



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE

I hereby give you Notice that a Meeting of the Events, Promotion and Leisure Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 17th JANUARY 2022.**

Please note that the doors to the Town Hall will be closed at 6.20pm and no entry will be possible after this time.

All Members of the Events, Promotion and Leisure Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Any member of the public wishing to attend the meeting must pre-book a place by emailing bognortc@bognorregis.gov.uk before midday on Monday 17th January 2022. A maximum of six places will be available for this meeting. No entry will be permitted to those who have not pre-booked a place.

All pre-booked attendees will be provided in advance with COVID guidance for the use of the Town Hall and this guidance must be adhered to at all times.

An opportunity will be afforded to those **members of the public** who have pre-booked a place to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Monday 17th January from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

DATED THIS 10th JANUARY 2022

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcement and Apologies for Absence

2. Declarations of Interest:
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To APPROVE the Minutes of the Meeting held on 15th November 2021
4. Adjournment for public questions and statements
5. Clerk's Report
6. Allotments Sub-Committee – Consideration of the Resolution, Recommendations and Reports in the Notes of the Meeting held on the 23rd November 2021
7. Consideration of allocation of Town Force time for Town Events 2022 – report by Events Officer
8. Final update and ratification of expenditure on events Programme for 2021 (if available)
9. Update on proposals for Events Programme for 2022 including ratification of decisions where required
10. Seafront Posters - Consideration of a stricter brief to be drawn up and circulated to community-based artists as agreed at the previous meeting – Min. 52 refers
11. Report on Christmas Illuminations (3rd Year of 3-Year contract)
12. Consideration of producing an Events Guide/Leaflet for 2022 including design and format
13. Promenade Bandstand Wind Shields, as referred from the previous Meeting – Min. 49.2 refers
14. Items for Future Agenda
15. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE
COUNCIL CHAMBER IF REQUIRED**



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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 15th NOVEMBER 2021

PRESENT: Cllrs: J. Brooks, M. Stanley, Mrs. J. Warr and
B. Waterhouse

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
Cllr. S. Goodheart in the public gallery

The Meeting opened at 6.30pm

45. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

In the absence of the Chairman of the Committee, Cllr. Batley, the Vice-Chairman, Cllr. Brooks took the Chair.

The Chairman welcomed everyone present and read the Council's opening statement.

Apologies had been received from Cllr. Batley due to childcare issues owing to a family member being unwell, Cllr. Mrs. Daniells due to annual leave, Cllr. Reynolds no reason given, and Cllr. Woodall due to personal reasons. Late apologies were subsequently received from Cllr. Erskine who was unwell.

46. DECLARATIONS OF INTEREST

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
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- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote

- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Brooks declared a Disclosable Pecuniary Interest in Agenda item 6 as a supplier of events equipment and item 8 owing to his involvement in the production of the seafront posters

47. TO APPROVE THE MINUTES OF THE MEETING HELD ON 13th SEPTEMBER 2021 AND THE EXTRAORDINARY MEETINGS HELD ON 14th OCTOBER 2021 AND THE 1st NOVEMBER 2021

Members were asked if there were any objections to the Minutes of the Meeting, held on the 13th September and the Extraordinary Meetings held on 14th October and 1st November 2021.

There being no objections, the Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 13th September, and the Extraordinary Meetings of 14th October and 1st November 2021 as an accurate record of the proceedings and the Chairman duly signed them.

Cllr. Stanley requested that his abstention from the vote be noted in relation to the Minutes of 14th October 2021 as he had not been present at the meeting.

Cllr. Brooks requested that his abstention from the vote be noted in relation to the Minutes of 1st November 2021 as he had not been present at the meeting.

48. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.36pm

Cllr. Goodheart referred to the Rotary Club proposal for music in the summer that was to be discussed and asked the Committee for an understanding as to how they saw this being turned into a partnership between the Rotary Club and the Town Council and whether it would be open to other community groups to be involved?

Cllr. Goodheart also referred to the lamppost banners and that he was assured that there was a budget for this and whether there was any follow through to the suggestions that more of the lampposts could be used for this type of advertising. If this were so, then is there a planning application in progress to facilitate this as he was aware that ADC would not allow events to be advertised until approval for events had been granted?

The Chairman suggested that as the first item was on the agenda perhaps the Committee would allow Cllr. Goodheart to speak when this item is discussed.

Regarding the lamppost banner sites, the Chairman advised that he believed that the planning application was being progressed. The Clerk confirmed that she could update further regarding this matter under Clerk's Report. The Chairman then went on to report that these were the banners at the Butlins end, and he believed there to be around 12 banners in this location. He stated that when ADC managed these, they utilised sponsorship at the foot of the banners to assist with the costs, which he felt was something that the Town Council might wish to look at.

