



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,

ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE

I hereby give you Notice that an Online Meeting of the Events, Promotion and Leisure Committee of Bognor Regis Town Council will be held at **6.30pm on THURSDAY 29th APRIL 2021** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 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.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements** to, the Committee during an adjournment shortly after the meeting has commenced.

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Thursday 29th April 2021. Alternatively, a video recording of any Questions and Statements can be emailed to bognortc@bognorregis.gov.uk but MUST be received before 9am on Wednesday 28th April 2021. Recordings should be no longer than 2 minutes in duration, of good sound quality and appropriate. Persons submitting a recording that fails to meet these requirements will be notified via email by no later than 5pm on Wednesday 28th April 2021.

Online access to the Meeting will be via ZOOM using the following Webinar ID: [836-0135-2276](https://join.zoom.us/j/836-0135-2276) The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

DATED this 21st day of APRIL 2021

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcement 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 23rd March 2021
4. Adjournment for public questions and statements submitted in accordance with the requirements noted above
5. Clerk's report from previous Minutes
6. Adjournment for presentation from Sarah Boote-Cook regarding potential collaborative working on an event for the Queen's Platinum Jubilee
7. Consideration of an event to commemorate the Queen's Platinum Jubilee event in June 2022 – Min. 147 refers including:
 - content of event
 - possible collaboration with other organisations
 - length of event
 - required budget for delivery
8. Update on proposals for events programme for 2021 including:
 - ratification of decisions where required
 - changes/cancellations to events timetable
9. Consideration of the specification requirements and accompanying brief for the Christmas Illuminations for 2022-24 contract - deferred from the last meeting
10. Further consideration of producing an Events Guide/Leaflet for 2021 including design and format - deferred from the last meeting
11. Update of the utilisation of the 12 seafront poster sites on the Promenade - deferred from the last meeting including:
 - ratification of the selected posters
 - consideration of producing a draft mock-up for a montage of some of the artwork and to identify a budget to meet any additional costs

12. Further consideration of a proposal by Cllr. Brooks to produce a freestanding poster/display in Butlin's - deferred from last meeting including:
 - To agree the contents of a detailed brief as requested by the Resort Director ahead of any proposed meeting
 - To identify any associated costs
 - To consider which Councillors will be representative at the meeting
13. Update on Lamp Post Banner Sites (Upper Bognor Road and High Street by Hotham Park) - deferred from the last meeting
 - feedback from other event organisers as to whether they would utilise these sites
 - historical data from ADC if available
 - update and further information on the previous advice from suppliers regarding phasing out of standard banners
14. Update of a proposal from Cllr. Goodheart regarding Hotham Park Bandstand site improvements and additions to create a COVID-19 safe area for small events and further consideration of any identified budget if required - deferred from the last meeting
15. Items for future Agenda
16. To note correspondence including any items deferred from the last meeting

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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MINUTES OF THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON TUESDAY 23rd MARCH 2021

PRESENT ONLINE:

Cllr. K. Batley (Chairman); Cllrs; J. Brooks,
J. Erskine, S. Goodheart, W. Smith, Mrs. S. Staniforth,
M. Stanley and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
Mrs. J. Davis (Hosting the Meeting)
3 members of the public attended via Zoom (at start of
meeting)
13 members of the public viewing via Facebook (at
start of meeting)

The Meeting opened at 6.32pm

141. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, live streamed via Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies had been received from Cllr. Mrs. S. Daniells.

The Chairman drew Member's attention to the fact that it was the anniversary of the UK's first COVID Lockdown and proposed to conclude business by 7.55pm and close the meeting to allow participation in the "Beacon of Remembrance", a nationwide initiative to hold a door-step vigil for remembrance and reflection.

The Chairman requested a recorded vote for this item:

Cllr. Brooks:	Abstain
Cllr. Erskine:	Agree
Cllr. Goodheart:	Abstain
Cllr. Smith:	Agree
Cllr. Mrs. Staniforth:	Agree
Cllr. Stanley:	Agree
Cllr. Mrs. Warr:	Agree
Cllr. Batley:	Agree

Therefore, Members **AGREED** to conclude business by 7.55pm and close the Meeting to allow participation in the "Beacon of Remembrance", a nationwide initiative to hold a door-step vigil for remembrance and reflection.

142. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

If a Member were required to temporarily leave the Meeting for any Interest, they would be put on hold by the Meeting Host who would also facilitate their re-joining the Meeting at the appropriate time.

As noted on the Agenda, 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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting 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.

As per the Agenda, it is each Member's own 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 an Ordinary Interest in Agenda item 8 as a provider of event services

143. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18th JANUARY 2021

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 18th January 2021. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 18th January 2021 as an accurate record of the proceedings and the Chairman duly signed them.

144. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

No public questions or statements had been received.

145. CLERK'S REPORT FROM PREVIOUS MINUTES

145.1 Christmas Illuminations - 18th January 2021 - Min 132.1 refers

Members requested a letter be sent to the BID thanking them for the additional enhancements they provided throughout the Town. This has been actioned.

145.2 Place branding - 18th January 2021 - Min. 140 refers

This item was deferred from the January Meeting. However, the item has since been dealt with by Full Council having been referred from the Policy and Resources Committee Meeting held on 19th January 2021.

At the Council Meeting held on the 8th March 2021 (Min. 360.10) refers Members agreed that the Town Council adopt and implement the Place Branding Core Values, with BRTC to receive a quarterly report from the Bognor Regis Regeneration Board (BRRB) on Place Branding including:

- Feedback (both positive and negative)
- Examples of Place Branding in action (from BRRB and other Stakeholders)
- and other KPI's (as defined by BRRB, Bognor Regis BID and BRTC Officers)

145.3 Report to the Committee from the Town Clerk

The electricity that is charged on an annual basis for the Christmas lights is calculated by usage over the number of days the displays are lit. A breakdown of the various displays and their usage figure is provided by the contractor in January/February each year and this is submitted to the energy supplier to enable an invoice to be raised.

The invoice is not usually received until after the start of the next financial year, so an estimated figure is accrued from the Christmas Activities budget to cover

this expenditure. The figure accrued in the 2019/20 financial year unfortunately fell slightly short by £10.77 leaving a budget of £239.23 in the current financial year to cover the Christmas 2020 electricity charge.

The invoice for the Christmas 2020 electricity usage has now been received at a cost of £272.86. Members are therefore asked to **NOTE** that the current electricity budget will be overspent by £33.63. This budget will therefore need to be increased going forward as it is clear that the current annual budget of £250 is not sufficient.

146. FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON INCLUDING COSTS FOR A 30-MINUTE BURN AND CONSIDERATION OF A "SELFIE" OPPORTUNITY AS DEFERRED FROM THE LAST MEETING

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

During the discussion that followed a Member asked if there could be some liaison with Town Force as to what would work regarding the burn. The Committee Clerk advised that once lockdown eased and it was possible to do so, a test burn would be initiated, and Members would be invited to attend. The opportunity to liaise with Town Force would be then.

