



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON TUESDAY 4th NOVEMBER 2008

PRESENT: Cllrs.: D. Eldridge (Chairman), P. Dillon, S. Kerrigan, J. Passingham (from Min. 42) and K. Scutt.

IN ATTENDANCE: E. Benackova and S. Holmes.
1 Councillor in the Public Gallery (part of the meeting)
1 Representative of the Press (part of the meeting)

The meeting opened at 7.02pm following a presentation by Mr. B. Jones on the possible return of International Bognor Birdman event to Bognor Regis.

40. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES OF ABSENCE

The Chairman welcomed those present. Apologies of absence were noted as being received from Cllr. A. Cunard (annual leave), Cllr. Mrs. S. Daniells (annual leave), Cllr. Mrs. J. Gillibrand (mayoral duties) and Cllr. Mrs. J. Warr (annual leave).

41. 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.

The Committee noted there were no Declarations of Interest made at this point in the Meeting.

NOTE: Following advice given by the Town Clerk, Mrs. Holmes retrospectively declared a Prejudicial Interest as her son is a Director of Leaderboard Sports (UK) Ltd., contractors of International Bognor Birdman Trust and Mrs. Holmes is Company Secretary.

42. TO APPROVE MINUTES OF THE MEETING HELD ON 23RD SEPTEMBER 2008, PREVIOUSLY CIRCULATED

The Minutes of the Meeting held on 23rd September 2008 were agreed as an accurate record and were signed by the presiding Chairman.

Cllr. J. Passingham offered his apologies and joined the meeting at 7.06pm.

43. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

Min. No. 35 – The Events Officer read out an email received from Hotham Park Heritage Trust in response to the Committee's decision not to assist with the Country Fair.

Min. No. 33.1 – It was noted that the cost of purchasing some giant and garden games would be £466 which is about £100 less than the hire. However, volunteers would be needed to man the games. A Member suggested a rota for the Councillors. In response to a question, the Events Officer advised that the games could be stored at the Town Force unit.

Min. No. 33.3 - The Events Officer read out a letter received from Philippa Dart, Head of Parks & Greens Space in response to the Committee's concerns about prohibition of vehicles in Hotham Park. A Member commented that the letter does not mention the funding given by BRTC.

45. TO APPROVE EVENTS OFFICER'S REPORT AND PROPOSED BUDGETS FOR 2009/10 EVENTS, PREVIOUSLY CIRCULATED

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

45.1 Veterans Day 2009

The Events Officer had spoken to the Folk on the Coast organizers and they were very keen to support the Veterans Day.

45.2 Sunday Afternoon Concert Programme 2009

The Committee noted that the B.R. Concert Band had already booked 2 concerts and another two bands had also expressed an interest in performing. There was some discussion about possible ways around the vehicle ban in Hotham Park including hire of soft tired vehicles. The Events Officer was asked to find out what ADC propose.

45.3 Proms in the Park 2009

The suggested date of 20th June 2009 was **AGREED**.

45.4 French Market

Members were made aware of the complaint regarding trailing wires which had been passed onto the market organisers. The Committee was advised that the Town Council only facilitates the market so Health & Safety is of concern of the organizers as they apply for Street Trading Licence to Arun D.C. In answer to a question regarding the date, the Events Officer advised that the market has traditionally been held in September/October to extend the season. Following a query, Members were informed of the result of investigating the possibility of having a farmers market for the Christmas Lights Switch-On.

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

The Events Officer gave an overview of the event. The dates are being finalized.

45.6 Clowns Parade 2010

- A. Budget £4,800. **RESOLVED to recommend to P&R Committee.**
- B. Dates – To be agreed in liaison with Butlins and Clowns International. **NOTED.**
- C. The event to take place subject to agreement between the Town Council, Butlins and Clowns International, following debrief of 2009 event. **NOTED.**
- D. Reception – will be a lighter, finger buffet. **AGREED.**
- E. Route as before **AGREED.**
- F. Jazz Band or similar for Parade – Events Officer to investigate other options. **AGREED.**
- G. Activities in schools and the community to continue. **AGREED.**

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

46. TO CONSIDER EVENTS SPONSORSHIP AND CULTURAL BUDGET FOR 2009

It was noted that it is the custom of this Council to decide individual Event Sponsorship Awards in January, after the budget has been approved by Full Council. The Committee was asked to decide total amounts under following headings:

- a) Events Sponsorship Budget
- b) Cultural Budget

The Committee noted that the total of £8,490 had been requested from the Cultural Budget and the total of £22,500 from the Events Sponsorship Budget. As no Grant Aid application had been received from International Bognor Birdman, there was no budget allocation at the moment.

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

It was **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that £12,573 is allocated to the Events Sponsorship Budget and £6,030 to the Cultural Budget.

