



BOGNOR REGIS TOWN COUNCIL

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MUSIC FESTIVAL

MINUTES OF A MEETING OF THE MUSIC FESTIVAL 2007 COMMITTEE

Tuesday 1st May 2007 at the Town Hall

PRESENT: Cllr. J. Hayward (during Min. 116), Cllr. Mrs. J. Gillibrand (during Min. 114), Cllr. R Gillibrand (during Min 114), Cllr. K. Scutt.

IN ATTENDANCE: E. Benackova, R. Hildreth, S. Holmes, S. Goodheart (during Min. 110), M. Ringwood, S. Ross.

The meeting opened at 7.08 pm.

109. WELCOME BY THE CHAIRMAN

In the absence of the Chairman and Vice-Chairman, the meeting was opened by Cllr. K. Scutt who agreed to chair the meeting.

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

110. APOLOGIES FOR ABSENCE

Apologies of absence were noted as being received from Cllrs. D. Eldridge, S. McDougall, R. Nash and Mrs. J. Warr.

111. 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.

Cllr. K. Scutt declared a Personal Interest in all matters relating to Bognor Regis Town Football Club.

S. Goodheart and R. Hildreth both declared a Personal Interest in all business related to the ROX organisation.

Mrs S. Ross declared a Personal Interest in all matters related to The Bognor Regis Concert Band.

112. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 4th APRIL 2007, PREVIOUSLY CIRCULATED

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

113. MATTERS ARISING FROM THE MINUTES

It was reported that the issue of VAT being charged on the ticket sales had now been resolved.

114. WEEKEND 21st – 22nd JULY 2006 AND ROX ELEMENT

R. Hildreth reported on planning for the ROX element. ROX had submitted Licence Application which would be considered on 25th May. They have also applied for road closures and were looking at potential sponsors. The organisation was still waiting to hear a decision over their Awards for All bid.

Cllrs. Mrs. J. Gillibrand and R. Gillibrand arrived at 7.15pm during the discussion on the ROX element. As a result of their arrival a quorum was now present.

The Vice-Chairman, Cllr. R. Gillibrand took the Chair.

R. Hildreth reported that there were possible issues with one of the concessionaires and the Events officer agreed to take this matter forward.

115. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 4th APRIL 2007, PREVIOUSLY CIRCULATED

The Committee **RESOLVED** to approve the Minutes of the meeting held on 4th April 2007 as a true and correct record of the proceedings and the presiding Chairman signed them.

116. PROPOSALS FOR MIDWEEK

The Events Officer circulated a matrix of events currently planned for the week (Appendix 1) and informed the Committee that most of the performances had been tied up. She was also approached by Carla Hendricks who was interested in taking part in the Festival. Her performance was arranged for 26th July. There might be an issue with the band from Lithuania however negotiations are still ongoing.

Cllr. J. Hayward offered his apologies and joined the meeting at 7.25pm.

Items being planned include pub quiz, busking competition and possible comedy night. Senior busking championship was suggested and the Events Officer agreed to approach the Laburnum Centre. The senior schools and colleges could also be asked whether their music students would be interested in busking in London Road. It was noted that the Entertainment License was going through and comments had been received from the Planning Officer as well as the Police. It was felt that there were not many daytime activities and a story time in liaison with the Library was proposed. The Events Officer will look into this.

117. PROPOSALS FOR WEEKEND 28th – 29th JULY

The Events Officer referred to the matrix. It was noted that there would be a photo exhibition of jazz musicians in connection with the performance of Humphrey Lyttelton. Country & Western band Capricorn had also been booked for Sunday 29th July. There was some discussion on the theme of songs that Bognor Regis Concert Band could play and pop & rock was agreed.

118. BUDGET & OUTSIDE FUNDING UPDATE

The confidential budget list was circulated. Many of the costings have now been confirmed. It was noted that the current funds allocated to the Lithuanian band would not be sufficient and the budget could therefore change.

It was **RESOLVED** to approve the budget.

119. THE MUSIC FESTIVAL SAFETY ADVISORY GROUP REPORT

The last meeting was held on 12 April and another one is due next week. A copy of the Report to be appended to these Minutes as Appendix 2.