Some Members were not in favour of continuing to utilise the Beacon area for a "selfie opportunity" and were keen to support something on a larger scale sited within the seafront mounds area near the Place St Maur.

The Chairman allowed Cllr. Brooks to show some designs he had for the beacon displaying the Town Councils Town Crest.

Following the discussion Members unanimously **AGREED** not to continue with the "selfie opportunity" on the Beacon but to further investigate having a larger scale photo opportunity on the seafront mounds area near the Place St Maur. Members further **AGREED** to consider branding the beacon and this will be on a future Agenda.

147. ITEMS FOR A FUTURE AGENDA AS DEFERRED FROM THE LAST MEETING

The Projects Officer's report and Appendix were **NOTED** with no further discussion.

Members unanimously **AGREED** to place the proposal to hold a party for the Queen's Jubilee on 2nd/3rd/4th/5th June 2022 as detailed in the Appendix on a future Agenda for further consideration.

Members unanimously **AGREED** to place the proposal to hold an annual Civic Event to light the Beacon as detailed in the Appendix on a future Agenda for further consideration.

148. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2021 INCLUDING: RATIFICATION OF DECISIONS WHERE REQUIRED, CHANGES/CANCELLATIONS TO EVENTS TIMETABLE, UPDATE ON PROPOSALS FOR 2021 CHRISTMAS LIGHT PROJECTION - MIN. 132.3 REFERS

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

Cllr. Stanley left the meeting for a short period of time during this item and did not participate in the vote relating to the decisions for World Ocean Day

148.1 Book Day:

Members **NOTED** the change of date for Book Day to 28th July 2021.

148.2 World Ocean Day:

With regard to the Events Officer's recommendations as detailed in the report, following discussion Members **AGREED** to incorporate the World Ocean Day into the Funshine Days programme.

Members further **AGREED** to use £1,000 of the World Ocean Day Budget to allow for a programme of virtual events over the May half term.

148.3 Drive Through Time:

Members were asked to consider the proposal to revert to the original location of West Park for the Drive Through Time Event.

A Member challenged the necessity of changing the location. Another Member asked if there could be a cavalcade of the cars along the Promenade. The Events Officer confirmed that this tends to happen naturally as all the cars follow each other along the Promenade at the end of the event.

Following discussion Members unanimously **AGREED** to revert to the original location of West Park for the Drive Through Time event.

148.4 Proms in the Park:

Cllr. Brooks redeclared his Ordinary Interest as a supplier of events equipment

The Committee Clerk asked Members to **NOTE** that there had been an error in the accompanying report and Members were being asked to consider the proposal to reschedule the date of the Proms to 11th September not the 14th as previously circulated.

A Member asked if the re-scheduled date would coincide with the BBC's live broadcast of the Last Night of the Proms and another Member asked the likely location of the "Big Screen".

The Events Officer advised that there was currently no information regarding the BBC's plans for Proms and at this stage there was no plans for a screen.

Following discussion Members unanimously **AGREED** to reschedule the date of the Proms in the Park event to the 11th September 2021.

148.5 Christmas Projection:

Members were asked to consider the proposal to continue to explore the options available for a larger scale digital projection installation at the Christmas Switch-On.

A Member asked the Committee to remember the West End shopping centre and the successful Christmas Trees displays funded by the Council last year and hoped for future support in this.

Another Member said the Committee should also bear in mind how well received the light projection was. The Events Officer was asked for some clarity regarding sponsorship.

The Events Officer confirmed that at this stage no discussions surrounding sponsorship had taken place as the amounts/costs detailed in the report were just to give some indication of potential costs. The Officer further confirmed that she was still awaiting mock-up designs and concepts, and these would then prompt any possible sponsorship discussions.

Members unanimously **AGREED** to continue to explore the options available for a larger scale digital projection installation at the Christmas Switch-On.

149. UPDATE ON A PROPOSAL BY CLLR. BROOKS TO UNDERTAKE AN OVERVIEW OF SOCIAL MEDIA PLATFORMS AND WEBSITE - MIN.131. REFERS

Cllr. Smith left the meeting for a short period of time during the discussion for this item but was present for the vote

The Projects Officer's report, including an Appendix from Cllr. Brooks was **NOTED**.

During the discussion that followed some of the comments raised were:

- Do not see the need to proceed with a review of the website
- Officers should be congratulated for producing a website worthy of an award
- Visitor element of website needs improving
- Introduce visitor's information
- Councils should self-nominate for the award and would like to thank staff
- Do not understand why Members do not agree this is a matter for the EP&L Committee however, a report should still go to P&R

- Search Engine not working
- Google Analytic Search Queries switched off
- Need to know how the public perceive our website not other website producers

The Town Council's Civic & Office Manager who administers the website, and was hosting the Meeting, informed Members that all the functions on the Website are now operational and the Google Analytic Search Queries is switched on. She further advised there was a whole section for visitor information and mentioned that if there is anything that Members would like to see added or changed they only have to contact her and if it is possible to do so, she will always seek to accommodate any requests.

Following the discussion, it was proposed :

- a) not to proceed with a report to the Policy and Resources Committee on the website overview;
- b) to recommend the Town Council self-nominate for the Star Council Award;
- c) for any suggestions regarding the website to be directed to the Civic & Office Manager.

The Chairman requested a recorded vote for this item:

Cllr. Brooks:	Disagree
Cllr. Erskine:	Agree
Cllr. Goodheart:	Agree
Cllr. Smith:	Agree
Cllr. Mrs. Staniforth:	Agree
Cllr. Stanley:	Agree
Cllr. Mrs. Warr:	Disagree
Cllr. Batley:	Agree

Therefore, Members **AGREED** not to proceed with a report to the Policy and Resources Committee, to Recommend the Town Council self-nominate for the Star Council Award and for any suggestions regarding the website to be directed to the Civic & Office Manager.

- 150.** At this point the Chairman **NOTED** that there would be insufficient time to conclude the next item before 7.55pm, as agreed at the start of the Meeting (Min. 141 refers). Members therefore **RESOLVED** to defer the remaining Agenda items 10, 11, 12, 13, 14, 15 and 16 to the next Committee Meeting.