47. UPDATE ON CARNIVAL 2009

The Events Officer referred to her written report (Appendix 2) circulated prior to the meeting. Members noted that Butlins were keen to get involved and would provide a venue in February & March for training and workshops. Butlins also indicated that they would be willing to bring one of their shows into the Park if a stage could be set up. Following a suggestion to use the University grounds instead of the Park, the Committee was informed that Dr. Clegg was looking into this. A meeting with Arun Events Development Officer and the Head of Parks and Greenspace had been arranged in an attempt to resolve the issues with the Park. Concern was expressed about the route being too long for children to take part. Further, parking fees in the Hotham Park car park could have a negative impact on the number of attendees. West Park was thought to be more suitable as there was also the possibility of linking the carnival with the funfair. The Events Officer would investigate when the funfair takes place.

48. TO CONSIDER TOWN COUNCIL SUPPORT FOR INTERNATIONAL BOGNOR BIRDMAN

The Committee noted the content of Mr. Jones's letter which had already been considered on 12th August (Min. 26.4 refers). Members expressed support for the event in principle, and would like to see it return to Town. Further, it was recognised that it brings large numbers of visitors to the town as well as international coverage. However, Members regarded the information attached to the letter as opinions only, holding no legal status. The Committee therefore felt that in order to ensure the safety of those taking part, an independent Health & Safety report should be commissioned. The question of safety had been raised in a press release issued by the Trust and this would then provide evidence that the safety issues had been addressed. Comment was also made that the Town Council had no staffing capacity to run the event and could only support it via Grant Aid. It was **AGREED** that the Town Council was unable to do anything towards an event in 2009, as no Grant Aid application had been received. However, the Committee would welcome an application, for consideration, for a Bognor Birdman event in 2010.

49. UPDATE FROM EVENTS OFFICER ON MEETING AT ARUN REGARDING PLANNING FOR THE CULTURAL OLYMPIAD

The Events Officer spoke in connection with the Cultural Olympiad as per her report (Appendix 3).

50. TO NOTE CORRESPONDENCE

50.1 Letter from P. Dart - Vehicles in Hotham Park

50.2 Email from Mrs. R. Warren – Hotham Park Country Fair

50.3 Letter from Mrs. M. Campling – The Seafront Concession adjacent to the Town Council's beacon. The Events Officer read out the response and some discussion followed. The Committee asked the Events Officer to write back to Mrs. Campling requesting results of the test move and enquiring about the alternative location should the beacon be lit.

51. DATE OF NEXT MEETING

The next meeting will be held on 16th December 2008 at 7pm.

The meeting ended at 8.22pm.

Events Officer Report to Events Committee 4th November 2008

Events from 2008/2009 Budgets

Peace Week

Leaflets for our Lantern Procession have now gone out to schools. They are also available from the library, the Town Hall and local shops. The Peace Week leaflet is being printed and will be distributed by all partners.

Clowns Parade 2009

Agreed at previous meeting:

- 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

Events from 2009/2010 Budgets

Sands of Time 2009

Agreed at previous meeting:

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

Update:

I have now spoken to the Royal Norfolk Hotel, who had previously indicated that they would allow use of their grounds on the Sunday but not on the Saturday, as they had a wedding booked that day. They have now agreed that we will be able to use the area of grass to the east of the footpath (through the grounds) on Saturday. This will not allow us to use Inspire Leisure again for the Royal Norfolk site, as there is not enough room. However, we should be able to have giant games and a craft tent in the area.

I have investigated the cost of purchasing giant games, instead of hiring them. I can purchase 12 different games for about £470, which is cheaper than hiring in a company. However, our hire fee also includes two personnel for the day and we would need to find these ourselves if we decide to purchase our own games.

Veterans Day 2009

Agreed at previous meeting:

- 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 –to be investigated by Events Officer
- 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

Sunday Afternoon Concert Programme 2009

Agreed at previous meeting:

- A. Concerts to be back in Hotham Park
- B. Budget £1,400
- C. 5 Concerts, instead of 6 – to take into account restrictions on movement of vehicles in Hotham Park and the possible impact on Town Force time for each concert. To be reviewed for next year.
- D. Content – Bands

Proms in the Park 2009

Agreed at previous meeting:

- A. Date – **Suggested date 20th June**
- B. Budget £500 plus Events Officer to pursue sponsorship
- C. Venue – Hotham Park Bandstand

Update:

BR Concert Band is unable to do 27th (now proposed for Carnival). I have suggested 20th June as an alternative.

