



BOGNOR REGIS TOWN COUNCIL

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MUSIC FESTIVAL

MINUTES OF A MEETING OF THE MUSIC FESTIVAL 2007 COMMITTEE

Wednesday 7th March 2007 at the Town Hall

PRESENT: Cllr. J. Hayward (Chairman), Cllr. D. Eldridge, Cllr. R. Nash, Cllr. K. Scutt.

IN ATTENDANCE: E. Benackova, A. Cunard, S. Holmes, S. Goodheart, A. Levtoy, M. Ringwood.

The meeting opened at 7.01 pm.

85. WELCOME BY THE CHAIRMAN
The Chairman welcomed those present.

86. APOLOGIES FOR ABSENCE
Apologies of absence were noted as being received from Cllr. S. McDougall and S. Ross.

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

S. Goodheart declared a Personal Interest in all business related to the ROX organisation.

A. Levtoy declared a Prejudicial Interest in all business related to The Regis School of Music as its owner.

A. Cunard declared personal interest in all business related to the Alexandra Theatre as Trustee of the Alexandra Theatre.

88. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 5th FEBRUARY 2007, PREVIOUSLY CIRCULATED

The Committee **RESOLVED** to approve the Minutes of the meeting held on 5th February 2007 as a true and correct record of the proceedings and the Chairman signed them.

89. MATTERS ARISING FROM THE MINUTES
There were none.

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

It was noted that the discussions between ROX and the SAG Group are still ongoing and there had not been any real development. A meeting with Phil Graham and the licensing officer had been arranged for tomorrow in order to submit the license application. ROX is also trying to obtain sponsorship from local

businesses. It was confirmed that the Police are being more amenable and seem to be more supportive of the ROX element.

91. PROPOSALS FOR MIDWEEK

The Events Officer handed out the matrix of events planned for the week (Appendix 1). She has been liaising with the Railway Public House as to their involvement. They would try and organize their bands so that they do not clash with anything that we put on – therefore won't be during the first weekend. The Events Officer was also waiting to hear from Salvation Army and the Royal Norfolk Hotel, who may put on a musical event during the week – e.g. Tea dance. Additionally discussions are taking place with the Eastern European Advisory Group regarding putting something on for their community, probably in the theatre. It was reported that the Pom Pom Troupes would like to come along and possible venues include the Hotham Park or the grounds of RNH. Suggestion was made to try and bring them into the town centre as it creates a nice atmosphere. Some discussion re licensing of London Road followed. The licence would enable us to have busking championship and street performers without the need to apply for Temporary Event Notice. It was regretted that the seafront bandstand would not be used and S. Goodheart offered to find a performer to fill the gap in.

92. PROPOSALS FOR WEEKEND 28th – 29th JULY

It was reported that there are three folk acts under consideration: Polish 'Warsaw Village Band', Irish band 'Teada' or Maori Group 'Wai'. The costs had not been confirmed yet, however would be around £1,500 each with tickets selling for £12.50. It was noted that further information should be available this week. The concert by Humphrey Lyttelton is being advertised and tickets are on sale for £17. It was reported that Arun Arts had acquired the Picturedrome Cinema and suggested that perhaps musical films could be put on. This was agreed.

93. BUDGET & OUTSIDE FUNDING UPDATE

The confidential budget list was circulated. A bid had been put in to WSCC for £600 and a result should be known by the end of this month. Grant application was also sent to Joint Western Arun Area Committee to cover the cost of workshops. There was some lengthy debate about the 80% (Folk Artist) and 20% (the Theatre) split of the ticket price. There was a consensus of opinion that this should be discussed at the next meeting when the costs are confirmed.

94. THE MUSIC FESTIVAL SAFETY ADVISORY GROUP REPORT

The matter was already discussed. A copy of the Report to be appended to these Minutes as Appendix 2.

95. THE MARKETING GROUP

A copy of the Report to be appended to these Minutes as Appendix 3.

