



# BOGNOR REGIS TOWN COUNCIL

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## NOTES OF THE EVENTS COMMITTEE MEETING

HELD ON TUESDAY 23<sup>rd</sup> FEBRUARY 2010

**PRESENT:** Cllrs: Mrs. S. Daniells (Chairman), and P. Dillon.

**IN ATTENDANCE:** S. Holmes and E. Benackova.

*The meeting opened at 6.42 pm.*

**69. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES OF ABSENCE**

As the meeting was not quorate it was **AGREED** to make recommendations where necessary.

The Chairman welcomed those present. Apologies of absence were received from Cllrs.: A. Cunard, D. Eldridge, S. Fyfe, K. Scutt and Mrs. J. Warr. Belated apologies were received from Cllr. P. Wells.

**70. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. These forms to 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.

There were no declarations of interest made at this point in the meeting.

**71. TO APPROVE MINUTES OF THE MEETING HELD ON 21<sup>ST</sup> JANUARY 2010, PREVIOUSLY CIRCULATED**

As a quorum was not present, this item would be dealt with at the next meeting.

**72. ADJOURNMENT FOR PUBLIC QUESTION TIME**

No public were present.

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

There were none.

**74. TO APPROVE EVENTS OFFICER'S REPORT, TABLED AT THE MEETING**

The Events Officer updated the Committee on the current progress as per her report (Appendix 1).

**74.1 Clowns Parade**

It was noted that Spirit FM would be conducting an interview with the Events Officer and two representatives from Clowns International.

**74.2 Carnival**

The Members were informed of the responses from four Hog Roast suppliers and some discussion followed. It was **AGREED** to **RECOMMEND** that the Events Officer would select one Hog Roast supplier out of the three that would not charge the Town Council.

The details of the entries received so far were given to the Members and it was suggested that perhaps hair dressers and night clubs could be approached. It was **AGREED** to **RECOMMEND** that the chairman approaches these. In answer to a question about the health and safety implications of trailers in the carnival procession, the Events Officer advised that the problems emerge when people are carried.

**74.3 Sands of Time**

The Events Officer referred to the email she had sent around to the Committee regarding the closure of Royal Norfolk Hotel and the official confirmation that the Town Council would not be able to use the grounds for this event.

The Members considered the proposals in the Events Officer's report and **AGREED** to **RECOMMEND** that these be **APPROVED**.

In answer to a question about the possibility of displaying the bathing machine at the event, the Events Officer advised the Members that this would attract prohibitive costs as a Hiab would need to be hired and extra security cover arranged. A Member suggested asking a local builder's merchant for sponsorship in a way of transporting the bathing machine. The possibility of the museum's involvement in the event and its new premises were also discussed.

**74.3 Armed Forces Day**

It was noted that £1,750 has been granted to the Armed Forces Day Committee by MoD and taking into account additional sponsorship, the total budget available was £2,900. The Members also noted that a plaque on the Pier would be installed.

**74.4 Sunday Afternoon Concert Programme**

The Events Officer reported that Arun DC would provide 8 parking vouchers per band and these would be sent out to each band with the contract. Further it was noted that flyers would be designed once all dates have been booked. In answer to a question about approaching a steel band, the Events Officer informed the Members that the public generally expect to see concert bands on the bandstand.

**74.5 Hell & High water**

It was noted that Cllr. P. Dillon was available to assist with the event. A suggestion to organize a band to play on the bandstand was raised and the Events officer agreed to pursue this further.

**74.6 French Market**

No dates from Brunomart have been received yet.

**74.7 Town Show**

It was noted that the first meeting would be held on 9<sup>th</sup> March.

**74.8 Heritage Open Days**

The Events Officer gave details of the planned activities and confirmed that the Ice House would be open. Arun DC was also hoping to arrange a talk by an expert on ice houses as well as getting the information board re-designed by the Edward Bryant school. It was regretted that the University of Chichester could not take part due to the planned building work.

**74.9** The Committee welcomed the idea of introducing events feedback cards and some debate followed.

It was **AGREED** to **RECOMMEND** that the Events Officer's report be **APPROVED**.

