



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Kate Gill, The Town Hall, Clarence Road
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744 Fax: 01243 865744
E-mail - bognortc@bognorregis.gov.uk

MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON TUESDAY 23rd SEPTEMBER 2008

PRESENT: Cllrs.: D. Eldridge (Chairman), Mrs. S. Daniells, Mrs. J. Gillibrand, J. Passingham and K. Scutt.

IN ATTENDANCE: E. Benackova and S. Holmes.
Mrs. D. Strachan, Hotham Park Heritage Trust (part of the meeting)
Mrs. R. Warren, Hotham Park Heritage Trust (part of the meeting)
Councillor in the Public Gallery (during Min. 31)

The meeting opened at 7.06pm.

28. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES OF ABSENCE

The Chairman welcomed those present. Apologies of absence were noted as being received from Cllr. A. Cunard (work commitments).

29. 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.

Cllr. J. Passingham declared a Prejudicial Interest in Bognor Regis Seafront Lights and any events they organise.

30. TO APPROVE MINUTES OF THE MEETING HELD ON 12TH -AUGUST 2008, PREVIOUSLY CIRCULATED

The Minutes of the Meeting held on 12th August 2008 were agreed as an accurate record and were signed by the presiding Chairman.

31. ADJOURNMENT FOR PUBLIC QUESTION TIME

The Chairman welcomed Mrs. D. Strachan and Mrs. R. Warren to the meeting which was adjourned at 7.10pm to allow the Hotham Park Heritage Trust (HPHT) representatives to present their proposals.

The Committee noted that the Trust was seeking assistance with the future Hotham Park Country Fairs. It was reported that most of the HPHT Events Committee Members had stepped down and without additional man-power, the Trust would struggle to put the event on. It was reported that it takes about 9 months to organise the Fair. In answer to a question, Mrs. D. Strachan advised that there could be about 10 to 15 volunteers helping on the day but the Trust were looking for people who would be prepared to take responsibility for running different elements of the event. Further, thanks were expressed for the

Town Force time allocation. The HPHT representatives asked the Committee to consider their proposal and perhaps come up with some suggestions.

The Committee was very supportive of the event and are very keen for it to continue. However it was felt that the Town Council 2009 Programme of Events needed to be agreed first, so that a decision as to the availability of staffing time and resources for other activities could be made.

The Chairman thanked Mrs. D. Strachan and Mrs. R. Warren on behalf of the Committee for their attendance and the meeting reconvened at 7.21pm.

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

Min. No. 21 - The Events Officer advised that she had written to the organisers of the ROX Festival. However, they did acknowledge the support given by the Town Council in the last press release.

Min. No. 22.4 - With regard to the use of the Hampshire Avenue Recreational Ground, Members were advised that Inspire Leisure (I.L.) were not against other organisations using the field. However they do have an agreement with Arun D.C. to run football matches there and the organisation using the field could be charged for any damage to the pitches.

Min. No. 26.2 - The Events Officer had submitted a list of 2009 events (subject to confirmation) for inclusion in the Sussex by the Sea brochure.

33. TO APPROVE EVENTS OFFICER'S REPORT AND PROPOSED BUDGETS FOR 2009 EVENTS

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

33.1 Sands of Time

- A. Dates 18th & 19th July. **AGREED.**
- B. Budget £12,500. **RESOLVED to recommend to P&R Committee.**
- C. Theme – Seaside Transport **AGREED.**
- D. Marquee to be hired for activities. **RESOLVED.**
- E. Donkey rides. **RESOLVED.**
- F. Basic elements of event as previous years. Events Officer to book entertainment. **AGREED.**

A Member suggested investigating the cost of purchasing some giant and garden games as they proved popular and could also be used at other events.

33.2 Veterans Day

- A. Date of Veterans Day Service – Sunday 21st June (subject to agreement of Salvation Army) **AGREED.**
- B. Budget allocation of £200. **RESOLVED to recommend to P&R Committee.**
- C. Run service as before but consider another small event. **AGREED.**
- D. Events Officer to pursue funding from MoD if appropriate. **AGREED.**
- E. Try to involve younger Veterans – Events Officer to begin this process early in the year. **AGREED.**
Setting up a Facebook group was suggested.

33.3 Sunday Afternoon Programme

- A. Concerts to be back in Hotham Park. **AGREED.**
- B. Proposed budget £1,400. **RESOLVED to recommend to P&R Committee.**
- C. Propose 6 concerts in all (average of £233 per concert).