The Chairman reconvened the Meeting at 6.40pm

49. CLERK'S REPORT

Cllrs. Stanley and Mrs. Warr declared an Ordinary Interest in the following item in their capacity as volunteers for the Christmas Switch-On event

49.1 Update on Christmas Switch-On event and Billy Bulb - 1st November 2021 - Min. 44 refers

Members will be aware that at the meeting held on 1st November it was agreed to award the Bognor Regis Carnival Association £3,000 to arrange a Switch-On event for the Town. The funds have been forwarded to the organisers along with an additional amount that some Members have agreed to use from their 2021/22 Ward Allocation budget to support the event.

It is understood from the ADC Events team that everything appears to be heading in the right direction with regards to the necessary permissions being in place for the event to be held on 27th November and best efforts are being made by them to support the organisers when information is received. The organisers have advised that they have received verbal communication to advise that there have been no objections to the road

closure request and final documentation for this is awaited. Liaison has also been undertaken with the Lighting Contractor by the Clerk to facilitate the Switch-On of the lights at 5pm.

It was further agreed that the Clerk would liaise with the Carnival Association regarding the position of the inclusion of Billy Bulb at the event once clarification was sought from the Insurers. Following extensive consultation with the Town Council's Insurers, it has been established that if the Carnival Association were minded to have Billy present then this could be achieved by: -

- Billy being supervised by a responsible adult at all times and providing this is adhered to then this activity would be covered under the Town Council's insurance. However, written confirmation would be required that the Carnival Association is agreeable to this condition and will ensure compliance.
- Whoever takes responsibility for collecting Billy and transporting him to the event and then returning him afterwards would need to ensure that they had the appropriate insurance in place for this and that their own motor vehicle insurer is made fully aware that this is taking place.

A response is awaited from the Carnival Association to advise if they wish to have Billy Bulb present at the event and if so that they are in agreement with the Insurers conditions and will ensure compliance.

The option raised at the last meeting by a Member of Billy Bulb being situated in a fenced off area instead of being supervised at all times had been raised with the Insurers. However, it had been confirmed by the Underwriters that supervision at all times would be required so this was therefore not an option.

Members of the Committee are also asked to note the email that they have received from Cllr. Brooks expressing his views on Billy's attendance at the event and requesting that an item be put to the next Events, Promotion and Leisure Committee Meeting or other appropriate meeting so further discussion can be held. The Clerk needs to request more detail from Cllr. Brooks on what he wishes to be considered by Members before it can be established to which Committee this should be referred.

49.2 Promenade Bandstand Wind Shields - referred from the Community Engagement and Environment Meeting held on 4th October 2021 - Min. 36 refers

During public questions at the Community Engagement and Environment Meeting held on the 4th October 2021, a member of the public said he was disappointed to see that the wind shields were not being used at the opening event held on the promenade bandstand when they were very clearly needed and could ADC make sure they were available for the next concert.

The wind shields are owned by BRTC and were purchased back in 2013 for use, if required, for Funshine days and other BRTC events. They are not included on the BRTC Events Equipment hire list due to their cost. Whilst a deposit cheque of £100.00 is required from organisations to recover any lost or damaged equipment loaned to them, this amount would not be enough to cover the costs of replacing the wind shields.

Owing to their design, the removable wind shields are attached by ratchets to the bandstand uprights and would need to be installed by Town Force, which would mean them being 'on call' to attach and take down, when required, which is not practical. These screens would only be required due to inclement weather, and therefore would be installed in high winds, rain, poor visibility. It can be very dangerous if not done correctly, with the potential for injury not only to those installing them but also to the general public. There is also the potential for damage to be caused to the bandstand itself. It also begs the question, that now the bandstand has been renovated, would the Town Council still be allowed to install them even for our own events or would further permissions now need to be granted by ADC.

Should Members want to change this current policy then it will need to be made an item for a future agenda. However, the Officer recommendation would be that the BRTC wind shields should not be made available for use by others for the reasons stated and that ADC should be approached by this Committee and asked to make provision of wind shields for those wishing to use the bandstand as the authority responsible for the structure. This matter will therefore be referred to a future meeting to enable Members to consider how they wish to proceed.

49.3 Update on letter to the Director of Services relating to Members request for a letter to be sent in regard to the ADC Events Booking Process - 13th September 2021 - Min. 29 refers

Following a number of concerns raised by Members at the last meeting a letter was sent to the Director of Services as instructed. A response has been received but due to some of the content making reference to a member of staff it has not been possible to circulate this. Members are advised that this will be circulated confidentially, and should they wish to take any further action they are asked to advise the Clerk so the item can be placed on a future agenda.

49.4 Update on Butlin's - 19th July 2021 - Min. 6.2 refers

Despite several more attempts to chase there has still not been a response from the Resort Director. Therefore, it is recommended that this be revisited when resources allow and in time for the next season.