The Meeting closed at 7.50pm

**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
29th APRIL 2021**

AGENDA ITEM 7 - CONSIDERATION OF AN EVENT TO COMMEMORATE THE QUEEN'S PLATINUM JUBILEE EVENT IN JUNE 2022 - MIN. 147 REFERS INCLUDING:

- **CONTENT OF EVENT**
- **POSSIBLE COLLABORATION WITH OTHER ORGANISATIONS**
- **LENGTH OF EVENT**
- **REQUIRED BUDGET FOR DELIVERY**

REPORT BY THE EVENTS OFFICER

FOR DECISION

As Members will be aware, in 2022 the UK will celebrate Her Majesty The Queen's 70th anniversary as Monarch with a weekend of celebrations. The May Bank Holiday Weekend is to be moved to Thursday 2nd June and an additional Bank Holiday on Friday 3rd June will see a four-day weekend to celebrate Her Majesty The Queen's Platinum Jubilee.

Although at this early stage details are limited, the following has been advertised:

- Nation will come together over a four-day Bank Holiday weekend to celebrate The Queen's 70 year reign
- Extensive programme of public events will mix traditional pageantry with cutting edge technological displays
- Jubilee medal will be created and awarded to public services workers

The commemorations are being arranged jointly with The Royal Household and the Department for Digital, Culture, Media and Sport and further details of all aspects of programming, including events and how the public can get involved will be released shortly.

In the meantime, it is the Officer recommendation that the date of Thursday 2nd June be reserved to hold an event possibly incorporating the Beacon Brazier, if they are to be lit, and that the event be held from mid to late afternoon into the evening utilising the Prom area surrounding the Beacon Brazier and also the Place St Maur.

As per the briefing above, the event should mix traditional pageantry with cutting edge technical displays, and it is considered important that this is mirrored within the Town's celebrations.

Therefore, it is the Officer recommendation that a budget of £4,000 be allocated to this one-day event. Should the Committee wish to extend the Town Council's programme for the Jubilee celebrations, consideration of resources should be considered together with an agreement for a greater budget.

As Members will know it is usual for recommendations for the following year's budgets to be made to the Policy and Resources Committee in the Autumn and then confirmed with the precept in the New Year. However, as demand will be very high for suppliers over this weekend, with the entire nation celebrating at the same time, it is the Officer suggestion that a recommendation be made to the Policy and Resources Committee at their next meeting, with an agreement to guarantee a fund for the event in the 2022/23 budget. This will therefore enable suppliers to be booked as soon as possible.

DECISIONS

Do Members **AGREE** to hold a one-day event on June 2nd 2022 to celebrate Her Majesty The Queen's Platinum Jubilee, lighting the Beacon if so required?

Do Members **AGREE** to **RECOMMEND** to the Policy and Resources Committee a budget of £4,000 for the 2022/23 year and furthermore, that this amount should be guaranteed to enable suppliers to be booked as soon as possible?

Collaboration with other Organisations

Members are asked to note that the budget of £4,000 would only be for the BRTC event, and there is currently no budget in place should Members wish to collaborate with other Event organisers over the four-day weekend to work alongside another event to commemorate the Jubilee.

Members are asked if they would like the Events Officer to liaise with other event organisers to see how BRTC can support and collaborate on any other events taking place over the four-day weekend as well as the BRTC led event and report back to the Committee at the next meeting.

DECISION

Do Members **AGREE** that the Event Officer should liaise with other event organisers to collaborate / support with any other events to celebrate the Jubilee and report back to the Committee at the next meeting?

**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
29th APRIL 2021**

AGENDA ITEM 8 - UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2021 INCLUDING:

- **RATIFICATION OF DECISIONS WHERE REQUIRED**
- **CHANGES / CANCELLATIONS TO EVENTS TIMETABLE**

REPORT BY THE EVENTS OFFICER

FOR DECISION

Updates to the previous report are shown in *green italics*.

As agreed at the last meeting, a flexible approach is being adopted for the 2021 events season and as a result, the following suggestions are proposed.

Book Day

Following recent Government Guidelines in response to COVID 19, and as notified to Members via email on 17th February, Book Day that was originally planned for the 14th April has been rescheduled to the 28th July.

Since this email notification it has been advised by ADC that the land will not be available for that date and upon checking availability of land, and also the availability of the pre-booked entertainments, the date for the Book Day is now the 7th August.

DECISION

Members are asked to **NOTE** the change of date for Book Day to 7th August 2021.

World Ocean Day (now part of Funshine Days)

It is the Officer recommendation that World Oceans Day, originally planned for the 31st May be rescheduled to be incorporated within the umbrella of the Funshine Days. (2nd – 27th August). As the World Oceans Day was planned to take place during the May Half Term period, it is suggested that the budget for World Oceans Day to be split to enable a programme of virtual events to take place during this period. It is the Officer recommendation that from the original £2,000.00 budget, £1,000.00 be spent on the World Oceans Day and the remaining £1,000.00 be utilised on the following virtual events programme which will run daily throughout the May Half Term week.

May Half Term Virtual Programme

- Monday Mad Hatters Interactive Tea Party
- Tuesday Poi Making and play flow workshop
- Wednesday Juggling ball making and play workshop
- Thursday Contact ball workshop and play
- Friday Fire show

Given the excessive amount of screen time that children have been subjected to due to home schooling and also the vast number of virtual events that have saturated social

media since lockdown, these events have been designed to be as interactive and as diverse as possible.

The week will commence with a Mad Hatters Tea Party, where the audience will be encouraged to take part and send images in of their own party at home, a winner will then be announced on the Friday via the Fire Show, where the top 3 most original parties will be awarded a prize. During the initial Monday the audience will also be advised of what is coming up within the daily workshops and what they might need to take part, everything that will be used will be things that will be readily available in most households and not items that will need to be purchased specifically. All the workshops have been designed to enable the children to make their own equipment and then they will be taught how to use them, with the exception of the fire show, which will be for viewing purposes only, closing the week and announcing the competition winners.

Content for these days is currently being finalised with publicity in the Ebulletin and social media already underway.

Funshine Days

Planning for these are in the very early stages as much is dependent on lockdown easing effective in June. However they will take place on the Bandstand in Hotham Park, to allow for more space for social distancing if required (with the exception of World Oceans Day, which will remain as a seafront location).

Drive Through Time

The location of the Drive through Time for 2021 was due to be changed from West Park to the Esplanade, Prom and Place St Maur. With the possibility of restrictions still being in place in regard to social distancing, crowd control and numbers of attendees it is the Officer recommendation that the event be returned to its historical location of West Park for 2021 to allow for better COVID 19 mitigation.

Following recent Government Guidelines in response to COVID 19, and as notified to Members via email on 17th February, The Drive Through Time has been cancelled for 2021.

DECISION

Members are asked to **NOTE** the cancellation of The Drive Through Time.

Proms in the Park

The original date planned for Proms in the Park for 2021 was the 5th June, but again, due to the COVID 19 restrictions in place until the 21st June, it is the Officer recommendation that this event is rescheduled to September 11th. With the current event rescheduling to allow for the COVID 19 restrictions July and August are now very full, with September being the earliest month available, and it will also enable a tie in with Last Night at the Proms, should it go ahead.