**75. UPDATE ON PROPOSED ARUN COMMUNITY ARTS NETWORK, REPORT PREVIOUSLY CIRCULATED**

The Events Officer gave an update as per her report (Appendix 2) which was noted.

**76. UPDATE ON PLANNING FOR THE CULTURAL OLYMPIAD**

The Events Officer had nothing more to report on the Cultural Olympiad.

**77. TO NOTE CORRESPONDENCE**

There was no specific correspondence.

**78. DATE OF NEXT MEETING**

The next meeting will be held on 31<sup>st</sup> March 2010 at 6.30pm.

*The meeting ended at 7.25pm*

## Events Officer Report to Events Committee 21st January 2010

### From 2009/2010 Budget – already agreed

#### Clowns Parade 2010

##### Previously agreed:

- A. Budget £4,800
- B. Dates – Parade 7<sup>th</sup> March
- C. Reception – will be a lighter, finger buffet
- D. Route as before
- E. Samba Band for Parade
- F. Visits to schools prior to the weekend

##### Update:

All of the school visits have now been scheduled – 10 different schools and nurseries will be visited over the 3 days.

I have arranged for the clown's memorabilia that we had at last year's event to be on display again and also the DVD of the parade (also shown last year). Julie Orton who made the cake last time was not able to assist this year as she is away but I have found another cake maker who is currently designing a special cake for the event. I have invited her (and guest) and also the makers of the Clown DVD to attend the reception.

### Proposed events for 2010 - from 2010/2011 Budget

#### Carnival

##### Previously agreed:

- A. Budget £6,500
- B. Date: Saturday 19 June
- C. Start Point – Regis Centre Car Park plus additional road closure area
- D. Finish Point – West Park
- E. Benson Funfair to be booked for weekend – fireworks on the Saturday night, to be paid for by Bensons, also a donation to Carnival funds
- F. Other stalls at West Park – food stalls, some craft stalls perhaps
- G. Entertainment at West Park from approximately 5 pm (after presentations) until 9 pm. (Final times to be agreed with Bensons – firework display)
- H. Carnival workshops to be offered to groups wishing to / considering participating
- I. Continuing emphasis on colour / costumer / design
- J. Theme – agreed at previous meeting – Cinema
- K. The categories will remain as 2009
- L. Carnival Queen Competition to be launched in February

##### Update:

I have now had a meeting with Mr Benson. The Funfair will be running from Thursday to the Monday (but not on Sunday). He will organise the fireworks, which will take place at 10 pm. He will be putting in 6 major rides, 10 children's rides plus various sideshows and stalls, including hot dogs, toffee apples and candy floss.

As agreed at the previous meeting, I have investigated the option of having a Hog Roast at the event. I have made a number of enquires and to date have received 3 replies, 2 of which indicate that they would be willing to bring in a Hog Roast with no payment from the Town Council. I am still awaiting replies from some companies. Mr Benson is quite happy with this.

Letters have gone out to all previous participants, a Press Release has been printed in the local paper and we are distributing flyers and posters inviting groups to enter.

I am currently in the process of organising a Carnival Workshop, as this proved popular last year. I have been in touch with the Rotary Club with regard to providing stewards and collectors.

I have had some discussion with Arun and the Police, who drew to my attention that there are two other carnivals on 19<sup>th</sup> June, at Rustington and East Preston. I have explained the difficulty of changing our date, with so many other events taking place in the town or the wider area (eg Goodwood Festival of Speed). I have also explained that we use a professional security company for our road closures and that we put out advanced warning notices 10 days before the event and signage as agreed with WSCC Highways.

## **Sands of Time 2010**

### **Previously agreed:**

- A. Dates – 5<sup>th</sup> September
- B. Budget £6,500
- C. One day event only – Sunday
- D. Activities in three areas – Waterloo Square gardens, Bandstand and Royal Norfolk Hotel
- E. Restrict numbers for classic cars
- F. Reduce print costs for event programme
- G. We will seek to have donkeys for the one day and the maximum budget for this to be £475
- H. Event Officer to draw up programme of activities for the day

### **Update:**

As reported by email, we have now been officially advised that we are unable to use the Royal Norfolk Hotel for Sands of Time. I therefore intend to use a Road Closure, as we have done previously, to provide an area for the Classic cars to park on the Esplanade. I have written to the applicants that we have so far received, explaining the situation, and to date only one has withdrawn.