Members were informed of the new instruction that no vehicles would be allowed to drive over the grass and some discussion followed. It was felt that this would make some events extremely difficult to run and would have an impact on Town Force overtime. In view of the circumstances, it was **AGREED** to reduce the number of concerts to 5 only. Members also asked the Events Officer to write to Phillipa Dart, Head of Parks & Green Space expressing their concerns.

- D. Content – Bands. **AGREED.**

33.4 Proms in the Park

- A. Date – 27 June 2009. **AGREED.**
- B. Budget £500 plus Events Officer to pursue sponsorship. **RESOLVED to recommend to P&R Committee.**
- C. Venue – Hotham Park Bandstand. **AGREED.**

33.5 French Market

- A. Date – 26th & 27th September 2009 **AGREED.**
- B. Budget: £500 + £350 from Market **RESOLVED to recommend to P&R Committee.**

33.6 Clowns Parade 2009

- A. Budget £4,800. **RESOLVED to recommend to P&R Committee.**
- B. Dates – Parade 8th March **AGREED.**
- C. Reception – will be a lighter, finger buffet. **AGREED.**
- D. Route as before **AGREED.**
- E. Jazz Band or similar for Parade – Events Officer to investigate other options **AGREED.**
- F. Activities in schools and the community prior to Parade to be developed further **AGREED.**

33.7 Town Show

It was **AGREED** to continue supporting the event via Officer time.

33.8 Hell & High Water

- A. Dates – under discussion with Darrel Hardy (re tide heights etc) likely to be April/May. **NOTED.**
- B. Budget: £400. **RESOLVED to recommend to P&R Committee.**
- C. Area of beach: to be agreed with Darrel and Foreshores Officer. **NOTED.**

The Events Officer's report including the budgets was **APPROVED.**

34. TO APPROVE PROPOSAL TO RE-INTRODUCE CARNIVAL AND AGREE BUDGET

The Events Officer referred to her written report (Appendix 2) circulated prior to the meeting.

- A. Date 4th July **PROVISIONALLY AGREED.** A definite decision to be made at the next meeting.
- B. Start to be West Park – space needed to set up and organise the running order. The Carnival could finish with an evening of entertainment in Hotham Park. **PROVISIONALLY AGREED.** A definite decision to be made at the next meeting.
- C. Idea to be launched as soon as the budgets are approved to schools, community groups, local businesses, Scouts & Guides, dance schools etc. **AGREED.**
In answer to a question about introduction of a theme, the Events Officer advised that there was no such intention at the moment. Members noted that to ensure a good turn out of people, a theme would have to be as vague as possible.
- D. Training days to be offered (in partnership with Butlins, if they are still willing to support) and possibly Arun D.C. and West Sussex C. C. (some funding may be available if school training days are being offered)
- E. Sponsorship to be sought from local businesses. **AGREED.**
- F. Idea of Material Bank to be investigated (Local firms donating offcuts / end of line stuff that could possibly be used to make costumes or build floats) **AGREED.**
- G. Budget £8,000 proposed. The earmarked funds of £8,867.20 (Min. 9 Events Committee Minutes of 20th May 2008 refers) could be used to fund the Carnival.
PROVISIONALLY AGREED. A definite decision to be made at the next meeting.

A Member requested that an events calendar for 2009 be presented at the next meeting.

35. **TO CONSIDER REPORT FROM EVENTS OFFICER REGARDING THE HOTHAM PARK COUNTRY FAIR**
The Committee noted that the Events Officer used to be the HPHT Treasurer and was very familiar with the event. Taking into account the information given by the HPHT representatives and the Events Officer, the Committee engaged in a detailed discussion. Members felt that there was no spare capacity within the Events Department to assist with an event the size of the Country Fair. Further it was suggested that the Trust could contact the Bognor Regis Hospital Fete Committee, as this was also struggling a bit for support.
36. **UPDATE FROM EVENTS OFFICER ON MEETING AT ARUN REGARDING PLANNING FOR THE CULTURAL OLYMPIAD**
The Committee noted that the Events Officer would be attending the Olympic & Paralympics 2012 planning meeting on 22nd October to discuss the lead up to 2012 and the potential opportunities. A report would be presented at the next meeting. Some concern was expressed about the lack of recognition the Paralympics were getting and the Events Officer agreed to raise it with WSCC & ADC.
37. **TO CONSIDER REQUEST FROM LA GRANDE BOUCLE FEMININE INTERNATIONALE**
Having considered all requirements listed in the letter, it was felt that the Town Council would be unable to assist.
38. **TO NOTE CORRESPONDENCE**
The only correspondence received were E-mails regarding the Olympics.
39. **DATE OF NEXT MEETING**
The next meeting will be held on 4th November 2008 at 7pm.

