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
10th FEBRUARY 2020**

AGENDA ITEM 9 - REPORT ON CHRISTMAS ILLUMINATIONS (1st YEAR OF 3-YEAR CONTRACT)

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Feedback

The Christmas Illuminations for the 2019 display was the first year of a 3-year agreement with the new contractor. All the displays in London Road, Station Road and Queensway were new, with an additional feature where London Road joins High Street.

As anticipated the new display received a lot of comments and it is particularly pleasing to be able to report that not one negative comment was received or posted on any of the social media sites. The BID reported that all the businesses were delighted with the display and the following communication was received from the Bognor Regis Seafront Lights:

"Just a note to say well done and thank you to the Council for this year's Christmas Lights. I think they are the best that I can ever remember. Hopefully lots of residents have also contacted to you similarly."

Maintenance

Following installation, it was necessary to replace some of the timers due to their age and over the six-week display period it was necessary to instigate a callout on a couple of occasions. However, these were dealt with promptly and within the agreed timescales.

Some arcing occurred on one section of the display following the initial switch-on, but this was immediately rectified by the maintenance crew who were in attendance for the event. This was found to have been caused by a power surge, the cause of which is being investigated, with the result that one of the panels burnt out. Repairs to this can only be undertaken by SSE and contact has been made with them to arrange this. It is hoped that the investigations will be completed shortly with a full report back to this Committee regarding the cause of the surge and any financial implications.

AGENDA ITEM 10

BOGNOR REGIS TOWN COUNCIL EVENTS, PROMOTION AND LEISURE COMMITTEE 10th FEBRUARY 2020

AGENDA ITEM 10 - FURTHER CONSIDERATION OF A REQUEST BY A COUNCILLOR TO AGREE A STRATEGY REGARDING DECORATION OF THE TOWN CENTRE FOR THE SUMMER/WINTER INCLUDING; GUIDELINES ON WHAT THE DECORATIONS SHOULD BE, HOW DISPLAYED AND FOR HOW LONG - MIN. 61 REFERS

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
& DECISION**

At the last meeting Members requested a map of the Town Centre area marking the lamp post and gateway banner sites as well as any Town Council assets (Min. 61 refers).

Due to the size of the map, copies will be circulated at the meeting.

Members are respectfully reminded that there is no specific budget allocated for this project. However, Members are asked to note that this Committee has been allocated a Promotions Budget of £1,200 for the 2020/21 financial year.

Furthermore, an amount of approximately £5,000 is in Earmarked Reserves for Promotions which is available via recommendation to the Policy and Resources Committee for the release from this fund.

Members are asked to advise how they wish to proceed.

DECISION

Members are invited to advise how they wish to proceed.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
10th FEBRUARY 2020**

AGENDA ITEM 11 - FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON - MIN. 62 REFERS INCLUDING: FEEDBACK FROM THE ONLINE POLL; CONSIDERATION OF ANY DESIGNS, COSTINGS AND REQUIRED PERMISSIONS

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
& DECISION**

Feedback from the online poll

At the last meeting, when considering alternative uses of the Beacon, the possibility of offering a paid for service to light the Beacon for special events was considered, with Officers instructed to undertake a poll to ascertain the public response to the idea.

Members are invited to consider the following responses received from the online poll, which asked, would you be willing to pay a cost of £500 to light the beacon for a special occasion?

817 RESPONSES

- 495 = NO 60%
- 322 = YES 40%

Most common **NO** responses were on:

- cost grounds and value for money - too expensive & labour intensive
- inappropriate use - should be for major public events only and personal use would devalue this
- Not a good use of taxpayer's money

Most common **YES** responses were on:

- Light it for BREXIT/VE Day
- If people can afford it, why not?
- Better than Chinese lanterns
- Some income for Council

When considering the responses, Members should also note that before the Beacon can be lit for any occasion, a full event application is required by ADC. Furthermore, at any event the presence of the Events Officer as well as Town Force would be required. It is likely that such an event would be requested to be held at a weekend or evening, incurring additional costs by way of overtime for Town Force and TOIL hours for the Events Officer. It will also be necessary to monitor the amount of bookings received. Whilst, if only one booking is received every six months, this could be covered by current resources, if bookings were to become frequent the Town Council does not currently have the staffing resources to accommodate this.

Members are invited to consider the poll responses and, noting the comments above, advise how they wish to proceed.

DECISIONS

How do Members **AGREE** to proceed with regard to the offering of a paid for service to light the Beacon for special events?

If Members are minded to proceed with the proposal, Members are asked to **NOTE** the implications for staffing and the associated costs.

Furthermore, Members must **AGREE** to monitor the number of bookings received and, if necessary, make a Recommendation to the Joint Consultative Sub-Committee (Staffing) on future staffing provision.