There is currently no further update.

Christmas Projection

Due to the huge success of last year's projection, it is the Officer recommendation that a digital projection of a larger scale be looked into for 2021, working with Double Take Projections and on numerous buildings, creating a pathway of light through the Town. Extending the projection of just one building and to make a trail around the Town Centre, the content to be community-led and showcase work from local artists and school children.

The costings for multiple sites are outlined below, and Members will receive mock-up designs / concepts prior to the Meeting as an idea of the possibilities available.

1 site - £10,000
2 sites - £18,000
3 sites - £26,000
4 sites - £34,000

Members are therefore invited to consider whether they agree for the Events Officer to continue to explore the options in relation to possibly gaining sponsorship to increase the BRTC budget of £3,500.00 to enable the extension of the 2020 singular projection?

There is currently no further update

Current Event programme for 2021 (subject to change)

Following the aforementioned changes, the BRTC event programme for 2021 will be as follows:

May 31st to June 4th (May Half Term) - Virtual programme of events

August 7th - Book Day in Hotham Park

August 2nd to 27th - Funshine Days (incorporating World Ocean Day)

September 11th - Proms in the Park in Hotham Park

November 27th - Christmas Light Switch-On

**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
29th APRIL 2021**

**AGENDA ITEM 9 - CONSIDERATION OF THE SPECIFICATION REQUIREMENTS
AND ACCOMPANYING BRIEF FOR THE CHRISTMAS ILLUMINATIONS FOR
2022-24 CONTRACT - DEFERRED FROM THE LAST MEETING**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

In order to initiate the tender process to appoint a contractor for the 2022-24 Christmas Lighting display, Members are asked to agree a Brief and Specification Guide to allow Officers to progress.

Attached are the specifications for the current display along with some additional requirements, highlighted in red text, that have been advised are necessary - **(APPENDIX 1)** and the accompanying Brief **(APPENDIX 2)**.

Members are further asked to consider if they wish to hold a stand-alone meeting of the Committee to receive presentations from participating companies once Officers have completed the initial preparations.

DECISIONS

Members are asked to **AGREE** a Brief and Specification Guide.

Do Members **AGREE** to hold a standalone meeting of the Committee to receive presentations from participating companies?

Contractors Specifications – Bognor Regis Town Council Christmas Illuminations - 3 Year Contract 2022/24

Company Name:

Address:

Contact Details:

REQUIREMENTS:

To supply, install, maintain, de-install and store a Christmas lighting display for the High Street, London Road, Station Road and Aldwick Road Areas of Bognor Regis

To supply, install, maintain, de-install and store a centrepiece display in precinct (where London Road meets High Street)

To supply and install lights for the Queensway area to remain in situ all year with additional features for the festive season

To supply, install, maintain, de-install and store tree lights for 2 x 25ft Christmas Trees (High Street and Station)

To test, install and de-install 2 x Christmas motifs to the Town Hall Balcony (displayed owned by BRTC)

Attendance required at the Town Councils Christmas Switch-on event

To replace electric cabling for the London Road, Station Road and High Street area to include IP55 enclosure, RCBO's and timers

To replace/repair existing power boxes and timers where necessary

To replace sockets for Aldwick Road display

To stress test catenaries to include suitability for the erection of banners up to 15 Kilonewtons on existing plates and bolts and if necessary provide costings for replacement/resiting

Annual inspections as detailed below

Declaration of costs for non-metered supply

Specification of work to be done (Timetable to be agreed with Town Council on award of contract)	Qualified/able to undertake work Yes/No (Please list details as relevant)	Costs	Additional Information
DISPLAYS			
To supply, install, maintain and de-install and store Christmas Lighting Display for the following areas:			

<p>London Road 7 double string catenary wires</p> <p>High Street 8 double string catenary wires</p> <p>York Road 1 double string catenary wire</p> <p>Station Road and London Road 9 single string catenary wires</p> <p>Precinct -where London Road meets High Street. Centrepeice display</p> <p>Aldwick Road 9x lamppost columns motifs</p>			
<p>To supply install and maintain Queensway (<i>lighting in situ all year</i>) with additional features for the festive season</p>			
<p>To test, install, maintain and de-install Town Hall Balcony 2 motifs (owned by Town Council)</p>			
<p>To supply, install, maintain and de-install and store Christmas tree lights in 2 locations: Station Road: The Railway Station High Street: The William Hardwicke Public House (2 x 25ft Trees supplied and installed by Town Council)</p>			
<p>INFRASTRUCTURE</p>			
<p>ELECTRICAL One off:</p>			

<p>To replace electric cabling for the London Road, Station Road and High Street area to include IP55 enclosure, RCBO's and timers</p> <p>To replace/repair existing power boxes and timers where necessary</p> <p>To replace sockets for Aldwick Road display</p> <p>Annually:</p> <p>Electrical wall mounted boxes</p> <p>Time Clocks (if required)</p> <p>9 sockets and time clocks on lamp posts in Aldwick Road</p>			
<p>NON-ELECTRICAL</p> <p>One off</p> <p>To stress test catenaries to include suitability for the erection of banners up to 15 Kilonewtons on existing plates and bolts and if necessary provide costings for replacement/resiting</p> <p>Annually</p> <p>Catenary Wires</p> <p>Visual inspection</p> <p>Angle of wire sag to the anchorage to be checked and recorded</p> <p>16 sites with 2 strings</p> <p>9 sites with 1 string</p> <p>Anchorage Points (wall plates and fixings)</p> <p>Visual inspection including photo of each anchor point</p> <p>Minimum of every 2 years</p> <p>Hilti test (load testing) – timescale to be agreed between contractor and Council</p>			

SWITCH ON			
TOWN CENTRE – attendance required Via remote units – wi-fi			
QUEENSWAY On or around the time of switch-on event lights to be switched on by access box in Queensway			
ALDWICK ROAD After switch on event Aldwick Road post mounted lights to be switched on			
ADDITIONAL CHARGES			
Hourly charge for any additional work undertaken			
Hourly charge for emergency call-out (Please indicate Guaranteed Response Times)			
Additional Inspections If considered necessary by Town Council e.g. after high winds			
ADDITIONAL REQUIREMENTS			
Risk Assessment for all work undertaken			
Safety Method Statement			
Details of Health & Safety Training (e.g. use of elevated platforms)			
Public Liability Insurance and level held			
Details of membership of relevant trade or professional body and Qualifications held (Must be HERS Registered)			
You will also need to satisfy the Council that you can comply with the appropriate codes of practice for Traffic Management			
Supply of Mobile Elevated Platform			

Prompt delivery of Declaration of Cost for non-metered supply			
Accident History for the last 2 years			
Near Miss History for the last 2 years			