The meeting ended at 8.46pm.

Events Officer Report to Events Committee 23rd September 2008

Sands of Time 2009

Proposals for approval:

- A. Dates 18th & 19th July
- B. Budget £12,500
- C. Theme – to be agreed
- D. Marquee to be hired for activities
- E. Donkey rides
- F. Basic elements of event as previous years. Events Officer to book entertainment.

Invoices have now been received and the final total for Sands of Time expenditure, minus income, is £12,601.69. This gives an overspend of £101.69

This figure differs from the one shown in the actual accounts, as some of the invoices for Sands of Time were paid before the end of the financial year and were not transferred over into the new year and therefore show in the accounts for 2007/2008. The overspend of £101.69 is, however, an accurate figure for the event.

At the previous meeting I incorrectly gave the time of low tide on 19th July as 1.15 pm – it should have been 3.15 pm. However, this is still the only weekend that gives a reasonable time for the sandcastle competition. The only problem with this date is that the Royal Norfolk Hotel, who are quite happy to let us use the grounds on the Sunday as before, have a wedding booked on the Saturday. This means that we cannot use this area for our children's activities – this proved extremely popular last year. I have asked the hotel if we could use the area to the east of the path (across the lawn), but I am still waiting for a reply.

During our discussion at the last meeting, ideas for a theme were requested and 'Time and Timelords' was put forward. I have 'run' this theme past some of the people involved in previous Sands events and the general feeling was that it did not really fit with what we try and do and that a theme reflecting either the seaside or heritage would be better. I therefore suggest that we consider the following:

Our seashore
Piers / End of the Pier
The seaside at war (1940's theme)
Seaside Transport

Veterans Day

Proposals for approval:

- A. Date of Veterans Day Service – Sunday 21st June (subject to agreement of Salvation Army)
- B. Budget allocation of £200
- C. Run service as before but consider another small event – see below
- D. Events Officer to pursue funding from MoD if appropriate
- E. Try to involve younger Veterans – Events Officer to begin this process early in the year

I have set the date for the service a week earlier for 2009, as I am taking into account that we may have the Carnival to fit into the calendar. This will also mean that our event won't be clashing with other towns

As the format of the service has proved popular with the Ex-service associations, I would suggest that we run this as before. However, we could expand our contribution to Veterans Day by running another, small scale event. As an example, we could speak to the Folk on the Coast organisers to see if they would be willing to theme their June meeting (last Friday of the month – 26th June) to fit in with our event. Quite a lot of traditional folk songs are to do with the army anyway, so it should work if we speak to them in plenty of time.

Sunday Afternoon Concert Programme

Proposals for agreement:

- A. Concerts to be back in Hotham Park
- B. Proposed budget £1,400
- C. Propose 6 concerts in all (average of £233 per concert) – see below
- D. Content – Bands

We will need to adopt slightly different working practices with regard to loading and unloading equipment, as Arun have stated that no vehicles will be allowed on the grass in the area around the bandstand. They will be providing trolleys or small trailers to move equipment but these will have to be collected from the Carriage Yard and then returned. This will add to the time required by Town Force to set up and pack away for the concerts. Town Force overtime will therefore need to be taken into account when deciding on the number of concerts agreed upon.

Proms in the Park

Proposals for agreement:

- A. Date – Suggest date in June (if we intend to do Carnival in July)
- B. Budget £500 plus Events Officer to pursue sponsorship
- C. Venue – Hotham Park Bandstand

French Market

Proposals for agreement:

- A. Date – I have proposed 26th & 27th September 2009
- B. Budget: £400 + £350 from Market

Clowns Parade 2009

Proposals for agreement:

- A. Budget £4,800
- B. Dates – Parade 8th March
- C. Reception – will be a lighter, finger buffet
- D. Route as before
- E. Jazz Band or similar for Parade – Events Officer to investigate other options
- F. Activities in schools and the community prior to Parade to be developed further

Other Events

Peace Week

Leaflet for Peace Week is being developed by partners and this will include details of our Lanterns for Peace Workshop on 22nd November.