Consideration of any designs, costings and required permissions

Also, at the previous meeting discussion took place around the possibility of producing a “selfie” opportunity by the Beacon. Members are invited to consider any designs that may be brought to the meeting and further consider any associated cost and identify a budget.

Members are asked to note that it may be necessary to acquire permissions or licences for the erection of any appendage to the Beacon and as any attachment could interfere with the galvanisation, it may be necessary to undertake some checks with the manufacturer. These items may also incur some additional costs.

Members are also asked to be mindful that ADC may have a concession in place within the bullnose area which could have an impact on any “selfie” opportunity.

Members are invited to advise how they wish to proceed.

Members are respectfully reminded that there is no specific budget allocated for this project. However, Members are asked to note that this Committee has been allocated a Promotions Budget of £1,200 for the 2020/21 financial year.

Furthermore, an amount of approximately £5,000 is in Earmarked Reserves for Promotions which is available via recommendation to the Policy and Resources Committee for the release from this fund.

DECISION

Members are invited to **AGREE** how they wish to proceed regarding designs for a “selfie” opportunity and to identify a budget for any associated costs.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
10th FEBRUARY 2020**

AGENDA ITEM 12 - FURTHER CONSIDERATION OF A PROPOSAL FOR THE COUNCIL TO PROVIDE A MONTHLY E:BULLETIN VIA EMAILS - MIN. 63 REFERS

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
& DECISION**

At the last meeting Members felt that E:bulletins could be a useful communication tool and agreed to defer the item to a future meeting to allow time for associated costs to be obtained.

Having undertaken some research with IT providers, Members may like to consider utilising a Mailchimp account which is free and allows up to 2,000 contacts. This can be linked to the Town Council's website whereby people can sign up to receive monthly E:Bulletins.

The E:Bulletin can be compiled by Officers over the course of each month, ready to be emailed out on a monthly basis. An example of how the E:Bulletin could look is appended to this report as **Appendix 1**.

Initially, this proposal would not incur any financial cost other than Officer time. However, if the sign up were to exceed the 2,000 free allocation from Mailchimp, a paid for service would be necessary and funding identified for this activity.

Members are therefore invited to consider if they would like to set up a Mailchimp account and if so, they are further asked to consider if they would like Officers to compile an E:Bulletin Newsletter to be emailed out to subscribers on a monthly basis.

DECISIONS

Do Members **AGREE** to set up a Mailchimp account linked to the Town Council's Website to enable E:Bulletins to be emailed out on a monthly basis?

Do Members further **AGREE** for Officers to compile a monthly E:Bulletin as shown in Appendix 1?



Bognor Regis Town Council

E:Bulletin

January 2020

www.bognorregis.gov.uk



The Mayor took the opportunity to thank his outgoing Mayor's Cadet AC Alice West, at Monday's Council Meeting. Alice received a 'certificate of thanks' for her hard work and support, during her time in the role.

OC Luca Tanner will be taking over from Alice, and will stay in post for 18 months. He received a certificate from the Mayor, and was present at the meeting to meet the Bognor Regis Town Councillors.

Luca will be accompanying the Mayor at various Civic events, over the coming months.



VE Day in Bognor Regis

When VE Day dawns on 8th May 2020 it will be 75 years since the guns fell silent at the end of the war in Europe, as well as VJ Day on 15th August.

Bognor Regis Town Council are planning on dedicating a large part of the Spring Newsletter to this important anniversary. We would love to hear any stories of the celebrations in the town from the older population and to include some photographs from the day if anyone has any! we are able to scan any original photos and can take any memories as written words or possible meet up if an older person is less mobile. Let us know if you can help and we will get in touch with you.

Let's talk mental health

Good mental health means feeling positive about yourself, being able to cope with everyday pressures and being able to form and maintain relationships.

When we think of poor mental health we often think of certain conditions such as schizophrenia or depression. But mental health problems also include common conditions that can affect us all, such as stress, anxiety and 'feeling down'.



How to get help

SUSSEX COMMUNITY MENTAL HEALTH SERVICES- ASSESSMENT AND TREATMENT TEAM

This service is for individuals under the care of the community mental health team or needing advice as to how they get can access support. Professionals can also access this service for advice or signposting for individuals they have a concern about.

0300 304 055 (Worthing & Littlehampton)
0300 304 0400 (Bognor & Chichester)
www.sussexpartnership.nhs.uk/
www.sussexpartnership.nhs.uk/urgent-help-crisis

www.westsussexmind.org/
www.samaritans.org/
www.ncmh.info/leaflets/ - Information links

SUSSEX MENTAL HEALTHLINE

A telephone service offering support and information to anyone experiencing mental health problems including stress, anxiety and depression.

The service is also available to carers and healthcare professionals. You do not need an appointment. Available 24 hours, seven days a week.