49.5 Update on lamp post banners - 29th April 2021 - Min. 166 refers

Pre-planning permission has been agreed and a full planning application will now need to be submitted. The previous Committee Clerk had scheduled

this into her work to be completed prior to leaving, however, due to illness this was not possible. Therefore, an application for planning consent will be submitted in due course.

49.6 Request from Cllr. Brooks for use of chairs for WEST's late night shopping event

A request has been received from Cllr. Brooks advising that West End Shops and Traders Association would like to borrow/hire 30-fold up chairs for their late-night shopping event on 9th December 2021. Cllr. Brooks has confirmed that he can collect and return the chairs, but he has enquired whether the hire will be free as WEST is an organisation that the Town Council support.

All Town Force hours are allocated to a budget and the Events, Promotion and Leisure Committee decides every year which event organisers get free Town Force hours allotted to them. No hours were allocated this year as events were cancelled owing to the pandemic. The Event Officer has a discretionary hour's allocation and having liaised with her she is in agreement that a provision can be made from her allowance to assist in this. However, if this is going to be an ongoing requirement, then the Committee will need to allocate Town Force hours when they consider the allocations for next year's events. The Chairman thanked Members on behalf of WEST for this support.

49.7 The Chairman confirmed that the Butlin's Resort Director had confirmed to him that the poster sites will be provided free of charge and the other things that he had requested will be made available. The Chairman thanked the Resort Director for his continued support.

49.8 Following a question by a Member regarding the attendance of Billy Bulb at the Christmas Switch-On event and arrangements for a rota to be compiled to allow for Billy Bulb to be manned at all times, the Chairman advised that the Carnival Association had taken the decision not to invite Billy to be present. The Chairman asked for an update on the proposal to have Billy enclosed in a fenced off area. The Clerk confirmed as previously advised this was not an option and the mascot had to be manned at all times.

50. PROPOSALS FOR EVENTS PROGRAMME FOR 2022 INCLUDING CONSIDERATION OF BUDGETS FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE AND CONSIDERATION OF A MUSIC IN THE PARK SUMMER EVENT

The Events Officer's report was **NOTED**.

50.1 The Clerk advised that in view of the level of funding recommendations received from other Committees, having liaised further with the Events Officer regarding the level of budgets required, a revised set of recommendations had been prepared for consideration by Members this evening equating to a saving of £8,250 on the proposals within the report previously published.

50.2 Celebrations and Commemorations to Mark The Queen's Platinum Jubilee - 5th June 2022 budget of £5,000

Members were asked to **NOTE** that this budget had previously been agreed and would remain unchanged.

50.3 Book Day - 13th April 2022 - Hotham Park

It is proposed that this event would be incorporated into the Drive Through Time event for 2022 only and therefore no additional budget would be required, saving £4,000.

Members asked if the Events Officer could investigate any potential sponsorship for this event so that it could continue to be held as a stand-alone event.

50.4 Drive Through Time - 2nd July 2022 - budget of £4,000

Members were asked to **NOTE** that for 2021 it was agreed that the event be relocated from West Park to the Esplanade and Place St Maur. However, given the current regeneration work taking place on Place St Maur and the current staffing issues within BRTC, it is the Officer recommendation that for 2022 the event remain at West Park to ensure a seamless event, and that the relocation to the Esplanade take place for 2023, which will also coincide with the 10th Anniversary of the event.

Following a brief discussion, it was **AGREED** that a final decision on the location be deferred to allow time for an update on the completion of the works on Place St Maur to be obtained.

50.5 Proms in the Park - 10th September 2022 - budget of £3,000

Due to the additional event of the Queen's Jubilee in June and the Drive Through Time being held in July there is not the capacity to hold the Proms in the Park earlier in the year as hoped. Therefore, it is proposed that the Proms in the Park event for 2022 to be held in September.

50.6 Funshine Days - 1st to 26th August (weekdays) 2022 - budget of £5,000

It is proposed that the Funshine Days be reduced from five days a week for four weeks to three days a week, enabling the budget to be reduced to £5,000. Due to Covid mitigation the Funshine Days were relocated to Hotham Park Bandstand from the Prom Bandstand for 2021, to enable more space for social distancing. This proved to be very successful for a number of the day activities, however there were a few that lent themselves to be located on the Prom, Punch & Judy for example. With this in mind, it is the Officer recommendation that the Funshine Days programme for 2022, be split across the two locations, with the first two weeks being located on the Prom Bandstand and the remaining two weeks on the Hotham Park Bandstand.

World Oceans Day for 2022 falls on the 8th June, which is a weekday and school day. Therefore, as attendance is likely to be minimal it is therefore proposed that World Oceans Day be incorporated into the first two weeks of the Funshine Days and be located on the Promenade Bandstand.

