



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 JULY 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 17th July from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

DATED THIS 10th JULY 2023

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 30th May 2023
4. Adjournment for public question time 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 19th June 2023
7. Update on proposals for Events programme for 2023 including ratification of decisions where required
8. To receive a request from Bognor Regis Business Improvement District including: -
 - BR BID is seeking BRTC's agreement to stress test existing BRTC catenary wires across the town centre to the load required to host non-lighting elements (flags)
 - The BID requests that BRTC ask their lighting installation team to stress test to the calculated loading when carrying out their annual safety inspections in advance of Christmas lighting installation in 2023
 - Subject to the successful outcome of stress testing for this purpose, the BID seeks BRTC's agreement to utilising BRTC catenary wires to host flags introducing wayfaring designs developed by elected Members, representative community groups, and young people from local schools from 1st April 2024, until the installation of BRTC's Christmas lights in November 2024
9. To receive a report and agree a way forward in relation to poster sites on the Promenade – Min. 11 refers
10. To consider Lamp Post Banner Advertising Spaces and agree next steps – Min. 12 refers
11. To receive an update on the proposals and expenditure of the Publicity and Promotion Budget – Min. 13 refers, including: -
 - To further consider the £2,000 identified for the Halloween 'Scare' Train event to enhance the Town Council's event in Hotham Park and agree any next steps – Min. 13.4 refers
 - To further consider the £1,500 identified for 3 x additional bandstand music events and agree any next steps – Min. 13.5 refers
 - To further consider the £500 identified for a combined Bognor Regis In Bloom and Allotments Presentation Event and agree any next steps – Min. 13.6 refers
 - To further consider the £600 identified for monthly social media Geocaching, competitions etc and agree any next steps – Min. 13.7 refers
 - Further consideration of utilisation of funding to support Bognor Regis Concert Band and agree next steps – Min. 13.9 refers
12. Items for Future Agenda
13. 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 TUESDAY 30th MAY 2023

PRESENT:

Cllr: K. Batley (Chairman), Cllrs: J. Brooks,
R. Nash, Miss. C. Needs, P. Ralph, M. Stanley,
Mrs. J. Warr, P. Wells and P. Woodall

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. J. Davis (Assistant Clerk)
Cllr. S. Goodheart seated in the public gallery
1 member of the public in the gallery

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING ON 22nd MAY 2023

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

Members **NOTED** that Cllr. K. Batley had been appointed Chairman and Cllr. J. Brooks appointed Vice-Chairman of this Committee at the Annual Town Council Meeting on 22nd May 2023.

2. 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.

Apologies for absence were given by the Projects Officer, on behalf of the Events Officer.

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
- 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.

Cllr. Batley declared an Ordinary Interest in Agenda items 10, 11 and 12, as a Member of Arun District Council. He also declared an Ordinary Interest in Agenda item 13 as he occasionally works with the train operator in Hotham Park

Cllrs. Brooks, Nash, Miss. Needs, and Stanley declared an Ordinary Interest in Agenda items 10, 11 and 12, as Members of Arun District Council

Cllr. Mrs. Warr declared an Ordinary Interest in Agenda items 11, 11 and 12, as a Member of Arun District Council. She also declared an Ordinary Interest in Bognor Regis Seafront Lights, as a Member of the Committee

Cllr. Wells declared an Ordinary Interest in the Bognor Regis Heritage & Arts Partnership Board as he is a Member of the Bognor Regis Pier Trust who work collaboratively with the Board. He stated that if finances were discussed then he would leave the Meeting

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th MARCH 2023

In relation to Minute 83, Cllr. Brooks stated that his comments had not been accurately reflected and asked that the following passage be struck from the Minutes: -

"The Chairman added, considering the high costs involved it may not be value for money and that it would be beneficial for Members to pursue alternative options to advertise."

The Committee **RESOLVED** to **AGREE** the amendment and approved the Minutes, as amended, of the Meeting held on 20th March 2023 as an accurate record of the proceedings and the Chairman signed them.

Cllr. Wells declared an Ordinary Interest as a Bognor Regis Business Improvement District levy paying Member

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.36pm

The Chairman invited members of the public to raise any questions or statements they wished to make.