120. THE MARKETING GROUP (TO BE TABLED AT THE MEETING)

It was noted that deadline for the brochure is 11 May. The website www.sunfest.org.uk has now been registered. A copy of the Report to be appended to these Minutes as Appendix 3.

121. DATE OF NEXT MEETING

The next meeting would be held at the The Town Hall at **7pm** on 29th May 2007.

The meeting closed at 8.06pm.

Appendix 1

Venue	Sat 21	Sun 22	Mon 23	Tues 24	Wed 25	Thur 26	Fri 27	Sat 28	Sun 29
Theatre		Old Time Music Hall 6 pm			Band from Lithuania (poss)	The Hamsters	Afternoon – Handbell ringers Eve -Warsaw Village Band	Humphrey Lyttelton - evening	Capricorn (Country & Western band)
Hotham Park / Bandstand		West Sussex Guitar Club							Salvation Army 3pm
Music School					Glimpse into the Future			Guitar Trio	
PUBS		Mark's programme live from The Railway (poss)			Open Mic at Railway				
BR Music Club		Piano Recital							
Churches									South Bersted Church 3.30 pm Cream tea and music 6 pm Performance of Jarius' Daughter
Bandstand Seafront		Bognor Regis Concert Band (in Park if windy)							
Seafront	Rox Organisation	Rox element							
Royal Norfolk Hotel				Bognor Regis Concert Band		Carla Hendricks & Ken Morgan Quartet			Possible folk/acoustic performances Pom Pom troupes

Programme as at 01.05.07

Items still being planned: Pub Quiz, Buskers, possible comedy night

Bognor Regis Music Festival 2007

Minutes of Safety Advisory Group held on Thursday 12 April 2007 at Event Officers Office, Town Hall (to replace postponed meeting of 27 March)

Present:	Paul Unsworth	Arun DC
	Chris Bishop	WS Fire & Rescue Service
	Ron Hildreth	Rox Organisation
	Phil Graham	Arun DC
	PC Mark Stevens	Sussex Police
	Steve Andrews	Sussex Ambulance Service
	Steve Andrews	H & S Arun DC
	Sue Holmes	Bognor Regis Town Council

1.	Apologies: Dave Benham, Chris Stark, Steve Goodheart	ACTION
2.	<p>Minutes of previous meeting - 27 February 2007 Phil Graham requested the following amendments: 6.4 The following should be added: It was agreed that no rides would be included in this years event.</p> <p>Phil had also stated at the meeting on 27 Feb that Rox would need to apply for a Premises Licence which would have to be considered at an appropriate Licensing Committee meeting.</p> <p>With these amendments, the Minutes were accepted as a true record.</p>	
3.	<p>Matters arising Minute 6 Paul Unsworth clarified this point. Arun will only be monitoring the noise levels. The Rox Organisation must produce a plan as to how the music levels will be controlled, by whom etc</p> <p>The Premises Licence had to be submitted by 6 April to meet the deadline for the 25 May meeting. If the application is submitted in the next couple of days it could make the 8 June meeting, the next date after that is the 22 June. As part of the application an advert has to be placed in the local papers and a notice displayed for 28 days. Rox will get the application in as soon as they can</p>	ROX
4.	<p>Report on Music Festival week – excluding Rox element Sue Holmes reported on the content of the rest of the Festival - matrix attached to these Minutes.</p> <p>The only outdoor activities will take place in Hotham Park, on the bandstand on the seafront or in the grounds of the Royal Norfolk Hotel. These will be performances by the BR Concert Band, or similar, and Pom Pom troupes. Buskers are being considered for London Road. The Town Council is currently going through the process of Licensing London Road and High Street for entertainment but this may not be done in time for the Music Festival. Paul Unsworth advised that a Temporary Events Notice could be applied for in the interim.</p>	Sue Holmes

