



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 16th JANUARY 2023.**

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. An opportunity will be afforded to **members of the public** 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 16th January from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

DATED THIS 9th JANUARY 2023

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To note the appointment of the Chairman as agreed at the Council Meeting on the 3rd January 2023
2. Chairman's Announcement and Apologies for Absence
3. 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

4. To APPROVE the Minutes of the Meeting held on 14th November 2022
5. Adjournment for public questions and statements
6. Clerk's Report
7. Allotments Sub-Committee – Consideration of the Resolution, Recommendations and Reports in the Notes of the Meetings held on the 16th May 2022 and 14th November 2022
8. Consideration of allocation of Town Force time for Town Events 2023 – report by Events Officer
9. Final update and ratification of expenditure on Events Programme for 2022 (if available)
10. Update on proposals for Events programme for 2023 including ratification of decisions where required
11. To consider the proposal from Cllr. Mrs. Daniells, to hold a birthday celebration for Sir Richard Hotham – Min. 58 refers
12. To ratify the decision made at the Members Briefing held 10th November 2022 and the additional correspondence via email on 22nd December 2022 in relation to the chosen winning entries in the Seafront Poster Competition – Min. 59 refers
13. Items for Future Agenda
14. Correspondence
15. To resolve to move to Confidential Business (S.O. 3d)
16. Report on Christmas Illuminations (1st Year of 3-Year contract)

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

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
16th JANUARY 2023**

**AGENDA ITEM 1 – TO NOTE THE APPOINTMENT OF THE CHAIRMAN AS
AGREED AT THE COUNCIL MEETING ON THE 3rd JANUARY 2023**

REPORT BY THE PROJECTS OFFICER

FOR NOTING

At the Town Council Meeting, held on 3rd January 2023, Members agreed that Cllr. Jim Brooks be appointed as Chairman of the Events, Promotion and Leisure Committee for the remainder of 2022/23 municipal year.

DECISION

Members are asked to **NOTE** the appointment of Cllr. Brooks as the Chairman, of the Events, Promotion and Leisure Committee for the remainder of 2022/23 municipal year.



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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON TUESDAY 14th NOVEMBER 2022

PRESENT:

Cllr: K. Batley (Chairman) (until Min. 56),
Cllrs: J. Brooks, H. Jones, Mrs. J. Warr,
B. Waterhouse and P. Woodall

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Cllr. S. Goodheart seated in the public gallery
1 member of the public in the gallery

The Meeting opened at 6.31pm

46. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

The Chairman, Cllr. K. Batley, then announced to the Committee that he has decided, regrettably to step down as Chairman. The Vice-Chairman, Cllr. P. Woodall would therefore continue with the remainder of the meeting.

Apologies for absence were given by the Projects Officer, on behalf of Cllr. Mrs. Daniells due to annual leave and Cllr. Reynolds due to work commitments. The Events Officer was unable to attend due to illness. No apologies were received from Cllr. Erskine.

47. 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
- 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 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.

There were no declarations of Interest

48. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27th SEPTEMBER 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 27th September 2022 as an accurate record of the proceedings and the Chairman signed them.

Cllr. Woodall abstained from voting as he was not in attendance at the meeting on 27th September 2022.

49. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

A Member seated in the public gallery asked if there was any update or progress on the Lamp Post Banner advertising spaces, to which the Projects Officer stated that any update on this matter would be included in the Clerk's Report or would come back to this Committee as an Agenda item.

The Member also asked if the Bognor Regis Concert Band could be considered as the preferred band of the Town Council with support through sponsorship towards branded clothing.

A member of the public asked if the ice rink would be going ahead this year and what events would be taking place at Hotham Park and Place St Maur over the festive season and asked whether the Concert Band could perform.

The Chairman stated that during the Events Officer's report, all the Town Council festive events would be discussed. Any events, at Hotham Park for example, would be organised by external bodies or Arun District Council, including the ice rink.

50. CLERK'S REPORT

50.1 Update on Promenade Bandstand wind shields – 27th September 2022 – Min. 37.1 refers

At the last meeting the Projects Officer advised that at the meeting held on the 21st March 2022, Members agreed to make the Town Council's windshields available for hire by event organisers with an increased deposit cost suggested as £350. The Projects Officer sent a letter to ADC to advise of the Committee's decision, and an Officer at Arun District Council has stated that they are preparing a formal response regarding this matter.

50.2 Update on new poster sites on the Promenade – 27th September 2022 – Min. 37.3 refers

The Projects Officer had previously reported that at the meeting held on the 11th July 2022, Members agreed that the Projects Officer contact Arun District Council as the owners of the existing shelters to seek their permission to display additional posters. As previously reported an Officer from Arun District Council has responded advising there is potential to add additional poster sites, however leases and licencing agreements need to be explored. A further response is awaited from Arun District Council, which will be reported back at a future meeting.