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

Brief to accompany Specification Sheet

Based on the specifications supplied, Bognor Regis Town Council would like to invite you to tender for the contract for the Christmas Light Display commencing December 2022 for a 3-year period.*

The Town Council would like you to provide 2 separate quotations for lighting displays:

Quotation 1

For a standard core display

Quotation 2

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

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

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

**In order to complete the requirements for the specifications, it may be necessary to arrange a site visit which will be conducted in-line within any current Covid-19 Regulations. Please contact the Projects Officer by email to make arrangements: sheilahodgson@bognorregis.gov.uk*

BOGNOR REGIS

EVENTS GUIDE 2019



www.bognorregis.gov.uk

BOGNOR REGIS EVENTS GUIDE 2019

- 18TH - 22ND APRIL** BIG EASTER WEEKEND -
BOGNOR ILLUMINATIONS - ESPLANADE
- 27TH APRIL** ROX IN THE PARK, HOTHAM PARK
- 19TH MAY** BOGNOR 10K, PROM
- 29TH MAY** BOOK DAY, HOTHAM PARK 
- 8TH JUNE** CARNIVAL, WEST PARK & ESPLANADE
- 22ND JUNE** ARMED FORCES DAY, WATERLOO SQUARE
- 14TH JULY** DRIVE THROUGH TIME, WEST PARK 
- 3RD - 4TH AUGUST** COUNTRY FAIR, HOTHAM PARK
- 5TH - 30TH AUGUST** FUNSHINE DAYS, BANDSTAND PROM 
- 24TH - 26TH AUGUST** KITE FESTIVAL,
KING GEORGE V PLAYING FIELD
- 25TH AUGUST** ILLUMINATIONS GALA
WEST PARK & ESPLANADE
- 31ST AUGUST -
1ST SEPTEMBER** BOGNOR PRIDE - ESPLANADE
BOGNOR BIRDMAN - PIER
- 7TH - 8TH
SEPTEMBER** BOGNORPHENIA, HOTHAM PARK
- 14TH SEPTEMBER** PROMS IN THE PARK, HOTHAM PARK 
- 19TH - 22ND
SEPTEMBER** SOUTHDOWNS FOLK FESTIVAL
PLACE ST MAUR
- 23RD NOVEMBER** CHRISTMAS LIGHTS SWITCH ON 
TOWN CENTRE



EVENTS ORGANISED BY BOGNOR REGIS TOWN COUNCIL

FIND US ON FACEBOOK & TWITTER FOR FULL DETAILS OF EVENTS



@eventsbognor



@BognorRegisTCEvents



kirstenfitzpatrick@bognorregis.gov.uk - 01243 825535

*Details correct at the time of going to press but all events may be subject to change
Front illustration credit: National Railway Museum/Pictorial Collection / Science &
Society Picture Library*

A WARM WELCOME

Bognor Regis is a great place for families. Our wonderful beaches have regularly flown the European Blue Flag and Seaside Award for being clean, safe and with good facilities. There are beachside showers for bathers and the Foreshores Office runs a Kids Care scheme, to help keep your children safe.

What is the real Bognor Regis like? Our visitors tell us it is laid back, friendly and great fun! Apart from our great sand and shingle beaches, you'll find plenty to entertain kids of all ages. You can ride the Landtrain up and down the promenade or wander onto one of the oldest Piers in Britain, which also hosts one of the biggest and busiest nightclubs in West Sussex, Club Vision. You could also try your luck in one of the amusement arcades.

You can build a five turret sandcastle with moat, try some trampolining on the Promenade or crazy golf at Waterloo Square. For summer 2017 look out for FREE children's activities on the Promenade including donkey rides and traditional Punch and Judy.

Bognor Regis is also home to the largest holiday centre in the South of England - the famous Butlins Resort (you will see it at the eastern end of the Promenade). The resort has some fantastic facilities and you can either base yourself there or just get a day pass to make the most of the attractions.

Have you ever tried body boarding? It's like surfing, but the board is smaller. You just lie down and let the waves carry you in - great fun, buy a board locally and have a go. Or come along to Bognor H2O week and give surf or SUP boarding a try for free.

Bognor Regis also has two well-equipped leisure centres where you can play tennis, squash, badminton or swim. There are bowling greens in Waterloo Square & Swansea Gardens, where tennis courts can also be found. An 18 hole golf course can be found 10 minutes away in the village of Felpham, if you prefer more genteel exercise.



The Promenade is flat and stretches 2.5 miles from Felpham (to the East) to Aldwick (to the West) and is fantastic for either a stroll, cycle ride or run. It also hosts a fitness trail, which is great fun to follow on a summer's day and kiosks along the way allow for much-needed breaks for Ice Cream and other seaside delights.

FREE PARKING
You can park for two hours free of charge in any of three Bognor Regis Town Centre car parks any time of day, every day of the week. All you need is one of the new pink parking discs, available from local shops and the Town Hall for £1.

2 Car parks, Hothampton, Lyon Street & Fitzleet, marked on map with Free Parking Logo.



BOGNOR REGIS EVENTS 2017



SEAFRONT LIGHTS
15th APRIL TBC - SWITCH ON OF SEAFRONT LIGHTS
Updates available from @eventsbognor www.bognorregis.gov.uk. The switching on of the two miles of decorative themed summer illuminations along Bognor's famous seafront.
WHERE: Bognor Regis seafront with fireworks on the Pier
COST: FREE

CLOWNS
9TH APRIL - CLOWNS
Clowning around in the beautiful surroundings of Hotham Park, a picnic and a parade from the town into the park.
WHERE: The parade starts in the Town Centre and finishes in Hotham Park
COST: FREE

THE MAD HATTERS TEA PARTY
14th APRIL - MAD HATTERS TEA PARTY
A hand-carved wooden sculpture crafted by Simon Groves to depict the Mad Hatter's Tea Party that will be a permanent feature in the Park and the grand unveiling will be at 2.30pm on Friday 14 April 2017, to be followed by a Mad Hatter's Tea Party.
WHERE: Hotham Park 2.30pm - 4pm
COST: FREE

OUR GENERATION
29TH APRIL - OUR GENERATION (BOGNORPHENIA)
"Supporting the community, young people, children & families"
Our generation young people's day with live music all day involving the community young people children & families
WHERE: Hotham Park, 10am - 5pm
COST: FREE

BOGNORPHENIA
30TH APRIL - BOGNORPHENIA ANNUAL EVENT
Bognorphenia annual event in Hotham Park, scooters, live music, childrens activities stalls and lots more:
www.bognorphenia.org.uk
WHERE: Hotham Park, 10am - 6pm
COST: FREE

ROX
13TH MAY - ROX AROUND THE WORLD
Annual ROX in the Park family, fundraising event, with a Mardi Gras theme, embracing different cultures from around the world, music, dance and workshops
WHERE: Hotham Park, 11am - 5pm
COST: FREE