I suggested in my email that we put the Craft Fair in the marquee, although I have received one or two alternative suggestions from councillors as a result of my email. However, I have had a few phone calls from the craft stall holders, who live locally and have seen the paper, and they are quite happy to go in the marquee. I therefore intend to put the craft stalls and local history display in the marquee, and to use our own larger marquee for the children's arts and crafts activities. This will leave the area in front of the Pier for entertainment, as we have done previously.

We have been asked by the Local History Society what theme we are having this year and this has yet to be decided. We have previously had Creatures of the Deep, Pirates and Smugglers and Seaside Transport. I suggest that our theme for this year could be The Seashore, as this would provide a lot of scope both for children's activities and the history exhibition (bathing, bathing machines etc)

### **Proposals for agreement:**

- 1) That we use the road closure area for the cars**
- 2) That we put the Craft Fair in the marquee**
- 3) To decide on suggested theme – The Seashore**

## **Armed Forces Day (formerly Veterans Day)**

### **Previously agreed:**

- A. Event to be run jointly with Ex-Service associations and cadet groups, forming local AFD Committee. This will allow a much larger and higher profile event to be run than would be possible using Town Council resources alone
- B. Budget allocation of £300 plus £200 underspend from 2009 event
- C. Application for MOD funding to be made by AFD Committee, which includes BRTC. MOD funding can cover up to 40% of the total costs. Additional sponsorship will also be sought
- D. Event to take place on Sunday 27<sup>th</sup> June 2009
- E. Event venue: Waterloo Square gardens (marquee) and road closure between Waterloo Square East and Waterloo Square West (area in front of Pier)

### **Update:**

The application for MoD funding has been submitted and the decision is awaited. Members of the group are seeking other funds from Parish Councils, local businesses and other groups.

A meeting of the AFD Committee is due to be held on 18<sup>th</sup> February, so I will update further at the Events Committee meeting

## **Sunday Afternoon Concert Programme**

### **Previously agreed:**

- A. Concerts to be in Hotham Park
- B. Proposed budget £1,400
- C. Propose 6 concerts in all (average of £233 per concert)
- D. Amend contract to remove offer of Town Council PA system but offer free parking instead
- E. Dates: 30<sup>th</sup> May, 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> July and 1<sup>st</sup> August

### **Update:**

30<sup>th</sup> May – Crystal Palace Band, 4<sup>th</sup> July – Emsworth Concert Band, 11<sup>th</sup> July – Bognor Regis Concert Band, 18<sup>th</sup> July – still to be booked (Bisham CB cancelled), 25<sup>th</sup> July - still to be booked and 1<sup>st</sup> August - Lancing Brass (Royal British Legion). I am waiting to hear back from the Farnborough CB.

We had previously agreed that we would amend our contracts to include free parking and not offer the use of our PA equipment. However, we have now been informed by Arun that we will not be able to use the Carriage Yard for free parking after all. I am trying to reach agreement with Arun on giving a certain number of parking vouchers per band.

## **Proms in the Park**

### **Previously agreed:**

- A. Date – 3<sup>rd</sup> July
- B. Budget £500 plus Events Officer to pursue sponsorship
- C. Venue – Hotham Park Bandstand
- D. Bognor Regis Concert Band to perform

## **Hell & High Water**

### **Previously agreed:**

- A. Dates – 6<sup>th</sup> June

- B. Budget:£3,000
- C. Area of beach: between Beacon and Bandstand
- D. To develop greater links with local organisations such as the sailing clubs and cadet groups to assist with the development of the boat race element of the event
- E. Reduce level of prize money, unless sponsorship can be achieved to cover cost
- F. Boat race to be developed, working with local sailing organisations
- G. Steeplechase to be expanded – seek sponsorship from Fontwell
- H. Children’s activities to be running continuously, slightly apart from adult activities
- I. Jigsaw puzzle competition judging to be tightened up
- J. Each element to have an awards ceremony

**Update:**

We have now started the advance publicity on this, distributing posters for the boat race. We will also contact those who previously took part in the jigsaw puzzle competition.