0300 5000 101

www.sussexpartnership.nhs.uk/sussex-mental-healthline



DOMESTIC ABUSE ISN'T LOVE.

There's no excuse.

Domestic abuse is threats, violence, and coercive or controlling behaviour between people who have a relationship with each other (or have had in the past).



It can happen between partners, within families or shared homes. Both men and women can be affected. It happens within heterosexual, gay, lesbian, bisexual and transgender relationships. It happens between people of all cultures, religion or social groups. It's based on one person having power or control over another.

Pet fostering services for families fleeing domestic abuse and going in to refuge

Providing a retreat for pets of those going into a refuge until the owner has a safe place to live and they can be reunited.

Cats Protection (Paws Protect)
www.cats.org.uk
0345 260 1280

Dogs Trust (Freedom Project)
www.dogstrust.org.uk
0207 837 0006



How to get help

LOCAL SERVICES

Worthing Services
0330 2228181
worthing.idva.services@westsussex.gov.uk

Safe in Sussex
0330 333 7416
www.safeinsussex.org

My Sisters' House CIC
01243 697800
www.mysistershouse.info
office@mysistershouse.info

Veritas Justice (Stalking Support)
01273 234773
www.veritas-justice.co.uk

NATIONAL SERVICES

National Domestic Abuse 24 hour helpline
0808 2000 247

Women's Aid
0808 2000 247 (24 hour advice line)
www.womensaid.org.uk

Mens Advice Line
www.mensadvice.org.uk
Help and Support for male victims of DV across the UK

Mankind Initiative
01823 334244
www.new.mankind.org.uk
Confidential helpline for men across the UK suffering from DV

Citizens Advice Bureau (CAB)
08444 99 41 88
www.citizensadvice.org.uk

Domestic abuse takes many forms including (but not limited to) physical, sexual, emotional and financial abuse. It also includes digital abuse (using smartphones and social networking to harass and intimidate).



All About Me is funded by the European Social Fund and the National Lottery Community Fund

ALL ABOUT ME INVITES YOU TO PICK 'N' MIX OUR FREE COURSES!

Our courses are focused on helping you to overcome barriers that are preventing you from moving closer to employment. Pick as many of our FREE courses as you like!

Course 1
15th January 2020

Managing
Change

Course 2
29th January 2020

Understanding
your thought
pattern

Course 3
12th February 2020

Understanding
your
boundaries
and values

Course 4
4th March 2020

Whose
responsibility
is it?

Course 5
18th March 2020

Home/Work
Life
Balance

Course 6
1st April 2020

Assertive
Communi-
cation

Course 7
29th April 2020

Adopting an
affordable
healthier
lifestyle

Course 8
13th May 2020

Identifying
your skill set

Course 9
20th May 2020

The
"What-ifs"

BOGNOR REGIS TOWN COUNCIL INAUGURAL MEETING



CLIMATE CHANGE TOPIC TEAM

29th January 2020

6.00pm

Studio 3, The Regis Centre,
Belmont Street, PO21 1BL



To assist us in managing this Meeting, please register your interest in attending by emailing bognortc@bognorregis.gov.uk

These courses are held at Bognor Children and Family Centre on Wednesday's from 9.30am until 12.00pm. Register your interest with the Children and Family Centre or email sharvn.wall@aspireussex.org.uk

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
10th FEBRUARY 2020**

**AGENDA ITEM 13 - UPDATE ON PROPOSAL TO LOOK AT THE FORMATION
OF A JOINT PARTNERSHIP/TOURISM BOARD FOR EVENT ORGANISERS -
MIN. 64 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

The comments and feedback received from Members on the initial scoping report have been collated and forwarded to the BID, who are leading on this project, for consideration and inclusion within the next stage.

Members may be aware that the Bognor Regis Placebranding work undertaken in association with Wayne Hemmingway is now complete and the proposed concepts will be published in due course.

It is likely that these concepts will have an impact with regard to any joint marketing proposals. Therefore, the BID is suggesting that no meetings or further updates take place until Council Members and the BID Board have had the opportunity to consider the concepts.

A watching brief on this matter will therefore be maintained and referred back to this Committee for further consideration when appropriate.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
10th FEBRUARY 2020**

**AGENDA ITEM 14 - UPDATE ON PROPOSAL BY A COUNCILLOR TO CREATE
POP UP SPACES FOR ART DISPLAYS AND EXHIBITIONS - MIN. 66 REFERS**

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
& DECISION**

At the last meeting Members were asked to consider a proposal by a Councillor to create pop up spaces for art displays and exhibitions and Officers were asked to contact ADC, in the first instance, to see if they would be willing to allow the utilisation of any vacant ADC owned shop space for such an event.