A Member seated in the public gallery raised a number of queries, relating to lamp post banners, the proposed scare train in Hotham Park for Halloween, and the use of the seafront bandstand by event organisers. The Chairman advised that all of the items were on the Agenda and would be discussed by Committee Members in due course.

Cllr. Nash declared an Ordinary Interest as an event organiser for Southdowns Music Festival using Place St Maur

A member of the public raised concerns about bathing water quality in Bognor Regis. Details of protests being organised locally were shared and individual Councillors were encouraged to redouble their efforts by writing to Southern Water.

The Chairman reconvened the Meeting at 6.45pm

6. CLERK'S REPORT

20th March 2023 – Min. 83. refers – Adjournment for public questions and statements

At the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, a member of the public stated that three out of five of the toilets (one being a disabled toilet), in the new toilet block on the

Esplanade were out of use. The Projects Officer had subsequently contacted Arun District Council regarding this issue and was advised that whilst some of the toilets on the Esplanade were closed, signposting to the Regis Toilets would be implemented.

7. APPOINTMENT OF ALLOTMENTS SUB-COMMITTEE INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION

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

The appointment of the Allotments Sub-Committee, of which all Members of the Events, Promotion and Leisure Committee are Members, was **NOTED**.

Members unanimously **AGREED** to **RECOMMEND** to Council for ratification the following co-opted appointments: Mr. M. Bicknell, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater as non-voting members of the Sub-Committee (Allotment Tenant Representatives).

Additionally, Members **NOTED** that the appointment of the Chairman and Vice-Chairman of the Allotments Sub-Committee will be undertaken at the first meeting.

8. TO NOTE THE TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND THE ALLOTMENTS SUB-COMMITTEE

The Project Officer's report including the related appendices were **NOTED**.

Members **NOTED** the Terms of Reference as adopted by Council at the Annual Meeting held 22nd May 2023, for the Events, Promotions and Leisure Committee and the Allotments Sub-Committee.

9. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2023 AS DETAILED IN THE EVENTS OFFICER'S REPORT INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

10. TO RECEIVE A REPORT AND AGREE A WAY FORWARD IN RELATION TO PROMENADE BANDSTAND WIND SHIELDS – MIN. 69.3 REFERS

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

A Member commented that the requirement for risk assessments, amongst other documentation, could deter event organisers from using the bandstand and felt that the process should be easier. The Projects Officer advised that these requirements are stipulated by Arun District Council as the authority responsible for granting permission for events to be held on land within the district.

Members discussed their thoughts that Arun District Council may have provided rather extreme guidance for the implementation of the wind shields and that perhaps a common ground could be found as a solution for using the bandstand wind shields.

It was suggested that a meeting be arranged with the Chairman and Vice Chairman of the Committee, the Projects Officer and Arun District Council Officers Nat Slade, Sam Horwill and Lloyd Willson, to find a suitable way to resolve the matter, and this was **AGREED** by Members. The Chairman invited the Assistant Clerk to the meeting also, should she be available.

11. TO RECEIVE A REPORT AND AGREE A WAY FORWARD IN RELATION TO POSTER SITES ON THE PROMENADE – MIN. 69.4 REFERS

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

A Member began the conversation stating there is clearly an appetite from Bognor Regis Town Council to do more and suggested discussion needs to take place with Arun District Council for clear, joined up thinking.

Cllr. Wells redeclared an Ordinary Interest in Bognor Regis Business Improvement District

The Member felt that the ownership of the poster locations could be a chance to collaborate rather than be in opposition on this matter and welcomed a future meeting with Arun District Council and Bognor Regis Business Improvement District. Another echoed this view and suggested that perhaps this could be discussed at a meeting of the Bognor Regis Town Centre Forum Group, with which both Arun District Council and Bognor Regis Business Improvement District are involved.

It was suggested by another Councillor that a report needs to be prepared on what Bognor Regis Town Council owns such as gateway signs, planters, catenary wires, and town maps with BRTC logo on, for example. The Member queried why Arun would stipulate that the Town Council would require a lease and to consider continued maintenance, as detailed in the report, for the additional poster sites proposed, when this is not the case with the poster sites on the seafront shelters.