Town Show

This was run in the Westloats Lane Youth Club, as there were insufficient funds to erect marquees on the playing field. As it turned out, the weather was dreadful and it was better held in the building rather than on grass.

However, due to the appalling weather the numbers attending was poor compared to last year. However, 28 people entered into the different classes, with a total of 45 entries in all. Members of the Horticultural Society gave their time and were around for most of the day, offering support and advice to participants.

We have yet to have a debrief session but a number of things were identified on the day to improve in future years. This includes a couple of sessions run by the Horticultural Society in the lead up to the Show, to give tips to exhibitors.

This event addresses a different audience than many of our others, as it is aimed at the residents of the Town rather than visitors. It has great potential and I would suggest that we continue to support this via Officer time.

Can-u-te-jigit (Now renamed Hell & High Water)

This event was first discussed with Mike Jupp last year. The event will see a number of teams setting up tables near to the water line and they will have a certain amount of time to complete one of Mike Jupp's jigsaw puzzles. The placing of the tables and timing will ensure that the sea will come in and threaten to float the pieces away.

Much of the event will be visual – eg having a safety boat on standby and lifeguards etc. There will also be peripheral events/activities run alongside on the beach. Mike Jupp will promote to the TV etc, through his contacts.

The Observer have agreed to support the event with publicity and also with sponsorship money. As it is anticipated that this will gain some media coverage, we should be able to raise additional sponsorship money to cover any costs. These are likely to be for: tables, sandbags, safety boat etc. I would suggest a small budget to allow for these but this should be covered by sponsorship obtained.

Proposals for approval:

- D. Dates – under discussion with Darrel Hardy (re tide heights etc) likely to be April/May
- E. Budget:£400
- F. Area of beach: to be agreed with Darrel and Foreshores Officer

Event	Proposed budget	
Clowns	£	4,800.00
Hell & High Water (Jigit Comp)	£	400.00
Sands of Time	£	12,500.00
Proms in the Park	£	500.00
Bandstand Prog (HP)	£	1,400.00
French Market	£	400.00
Veterans Day	£	200.00
Total	£	20,200.00

SJH 16 09 08

Events Officer Report on possible Carnival

As discussed at previous Events Committee meetings, I have undertaken further investigation into the possibility of re-starting a Carnival in Bognor Regis.

I attended the three days of the Ryde Carnival and met with the organisers and some of those participating. The information I obtained fitted with the experience here – that the content of the carnival had dropped over recent years due to the reluctance of traders to continue supporting the event. From the interviews undertaken, it was the involvement of the schools and community groups that had led to a resurgence of the carnivals on the Island. There is now a huge community groups who make carnival costumes throughout the year and support all of the local carnivals, as well as some of the big events such as Notting Hill.

There are a number of ways that this can be developed: training days for schools and groups; trying to set up a Materials Bank with items donated by local businesses (could be done via the local Business Partnership group); running ideas evenings for groups who have never entered before; visits by other Carnival groups.

The organisers of the Ryde Carnival were extremely supportive and helpful and have offered to come over and assist with the setting up / running of our event if we so wish.

Carnivals are a major part of the planning for the Cultural Olympiad and 2012 celebrations, and also I have received requests from a number of people to bring the carnival back to the town. It is not likely that the Birdman will be returning to the town in the foreseeable future and the Carnival would help to fill this hole in the events calendar. I am making the following proposals:

Proposals for approval:

- A. Suggested date for Carnival 27th June or 4th July (near to end of school term but before they break up)
- H. Route to be agreed with Police – meeting to take place on 17th September with Police and County to discuss this. Start and finish to be West Park – space needed to set up and organise the running order
- I. Idea to be launched as soon as possible to schools, community groups, local businesses, Scouts & Guides, dance schools etc.
- J. Training days to be offered (in partnership with Butlins, if they are still willing to support) and possibly Arun and County (some funding may be available if school training days are being offered)
- K. Sponsorship to be sought from local businesses.
- L. Idea of Material Bank to be investigated (Local firms donating offcuts/ end of line stuff that could possibly be used to make costumes or build floats)
- M. Suggested budget £10,000

I am aware that our budget was reduced last year and that it is likely to be the same sort of figure for this year. However, the money not used for the Birdman event in 2008 was earmarked for Events and I would suggest that this be allocated to the Carnival.

The projected costs are just an estimate at this stage and include funding for some training days for groups who are interested. There is potential for Sponsorship – Butlins have indicated that they will support – and also collections on the day.