50.3 Question from Councillors regarding Clerk's Report – 27th September 2022 – Min. 37.8 refers

At the last Events, Promotion and Leisure Committee Meeting, two Councillors asked if they would be able to get a copy of the Clerk's Report ahead of the Meeting and the Projects Officer stated he would liaise with the Town Clerk to see whether this would be possible. The Town Clerk has advised Members that the Clerk's Report is a live document, which is updated constantly and is simply to update Members on items whereby no decision is made. Should Members wish to see the Clerk's Report this is available in its entirety within the Minutes once published on the Town Council's website.

51. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2022 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

The Chairman stated that the Events Officer had provided any update on various events held in 2022 and Members would have had sight of these

ahead of the meeting. Therefore, only where a decision is required would the item require further discussion.

51.1 Beacon Lighting to Commemorate Sir Richard Hotham's Birthday - 5th October 2022

Members **AGREED** that the remaining budget of £535.40 should be earmarked to allow for consideration of an alternative date to light the beacon to mark the birthday of Sir Richard Hotham. This would therefore be referred back to a future meeting.

51.2 Christmas Illuminations Switch-On – 26th November 2022

The Chairman gave a brief description of events and that the Events Officer had provided an in-depth detail of the day's activities within the report.

A Member made a comment regarding the stage and what process is used to book this. The Chairman stated that three quotes would have been sought and Financial Regulations, adopted by the Town Council, would have been followed.

Another Member asked if the Edward Bryant School Choir could be contacted to perform at the Switch-On. The Projects Officer stated that he would liaise with the Events Officer on this matter.

The final comment came regarding whether 'Billy the Bulb' would be attending, to which the Chairman stated that he would require the proper insurance, chaperone, and once again this would be followed-up through the Projects Officer with the Events Officer.

52. PROPOSALS FOR EVENTS PROGRAMME FOR 2023 INCLUDING CONSIDERATION OF BUDGETS FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE

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

52.1 Celebrations and Commemorations to mark the Coronation of King Charles III - 6th May 2023

Members **AGREED** to broadcast the Coronation of His Majesty King Charles III live on a big screen in a suitable location.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of **£5,000** for the 2023/24 year to celebrate and commemorate the Coronation of King Charles III, and furthermore, that this amount should be guaranteed to enable suppliers to be booked as soon as possible.

52.2 Proms in the Park – 11th June 2023

Members **AGREED** for the Proms in the Park event for 2023 to be held in June.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of **£3,000** for the Proms in the Park event for 2023.

52.3 Drive Through Time – 9th July 2023

A Member drew attention to planned works at The Regis Centre which could impact the event should it be held at Place St Maur.

Members asked to **DEFER** the location of the Drive Through Time 2023 event for more clarification of the building works at The Regis Centre to be sought, and the potential impact this could have on the event, should it be held at the Esplanade and Place St Maur.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the 2023 budget for the Drive Through Time event be **£4,000**.

52.4 Funshine Days- 1st to 24th August (Tuesday, Wednesday & Thursday) 2023

Members **AGREED** that the Funshine Days programme be split between two locations, 1st - 10th August Promenade Bandstand and the 15th - 24th August Hotham Park Bandstand.

Members **AGREED** that World Oceans Day be incorporated into the first two weeks of the Funshine Days and be located on the Promenade Bandstand.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the 2023 budget for the Funshine Days be **£5,000**.

52.5 Sunday Afternoon Concerts, series of events over the Summer - TBC

Members **AGREED** to work collaboratively with the Rotary Club on a series of events throughout the summer and if possible, to include the Bognor Regis Concert Band.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget for the events of **£1,500** for 2023.

52.6 Christmas Illuminations Switch-On – 25th November 2023

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of **£5,000** for the Christmas Illuminations Switch-On for 2023.

52.7 Easter and October Half Term Events

A Member spoke of a previous Halloween event based in Hotham Park called Scarefest whereby students from Bognor Rox put on a well received event, as well as the scare-train and suggested that this be included in this event.

Members **AGREED** to hold events in the Easter and October holidays.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget for the Book Day event and for a Halloween event, of **£4,000** and **£2,500** respectively.

53. CONSIDERATION OF ANY FURTHER PROPOSALS AND REQUIRED BUDGETS FOR 2023/2024 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE

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

A Member was of the opinion that a budget of £1,200 is not enough to successfully promote the Town via posters, bunting, campaigns and the website and social medial channels.

Another Member stated, as the Chairman of the Policy and Resources Committee, that appropriate rationale needs to be provided to support any significant increase in any budget request, presented to the Policy and Resources Committee, before being recommended to Full Council for consideration.