It was suggested that these matters could be clarified at the same meeting proposed, in relation to the bandstand wind shields, with the hope that the change in administration at Arun District Council could allow for a fresh start, enabling long outstanding matters, such as these, to be progressed.

The Chairman ended the conversation by informing Members that Bersted Parish Council now have Councillor owned noticeboards, and suggested that Town Councillors could adopt some of our own noticeboards and keep them updated.

Members **AGREED** that the Projects Officers arrange a meeting with the Arun District Council Officers Nat Slade, Sam Horwill and Lloyd Willson, Bognor Regis Business Improvement District, the Chairman and Vice-Chairman of the Committee, with the Projects Officer in attendance, to find a way to work together. Cllr. Wells asked if he would be able to attend the meeting, which Members **AGREED**.

12. TO CONSIDER LAMP POST BANNER ADVERTISING SPACES AND AGREE NEXT STEPS – MIN. 84.1 REFERS

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

A Member felt that banners promoting specific events would need updating regularly and suggested that generic banners could be in situ for the season, signposting people to the events websites for further details.

Cllr. Nash declared an Ordinary Interest as he has utilised lamp post banners in the Town, operated by the Bognor Regis BID, to promote the Southdowns Music Festival

Another Member commented that members of the public typically look online for information on events and so a generic banner maybe the best way forward. A Member highlighted that not everyone has online access to view websites and felt that visual banners can stand out. The Chairman agreed the need for some outside advertising, however another Member felt that no matter how much promotion is implemented, some will argue that they weren't aware of events taking place.

It was the opinion of another Member that cyclists and motorists might be distracted by roadside lamp post banners by trying to read too much information displayed on them, and agreed with the seasonal banners.

The use of LED displays, which could be easily updated, was raised but it was pointed out, as detailed in the report, that ADC, WSCC and SSE had previously stated these would not be acceptable.

A Member suggested that West Sussex County Council be written to, and be asked for details about similar lamp post banners being used around the county.

A question was asked as to whether this Agenda item had ever been discussed at the Bognor Regis Town Centre Forum Group and, if not, it was suggested that it be included at a future meeting. With Cllr. Wells as the Town Council appointed Representative, and the Town Clerk both being members of the Forum Group, Members unanimously **AGREED** to ask that lamp post banner advertising be included on a future Agenda of the Forum Group with a report brought back to the Events, Promotion and Leisure Committee.

Cllr. Mrs. Warr left the Meeting

13. TO RECEIVE AN UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET – MIN. 90 REFERS, INCLUDING: -

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

Cllr. Mrs. Warr returned to the Meeting

13.1 To note the decision of the Policy and Resources Committee Meeting held on 27th March 2023 to the recommendations from the Events, Promotion and Leisure Committee in relation to the proposals for the utilisation of the Publicity and Promotion Budget for 2023-24 – Min. 157 refers

A Member queried whether event organisers who had been awarded money from the Publicity and Promotion Budget, had gone through the same application process as Grant Aid recipients. He felt that the same standards and processes should be applied to ad-hoc events to ensure all Town Council supported events/organisers are treated equally.

Members **NOTED** that the Policy and Resources Committee had agreed the recommendations from the Events, Promotion and Leisure Committee in relation to the proposals for the utilisation of the Publicity and Promotion Budget for 2023-24, at the meeting held on 27th March 2023.

13.2 To receive an update in relation to the Bognor Regis Carnival Association 'Twilight Carnival' – Min. 89 refers

Members **NOTED** that, following the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, Bognor Regis Carnival Association had decided to withdraw their request for £1,500 to organise a Twilight Carnival.

13.3 To note the cheque of £1,500 has now been sent to Bognor Regis Seafront Lights to organise a 'Son et Lumiere' event on the August Bank Holiday

Members **NOTED** the cheque of £1,500 has now been sent to Bognor Regis Seafront Lights to organise a 'Son et Lumiere' event on the August Bank Holiday.

13.4 To further consider the £2,000 identified for the Halloween 'Scare' Train event to enhance the Town Council's event in Hotham Park and agree next steps

Cllr. Batley redeclared an Ordinary Interest as he occasionally works with the train operator in Hotham Park

A Member stated that he was confused regarding this proposal and that he was unclear as to whether Bognor Regis Town Council would be taking the train over for the day and charging, or would they be enhancing the business of the train operator, and sought clarity regarding the rationale behind this proposal. Cllr. Brooks advised that the proposal had come from Cllr. Goodheart.