An email has been sent to the ADC Property, Estates and Facilities Manager who has advised he will need to catch up with colleagues ahead of any response as he is aware that this issue has been under discussion elsewhere and as yet, has not been included. He further added he would not want to commit to something whilst proceeding to secure commercial lettings as per current instruction. He will hopefully be able to provide a further update in respect of this matter once in receipt of comments from colleagues.

As previously reported, the BID held a series of pop up exhibitions and displays over the Christmas period for CICs and local organisations to promote their services. The feedback was very positive from both exhibitors and visitors alike who would like to see this continue.

As a result of this feedback the BID are currently pursuing a number of options with ADC, as well as community groups and start-up businesses, and have indicated they would welcome support from the Town Council as a collaborative project.

Members may therefore wish to consider working with the BID to progress this collectively in conjunction with ADC and other organisations.

Members are invited to advise how they wish to proceed.

DECISIONS

Do Members wish to support and work with the BID and other groups on a collaborative project

or

Would Members prefer to continue to pursue this independently?

AGENDA ITEM 15

BOGNOR REGIS TOWN COUNCIL EVENTS, PROMOTION AND LEISURE COMMITTEE 10th FEBRUARY 2020

AGENDA ITEM 15 - TO CONSIDER AND IF ACCEPTABLE AGREE A PROCESS FOR THE UTILISATION OF THE 12 POSTER SITES ON THE SEAFRONT PROMENADE

REPORT BY THE PROJECTS OFFICER FOR INFORMATION & DECISION

Members are asked to consider a proposal from Cllr. Brooks to agree a formal process in respect to the utilisation of the 12 poster sites on the 3 seafront shelters along the promenade.

This report has been produced following a meeting with Cllr. Brooks which has resulted in the following suggested guidelines to create a more streamlined, efficient and uniformed approach to ensure the best possible use of these sites throughout the year.

Therefore, Members are asked to consider the following proposals:

- a) That the Town Council fund from the Promotions Budget (allocated £1,200 for the 2020/21 financial year) the designing and printing of 3/4 posters for each Town Council event in 2020;
- b) That the organisers of the main non-Town Council events be included on a Primary List and contacted to make them aware of the facility to display posters (funded and provided by the event) along the Promenade, and to provide recommended specifications. The events suggested are: -
 - Carnival
 - Birdman/Pride
 - Seafront Illuminations
 - Southdowns Folk Festival
 - Rox
 - Bognorphenia
 - Illuminations Gala;
- c) Town Council Officers will be responsible for the administration of the scheme including taking receipt of the posters from organisers, rotation of posters and notification to event organisers if posters become damaged so that a replacement can be provided;
- d) To accept posters from non-profit events, other than those on the Primary List, for display if space allows;
- e) That generic posters, such as West End Shops This Way/Visit Bognor Regis Old Town etc. are displayed between events and when space is available, so sites are continually filled. These posters would be funded and provided

by third party organisations such as the BID or West End Traders Association or any other non-profit or non-commercial enterprise;

- f) Town Force to undertake all necessary works to display signs with these being erected no earlier than 2 weeks leading up to the advertised event and taken down post event to avoid out of date posters being on display.

Cllr. Brooks has also suggested that the purchase and installation of new poster frames may be warranted. Members are therefore asked to note that an amount of £5,000 in Earmarked Reserves for Promotions is available to this Committee. If Members would like to investigate this further, then the matter may be placed on a future Agenda item for discussion and any recommendation to the Policy and Resources Committee for the release of the Earmarked Reserve funds.

DECISIONS

- a) Do Members **AGREE** that the Town Council fund, from the Promotions Budget (allocated £1,200 for the 2020/21 financial year), the designing and printing of 3/4 posters for each Town Council event?
- b) Do Members **AGREE** that a Primary List of event organisers be prepared, and contact made to make them aware of the facility to display posters (funded and provided by themselves) along the Promenade, and to provide recommended specifications?
- c) Noting the suggested inclusions on a Primary List, Members are asked to confirm the final list.
- d) Do Members **AGREE** to delegate the administration and management of the scheme to Town Council Officers?
- e) Do Members **AGREE** that non-profit events other than those on the primary list may provide posters through the Office for display, if appropriate and space permitting?
- f) Do Members **AGREE** to display generic posters, such as West End Shops This Way/Visit Bognor Regis Old Town etc or other non-profit or non-commercial enterprise, so sites are continually filled?
- g) Do Members **AGREE** that investigations into the purchase and installation of new poster frames be undertaken, with a report back to this Committee for a decision on any recommendation to the Policy and Resources Committee for the release of Earmarked Reserves?

GENERAL CORRESPONDENCE FOR E, P & L COMMITTEE MEETING

10th FEBRUARY 2020

1. Email: CDC News – advertising available
2. Email: Chairman BID thanking BRTC for Town Force hours