Members **AGREED** their **RECOMMENDATION** of **£10,000** to the Policy and Resources Committee for the 2023/24 Publicity and Promotion Budget. Cllr. Jones abstained from the decision made by Members.

54. CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2023 INCLUDING DESIGN AND FORMAT

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

Members **DISAGREED** to the publication of an Events Guide/Leaflet for 2023.

55. TO CONSIDER THE PROPOSAL FROM CLLR. BROOKS, TO IMPROVE THE BOGNOR REGIS TOWN COUNCIL WEBSITE EVENTS PAGE – MIN. 44 REFERS

The Projects Officer's report including the related appendix were **NOTED**.

Cllr. Brooks discussed what he described as some quick wins to get the Town Council's events more widely advertised. He also spoke of how he felt that the 'Events' page on the Town Council's website could be more expansive and include images and clickable links.

The Chairman stated that he believed that the soon to be appointed staff member would be the person who would add/remove events details from the website.

Cllr. Waterhouse stated that he felt that clickable links to websites such as Love Bognor Regis and Bognor.Today would aid visitors to access further information about what is going on in Bongor Regis.

Members **AGREED** to improve the events page through more prominent, clickable links and the inclusion of more imagery. This work will be carried out by the appropriate Town Council Officer.

Cllr. Batley left the meeting at 7.47pm

56. TO CONSIDER THE PROPOSAL FROM CLLR. BROOKS TO IMPROVE BOGNOR REGIS TOWN COUNCIL EVENTS PROMOTION – MIN. 44 REFERS

The Projects Officer's report including the related appendix were **NOTED**.

Cllr. Brooks stated that he would be happy to **WITHDRAW** this proposal at this time and purely focus on the 'Visitor Information and Events' pages on the Town Council's website, as discussed in the previous Agenda item.

57. TO CONSIDER THE AMENDED PROPOSAL FROM CLLR. BROOKS, TO CONSIDER WRITING A LETTER TO ARUN DISTRICT COUNCIL ASKING IF THEY WOULD PURCHASE 50 PORTABLE CHAIRS TO BE STORED IN PROXIMITY TO THE PROMENADE BANDSTAND FOR OUTDOOR EVENTS – MIN. 44 REFERS

The Projects Officer's report including the related appendix were **NOTED**.

Members **AGREED** that the Projects Officer write to Arun District Council to enquire as to whether they would purchase 50 portable chairs to be stored near the Promenade Bandstand.

58. TO CONSIDER THE PROPOSAL FROM CLLR. MRS. DANIELLS, TO HOLD A BIRTHDAY CELEBRATION FOR SIR RICHARD HOTHAM – MIN. 44 REFERS

The Projects Officer's report including the related appendix were **NOTED**.

In the absence of Cllr. Mrs. Daniells, Members **AGREED** to **DEFER** this item to the next meeting.

59. TO RATIFY THE DECISION MADE AT THE MEMBERS BRIEFING HELD 10TH NOVEMBER 2022 IN RELATION TO THE CHOSEN WINNING ENTRIES IN THE SEAFRONT POSTER COMPETITION

Members **AGREED** to **DEFER** this item to the next meeting.

60. ITEMS FOR FUTURE AGENDA

The Projects Officer's report, confirming that no new items for consideration had been received, was **NOTED**.

61. It was **RESOLVED** to vary the order of business to take the additional Agenda item next.

62. TO RECEIVE AN UPDATE ON PROPOSAL TO DISPLAY POSTERS AT BUTLIN'S AND AGREE ANY NEXT STEPS – MIN 37.2 REFERS

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

Several Members stated that they were disappointed that Butlin's would not be fulfilling the previous agreement

Members **AGREED** to remove the proposal to display posters at Butlin's.

63. CORRESPONDENCE

The Committee noted no correspondence had been received.

The Meeting closed at 7.59pm

BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
16th JANUARY 2023

AGENDA ITEM 7 - ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON THE 16th MAY 2022 AND 14th NOVEMBER 2022

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
AND DECISION**

Members are invited to receive the Minutes of the Sub-Committee Meeting held on 16th May 2022 and 14th November 2022, (attached as **Appendix 1 & 2**).

There were no recommendations made at the meeting held on 16th May 2022.

The following recommendations were made at the Meeting held 14th November 2022: -

Min. 19 - To consider and agree to the spending of the earmarked unspent Maintenance Budget on a shelter on the re-established site - original decision taken on 28th October 2019 – Min. 24.3 refers

The Sub-Committee Clerk advised that there were now sufficient funds to purchase a shelter. The location and style of shelter would be agreed with the tenants' representatives, and that it should be a structure that could be built by Town Force.