The Chairman suspended Standing Orders

Cllr. Goodheart, seated in the public gallery, stated that the proposal was to work collaboratively with Bognor Rox and that the train would be decorated, along with sections of corridors that would enhance the experience of train users queuing up. He added that the idea is to interest people into turning up to experience the "Corridor of Horror" and requested an increase from £2,000 to £6,000 to increase elements of event. Cllr. Goodheart claimed that the train operator would be earning money but would make a donation to a local charity.

The Chairman reinstated Standing Orders

A Member stated that he was not sure how he would feel about the train operator profiting from the 'Scare' Train unless the train fare was going to be free or reduced. The Chairman informed Members that in previous years he was involved with the 'Scare' Train and that the operator did charge for tickets.

Members **AGREED** that, until further information was brought forward about the proposed 'Scare' Train event, the matter be **DEFERRED** and requested that the Events Officer had a meeting with Rox, FX Fear and the train operator to discuss the concerns raised.

13.5 To further consider the £1,500 identified for 3 x additional bandstand music events and agree next steps

Dissatisfaction was expressed by some regarding the lack of information that had been presented to the Committee, in relation to the proposal for additional bandstand music events, particularly as this was funded by tax payers money.

It was proposed, and seconded, that no further action be taken until the meeting with Arun District Council to discuss the seafront bandstand, as earlier agreed, had taken place. Members therefore **AGREED** to **DEFER** this item.

13.6 To further consider the £500 identified for a combined Bognor Regis in Bloom and Allotments presentation event and agree any next steps

Members **AGREED** to **DEFER** further consideration of this item, as requested by the Town Clerk, to a future meeting.

13.7 To further consider the £600 identified for monthly social media geocaching, competitions etc and agree any next steps

Members felt that there was not enough information provided, on the monthly social media Geocaching, and competitions, to make an informed decision.

Members **AGREED** to **DEFER** further consideration of this item until Cllr. Brooks, as the proposer, reported back to the Committee with further information.

13.8 To note £1,000 was utilised for Town decoration support for the Coronation

There was a brief discussion about other areas in the Town that Members felt could have been decorated, including the hanging of flags/banners on catenary wires, had they been adequately stress tested. Members **NOTED** that £1,000 had been utilised for Town decoration for the Coronation.

13.9 Further consideration of utilisation of funding to support Bognor Regis Concert Band – Min. 91 refers and agree next steps

Cllr. Wells declared a Disclosable Pecuniary Interest, as a supplier to the Bognor Regis Concert Band, and left the Meeting

Once again, there was some uncertainty amongst Members as to what was intended by way of supporting the Bognor Regis Concert Band. It was unclear as to whether the funding was to organise events at which the Concert Band would perform, or whether it would be used to have the Town crest embroidered onto the Band's uniform.

Cllr. Brooks, who had proposed the funding support, stated that a meeting with the Band leader was planned but that he understood the uniforms were already part-made and it may not, therefore, be possible to incorporate the crest. He advised that the Council may need to rely on branding on the backs of music stands or banners and suggested the possibility of having the band perform at the opening of Council events.

Members **AGREED** to **DEFER** further consideration of this item until a meeting with the Bognor Regis Concert Band had been held and a report brought back to the Events, Promotion and Leisure Committee in due course.

Cllr. Wells returned to the Meeting

13.10 To consider a new request of £500 from Sussex Dance Network to facilitate a partnership project which brings 'Doorstep Duets' to communities to Bognor Regis on the 5th August 2023

The lack of an application form, such as those required for Grant Aid funding, was raised again with Members concerned that there did not appear to be the same stringent process being applied to all those who requested funding from the Town Council, particularly for ad-hoc events. It was **AGREED** that the consideration of an application form, for Publicity and Promotion Budget funding requests, would be included on the next Agenda.

Having considered the request of £500 from Sussex Dance Network, Members **DISAGREED** that the £400 remaining in the Publicity and Promotion Budget should be used to support the project.