	<p>The Railway PH is to run an open mic session and it is also hoped that Spirit FM will agree to broadcast Mark Ringwood's show live from there on the evening of Sunday 22 July. Sue Holmes confirmed that as far as she was aware The Railway did not intend to apply for an extension on its Licence for the events it was staging.</p>	
5.	<p>Report from Marketing Group Copies of the notes from the last Marketing Group were circulated - copy attached to these Minutes.</p> <p>The Marketing Group hopes to have the printed brochure ready for distribution by the end of May. However, as Rox will not know by then if they have been granted a licence, the publicity materials for this element will need to have 'Subject to Licence' added.</p>	
6.	<p>Rox weekend – Event Management Document The latest version of the Event Management Plan and Risk Assessment was circulated. The following points were made</p>	
6.1	Paul Unsworth made clear that more detail is needed on the delivery process - who is going to do what and how. More information is required	
6.2	Ron clarified that the generators would be low noise, petrol driven and would only be used in an emergency. They would be sited around the 2 stages and the production area.	
6.3	<p>Toilet provision. Rox will provide 5 additional unisex and 1 disabled toilet, which will be sited near to the production office. They will be serviced by the suppliers and monitored by Rox. who will undertake additional cleaning during the day - this needs to be clarified. Issues of child safety around the portable toilets also need to be addressed. Rox have contacted Arun regarding keeping the public toilets open until late, Phil is looking into this.</p>	<p>ROX</p> <p>Phil Graham</p>
6.4	<p>Trading stalls No final decision has been made on this , as Rox have received few enquiries. If they do go ahead, Street Trading Consent will have to be applied for.</p>	ROX
6.5	<p>Tide times Have these been taken into account. It could cause an issue if it is a high tide and members of the public have been consuming alcohol.</p>	
6.6	<p>Noise: CabCo will be responsible for the sound system and monitoring, and they are currently working out a site plan, assessing the noise levels that they can use in different areas. The Management Plan will need to include how the noise levels are going to be monitored: what are the predicted levels; what machine will they be using to</p>	ROX

	<p>monitor; what levels will they be checking against; how can they reduce the noise if levels too high.</p> <p>Paul Unsworth suggested that CabCo meet with John Green, senior EHO to discuss these issues.</p>	
6.7	<p>Litter: This issue has been taken up with Arun and Phil is dealing with it</p> <p>Waste: Rox have been in contact with Verdant and are awaiting a response.</p>	Phil Graham
6.8	<p>Ron asked for clarification that it would be acceptable to refer to security contractors in the Management Plan, rather than naming the company, and then producing a top sheet with the names of the contractors supplied. He also indicated that any amendments to the Management Plan would be in the form of an Amendment sheet.</p> <p>Paul Unsworth felt that currently the Risk Assessment did not provide enough detail as to the who/what/how. He suggested that he and Ron arrange another meeting to go through in detail.</p>	Paul Unsworth Ron Hildreth
6.9	<p>Mark Stevens was also concerned that there was not enough detail in the Management Plan.</p> <p>The Evacuation procedure, eg, needed to have the assigned routes and these need to be shown on the site map. The area in which Rox will be operating is a know hotspot for crime and disorder and this needs to be addressed.</p> <p>Rox is still waiting for information from the nightclubs are to their evacuation routes and also from Chief Insp Bracher re the hotspot areas. Mark will chase this up.</p> <p>There is no update on whether the mobile police station will be available.</p> <p>The Road Closure application needs to be submitted</p>	<p>ROX</p> <p>Mark Stevens</p> <p>ROX</p>
6.10	<p>Security / Evacuation Plan</p> <p>A new security company has been appointed - SB Security Solutions Ltd. They have prepared an Emergency Evacuation Plan, which was circulated. Some changes are needed to this - clear speech will be used instead of code words (with ear pieces).</p> <p>The security company will divide the site into grids and security personnel will have a laminated grid to enable them to identify specific areas.</p> <p>The PA announcements to be used in the case of an emergency were considered. It was felt that the first one should be used, with the addition of 'Unfortunately it will not be possible to resume the event' if that was the case.</p> <p>It was felt that the Evacuation Plan contained a lot of assumptions. Who would be responsible for contacting the emergency services? This needs to be decided and the Management Structure Plan needs to be updated to incorporate this.</p> <p>There is a discrepancy is the numbers quoted in the Evacuation Plan and the</p>	<p>SB Security Solutions</p> <p>ROX</p>