Members **AGREED** to **RECOMMEND** to the Events, Promotions and Leisure Committee to utilise the earmarked reserve in 2022-23 to purchase a suitable shelter to be built on the re-established site.

Min. 21 - Ratification of expenditure and recommendation of approval to the Events, Promotion and Leisure Committee.

The following costs were ratified by the Sub-Committee:

- Refreshments for Allotment Holders AGM - £22.33 (no VAT)
- Engraving of Allotment Award Shields - £36.00 (no VAT)
- Preparation of Allotment Award Plaques (fully covered by sponsorship income) - £199.50 (inc. VAT)
- Concrete post to mark sub-divided plot - £23.64 (inc. VAT)

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of £281.47 including VAT to the Events, Promotion and Leisure Committee.

DECISION

Do Members **AGREE** to **RATIFY** the recommendations from the Allotments Sub-Committee as noted above?



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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON MONDAY 16th MAY 2022

PRESENT: Cllrs. J. Brooks, Mrs. J. Warr (arrived during Min. 8),
B. Waterhouse and P. Woodall

IN ATTENDANCE: Mrs. L. Russell and Mr. C. Penfold
(Tenants Representatives)
Mrs. J. Davis (Assistant Clerk)
Mr. S. Davis (Allotments & In Bloom Officer)

The Meeting opened at 5.30pm

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

1.1 Chairman

It was proposed and seconded that Cllr. P. Woodall be nominated Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. P. Woodall be duly elected Chairman of the Sub-Committee for 2022/2023.

1.2 Vice-Chairman

It was proposed and seconded that Cllr. B. Waterhouse be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. B. Waterhouse be duly elected Vice-Chairman of the Sub-Committee for 2022/2023.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's Opening Statement.

Apologies for absence had been received from Cllr. K. Batley due to childcare, Cllr. Mrs. S. Daniells who was on annual leave and Cllr. S. Reynolds who was working.

No apologies had been received from Cllrs. J. Erskine or H. Jones.

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. **TO CONFIRM THE APPOINTMENTS OF CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE**

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 Mrs. L. Russell and Mr. C. Penfold to the meeting.

5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 23rd NOVEMBER 2021**

There were insufficient Sub-Committee Members at the meeting who had also been present at the meeting held on 23rd November 2021. The Sub-Committee was therefore **UNABLE** to **APPROVE** the Minutes of the meeting held on 23rd November 2021.

Approval of the Minutes of the meeting held on 23rd November 2021 will be deferred to the Sub-Committee Meeting to be held on 14th November 2022.

6. **CLERK'S REPORT FROM**

MIN. 11 23rd November 2021 – Health and Safety Risk Assessment

The Clerk reported that no Health and Safety Inspection had been undertaken since 22nd April 2021. Following the appointment of the Allotments & In Bloom Officer an inspection would be carried out in June 2022.

7. **TO CONSIDER THE REINSTATEMENT OF THE ANNUAL AWARDS – MIN. 6.6 REFERS**

The Sub-Committee Clerk's report was **NOTED**. It was believed that Mrs. Gristwood who judged the Roy Gristwood Award had passed away. The Sub-Committee's Clerk was tasked with contacting relatives of Mrs. Gristwood to determine if it was their wish to continue the award.

Members **AGREED** to reinstate the Annual Awards. It was further **AGREED** that the Best Kept Plot would be judged by the Allotments & In Bloom Officer and two Sub-Committee Members and that the Clerk would email all Members of the Sub-Committee to invite expressions of interest in being a Judge this year. The Most Improved Plot would be judged by the Allotment Tenant Representatives.

The Members **AGREED** that the Sub-Committee Clerk seek sponsorship of plaques for the Most Improved Plot awards.

8. **ANNUAL REVIEW OF RENTAL CHARGES FOLLOWING RECATEGORISING OF PLOT SIZES – MIN. 6.2 REFERS**

The Sub-Committee Clerk's report and maps as appended were **NOTED**.

The Sub-Committee Clerk gave a verbal report supported by the presentation of a spreadsheet summary of the respective plot sizes and average rental costs per square metre on the two allotment sites. The summary showed the average rent per square metre on the Sandringham Way (Re-Established) site and the Gravits Lane (Original) site was £0.58 and £0.18 respectively.

Cllr. Mrs. Warr arrived at the Meeting

Across both sites the average rent was £0.26m². Following discussion regarding the history of the pricing Members **AGREED** that the rents should be equalised across the two sites. As there had not been a rental increase in many years it was further **AGREED** that from 1st October 2022 the rents would be charged on actual plot sizes at £0.28m².