14. ITEMS FOR FUTURE AGENDA

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

15. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 8.16pm

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
17th JULY 2023**

**AGENDA ITEM 6 - ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF
THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF
THE MEETING HELD ON THE 19th JUNE 2023**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are invited to receive the Minutes of the Allotments Sub-Committee Meeting held on 19th June 2023 (attached as **Appendix 1**).

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

- Purchase of three padlocks to replace two faulty locks and one stolen lock £62.48 (exc. VAT).
- Removal of rubbish fly-tipped next to the electricity sub-station at the entrance from Gravits Lane - £111.10 (exc. VAT).

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of £173.58 (exc. VAT) expenditure to the Events, Promotion and Leisure Committee (Min. 7 refers).

DECISION

Members are asked to **APPROVE** the expenditure of £173.58 (exc. VAT) to purchase three padlocks and for the cost to remove fly-tipping.



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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE HELD ON MONDAY 19th JUNE 2023

PRESENT: Cllrs. K. Batley, P. Wells and P. Woodall

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 6.30pm

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 2023/2024.

1.2 Vice-Chairman

It was proposed and seconded that Cllr. P. Wells be nominated Vice-Chairman of the Allotments Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. P. Wells be duly elected Vice-Chairman of the Sub-Committee for 2023/2024.

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 Cllrs. R. Nash and Miss. C. Needs who were at another meeting and Cllr. Mrs. J. Warr who was unwell.

No apologies had been received from Cllrs. J. Brooks, P. Ralph or M. Stanley.

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
- 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, 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.

Cllr. P. Woodall declared an Ordinary Interest in that he had a relative who was a Bognor Regis Town Council Allotment tenant and would therefore preclude himself from being an Allotment Awards Judge (Agenda item 10 refers)

There were no other declarations of Interest at this time

4. **TO CONFIRM THE APPOINTMENTS OF MR. M. BICKNELL, MR. C. PENFOLD AND MRS. L. RUSSELL AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE**

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

The Sub-Committee **NOTED** the resignation of Mr. S. Slater as a non-voting member.

5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 14th NOVEMBER 2022 AND THE EXTRAORDINARY MEETING HELD ON 21st FEBRUARY 2023**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 14th November 2022 and the Extraordinary Meeting held on 21st February 2023 as accurate records and these were signed by the Chairman.

6. **CLERK'S REPORT**

The Sub-Committee Clerk advised that at the start of the growing season in April there were several plots which were sub-standard and either not being cultivated or had excessively tall trees. Emails were sent to those plot holders requesting their plots be worked on, and highlighted it is the intention of the Town Council that all plots be cultivated, particularly as there is a significant demand for allotment plots.

The outcome of those emails is that substantial progress has been made in improving the overall condition of the allotment site through the efforts of the existing and the new tenants.

The Sub-Committee Clerk confirmed that Town Force had installed a shelter on the Re-established site in March 2023 (Min. 19 refers) and that the installation of security fencing on the northwest boundary took place in April 2023 (Min. 29 refers).

The Members were informed that Plot 4 had been sub-divided with one part rented out and the other part (Plot 4a) left temporarily vacant as it is shaded by trees and, due to the poor growing conditions, the Tenant Representatives had suggested it is used as a communal compost area with vehicular access off the Gravits Lane car park. The Sub-Committee Clerk advised that Arun District Council had recently refused to grant permission to cross a small grass verge to access the allotment from the car park.

Following a discussion on the lack of a reason for ADC's refusal to grant permission, the Members present **AGREED** that delegated authority be given to the Sub-Committee Clerk in liaison with Cllr. K. Batley who would approach the Housing Department at ADC to seek clarification on the subject.

The Sub-Committee Clerk advised that a Health & Safety inspection took place on 31st May 2023. The issues found were considered minor and consisted of four instances of tools not being stored securely, an unattended hosepipe left across a path constituting a trip hazard and one instance of glass being stored outside. Emails were sent to the relevant plot holders and the issues have now been rectified.

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

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

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

- Purchase of three padlocks to replace two faulty locks and one stolen lock £62.48 (exc. VAT).
- Removal of rubbish fly-tipped next to the electricity sub-station at the entrance from Gravits Lane - £111.10 (exc. VAT).

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of £173.58 (exc. VAT) expenditure to the Events, Promotion and Leisure Committee.

8. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS AND REQUEST TO ALLOW THE USE OF CERTAIN HERBICIDES, PESTICIDES AND MOLLUSCICIDES (SLUG PELLETS)

The tenant representatives requested that plot holders should be allowed to use pesticides that are approved by the Government as safe for garden use. Following discussion of the current allotment rules and the development of new pesticides Members **AGREED** that the Allotment Information Leaflet be amended to allow the use of environmentally friendly, organic ferric phosphate slug pellets.

Members further **AGREED** to ask the Sub-Committee Clerk to prepare a summary of other herbicides and pesticides that could be considered as safe to use. This report would be considered at a future meeting.

The matter of the hedge along Sandringham Way encroaching into the allotment was reported. Members **AGREED** that the Sub-Committee Clerk should write to ADC requesting the hedge be cut.

9. ANNUAL REVIEW OF RENTAL CHARGES

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

After a general discussion Members **AGREED** that the Sub-Committee Clerk be asked to prepare a report on the annual running costs of the allotments and further **AGREED** to defer the decision on annual rents to an extraordinary meeting to be held prior to the preparation of the 2023/24 rent demands.

10. ARRANGEMENTS FOR THE JUDGING OF THE ANNUAL AWARDS AND THE PRESENTATION OF PRIZES

Cllr. P. Woodall redeclared his Ordinary Interest owing to a relative being a tenant

The written report from the Sub-Committee Clerk was **NOTED**.

Cllr. P. Woodall, having declared an Ordinary Interest, declined to act as a judge. Cllrs. K. Batley and P. Wells **AGREED** to judge the Best Kept Awards.

Members **AGREED** to defer discussion of a Joint Award Evening as it was being brought for consideration at the next Events, Promotions and Leisure Committee Meeting.

11. ANNUAL REVIEW OF ALLOTMENT INFORMATION LEAFLET

The Sub-Committee Clerk's written report was **NOTED** and Members **APPROVED** the updated Leaflet, which included the proposed changes as detailed in the report, subject to the following additional changes:

- Clause 23 amended to reflect the allowed use of slug pellets (Min. 8 refers)
- Clause 3 amended to define a child as anyone under the age of 16
- Clause 21 amended to include a child as an unauthorised person
- Clause 17 amended to define an unattended hosepipe as one that is not held in the hand and additionally to limit use of a hosepipe to 30 minutes at a time

It was additionally **NOTED** that the allowed use of slug pellets did not require a change to be made to the Tenancy Agreement because it only prohibited the use of herbicides.

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

The Sub-Committee Clerk's written report was **NOTED**. Following discussion Members **AGREED** that the Annual Meeting of Allotment Holders would take place on Tuesday 31st October 2023 at 7pm.

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

13. REPORT ON LETTINGS

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

14. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 7.09pm

AGENDA ITEM 7

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
17th JULY 2023**

AGENDA ITEM 7 - UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2023 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

REPORT BY THE EVENTS OFFICER

**FOR INFORMATION
& DECISION**

REPORT UPDATES IN GREEN ITALIC

Book Day (Easter Event) – 5th April

Budget - £4,000

Members agreed to reinstate the Book Day event within the Easter Holidays, (Min. 52.7 refers).

The Easter theme agreed at the previous meeting (Min. 73.1 refers) has been embraced at the event titled 'Book Day – Celebrate Spring'.

Content of the event can be found below in the current advertising: -

"Come along and celebrate the arrival of magical Springtime in the beautiful surroundings of Hotham Park. Join a giant Naughty White Rabbit and a Friendly Fox, for an interactive Easter trail through the park, with maps and puzzles and prizes!!! A face painter will be on hand, should you want to turn yourself into a white rabbit or fox before you join the trail!!

Magical tales will be told by a professional storyteller on the bandstand, GIANT bubbles with Bubblemania will fill the park, Laser Tag, Circus Skills Workshop and a Book Swap; bring your old books and swap them for ones you've never read before.

Easter Make and Take Art Workshop, come and create some Springtime art, and take it home with you and a Giant Art Workshop, come help us create a MASSIVE Easter Bunny."

Book Day was very well attended, and the Easter theme proved hugely popular with hundreds of people taking part in the interactive Easter Trail through Hotham Park.