50.7 Beacon Lighting to Commemorate Sir Richard Hotham's Birthday - 5th October 2022 - budget of £600

Based on the proposal of an hour-long event, at which a live band would play, and the Beacon Brazier lit, it is the Officer recommendation that a budget of £600 be agreed. Members were asked to **NOTE** that this cost did not include a road closure of the Esplanade if required, the cost of the Event Officer's attendance, or any associated administration costs.

50.8 Christmas Illuminations Switch-On - 26th November 2022 – Bronze package - budget of £3,500

Cllr. Brooks redeclared a Disclosable Pecuniary Interest as a supplier of events equipment

Whilst it had been the Officer recommendation for one of four options to be considered, Members were advised that the revised recommendation would be to select the Bronze Package, at a cost of £3,500, and to seek sponsorship for match-funding to enable a Silver Package level of event to take place.

50.9 Sunday Afternoon Concerts, series of events over the Summer – TBC - budget of £1,250

Following an approach made to the Town Council, Members **AGREED** to work collaboratively with the Rotary Club on a series of events throughout the Summer. It was the Officer recommendation that the Rotary Club match-fund the budget of £1,250.

Members discussed various elements of the proposals before them and following lengthy debate **AGREED** the proposed dates for the 2022 events as detailed above and unanimously **RESOLVED** to **RECOMMEND** the amended budgets as detailed to the Policy and Resources Committee.

51. CONSIDERATION OF ANY FURTHER PROPOSALS AND REQUIRED BUDGETS FOR 2022/2023 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE

The Projects Officer's report was **NOTED**.

The Chairman asked that consideration be given in the future by the Chairman of the Policy and Resources Committee for all service Committee's being given a budget as he felt this Committee could be more proactive if they had a budget for items within their Terms of Reference. The Chairman of the Policy and Resources Committee confirmed that this Committee does

have a budget for items such as events and Christmas lights. If a larger budget were required, then other budgets have to be reduced or taxes increased, it is not possible to do everything.

Having considered the matter in some detail, Members unanimously **AGREED** to **RECOMMEND**, to the Policy and Resources Committee, that £1,200 be allocated for the 2022/23 Publicity and Promotion Budget.

52. SEAFRONT POSTERS INCLUDING: CONSIDERATION OF REPLACING GENERIC POSTERS THAT WERE REMOVED FROM THE SEAFRONT SHELTERS AND IDENTIFICATION OF BUDGET FOR ASSOCIATED COSTS - 19th JULY 2021 - MIN. 6.5 REFERS; TO FURTHER CONSIDER THE CONCEPT OF THE GENERIC POSTERS FOR THE SEAFRONT SHELTERS - 1st NOVEMBER 2021 - MIN. 42 REFERS

The Project Officer's report was **NOTED**.

- 52.1** In considering the replacement of two generic posters removed from the seafront shelters, Members unanimously **AGREED** to do so with copies of the original artwork, at a cost of £65.00 each + VAT. Members further **AGREED** that this be funded from the Events Promotion Budget.
- 52.2** The original concept of the generic posters was to advertise attractions that could not be seen from the promenade such as Hotham Park, the Picturedrome, Marine Park Gardens and the West End, these would then be temporarily covered with events posters and then removed after the event so that there would always be something attractive there to look at.

At the Committee Meeting held on 18th January 2021 it was agreed that the Town Council reach out to community-based artists via social media to produce identifiable images of Bognor Regis to be produced and displayed in the 12 Seafront Poster sites on the Promenade (Min.135 refers). Over 70 applications were submitted by members of the community and the entries that met the required criteria were circulated to Members of the Committee on display boards. 12 images were subsequently chosen by Members of the Committee via email with the chosen images and the production of the posters ratified at the Events, Promotion and Leisure Committee Meeting held 29th April 2021 (Min. 163 refers).

However, during discussion of this item, at the meeting held 29th April, it became evident that there was a difference of opinion between Members in relation to whether the final images chosen were generic or reflective of the Poster Policy.

In answer to a query, the Clerk confirmed that the submission of photographs as artwork would be appropriate.

It was, therefore, the Officer recommendation that this be referred back to the next meeting to allow for a stricter brief to be drawn up, to be circulated again to community-based artists so that the generic posters can be renewed at the start of next season and the required budget identified.

Following lengthy discussion, Members unanimously **AGREED** that the concept of the generic posters for the seafront shelters be referred to the Events, Promotion and Leisure Committee Meeting, to be held 17th January 2022. At this time Members will be invited to consider drawing up a stricter brief to be circulated again to community-based artists so that the posters can be renewed at the start of next season and for the required budget to be identified.

53. CONSIDERATION OF REQUEST RECEIVED FROM CLLR. BROOKS TO VIEW THE BANDSTAND WINDSCREENS

The Town Clerk referred Members to her earlier verbal report and reiterated that Arun District Council should be approached by this Committee and asked to make provision of wind shields for those wishing to use the bandstand, as the authority responsible for the structure, rather than those owned by Bognor Regis Town Council being used.