9. ANNUAL REVIEW OF ALLOTMENT GUIDELINES/CODE

The Sub-Committee Clerk's report and copy of the latest revised Guidelines/Code as appended were **NOTED**. The Members **AGREED** the latest revised edition of the Guidelines/Code.

10. TO AGREE THE DATE OF THE ANNUAL MEETING OF ALLOTMENT HOLDERS AND TO CONSIDER ARRANGEMENTS

The Sub-Committee Clerk's report was **NOTED**. Following discussion Members **AGREED** that the Annual Meeting of Allotment Holders would take place on Tuesday 25th October 2022 at 7pm.

It was further **AGREED** that refreshments be provided, up to £50.00 with costs met from the Sub-Committee's Budget.

11. REPORT ON LETTINGS

The Sub-Committee Clerk reported that there was a current waiting list of 27 with 3 plots recently relinquished and to be relet shortly.

An initial inspection had highlighted several plots that needed attention and that the Sub-Committee Clerk had started telephoning the respective plot holders to discuss the condition of their plot.

The verbal report was **NOTED**.

12. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS

Mrs. Russell advised that a list of plots requiring attention on the Sandringham Way site had been given to the Allotments & In Bloom Officer the previous week. Mr. Penfold undertook to provide the Allotments & In Bloom Officer a list of plots on the Gravits Lane site requiring attention.

The tap at Plot 10 was reported as having a drip.

13. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 6.20pm



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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON MONDAY 14th NOVEMBER 2022

PRESENT: Cllrs. P. Woodall (Chairman), J. Brooks, Mrs. J. Warr,
B. Waterhouse and H. Jones (arrived during Min. 22)

IN ATTENDANCE: Mrs. L. Russell, Mr. M. Bicknell and
Mr. C. Penfold (Tenants Representatives)
Mr. S. Davis (Allotments & In Bloom Officer)

The Meeting opened at 5.30pm

14. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's Opening Statement.

Apologies for absence had been received from Cllr. Mrs. S. Daniells who was on annual leave and Cllr. S. Reynolds who was working.

No apologies had been received from Cllrs. J. Erskine or K. Batley.

15. 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:

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- e) if it is a Disclosable Pecuniary or Other Registrable Interest, they must temporarily leave the meeting for the discussion and vote.

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

16. RATIFICATION OF AND WELCOME TO THE CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE AS VOTED ON BY ALLOTMENT HOLDERS AT THE AGM DATED 25th OCTOBER 2022. MR. M. BICKNELL, MR. C. PENFOLD, MRS. L. RUSSELL AND MR. S. SLATER

The Sub-Committee **RESOLVED** to **APPROVE** ratification of the appointment of Mr. M. Bicknell, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater as non-voting members of the Sub-Committee.

17. TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 23rd NOVEMBER 2021 AND 16th MAY 2022

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meetings held on 23rd November 2021 and 16th May 2022 as accurate records and these were signed by the Chairman.

18. CLERK'S REPORT

The Sub-Committee Clerk briefed the meeting on a recent article that had been published in the Bognor Regis Observer regarding a letter sent by an allotment holder to the newspaper complaining about the changes to the allotment rents.

Following a question from a Member the Sub-Committee Clerk was able to advise that the reporter had spoken to the Council and had fairly reported the Council's approach to charging rents on an equitable basis.

The Sub-Committee Clerk's verbal report was **NOTED**.

19. **TO CONSIDER AND AGREE TO THE SPENDING OF THE EARMARKED UNSPENT MAINTENANCE BUDGET ON A SHELTER ON THE RE-ESTABLISHED SITE - ORIGINAL DECISION TAKEN ON 28th OCTOBER 2019 – MIN. 24.3 REFERS**

The Sub-Committee Clerk advised that there were now sufficient funds to purchase a shelter. The location and style of shelter would be agreed with the tenants' representatives, and that it should be a structure that could be built by Town Force.

Members **AGREED** to **RECOMMEND** to the Events, Promotions and Leisure Committee to utilise the earmarked reserve in 2022-23 to purchase a suitable shelter to be built on the re-established site.

20. **TO CONSIDER AND AGREE THE INSTALLATION OF 6FT FENCING ON THE NORTHWEST BOUNDARY OF THE ORIGINAL SITE**

Mr. M. Bicknell advised the meeting that in addition to the northwest boundary there was a short section of the northeast boundary that consisted of 6ft wooden fencing.

Members **AGREED** for the Sub-Committee Clerk to seek quotations for the fencing of the northwest boundary and replacement of the small section of wooden fencing on the northeast boundary and bring back to a future meeting.