The volunteers who are assisting with our Boat Race have offered to run a Raft-building workshop at the Youth Club in Westloats Lane. I hope to finalise the details shortly.

**French Market**

**Previously agreed:**

- A. Date – waiting for proposals from Brunomart
- B. Budget: £500 + £350 from Market

**Update:**

I am still waiting to hear back from Brunomart on dates for 2010. I am also investigating other possible market providers, as agreed at a previous meeting.

The Christmas Illuminations Committee has asked me to look at possibly booking an Italian Market for the Switch-on event in November.

**Clowns Parade 2011**

**Previously agreed:**

- A. Budget £4,800
- B. Dates – to be agreed with Butlins & Clowns International
- C. Reception – light finger buffet
- D. Route as before
- E. Jazz Band or similar for Parade –
- F. Visits to schools in week prior to the weekend
- G. Investigate possibility of children’s activities/competitions, possibly with library / schools

**Other Events**

**Town Show**

It was AGREED that the Town Council would continue working with Bognor CAN and Bognor Regis Horticultural Society to deliver this event.

Date has been set as 21<sup>st</sup> August

**Heritage Open Days**

It was agreed that we could not organise a specific event for Heritage Weekend, as it coincides with the date earmarked for Birdman. However, the Town Council will work with other local groups to

produce a programme for Heritage Weekend, which we can then promote by producing a leaflet including all the activities and groups involved.

Budget of £200 AGREED.

**Update:**

To date we have the following elements agreed for our programme.

- A tour of the Town Hall (or the interesting parts of it) by Sylvia Oliver
- The Pier are happy to have a tour of some kind (Sylvia Endacott)
- Alan Readman has agreed to do a churchyard tour of St Mary Magdelene, South Bersted, together with presentation in the church of some recently discovered old films of Bognor Regis
- St Mary's Felpham are willing to take part and I am waiting to hear back from them as to exact details
- Hotham Park Heritage Trust have agreed to provide refreshments following a tour of the park
- The Local History Society have agreed to be involved but I need to speak to them further as to what they are offering

I am still waiting to hear from:  
Thomas A'Becket Church Pagham  
University of Chichester  
Arun DC re the Ice House

Clowns	£4,800
Hell & High Water	£3,000
Sands of Time	£6,500
Proms in the Park	£500
Bandstand Prog	£1,400
French Market	£500
AFD	£300
Carnival	£6,500
<b>TOTAL</b>	<b>£23,500</b>
Heritage weekend	£200



**Arun Community Arts Network initial meeting  
Wed 3 Feb 2010 at Look and Sea Centre Littlehampton**

This meeting was organised by Inspire Leisure. Those in attendance included Jaqui Ball, Clare Potter, Sadie Tooley - Arun  
John Stride, Carrie Reynolds - Inspire Leisure  
Littlehampton TC were represented, as were arts groups from Slindon and Angmering. Also Rox  
Not attending were reps from Regis Centre and Windmill theatres, Arundel castle

The background to the meeting was the decision by Arun not to continue funding (for the time being) the West Sussex Arts Group, who are delivering the Cultural element for Ahead of the Game (2012)  
Previously £7,000 was given to Inspire but then given to WSAG. The purpose of the meeting was to determine if the funding could be better used within the Arun district and how this should be done. A new post at Inspire was possible, who would have responsibility for delivering the Arts/Cultural agenda but Inspire need to know exactly what their role is before they can define this new post.

We split into groups to talk about what we delivered already, what groups we catered for, what we would like to do and what assistance did we need for this.

A draft terms of reference were circulated and this will be considered by those attending.

It was decided that a next step would be to have a larger Stakeholders meeting, which would include all groups involved in the arts/culture etc – eg dance groups, local musicians and artists. This to be organised late May time by a small subgroup. However, this main group will remain relatively small.

The subgroup to organise the meeting in May to compose of:  
Carrie Reynolds, Rose Parfitt from Lit TC, Sadie Tooley, Sue Holmes and rep from Rox.  
I put my name forward for this as I wanted to ensure that we are able to influence any decisions made