10K ROAD RACE
21ST MAY - BOGNOR 10K
The Bognor Prom 10k Road Race has been run by Bognor Hotham Rotary Club since 1994 and has enabled runners to raise thousands of pounds for good causes.
WHERE: Seafront
COST: FREE

Park Day
31ST MAY - PARK DAY - A FESTIVAL OF THE IMAGINATION
A magical day Celebrating the 20th Anniversary of World Book Day, with storytelling, arts & crafts, children's rides, book swap and lots lots more.
WHERE: Hotham Park, 11am - 4pm
COST: FREE

BOGNOR REGIS CARNIVAL
10TH JUNE - CARNIVAL
The carnival includes a procession of spectacular local floats through the town celebrating the best of Bognor Regis, followed by celebrations at West Park. www.bognorregiscarnival.co.uk
WHERE: Esplanade & West Park, 11am - 5.30pm, parade starts at 1.30pm
COST: FREE

BOGNOR REGIS ARMED FORCES DAY
18TH JUNE - ARMED FORCES DAY
The event will include representatives from Ex-service associations serving personnel and cadet groups, military vehicles, static and air displays and various bands and choirs.
WHERE: Waterloo Square Garden & seafront, 9.30am - 5pm
COST: FREE

DRIVE THROUGH TIME
16TH JULY - DRIVE THROUGH TIME
In its 6th year the Drive Through time is a day of classic and vintage motor vehicles at West Park includes: craft & charity fair, hog roast, kidszone and live broadcast of the Silverstone Grand Prix on a big screen.
WHERE: West Park 11am - 4pm
COST: FREE

FUNSHINE DAYS
31ST JULY - 25TH AUGUST - FUNSHINE DAYS
Everything from Donkey Rides to Paddle Boarding sessions, music workshops to pavement art.FREE fun activities for children of all ages. See www.bognorregis.gov.uk or find us on Facebook "Bognor Regis Town Council, Events" for more detail.
WHERE: Seafront Bandstand weekdays 11am - 3pm
COST: FREE

BOGNOR ROX MUSIC & ARTS SECRET GARDEN
29th & 30th JULY TBC - ROX MUSIC AND ARTS SECRET GARDEN
Rox free Music & Arts festival. Weekend of superb live music from some of the region's top bands, Hotham Park. www.the-rox.com Hotham Park.
WHERE: Hotham Park, 12 midday- 7pm
COST: FREE

BOGNOR REGIS KITE FESTIVAL
TBC AUGUST - KITE FESTIVAL
Updates available from @eventsbognor www.bognorregis.gov.uk
3rd Annual Kite Festival to be held in Bognor Regis. Professional Kite Fliers attending from all regions of the UK. Live Music - Children's Rides - Craft Stalls and also a Bar & Refreshments. Superman will be flying in again!
WHERE: West Park, 10am - 4pm **COST:** FREE

HOTHAM PARK COUNTRY FAIR
5TH & 6TH AUGUST - HOTHAM PARK COUNTRY FAIR
The organisers are working hard to bring together a full programme of children's activities, attractions to suit all ages and good musical acts for the Bandstand. Once again there will be a terrific range of arts and craft and food stalls providing a good opportunity to purchase locally made items.
WHERE: Hotham Park, 11am - 5pm **COST:** FREE

BOGNOR BIRD MAN
12TH & 13TH AUGUST - INTERNATIONAL BOGNOR BIRDMAN
The International Bognor Birdman is a competition for human powered flying machines held each summer in the picturesque seaside resort of Bognor Regis on England's South Coast. www.birdman.org.uk
WHERE: The Pier **COST:** FREE

ILLUMINATED GALA
TBC AUGUST - ILLUMINATED GALA
Updates available from @eventsbognor www.bognorregis.gov.uk
Funfair on the seafront all weekend and the crowd-pulling night time procession will once again leave at 8:30pm to its destination at the Pier from where the Grand Finale Fireworks Display will light-up the skies at 10pm.
WHERE: Esplanade & West Park **COST:** FREE

PROMS IN THE PARK
10TH SEPTEMBER - PROMS IN THE PARK
Rousing evening of free entertainment on the Bandstand, bring your chair, grab a picnic and enjoy the beautiful surroundings of Hotham Park. Refreshments will be available on the night also.
WHERE: Hotham Park 6.30pm - 9.30pm
COST: FREE

SOUTH DOWNS FOLK FESTIVAL
21ST - 24TH SEPTEMBER - SOUTH DOWNS FOLK FESTIVAL
Ticket holders will have FIVE great afternoon and evening concerts to attend, plus a free Folk Club, sessions, workshops, dancing and all the music, food fayre and other attractions in Hotham Park and various venues in the Town Centre.
WHERE: Hotham Park & venues throughout the town
COST: Ticketed - www.southdownsfolkfest.co.uk

ROX HALLOWEEN
28TH OCTOBER - ROX HALLOWEEN
The annual Rox Halloween extravaganza in Hotham Park. Get dressed up and enjoy the live music and spooky entertainment and array of crafts and stalls.
WHERE: Hotham Park 1pm -7pm
COST: FREE

CHRISTMAS ILLUMINATIONS
25TH NOVEMBER - SWITCH ON OF CHRISTMAS ILLUMINATIONS
The switch on of the town centre Christmas Illuminations, themed to the local pantomime Aladdin. Live music, stalls, performance and of course the beautiful lights. Jointly hosted with Spirit FM
WHERE: Town Centre 2pm - 7pm
COST: FREE

BOGNOR REGIS TOWN COUNCIL
DETAILS CORRECT AT TIME OF GOING TO PRESS, BUT ALL EVENTS MAY BE SUBJECT TO CHANGE.
= Events organised by Bognor Regis Town Council



"Everything within a 10 minute walk!"

@eventsbognor
#followtheducks



www.bognorregis.gov.uk
MAP & VISITOR GUIDE 2017

BOGNOR REGIS OFFICIAL

FUNSHINE DAYS

Twenty days of FREE fun for families - Weekdays from the 31st July through until the 25th August. Follow us on Facebook, or check out our website for further details about the individual days. #followtheducks @eventsbognor @bognorregisTEvents

BOGNOR H2O 31st July - 4th August Come and celebrate all things water..in it, on it and beside it...Everything from Marine & Environmental Awareness to Beach Cleans, Art from Rubbish to Surf, Kayak and Paddle Boarding Demos. We will also be turning Bognor yellow for the day.

MUSIC AND MOVEMENT 7th - 11th August Move it and shake it for the second week, Music, DJ and dance workshops.

PERFORMANCE & ART 14th - 18th August Magical happenings in the beautiful surroundings of Hotham Park along with pavement Art on the Prom.

SEASIDE CLASSICS 21st - 25th August Five days of classics that you would expect to find at the seaside, everything from Donkey rides to Punch & Judy.