21. **RATIFICATION OF EXPENDITURE AND RECOMMENDATION OF APPROVAL TO THE EVENTS, PROMOTION AND LEISURE COMMITTEE**

The following costs were **RATIFIED** by the Sub-Committee:

- Refreshments for Allotment Holders AGM - £22.33 (no VAT)
- Engraving of Allotment Award Shields - £36.00 (no VAT)
- Preparation of Allotment Award Plaques (fully covered by sponsorship income) - £199.50 (inc. VAT)
- Concrete post to mark sub-divided plot - £23.64 (inc. VAT)

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of £281.47 including VAT to the Events, Promotion and Leisure Committee.

22. **REPORT ON LETTINGS**

The Sub-Committee Clerk updated the meeting on the written report dated 25th October 2022 and confirmed that there was now one plot renewal outstanding (three on written report) and that five plots had been relinquished (four on written report).

The reports from the Sub-Committee Clerk were **NOTED**.

Cllr. Jones arrived at the Meeting

23. REPORTS FROM CO-OPTED ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS

It was reported that the general condition was good but that more pressure should be applied to those plot-holders who were leaving their plots uncultivated.

The Tenants' Representatives requested that amendments be made to the Allotment Information Leaflet to allow more discretion on the topic of tree height.

It was **AGREED** that the Sub-Committee Clerk liaise with the Tenant's Representatives when the Information Leaflet is updated in 2023.

24. CONSIDERATION OF ANY MATTERS RAISED BY THE TENANTS AT THE AGM 25th OCTOBER 2022 THAT ARE NOT SEPARATE AGENDA ITEMS

The written report was **NOTED**.

25. HEALTH & SAFETY ASSESSMENTS AT THE ALLOTMENTS

The written report was **NOTED**.

26. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 6.08pm

AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL EVENTS, PROMOTION AND LEISURE COMMITTEE 16th JANUARY 2023

AGENDA ITEM 8 - CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2023

REPORT BY THE EVENTS OFFICER

FOR DECISION

Listed below are events in the Town that require allocated Town Force hours.

Members are asked to decide, after considering hours allocated previously, what allocation they wish to make for 2023.

Having looked at the hours used for events in 2022, the suggested hours for 2023 are shown in blue. The Events Officers discretionary hours have been increased to allow for allocation of Town Force time to any ad-hoc events in 2023.

Town Events	Total hours allocated in 2022	Actual Hours used in 2022*	Suggested Hours for 2023*
10K Road Race	22	28	30
Carnival	45	68.25	50
Birdman	30	0	30
ROX	30	0	30
BRSFL Illuminations Gala	5	4.5	5
BRSFL Switch-On	0	5	5
Folk Festival	40	47.5	40
Kite Festival	20	31	30
Bognorphenia	15	13	15
Town Centre Events (BID)	30	**??	50
Armed Forces Day	40	33.75	40
Rotary Club Park Day	30	26.5	30
BRTC Events			
Jubilee - Beacon Event/Bunting	0	58.75	N/A
Coronation - Big Screen/Bunting	N/A	N/A	60
Proms in the Park	45	58	60
A Drive Through Time	90	113.5	110
Funshine Days	65	31	40
Remembrance Sunday	45	43.25	45
Christmas Lights Switch-On	80	90	80
Halloween	N/A	N/A	40
Book Day	40	0	40
Events Officer discretionary	40	**??	60
Totals	712		890

*Includes enhancements for weekend working i.e. time and a half, or double time

**BID Christmas banners & tree being removed this week, therefore total hours used BID and Event Officer discretionary are not available at time of doing the report.

DECISION

Members are invited to **AGREE** the recommended Town Force hours for 2023 events.

AGENDA ITEM 10

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
16th JANUARY 2023**

AGENDA ITEM 10 - UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2023 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

REPORT BY THE EVENTS OFFICER

**FOR INFORMATION
& DECISION**

Book Day (Easter Event) - 5th April 2023

Agreed Budget - £4,000

At the Events, Promotion and Leisure Committee Meeting held on 14th November 2022, it was reported to Members that the very popular Book Day event, which historically had a footfall of around 12,000, had to be removed from the 2022 programme due to budget restrictions, and elements of the Book Day event were incorporated into the Kidszone in the Drive Through Time event instead.

Members agreed at the meeting to reinstate the Book Day event, to be held during the Easter holidays, with a budget of £4,000 (Min. 52.7 refers).

Members are asked if they have any suggestions for the book to be celebrated at the event, or if they would just like a generic theme, i.e. Easter?

DECISIONS

Do Members **AGREE** to celebrate a specific book, if so what book?

OR

Do Members **AGREE** to have a generic Easter theme for the event?