Cllr. Brooks stated that he simply wished to look at the Bandstand windscreens that the Town Council own so that an approach could be made to ADC with a better design.

Another Member agreed that windscreens are essential for those performing on the seafront Bandstand, whilst they would also look nice used on the Bandstand in Hotham Park, and they had no objection in all Members viewing the Bandstand windscreens owned by BRTC.

Members **AGREED** that any Member wishing to view the Bandstand windscreens should be allowed to do so but that their visit must be booked through the office.

54. CORRESPONDENCE

No correspondence had been received.

The Meeting closed at 8.07pm.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
17th JANUARY 2022**

AGENDA ITEM 6 - ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE ONLINE MEETING HELD ON 23rd NOVEMBER 2021

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are asked to receive the unconfirmed Minutes of the Allotments Sub-Committee Meeting held on 23rd November 2021 (attached as **APPENDIX 1**).

Members are asked to **AGREE** the recommendations from the Allotments Sub-Committee for the following costs - Min. 8 refers:

- 2 x replacement posts and postcrete for plot markers £26.84
- Purchase of 2 spare combination padlocks for gate security £44.99

DECISION

Do Members **AGREE** the costs as detailed above?

Members are further asked to **AGREE** to the recommendation to earmark any remaining funds at the end of the current financial year (2021-22) in the Allotments Maintenance Budget towards the project to build a shelter for use of the tenants on the Re-established site – Min. 12 refers.

DECISION

Do Members **AGREE** to the recommendation to earmark remaining funds from the 2021/22 Allotments Maintenance Budget to build a shelter on the Re-established site?

Finally, Members are asked to **AGREE** the recommendation that future Allotment Sub-Committee Meetings be held prior to the Events, Promotion and Leisure Committee Meetings. If Members are minded to agree to the recommendation then the new dates for the Allotments Sub-Committee Meetings in 2022, proposed to be held on Monday 20th June and Monday 31st October, would also need to be reconsidered and agreed.

DECISIONS

Do Members **AGREE** to the recommendation that future Allotment Sub-Committee Meetings be held prior to the Events, Promotion and Leisure Committee Meetings?

If so, do Members further **AGREE** that future Allotment Sub-Committee Meetings be held on Monday 16th May and Monday 14th November 2022?



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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE **HELD ON TUESDAY 23rd NOVEMBER 2021**

PRESENT: Cllrs. Mrs. S. Daniells, S. Reynolds
Mrs. J. Warr and B. Waterhouse

IN ATTENDANCE: Mr. S. Slater (Tenants Representative)
Mrs. L. Gill (Allotments Sub-C'ttee Clerk)
Mrs. J. Davis (Civic & Office Manager)

The Meeting opened at 5.10pm

1. TO APPOINT THE CHAIRMAN AND VICE-CHAIRMAN OF THE SUB-COMMITTEE

1.1 Chairman

It was proposed and seconded that Cllr. Mrs. J. Warr be nominated Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Mrs. J. Warr be duly elected Chairman of the Sub-Committee for the remainder of 2021/2022.

1.2 Vice-Chairman

It was proposed and seconded that Cllr. S. Reynolds be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. S. Reynolds be duly elected Vice-Chairman of the Sub-Committee for the remainder of 2021/2022.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. The Sub-Committee Clerk read the Council's Opening Statement.

Apologies for absence had been received from Cllr. K. Batley due to work commitments, Cllr. J. Brooks who was unwell, Cllr. J. Erskine who was unwell, Cllr. M. Stanley who had a prior meeting, Cllr. P. Woodall who was unwell and Mrs. L. Russell who was unwell.

No further apologies had been received.

3. **DECLARATIONS OF INTEREST**

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
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They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

There were no declarations of Interest at this time

4. **RATIFICATION OF AND WELCOME TO THE CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE AS VOTED ON BY ALLOTMENT HOLDERS VIA EMAIL - MR. G. DELURY, MR. C. PENFOLD, MRS. L. RUSSELL AND MR. S. SLATER**

The Sub-Committee Clerk's report was **NOTED**. Members **RESOLVED** to **APPROVE** ratification of the appointment of Mr. G. Delury, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater and welcomed Mr. Slater to the meeting.

5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 9th NOVEMBER 2020**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 9th November 2020 as an accurate record and these were signed by the Chairman.