It was noted that the Marketing Group approved of the name 'Bognor SunFest' and three options for the logo had been prepared. The designs were circulated together with a generic poster and some discussion followed. It was felt that the poster lacked impact and the logo did not stand out. It was agreed the design should be referred back to the Marketing Group.
Date of the next meeting of the Marketing Group TBC.

96. DATE OF NEXT MEETING

The next meeting would be held at the The Town Hall at **7pm** on 4th April 2007.

The meeting closed at 8.06pm.

Venue	Sat 21	Sun 22	Mon 23	Tues 24	Wed 25	Thur 26	Fri 27	Sat 28	Sun 29
Theatre	Mud 8 pm (tbc)	Flannagan & Allen Story 6 pm					Afternoon – Handbell ringers Evening - Folk performance	Humphrey Lyttelton - evening	Country & Western performance - evening
Hotham Park / Bandstand		West Sussex Guitar Club BR Concert Band							Possible folk/acoustic performances Pom Pom troupes #
Music School					Glimpse into the Future			Guitar Trio	
PUBS									
BR Music Club		Piano Recital							
Churches									Churches Together event – possibly Songs of Praise
Bandstand Seafront									
Seafront	Rox Organisation element	Rox element							
Royal Norfolk Hotel				Bognor Regis Concert Band					

May be held in grounds of Royal Norfolk Hotel

I am in negotiation with the The Railway Public House as to their involvement. They will try and organize their bands so that they do not clash with anything that we put on – therefore won't be during the first weekend.

Also waiting to hear from Salvation Army and the Royal Norfolk Hotel, who may put on a musical event during the week – eg Tea dance

Theatre may also be putting on additional items

I am talking to Eastern European Advisory Group regarding putting something on for their community, probably in the theatre.

Bognor Regis Music Festival 2007

Minutes of Safety Advisory Group
held on Wednesday 27 February 2007 at Event Officers Office, Town Hall

Present:	Ron Hildreth	Rox Organisation
	Steve Goodheart	Rox Organisation
	Phil Graham	Arun DC
	Chief Insp Brian Bracher	Sussex Police
	PC Mark Stevens	Sussex Police
	Sue Holmes	Bognor Regis Town Council

1.	<p>Apologies Ross Greenhill, Paul Unsworth, Dave Benham, Chris Bishop. Sue Holmes advised the Group that she had been notified of the death of Dave Wastell, who was also on the email list.</p>	ACTION
2.	<p>Minutes of previous meeting Agreed as true record</p>	
3.	<p>Matters arising None</p>	
4.	<p>Report on Music Festival week – excluding Rox element Sue Holmes reported on this. A matrix was distributed showing the other activities to date. Most of these take place in venues around the town, in Hotham Park or the grounds of the Royal Norfolk Hotel. None of them pose any particular issues at present for the SAG.</p>	
5.	<p>Name of Festival and Marketing Group The initial meeting of the Marketing Group had been held and the name of the Festival has been agreed as Bognor Regis Sunfest 2007 Music and Arts. It has been agreed that all marketing will be produced by this Group</p>	
6.	<p>Rox weekend – Event Management Document This is a working document and there are still elements to be addressed. For example, how will the noise actually be monitored by Arun DC and who will be doing it. This will enable the Rox organisation to liaise with those responsible. Both Paul Unsworth (direct to Ron by email) and Mark Stevens had comments to make. The following points were made</p>	
6.1	<p>Issues of car parking and litter – if Rox highlight these on the form,</p>	