	<p>Management Plan - this needs to be changed.</p> <p>The Evacuation Plan refers to Rendezvous Points - is this what is meant or should it be Assembly Points. This needs to be clarified and marked on the Site Map. Rox are still waiting for information from surrounding premises as to their evacuation procedures.</p> <p>Herts Rescue are providing First Aid cover. In an emergency, will they be taking casualties to hospital or will the ambulance service be called? If Herts, then they will need two crews to maintain cover.</p> <p>It was suggested that a meeting with the Rox H & S officer should be arranged. Ron will organise this</p>	<p>ROX</p> <p>ROX</p> <p>Ron Hildreth</p>
6.11	<p>Fireworks: These are still planned. The display will be on the Saturday at 10.30 and last for 15 minutes. Arun will need details of which company will be responsible for this and will need to see their Risk Assessments etc. It will also need to be made clear who will be responsible for stewarding the areas around the fireworks - what will the contractors be stewarding and what will Rox need to do.</p>	<p>ROX</p> <p>Firework company</p>
7.	<p>Statement of Intent This will be based on the one used last year. Will the Town Council need to sign up to this? They will not actually be providing any services over the weekend and have made it clear that the Rox Organisation are responsible for all licences and management. It was agreed that Sue Holmes would take this issue back to the Council, who may insert a paragraph stating the above.</p> <p>ROX, the Police, security company will need to sign. Also the first aid providers. Issues such as crime reduction and alcohol policy should also be included.</p>	<p>Sue Holmes</p>
8.	<p>Any Other Business It was suggested that Rox should advise Network Rail of the event.</p> <p>It was felt that the marketing of the event should include promotion of the Public place ban on alcohol. The Marketing Group should consider this.</p> <p>Pubwatch should also be involved, and it was suggested that Ron attend a Pubwatch meeting. Pubwatch will need to be aware that, because of the event, extra surveillance will be in place over the weekend. Rox will have signs up regarding alcohol use and respecting others.</p> <p>Mark Stevens was rather concerned about the safety of the Street Collection / collectors and this should be born in mind by the organisers.</p>	<p>ROX</p> <p>Sunfest Marketing Group</p> <p>ROX</p>
9.	<p>Date of Next Meeting Wednesday 9 May at 3.30 pm at the Conference Room at the Police Station (unless otherwise advised)</p>	

Bognor Regis Music Festival

Notes of Marketing Group meeting held on 26 April at 10 am at Event Officers Office

Present: Sue Holmes (SH) , Robin Parker (RP), Mark Ringwood (MR)

Theatre content

Mark confirmed that the Hamsters will perform on the Thursday at the theatre. Contract to be sorted out. They will perform their ZZ Top / Hendrix show.

Ticket prices to be £12.50

They will liaise with Jamie at Theatre with regard to technical stuff.

Sue to find out what size posters are can be displayed at the theatre and elsewhere.

ACTION SH

Sue has got quote for transport for Warsaw Village Band, from airport to BR and then to Swindon after the performance.

Country & Western band booked for Sunday evening – cost £400. Sue to sort out contract with theatre.

ACTION SH

A comedy night was suggested. This is already being run at the Theatre and we need to speak to Simon Mouatt regarding this

ACTION SH

Sue has spoken to Nick Jones regarding the photographic display at the Theatre. She has agreed to support this by funding some of the cost of mounting the photographs.

We need to make sure that the Warsaw Village Band and also the other E European group performing are well publicised to the E European community. Sue to liaise with Hilary (CVS) and Miranda on this.

ACTION SH

Pubs

Sue had spoken at last Pubwatch meeting regarding the Music Festival and had given details of the proposed Pub Quiz. She had left her contact details and remained after the meeting but has not been approached by any pubs wishing to take part. A follow up letter will be sent.

ACTION SH

Butlins involvement

Sue has sent email to Jamie at Butlins but has received no response. Sue to follow up

ACTION SH

Brochure

Deadline for this still 11 May. Robin will start to mock up design.