Celebrations and Commemorations to mark the King's Coronation - 6th May 2023

Budget - £5,000

Following the Officer recommendation that the Coronation of King Charles III be broadcast live from a big screen in Hotham Park, Members agreed that a budget of £5,000 be allocated to this one-day event.

The Committee expressed no wish to extend the Town Council's programme for the Coronation celebrations, for which consideration of resources would have been required and a greater budget agreed.

It has previously been reported to Committee Members that 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 for which Members were asked if they would like anything in particular as the giant sculpture. Members were also asked if there were any other elements that they would like included within the event.

Members asked for the options in relation to the Giant Art element of the Art Workshop (Min. 73.2 refers) - these could either be a Castle or a Crown. There is also an option just to have the 'Make & Take' element of the Art Workshop, where children will create their own themed pieces to take home and omit the Giant Art element in its entirety.

Members are therefore asked if they wish to continue with a Giant Art element and, if so, state whether they would prefer a Crown or a Castle sculpture, or whether they would like to remove the Giant Art element of the workshop altogether.

Unfortunately, it has not been possible to incorporate the Big Top into the event owing to the tent's footprint being too large to allow for optimum viewing capacity for the audience in relation to the big screen. There will, however, be a 'Kidszone' within the natural amphitheatre within the park, with Clown performances, Bubble shows and Face Painting.

Historically, for these Royal events, it has been customary for the Seafront Beacon to be lit. But, breaking with tradition, on Sunday 7th May 2023 a special event dubbed 'Lighting up the Nation' will take place, where landmarks across the UK will be lit up using illuminations, drone displays, lasers and projections.

For Bognor Regis to be part of the 'Lighting up the Nation' it is the Officer recommendation that the Beacon be lit with a pure white laser pillar of light skywards (image below). This laser will go on remotely every evening commencing the 7th May for four weeks from 20:30 – 21:30. Members are asked to note that the Events Officer will have a video of the beam in action at the meeting.



The Events Officer has obtained National Lottery Funding for an extra £10,000 to boost the event and extend it into a two-day event to cover the Saturday and Sunday. This will allow for the Big Screen to remain in Hotham Park overnight, showing a film of the public's choice after the Coronation, bringing in musical elements on the Sunday as part of the Big Lunch, and then the live broadcast of the Coronation Concert at Windsor Castle.

Regrettably due to the inclement weather that was forecast for Saturday 6th May, the hard decision was made to cancel the live broadcast of the Coronation, and as many elements of that day were moved over to be incorporated into the event on Sunday 7th.

The event on Sunday 7th was very well attended, with hundreds of people coming out to enjoy the family film 'Paddington' broadcast live on the big screen, live music and then the live broadcast of the Coronation concert from Windsor Castle.

Over 200 free picnic lunches were also given out during the event.

The beacon beam was switched on during the concert and will be visible nightly between 9.30pm and 10.30pm up until the 7th June.

Proms in the Park – 10th June 2023

Budget - £3,000

Following a request from Members, the date for Proms in the Park has returned to June for 2023, to take place on Saturday 10th.

Following a request to Members for any suggestions for specific genres of music that they would like to see performed at the event, the Chairman kindly forwarded details of a 'Traditional English Dance Band', and a 'Traditional French Dance Band' (Min. 73.3 refers). The Events Officer subsequently requested possible audio/video performances of the bands to bring to the attention of the Committee for this meeting. At the time of writing this report, footage has not yet been received.

As no further details of the suggested bands were forwarded to the Events Officer, and given the time constraints in place, the Events Officer has devised the programme for Proms in the Park, and it is as follows:

The Grand Central Trio – Jazz

The exceptional Grand Central Trio will open the event at 6pm with an expansive repertoire comprising of great swing classics, grooving latin tunes and cool pop arrangements.

Funky Fusion – Retro Party

Followed by the fabulous Funky Fusion at 7pm with an upbeat party show of 1950's through to 1980's. Taking you in a journey through time. Featuring the best of Disco, Electro 80's, Classic Pop, Rock & Roll and Soul & Motown.

Get your flags ready to wave for the finale at 8.15pm, as the Bognor Regis Concert Band, with guest vocalist Kevin Cassidy performing all the Proms classics take the stage.