Celebrations and Commemorations to mark the Coronation of King Charles III - 6th May 2023

Agreed Budget - £5,000

At the previous meeting, it was the Officer recommendation that the Coronation of King Charles III be broadcast live from a big screen from Hotham Park and that a guaranteed budget of £5,000 for a one-day event be agreed.

Whilst Members agreed the budget recommendations, there was some discussion about the live screen being placed on Place St Maur, as an alternative to Hotham Park as recommended by the Officer. Members, therefore, agreed to broadcast the Coronation of His Majesty King Charles III live on a big screen 'in a suitable location' (Min. 52.1 refers).

Due to the uncertainty surrounding the completion date of the works, and the unsuitability of Place St Maur as an event space, it continues to be the Officer recommendation that the big screen broadcasting of the King's Coronation be held in Hotham Park, as is usual for similar events such as Royal weddings and Jubilees.

Members are asked to agree the location for the big screen broadcast.

A Big Screen has been sourced and booked in for the event, along with a Big Top tent with children's activities and themed craft 'make & take' workshops, and a giant sculpture workshop.

Members are asked if they would like anything in particular as the giant sculpture?

Members are asked if there were any other elements they would like included within the event, such as bunting?

DECISIONS

Do Members **AGREE** that the big screen broadcasting of the Coronation of King Charles III be located in Hotham Park?

Members are invited to **AGREE** any preference for the giant sculpture.

Members are invited to **AGREE** any other elements that they would like included within the event, which the Events Officer will investigate and report back to the Committee at a future meeting.

Proms in the Park - 10th June 2023

Agreed Budget - £3,000

Although the 2022 event had been held in September, with possibly the highest attendance at this event historically, Members requested and subsequently agreed that the date for Proms in the Park be returned to June for 2023.

Members are asked to note the date change to the 10th of June from the 11th of June, as recorded in the report to and Minutes of the meeting held on 14th November 2022 (Min. 52.2 refers). This was due to an administration error; Proms always falls on a Saturday.

Members are asked if they have any specific genres of music that they would like to see performed at the event?

DECISIONS

Members are asked to **NOTE** the date change to 10th June 2023.

Members are asked to **AGREE** what genres of music they would like at Proms.

Drive Through Time - 9th July 2023

Agreed Budget - £4,000

Although it had been the Officer recommendation for the Drive Through Time 2023 event to be relocated from West Park to the Esplanade and the Place St Maur, concern was expressed by Members about the planned works at The Regis Centre which could impact the event should it be held at Place St Maur. Members, therefore, agreed to defer making a decision about the location of the event to allow time for more clarification of the building works at The Regis Centre to be sought, and the potential impact this could have on the event, should it be held at the Esplanade and Place St Maur (Min. 52.3 refers).

Due to uncertainty surrounding the completion date of the works to The Regis Centre, and the unsuitability of Place St Maur as an event space, it is the Officer recommendation that the Drive Through Time event remain in its historical location of West Park for 2023.

DECISION

Do Members **AGREE** to keep the Drive Through Time at West Park for the 2023 event?

Funshine Days - 1st to 24th August (Tues, Weds & Thurs) 2023

Agreed Budget - £5,000

At the meeting held on 14th November 2022, Members agreed with the Officer recommendation that the Funshine Days programme for 2023 be split between two locations, 1st - 10th August on the Promenade Bandstand, with World Oceans Day incorporated, and the 15th - 24th August on the Hotham Park Bandstand (Min. 52.4 refers).

There is currently no update for this event.

Sunday Afternoon Concerts, series of events over the Summer - TBC

Agreed Budget - £1,500

Members agreed to continue working collaboratively with the Rotary Club on a series of events throughout the summer and if possible, to include the Bognor Regis Concert Band.

There is currently no update for these events.

Halloween Half Term - 25th October 2023

Agreed Budget - £2,500

Having identified gaps in the events programme, it was the Officer recommendation at the meeting held on 14th November 2022 that a Halloween style event run during the October half term, in collaboration with other event organisers within the Town, which was agreed by Members (Min. 52.7 refers).

At the meeting, a Member suggested that an element of the Bognor Rox Scarefest, 'Scare-Train', be included within the event. The Events Officer would like clarification as to what the 'Scare-Train' is and to ask if Members would like it included?

DECISION

Do Members **AGREE** to incorporate a 'Scare-Train' at the Halloween event, subject to clarification about this element?

Christmas Illuminations Switch-On - 25th November 2023

Agreed Budget - £5,000

There is currently no update for this event.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
16th JANUARY 2023**

AGENDA ITEM 11 – TO CONSIDER THE PROPOSAL FROM CLLR. MRS. DANIELLS, TO HOLD A BIRTHDAY CELEBRATION FOR SIR RICHARD HOTHAM – MIN. 58 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Events, Promotion and Leisure Committee Meeting, held 14th November 2022, Cllr. Mrs. Daniells was not in attendance, so Members agreed to defer the Agenda item to hold a birthday celebration for Sir Richard Hotham (**Appendix 1**) – Min. 58 refers.