French Market 2009

Agreed at previous meeting:

- A. Date – I have proposed 26th & 27th September 2009
- B. Budget: £500 + £350 from Market

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

Agreed at previous meeting:

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

Clowns Parade 2010

Proposals for approval:

- A. Budget £4,800
- B. Dates – To be agreed in liaison with Butlins and Clowns International
- C. The event to take place subject to agreement between the Town Council, Butlins and Clowns International, following debrief of 2009 event.
- 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 to continue

I incorrectly reported details of the 2009 event in my last report (already agreed as part of the 2008/9 Budget). Date for 2010 event cannot be set until we know what date the Butlins Circus Circus weekend will be.

Other Events 2009/10

Town Show

Agreed at previous meeting:

- A: Event would be supported by officer time

Budget for 2009/2010

Event	Proposed budget		
Clowns	£	4,800.00	
Hell & High Water (Jigit Comp)	£	400.00	Poss sponsorship Observer
Sands of Time	£	12,500.00	
Proms in the Park	£	500.00	Poss sponsorship + collections
Bandstand Prog (HP)	£	1,400.00	Poss sponsorship
French Market	£	500.00	
Veterans Day	£	200.00	
Total	£	20,300.00	

SJH 28 10 08

Events Officer Report on Carnival

Agreed at previous meeting:

- A. 4th July provisionally agreed as date
(As 4th July is date of Goodwood Festival of Speed, suggest date change to 27th June)
- A. 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. See below
- B. Idea to be launched as soon as possible to schools, community groups, local businesses, Scouts & Guides, dance schools etc. See below
- C. 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)
- D. Sponsorship to be sought from local businesses.
- E. 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)
- F. Suggested budget £8,867.20 (Minute 9 Events Committee Minutes of 20th May 2008 refers)

Update:

We have now identified 4th July as the weekend of Goodwood Festival of Speed and therefore suggest that we have Carnival on 27th June 2009.

I have had a very productive meeting with Dr Clegg, from University of Chichester. He has a group of students who had identified a carnival as their choice for an event to plan. It has been agreed that they will undertake the development of the initial letter and promotional material that will be sent to schools and local groups. I will liaise with the group on this. The three girls in the group have also indicated that they would like to assist with the event itself. Dr Clegg will ask for more volunteers from other students on his course.

We discussed the likely start and finish point, which included a suggestion that the parade should finish at Hotham Park (for the walking entries) and at the University (for the floats). A number of activities could be run in the evening, to extend the event beyond just the procession. Some of these could be run in the park, some could be in the University grounds. We would need to liaise with Arun on this.

On further consideration of using University grounds, we will also need to consider the implications of the public crossing the busy road between the University and the Park. Could there be a possible tie up with Stagecoach or Woods, providing a bus to ferry people between sites – possible sponsorship?

Dr Clegg felt that the University could become more involved in the Carnival event and agreed to discuss a number of issues with his colleagues. These included: involvement of other departments – eg music; possible sponsorship; use of grounds; the possibility of developing the carnival idea by other groups of students; the development of a carnival website by one of his students.

We also discussed the idea of setting up a materials bank and possible venues were discussed.

I have arranged a further meeting with Butlins and this will take place on Friday 31st October. I will update on this meeting at the Committee meeting.

**Report to Events Committee on meeting of Olympic & Paralympics 2012 Planning Meeting at Arun DC
on 22nd October 2008**

The meeting was attended by Arun officers from Tourism, Econ Development and PR departments; Inspire Leisure; Littlehampton TC; Bognor Regis TC; Arun Industrial Estates Co-ordinator; and WSCC Development Manager Carolyn Carr.

Bognor and Littlehampton Community schools had also been invited and Arundel TC.

Carolyn Carr gave an over-view of the preparations so far undertaken, under the following headings:

Sports – lead group Sussex County Sports Partnership

Culture – lead group West Sussex Arts Partnership

Visitor Economy – lead group Sussex Tourism Partnership

Business & Skills – lead group Business Link and Learning Skills Council

Disability Sports and Paralympics are going to feature heavily in the West Sussex planning and the Paralympics hand-over event was marked by a local event featuring 120 children attending a disability sport training camp (see report attached).

As yet, no paper on the Olympics has been put to Arun DC and the exact level of support is still unclear. Inspire Leisure are obviously concentrating on the sport element.

The larger groups (listed above – eg West Sussex Arts Partnership) are having meetings on what can be done on a county/regional level. I have asked that we be kept advised of group dealing with the cultural issues and, if possible, to attend meetings so that we know what funding might be available.

I asked for clarification about the use of the terms ‘2012’, ‘Cultural Olympiad’ etc. I understand that we cannot use any of these terms to advertise or promote what we do. We are not allowed to use the logos. We can, however, use them in editorial pieces and reports.

More about the use of logo and brand names can be found on <http://www.london2012.com/about/our-brand/using-the-brand.php>