GETTING HERE

- 100 minutes from London by train. Frequent rail services from London Victoria, Brighton and Portsmouth. Call 08457 484950 or visit www.nationalrail.co.uk
- Gatwick & Heathrow are 60 and 120 mins away
Portsmouth ferries are 30 mins away
- National Express coaches arrive in Bognor every day. www.nationalexpress.com. Stagecoach Coastliner 700 bus service run from Brighton to Southsea - via Bognor Regis.
- The National Cycle Network South Coast Cycle Route run through Bognor Regis

Where did you pick up this guide up from, tell us

@eventsbognor @bognorregisTEvents
...and win a duck!! #followtheducks



BOGNOR REGIS

MAP & VISITOR GUIDE 2017

www.bognorregis.gov.uk

KEY FOR PLACES TO EAT

- RESTAURANTS & CAFES
- TAKEAWAYS
- PUBS/BARS



Follow the **DUCKS!**
#followtheducks



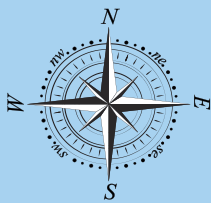
FREE TOWN CENTRE WiFi

FREE SEAFRONT WiFi

"Everything within a 10 minute walk!"

sussex by the sea
Online tourist information
EVENTS, OFFERS, ATTRACTIONS, WEBCAM.
www.bognor.today

Where to stay
Please visit www.sussexbythesea.com for a great selection of hotels, guest houses and caravan parks.



**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
29th APRIL 2021**

AGENDA ITEM 10 - FURTHER CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2021 INCLUDING DESIGN AND FORMAT - DEFERRED FROM THE LAST MEETING

REPORT BY THE PROJECTS & EVENTS OFFICER'S

FOR DECISION

This item was initially considered by Members at the January meeting, and it was agreed to defer to the March meeting.

Although Lockdown restrictions have eased and will continue to do so as the year progresses, it is likely that until the vaccination programme has been completely rolled out there will still be a level of restrictions applied to events which could result in further changes to the anticipated events programme. As Members will have noted from the Events Officer's previous reports it has already become necessary to make a number of changes to the original scheduled programme of events.

Therefore, rather than produce a guide/leaflet for 2021, Members may wish to consider it to be more cost effective to produce a number of Events Posters that can be replaced/updated/alterd as proves necessary.

However, should Members decide to produce an Events Guide/Leaflet for 2021, they are invited to consider the following:

As Members are aware, DL Events Leaflets were produced in 2019 and the same format was agreed for 2020 although the 2020 guide was not produced due to the outbreak of the pandemic. Prior to 2018, the Town Council produced a Town Guide. Examples of both formats are appended to this report **(APPENDICES 1 and 2)**

In addition to being made available in the usual outlets, in previous years copies have been delivered to properties in the wider West Sussex area to promote events taking place in Bognor Regis. The areas identified in 2020 were Aldwick, Barnham, Bersted, Chichester, Eastergate, Felpham, Pagham, Selsey, Walberton (inc Fontwell), Westergate and Yapton.

Members are therefore asked to consider:

- the format they would like the 2021 publication to take.
- to issue some guidelines to enable the Events Officer to put together a draft proposal to be agreed via email and ratified at the next meeting.
- to agree whether delivery throughout wider West Sussex is required to enable quotations to be obtained and if so the areas to be covered.

As is usual, a listing of the 2021 events has been included in the Newsletter that is delivered to every household within the 5 Wards.

DECISIONS

Do Members **AGREE** to produce a DL Events Leaflet or Town Guide in 2021

Or

Do Members **AGREE** to use the budget allocated for the production and distribution of an Events Leaflet/Guide for posters to advertise the Town Council events?

If Members are minded to continue with production of a leaflet/guide, what guidelines do Members **AGREE** to enable a draft proposal to be prepared and agreed via email and ratified at the next meeting?

Furthermore, do Members **AGREE** that the 2021 publication should once again be delivered to the wider West Sussex area and if so, agree an initial distribution area so that quotations may be obtained for delivery.

**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
29th APRIL 2021**

AGENDA ITEM 11 - UPDATE OF THE UTILISATION OF THE 12 SEAFRONT POSTER SITES ON THE PROMENADE - DEFERRED FROM THE LAST MEETING INCLUDING:

- **RATIFICATION OF THE SELECTED POSTERS**
- **CONSIDERATION OF PRODUCING A DRAFT MOCK-UP FOR A MONTAGE OF SOME OF THE ARTWORK AND TO IDENTIFY A BUDGET TO MEET ANY ADDITIONAL COSTS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

The 12 posters have been agreed by Committee and as further agreed, Officers are now liaising with the designer and printer to ensure the sites are filled as soon as possible.

Members are therefore asked to **RATIFY** this decision.

Due to the inability to successfully change a photograph that has been taken in landscape format to portrait without losing the majority of the image, it is suggested that one or two of the available poster sites are utilised to include a montage of images of both landscape and portrait orientation and artwork as opposed to just one image filling the entire space. This in turn will also allow for more of the artwork received to be displayed. Should Members agree to producing a montage as detailed below, it is suggested that the image of the Arcade be incorporated into this.

It is the Officer recommendation that a mock-up of some of the remaining artwork received be made, so Members can see visually how this would look. The cost of this mock-up which will include text crediting the artists and logos will be £50.00. Members are therefore asked to agree the spend of £50.00 from the Promotions Budget for this exercise.

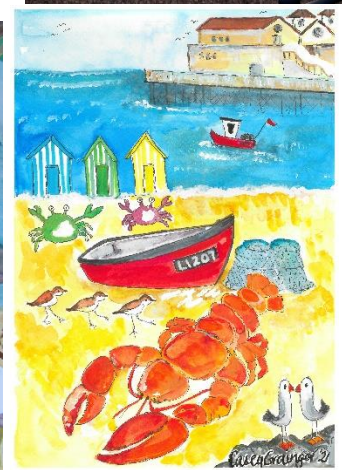
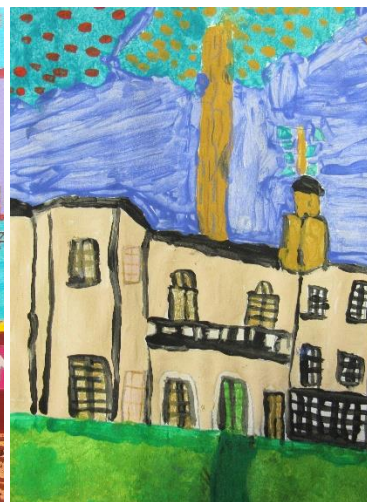
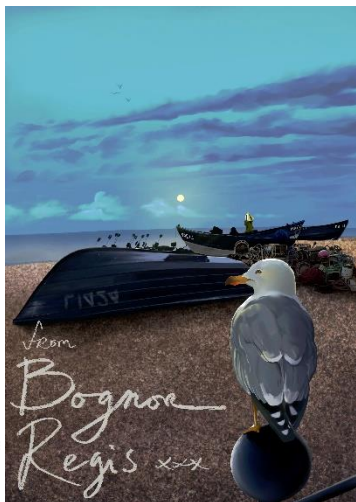
DECISIONS

Members are asked to **RATIFY** the chosen images and the production of the posters

Do Members **AGREE** to spend £50.00 from the Promotions Budget on a mock-up montage of some of the remaining artwork / photographs for the poster sites?