Members are reminded that at that meeting it was **AGREED** that the remaining budget of £535.40 should be earmarked to allow for consideration of an alternative date to light the beacon to mark the birthday of Sir Richard Hotham – Min. 51.1 refers.

Members are asked to again consider Cllr. Mrs. Daniells proposal, as the date of Sir Richard Hotham's birthday would have passed by the time this Agenda item would be considered, it may be preferable to refer to celebrating "in the year of Sir Richard Hotham's 300th birthday".

Within Cllr. Mrs. Daniells proposal, the following suggestions, and potential collaborations with, but not limited to included: -

- JD Wetherspoon Public House: The Hatter's Inn to host a small party in Hotham Park
- A treasure trail to Hotham related landmarks, such as Sir Richard's grave, house, the park, paintings in the Town Hall, end at Hatter's Inn with a cocktail named after him
- Work with the Bognor Regis Heritage and Arts Partnership Board to celebrate the occasion

DECISION

How do Members wish to proceed?

BOGNOR REGIS TOWN COUNCIL
ITEMS FOR A FUTURE AGENDA

E,P&L C'ttee 16th January 2023
 Agenda item 11 - Appendix 1

Proposal Name	Details	Estimated Budget	Corporate Strategy Priority Number(s)	Proposed By	Who is it aimed at?	Possible Partners	Remarks
<p><i>BIRTHDAY CELEBRATION FOR SIR RICHARD HOTHAM</i></p>	<p>Sir Richard Hotham, founder of the town was born on 5th October 1722, making him 300 years old (had he lived!) Can we put on a small event in conjunction with the heritage board, to mark the occasion? Potentially get Hatters involved with a promotion of some kind? Perhaps a small party in Hotham Park? Raise awareness of the occasion by promoting his birthday, and promoting the history of the town, and the buildings he was responsible for etc? Perhaps a treasure trail of Hotham related stuff, his grave, the house, the park, the painting in the town hall ending at Hatters Pub for example where maybe they could offer a cheap cocktail named for him or something!</p>	<p>£2000</p>	<p>3 4</p>	<p>Sandra Daniells</p>	<p>Families</p>	<p>Heritage Board Ken Blamires is Chairman and they are interested so perhaps we could work with them or outsource with some funding and support if needed and if we cannot manage it in house?</p>	<p>Already raised with heritage board who are interested to do something but may need support with an event both practically and in terms of funding. We are already lighting the beacon, I believe but it would be nice to do more for this, as he was of importance to the town.</p>

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
16th JANUARY 2023**

AGENDA ITEM 12 – TO RATIFY THE DECISION MADE AT THE MEMBERS BRIEFING HELD 10th NOVEMBER 2022 AND THE ADDITIONAL CORRESPONDENCE VIA EMAIL ON 22nd DECEMBER 2022 IN RELATION TO THE CHOSEN WINNING ENTRIES IN THE SEAFRONT POSTER COMPETITION – MIN. 59 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

On 10th November 2022, and the subsequent email correspondence on 22nd December 2022, Members shortlisted and chose the final 13 winning entries for the Seafront Shelter Poster Competition.

All entrants for the Seafront Shelter Poster Competition will be contacted via email with the Committees decision in the week commencing 9th January 2023.

DECISION

Do Members **RATIFY** the final 13 entries for the Seafront Shelter Poster Competition?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
16th JANUARY 2023**

AGENDA ITEM 13 – 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 LEISURE COMMITTEE MEETING
16th JANUARY 2023**

AGENDA ITEM 14 – CORRESPONDENCE

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

There has been no correspondence received to date.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
16th JANUARY 2023**

AGENDA ITEM 16 - REPORT ON CHRISTMAS ILLUMINATIONS (1st YEAR OF 3-YEAR CONTRACT)

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Feedback

The Christmas Illuminations for the 2022 display was the first year of a 3-year agreement with the new contractor. All the displays in London Road, Station Road and Queensway were new, with an additional feature where London Road joins High Street.

As anticipated the new display received a lot of comments and it is particularly pleasing to be able to report minimal negative comments were received or posted on any of the social media sites.

The contractor had a small team on-site to ensure that the Christmas Switch-On Event ran smoothly and received positive feedback from members of the public.

Maintenance

There were minimal issues with this year's illuminations, with the exception of some of the cross-street timers being several years old which and required replacing by the contractor. As this was the first year of the contract, the Projects Officer has worked closely alongside the contractor to address any initial teething issues as quickly as possible.