6. **CLERK'S REPORT FROM PREVIOUS MINUTES**

The Clerk reported on items outstanding since the Covid lockdown for inclusion on the next agenda:

- 6.1 **Min. 36 of 9th November 2020 refers** - Feasibility of the Town Council purchasing land to provide further allotments in Bognor Regis taking into account the potential future demand.
- 6.2 **Min. 25 of 28th October 2019 refers** - To re-categorise plots by size - All plots have been measured and work done to look at possible fair ways of re-assigning rents to keep the Council's rental income consistent whilst not imposing large increases on some ploholders. Rents are normally reviewed in June and it is therefore recommended that this piece of work is re-visited in June 2022.
- 6.3 **Min. 8 of 11th June 2019 refers** - Annual review of rental charges - rents have remained static since Covid and it seems prudent to make changes at the same time as any re-categorisation in June 2022.
- 6.4 **Min. 25 of 13th November 2018 and Min. 10 of 11th June 2019 refers** - Water Levy from October 2019 - After a very dry hot summer the water bill was considerably higher than normal. It was agreed that a small water levy be implemented to form a pot of money as a buffer for any future years of high usage. However, following Covid lockdown this has not been progressed and this also can be revisited in June 2022.
- 6.5 There was no AGM of Allotment Holders due to the pandemic in 2020 or 2021. It is hoped this will be reinstated in 2022. A date will be booked for this in October 2022.
- 6.6 To note therefore there were no annual awards for 2020 or 2021. Again, it is hoped that this will be re-instated in 2022 and will be for discussion at the meeting in June 2022.

7. **ANNUAL REVIEW OF ALLOTMENT GUIDELINES/CODE MIN. 9 OF 11th JUNE 2019 REFERS**

The Sub-Committee Clerk's report was **NOTED**. The revised edition of the Guidelines/Code for 2021/2022 was agreed.

8. **RATIFICATION OF EXPENDITURE**

The Sub-Committee Clerk's report was **NOTED**. The cost of two concrete spurs and two bags of postfix to replace broken plot number posts on the Allotments - £26.84 and the cost of two spare combination padlocks for access gates - £44.99 were **RATIFIED** by the Sub-Committee. Members **AGREED** to **RECOMMENDED** the approval of the payments to the Events, Promotion and Leisure Committee.

9. **REPORT ON LETTINGS**

The Clerk reported that sixteen plots were relinquished from 30th September. One further plot had been re-possessed. There were thirty names on the waiting list at 1st October. Seven of these, to date, had decided not to take on an allotment or did not respond to repeated emails and calls. Eleven plots have been relet and there are six still to be relet. Some people have been unwell this past year and had not been able to maintain their plots to the best standard, but it is hoped this will improve next year.

The verbal report was **NOTED**.

10. **REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS**

Mr. Slater reported that the paths on the re-established site were a problem. There was some soil movement which caused the paths to distort and become uneven. This made it difficult to keep paths mown. The Clerk reported that this has happened previously, and Town Force do attend to build up the paths when time allows. The report was **NOTED**. Details will be passed on to the Town Force Manager.

11. **HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS - MIN. 34.1 REFERS OF 9th NOVEMBER 2020 REFERS**

The Sub-Committee Clerk's report was **NOTED**. The Health and Safety Inspection was postponed due to Covid in 2020. The Deputy Clerk and Sub-Committee Clerk undertook an inspection on 22nd April 2021 and found only minor issues. Tenants were notified, and the situation remedied.

12. **TO CONSIDER AND AGREE TO THE CONTINUED EARMARKING OF ANY UNSPENT BUDGET FROM THE ALLOTMENTS MAINTENANCE BUDGET 2021-22 TOWARDS THE SHELTER ON THE RE-ESTABLISHED SITE PROJECT - ORIGINAL DECISION TAKEN ON 28th OCTOBER 2019 - MIN. 24.3 REFERS**

The Sub-Committee Clerk's report was **NOTED**. Following discussion Members **AGREED** to **RECOMMEND** to the Events, Promotion and Leisure Committee that any unspent Budget from the Allotments Maintenance Budget 2021-22 should continue to be earmarked towards building a shelter on the Re-established site.

13. TO NOTE THE CHANGE IN DATE OF ALLOTMENT SUB-COMMITTEE MEETINGS FOR 2022 OWING TO A CLERICAL ERROR AS NOTED AT THE TOWN COUNCIL MEETING OF 1st NOVEMBER 2021

Members **NOTED** the Sub-Committee Clerk's report and Appendix. It was further noted that Membership of the Sub-Committee is taken from the Events, Promotion and Leisure Committee. Following a discussion about the Meetings calendar it was **AGREED** to **RECOMMEND** to the Events, Promotion and Leisure Committee that the Allotments Sub-Committee Meetings be held prior to the Events, Promotion and Leisure Meetings in future. The new dates as received in the report would, therefore, need to be reconsidered if this is agreed.

14. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 5.55pm

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
17th JANUARY 2022**

AGENDA ITEM 10 - SEAFRONT POSTERS - CONSIDERATION OF A STRICTER BRIEF TO BE DRAWN UP AND CIRCULATED TO COMMUNITY BASED ARTISTS AS AGREED AT THE PREVIOUS MEETING - MIN. 52 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the meeting held 15th November 2021, Members considered replacing generic posters that were removed from the seafront shelters, and further considered the concept of these posters (Min. 52 refers).