Love from,
Bognor Regis



**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
29th APRIL 2021**

AGENDA ITEM 12 - FURTHER CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS TO PRODUCE A FREESTANDING POSTER/DISPLAY IN BUTLIN'S - DEFERRED FROM THE LAST MEETING INCLUDING:

- **TO AGREE THE CONTENTS OF A DETAILED BRIEF AS REQUESTED BY THE RESORT DIRECTOR AHEAD OF ANY MEETING**
- **TO IDENTIFY ANY ASSOCIATED COSTS**
- **TO CONSIDER WHICH COUNCILLORS WILL BE REPRESENTATIVE AT THE MEETING**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members requested for an online meeting to be arranged with the Resort Director of Butlin's Bognor Regis, to discuss Cllr. Brooks' proposal. The Resort Director has agreed to a meeting and has provided some provisional dates. However, he has requested that ahead of the meeting he is supplied with a detailed brief of what is actually being proposed to enable him to be prepared.

Therefore, can Members please agree a brief which can be forwarded to the Resort Director ahead of the meeting?

Members are also asked to agree which Councillors of this Committee will be representative at that meeting.

DECISIONS

Members are invited to **AGREE** on a detailed brief for the meeting.

Members are invited to identify and **AGREE** any associated costs.

Members are asked to **AGREE** which Councillors will be representative at the meeting.

**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
29th APRIL 2021**

AGENDA ITEM 13 - UPDATE ON LAMP POST BANNER SITES (UPPER BOGNOR ROAD AND HIGH STREET BY HOTHAM PARK) - DEFERRED FROM THE LAST MEETING INCLUDING:

- **FEEDBACK FROM OTHER EVENT ORGANISERS AS TO WHETHER THEY WOULD UTILISE THESE SITES**
- **HISTORICAL DATA FROM ADC IF AVAILABLE**
- **UPDATE AND FURTHER INFORMATION ON THE PREVIOUS ADVICE FROM SUPPLIERS REGARDING PHASING OUT OF STANDARD BANNERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Feedback from other Event Organisers as to whether they would utilise these sites

The following responses have been received:

"It's impossible to judge how beneficial they are as stand-alone advertising platforms but in pure marketing terms then they provide an integral part to our overall mixed-media marketing strategy and yes we would use them as long as the price is right."

"Ref advertising banners, we have used them on several occasions for Southdowns and they are effective. However, the issue as always is cost. When we first started using them, they were sponsored by Arun but then the cost went up and up and they became not cost effective. If there was a way of significantly reducing the cost, we would certainly think again about using them. At this stage, we are planning to run the 2021 Southdowns Folk Festival in Sept (16-19th) but are clearly keeping a close eye on how things are planning out."

Historical Data from ADC if Available

Looking at the data provided from 2016 – 2019 the Lamp Post Banners were heavily utilised by BRTC. However, this is not a true indication of the demand though, as many events overlap, and the banner hire was on a first come first served basis. Outside of the event season the sites were utilised by Sussex by the Sea for which there would have been no revenue to ADC (as it is an ADC initiative) but could be for BRTC.

Update and further information on the previous advice from suppliers regarding phasing out of standard banners

At the last meeting a Member rejected the information in the report relating to the advice from suppliers that standard banners are being phased out and further questioned whether quotes had been obtained from appropriate sources.

Officers have carried out further research and it has been confirmed by SSE that installations require flexible banner arms to reduce load placed on the column and banners need to be wind resistant.

Government Regulation EN40, dictates the maximum wind load that any type of signage is allowed to exert onto a standard street lighting column.

The suppliers previously approached, confirmed that the system they quoted fully complies with EN40 making the lamp post banner system ideal for local authorities and county councils.

It is strongly recommended that any installation is fully compliant and therefore suggested that the original quotes obtained should continue to be considered.

At the last meeting some Members felt that the process should be deferred until Lockdown restrictions are fully lifted and a more extensive events programme recommences. However, if Members agree to this, would they consider allowing Officers to begin the process of applying for the necessary permission such as Third-Party Attachment permissions from SSE and planning permission from ADC? Please note that a budget for the planning permission application has already been identified.

DECISIONS

Do Members **AGREE** to defer any further progression on the Lamp Post banners until Lockdown restrictions are fully lifted?

If Members are minded to defer, do they **AGREE** that the process of applying for the various permissions be started to avoid delays in the future?

BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
29th APRIL 2021

AGENDA ITEM 14 - UPDATE OF A PROPOSAL FROM CLLR. GOODHEART REGARDING HOTHAM PARK BANDSTAND SITE IMPROVEMENTS AND ADDITIONS TO CREATE A COVID-19 SAFE AREA FOR SMALL EVENTS AND FURTHER CONSIDERATION OF ANY IDENTIFIED BUDGET IF REQUIRED - DEFERRED FROM THE LAST MEETING

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Following discussion with the ADC Parks and Greenspace team regarding the letter sent to them relating to the Hotham Park Bandstand, Members are now asked to consider the following responses and the subsequent questions raised by them.

Whilst ADC are not opposed in principle to any improvements, there has to be a level of justification and rationale. The bandstand is rarely used other than by BRTC and ROX Halloween and it is understood that the primary problem is the location of the trees rather than the bandstand itself. There is also the extensive refurbishment being undertaken to the Bandstand on the seafront promenade, which will allow for greater accessibility, to consider.

Members are therefore asked to provide specific details of what actual improvements are being sought to the Hotham Park Bandstand along with a rationale to justify the proposal and to further advise if BRTC are willing to provide any financial contribution towards any agreed project whilst identifying the source of any such funding.

DECISION

Members are invited to **AGREE** how they wish to proceed.

**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
29th APRIL 2021**

AGENDA ITEM 15 - ITEMS FOR FUTURE AGENDA

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

There are no new items for a future agenda to consider at this time.

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1. Email from a member of the public regarding overnight parking facilities for campervans and motorhomes
2. Email from Flying Colours Entertainment - promotional
3. Email from a member of the Magic Circle and a professor of Punch and Judy re a proposed event for 2023

There were no items of correspondence to be carried forward from the last meeting.