	Phil will pick up when the form gets to him. He will be able to assist with contacting correct departments	Phil
6.2	<p>Ron had attended the Public Place Violent Crime Action Group and explained what Rox hoped to do. The group were quite happy to leave the matter to the SAG.</p> <p>Ron did have a query about the dispersal routes that had been discussed at the PPVCAG. Were these documented anywhere? It was explained that these were the roads where the public dispersed once they had left the nightclubs etc. They are the routes where damage and violence are likely to occur.</p>	
6.3	Taxi rank. The taxi representative at the PPVCAG had wanted to know if they site would be cleared by 2 am. It was confirmed that this would be the case and that the road closures will be lifted as soon as possible	
6.4	Rox did have a number of things around the pier area, including rides and stalls. It is probable that these will be taken out for this year and the situation will be monitored. There may be the odd concession in the area but they will be easy to remove.	
6.5	Rox are talking to another security company, SP Security Solutions (Awax should be removed from the circulation list). They are very experienced with outdoor, free events. They have suggested that the event area could be divided into grids, and maps can then be produced for the security staff to allow them to identify problem areas.	
6.6	<p>Mark Stevens raised the following points on the Management Plan:</p> <ul style="list-style-type: none"> • Police now West Downs Division • Should be Statement of Intent – not Police Statement of Intent • Traffic management page 1 – no longer Accord – refer to Chris Stark for correct name • Page 9 Crowd control – Stewards required calculated at 250:1. (Ron advised that the ratio is likely to be 95:1 that Rox use) • If bad weather, what will the shut down procedure be. It is mentioned but not documented. • Evacuation – codes need to be clarified, otherwise they can cause confusion. • The decision as to when safe to return to the site needs to be agreed with the Emergency services • Communications. How will they liaise between the radio system for the volunteer stewards and the system used by 	ROX

	<p>the security firm. It needs to be documented how this will be achieved.</p> <ul style="list-style-type: none"> • Zone map used is the one originally prepared for Birdman – it needs to be personalised for this event. There needs to be a more detailed map with capacities in each area • Liaison with pub/clubs on evacuation points – Rox need to liaise directly with them • 	
6.7	<p>Other points raised: Alcohol Policy. It had been agreed at the PPVCAG that the DPPO would remain in place but would be policed sensitively. Possibly use signs for the event – Family Event, please respect eg. Once the security firm have been appointed, there needs to be agreement as to what the police will do and what the security firm is responsible for</p>	
6.8	<p>There was disappointment that the Fire Service, Ambulance service etc were not in attendance. We need to encourage them to attend, sending alternative representatives if necessary</p>	SAG
6.9	<p>Would the Police be able to have information trailer in attendance? The big display van was suggested but when it is generally used the images are to do with violence following drinking and it was felt that this might be a bit too much for a family event. Possibly a mobile police station could be put in place</p>	
7.	<p>Statement of Intent A draft will need to be done by the next meeting. Rox will look at this</p>	ROX
8.	<p>Any Other Business Ron or Steve will go to see Phil at his office to help with completion of forms.</p>	ROX
9.	<p>Date of next meeting Tuesday 27 March at 10 am at Events Officers Office Town Hall</p>	

Bognor Regis Music Festival

Notes of Marketing Group meeting held on 15 February at 2.30 pm at Event Officers Office

Present: Cllr Rob Gillibrand, Sue Holmes, Robin Parker, Mark Ringwood

There were two main items for discussion at this initial meeting :

- 1 Name of Festival
- 2 General marketing issues

1. Name of Festival

Following the discussion at the main Festival Committee, the recommendation had been that the Marketing Group consider Bognor Regis Sunfest as a favoured option for the name of the Event.

The Group agreed that this should be the name – Bognor Regis Sunfest. It was also agreed that Music and Arts should be included as part of the logo and also the year.

The Events Officer would arrange for design of logos.

2. Initial marketing ideas

The following points were discussed as possible ways of marketing the Festival:

- Buskers competition
- Involvement of children
- Story telling
- Readings at library
- Involvement of Butlins – Events Officer to follow up
- Possible sponsorship – t-shirts with sponsor names on
- Pub quiz around theme of Music Festival
- Possible pub quiz competition – heats at pubs and final at, say, central venue
- Speak to Pubwatch members
- Consider ways to involve older members of the community

More specific marketing to be considered at next meeting –

- Brochure
- Website
- Other websites
- Email
- Posters
- Press
- Radio