As reported, the original concept of the generic posters was to advertise attractions that could not be seen from the promenade such as Hotham Park, the Picturedrome, Marine Park Gardens and the West End, these would then be temporarily covered with events posters and then removed after the event so that there would always be something attractive there to look at.

At the Committee Meeting held on 18th January 2021 it was agreed that the Town Council reach out to community-based artists via social media to produce identifiable images of Bognor Regis to be produced and displayed in the 12 Seafront Poster sites on the Promenade (Min.135 refers). The brief published is attached to this report as **Appendix 1**. Over 70 applications were submitted by members of the community and the entries that met the required criteria were circulated to Members of the Committee on display boards. 12 images were subsequently chosen by Members of the Committee via email with the chosen images and the production of the posters ratified at the Events, Promotion and Leisure Committee Meeting held 29th April 2021 (Min. 163 refers).

However, during discussion of this item, at the meeting held 29th April, it became evident that there was a difference of opinion between Members in relation to whether the final images chosen were generic or reflective of the Poster Policy (attached as **Appendix 2**).

During the discussions that took place at the last Events, Promotion and Leisure Committee Meeting, held on 15th November 2021, the Clerk confirmed that the submission of photographs as artwork would be appropriate. Members subsequently agreed that the concept of the generic posters for the seafront shelters be referred to this meeting with Members being invited to consider drawing up a stricter brief to be circulated again to community-based artists, so that the posters can be renewed at the start of next season and for the required budget to be identified.

DECISIONS

Members are invited to **RECONSIDER** and **AGREE** the brief, for the production of generic posters of identifiable images of Bognor Regis, to be circulated again to community-based artists.

Members are invited to identify and **AGREE** the required budget.

CAN YOU HELP US?

The Events Promotions and Leisure Committee of the Bognor Regis Town Council invite local artists and photographers to participate in providing artwork of identifiable images of Bognor Regis that can be displayed in the Seafront Wind Shelters on the Promenade. There are 12 poster frames in total and they would like 12 different images to be displayed.

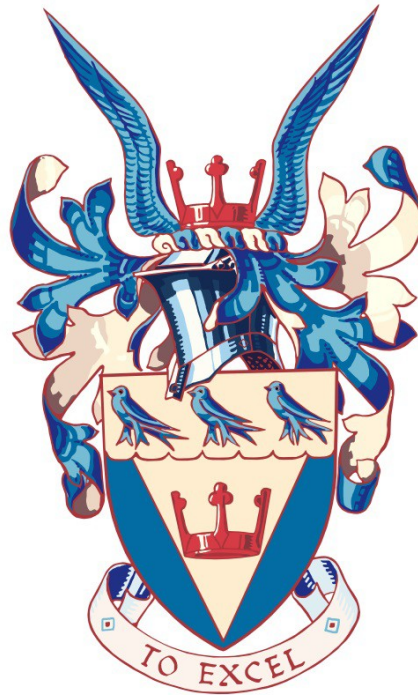
The images should be portrait and submitted in as high a resolution as possible and our designer will then modify them so they are suitable for an A0 poster.

Please be aware that the posters will not be on permanent display and there will be occasions when they will be covered by event posters or other images. There will be no offer of any reward, financial or other. The closing date for applications will be Friday 12th March 2021. The Committee's decision will be final. Only those whose work is chosen will be notified and the artist will be credited so please ensure we have your name detailed as you wish it to be displayed.



Bognor Regis Town Council
Town Hall
Clarence Road
Bognor Regis
PO211LD
Tel 01243 867744





BOGNOR REGIS TOWN COUNCIL

POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY

**Adopted by the Council at the Meeting of the Policy and Resources
Committee held on 19th January 2021**

This Policy shall apply to all poster sites, banners and other outdoor display opportunities within the control of Bognor Regis Town Council and recognises the agreement with Arun District Council also permits sponsors of events to be named and websites giving further details also be included. That the different sites for posters/banners and other outdoor display opportunities that may be determined, are under different ownership and have different rules and permissions that apply.

This Policy also recognises that subject to agreement between Arun District Council and Bognor Regis Town Council, promotions of partnership events with commercial organisations will be permitted.

With regard to Lamppost banner sites, other organisations may use the sites, but the Town Council Reserve the Right to recharge any associated costs.

The following guidelines set within this policy will create a streamlined, efficient and uniformed approach to ensure the best possible use of these sites throughout the year.

- i) That the organisers of the main events be included on a Primary List and contacted to make them aware of the facility to display posters (funded and provided by those event organisers), and to provide recommended specifications.

The events suggested are: -

- Bognor Regis Town Council Events
- Carnival
- Birdman/Pride
- Seafront Illuminations
- Southdowns Folk Festival
- Rox
- Bognorphenia
- Illuminations Gala
- Blakefest

- ii) Town Council Officers will be responsible for the administration of the scheme including taking receipt of the posters from organisers, rotation of posters and notification to event organisers if posters become damaged so that a replacement can be provided.
- iii) To accept posters from non-profit events, other than those on the Primary List, for display if space allows.
- iv) That generic posters, such as West End Shops This Way/Visit Bognor Regis Old Town etc. are displayed between events, so sites are continually filled. These posters would be funded and provided by third party organisations such as the BID or West End Shops and Traders or any other non-profit or non-commercial enterprise.
- v) Town Force or its appointed agents to undertake all necessary works to display signs with these being erected no earlier than 2 weeks leading up to the advertised event and taken down post event to avoid out of date posters being on display.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
17th JANUARY 2022**

AGENDA ITEM 11 - REPORT ON CHRISTMAS ILLUMINATIONS (3rd YEAR OF 3-YEAR CONTRACT)

REPORT BY THE TOWN CLERK

FOR RATIFICATION

Report on Christmas Illuminations (3rd Year of 3 Year Contract)

There were once again minimal issues with this year's illuminations.

It had been reported last year that there was an issue with one of the Aldwick Road displays with the contractor reporting some water ingress into the sockets, which would need to be replaced and an estimate for the works would follow. Unfortunately, this was not done prior to installation this year, but was finally rectified after a couple of weeks at a cost of £440.00 plus VAT, which will be funded from the Christmas Activities Equipment Maintenance budget.

The only other slight issue was the timers in the High Street being slightly out of sync with the rest. However, this was also rectified.

FOR RATIFICATION

Members are asked to **NOTE** the update and ratify the expenditure of £440.00 being funded from the Christmas Activities Equipment Maintenance budget.

A new 3-year contract is being entered into for Christmas 2022 and the Projects Officer will make contact with the new supplier in the next couple of weeks and will report back to a future meeting.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
17th JANUARY 2022**

AGENDA ITEM 13 – PROMENADE BANDSTAND WIND SHIELDS, AS REFERRED FROM THE PREVIOUS MEETING - MIN. 49.2 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Community Engagement and Environment Meeting held on the 4th October 2021, a member of the public said he was disappointed to see that the wind shields were not being used at the opening event held on the promenade bandstand when they were very clearly needed and could ADC make sure they were available for the next concert. This was referred to the Events, Promotion and Leisure Committee at the meeting held 15th November 2021 (Min. 49.2 refers).

As previously reported, the wind shields are owned by BRTC and were purchased back in 2013 for use, if required, for Funshine days and other BRTC events. They are not included on the BRTC Events Equipment hire list due to their cost. Whilst a deposit cheque of £100.00 is required from organisations to recover any lost or damaged equipment loaned to them, this amount would not be enough to cover the costs of replacing the wind shields.

Owing to their design, the removable wind shields are attached by ratchets to the bandstand uprights and would need to be installed by Town Force, which would mean them being 'on call' to attach and take down, when required, which is not practical. These screens would only be required due to inclement weather, and therefore would be installed in high winds, rain, poor visibility. It can be very dangerous if not done correctly, with the potential for injury not only to those installing them but also to the general public. There is also the potential for damage to be caused to the bandstand itself. It also begs the question, that now the bandstand has been renovated, would the Town Council still be allowed to install them even for our own events or would further permissions now need to be granted by ADC.

It was reported at the Events, Promotion and Leisure Committee Meeting, held on 15th November 2021, that the matter would be referred to a future meeting to enable Members to consider how they wish to proceed. The Officer recommendation would be that the BRTC wind shields should not be made available for use by others for the reasons stated and that ADC should be approached by this Committee and asked to make provision of wind shields for those wishing to use the bandstand as the authority responsible for the structure.

DECISION

How do Members wish to proceed?

It should be noted that a Member had also requested to view the Bandstand Wind Shields (Min. 53 of the 15th November 2021 refers) so that an approach could be made to ADC with a better design, which was agreed by the Committee.

Despite dates being provided by the Town Force Manager to facilitate this, the Clerk is aware that this has not yet taken place.

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AGENDA ITEM 14 - ITEMS FOR FUTURE AGENDA

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

The Clerk is not aware of any new items coming forward to be considered at this time.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LESIURE COMMITTEE
17th JANUARY 2022**

CORRESPONDENCE

1. Copy of the Sunday Mirror article on Bognor Regis Published 17th October 2021 sent in by a member of the public
2. Bognor Regis BID Update to Share With Colleagues - shared on social media and website
3. Bognor Regis BID - letter of thanks for Town Council support to enable them to provide Christmas entertainment in the Town