Proms in the Park was very well attended, with a large crowd coming out to enjoy the three performances.

It had been queried by some members of the public why the event was not in September as previously, to coincide with BBC Proms.

Sunday Afternoon Concerts, series of events over the Summer

Budget - £1,500

Having successfully worked with the Rotary Club on a series of events throughout the Summer of 2022, to revive the very popular Sunday Afternoon Concerts, Members agreed that this collaboration should continue for 2023.

The Events Officer has met with the Rotary Club and the following dates have been agreed: -

Sunday 11 th June	Hotham Park Bandstand
Sunday 23 rd July	Hotham Park Bandstand
Sunday 20 th August	Hotham Park Bandstand

The concerts will run from 1400 – 1630, and will be genre specific, with the first half being a soloist and the second half a band.

The concerts have all been booked and confirmed as the following:

Sunday 11th June
14:00 - 16:30 – Live music on the HP Bandstand – Genre Jazz

Sunday 23rd July
14:00 – 16:30 – Live music on the HP Bandstand – Genre Rock and Roll

Sunday 20th August
14:00 – 16:30 – Live music on the HP Bandstand – Genre Country

The first concert of the trio was very well attended with about 350 in attendance, and an expected footfall of around 500 for the July Concert.

Drive Through Time – 9th July 2023

Budget - £4,000

Due to the uncertainty surrounding the completion date of the works, and the unsuitability of the Place St Maur as an event space, Members agreed to keep Drive Through Time at West Park for the 2023 event.

There are currently over 60 vehicles booked in for the Drive Through Time. There is no further update regarding this event at this stage.

There are over 100 vehicles booked in to attend the Drive Though Time. There is no further update at this stage.

Regrettably the overbooking of the Big Screen at the 2022 event affected the uptake on exhibitors this year, as the screen that was received was substandard and the audio and visuals were not adequate for the size of the field, resulting in a number of entries leaving before the Formula One had finished.

Due to this the 2023 exhibitors uptake was down by about a third on previous years, with only 140 vehicles on the field.

The company that overbooked the screen in 2022 had offered as compensation, a larger, higher spec screen for the 2023 event. However, even with written reassurances that another overbooking would not occur, a few weeks before the event, this did in fact happen.

Thankfully a local company was able to assist at very short notice and provide a large high spec screen with great audio, which was noted by the exhibitors who attended this year.

Unpredictable weather in the days leading up to the event, and a variable forecast on the day for rain, meant that there were some no shows on the field. Nonetheless, the day was very well attended with lots of positive feedback from attendees:

"Just wanted to drop an email to say what an amazingly organised show we were impressed."

"Many thanks for organising this excellent event."

"Just to say thank you to you and your team for a lovely well organised day yesterday. Our stand was also in a great position for the big screen. Looking forward to next year's event where we hope to have more cars on show."

"I would just like to thank you and everyone involved for putting on a great show yesterday. All 6 cars survived the 120 mile round trip from Greater London. We all regard this as one of the top events of the year nice venue and well arranged."

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

Budget - £5,000

As agreed by Members, the Funshine Days programme will be split between the Promenade Bandstand and the Hotham Park Bandstand, with World Oceans Day to be incorporated into the first two weeks of the Funshine Days and be located on the Promenade Bandstand.

The Funshine Days programme is nearly completed, pending confirmation from a few artists. The full programme will be available at the next EP&L meeting.

The full Funshine Days programme has been finalised.

DATE	WORKSHOP
WEEK 1	
TUESDAY 1 st AUGUST	STREET DANCE
WEDNESDAY 2 nd AUGUST	SAMURAI SWORD
THURSDAY 3 rd AUGUST	MEDITATION / MINDFULNESS
WEEK 2	
TUESDAY 8 th AUGUST	MALCOLM THE MAGICIAN
WEDNESDAY 9 th AUGUST	KING RAMPS (SKATEBOARD WORKSHOP)
THURSDAY 10 th AUGUST	AFRICAN DRUMMING
WEEK 3	
TUESDAY 15 th AUGUST	BALLOON MODELLING
WEDNESDAY 16 th AUGUST	HULA HOOP
THURSDAY 17 th AUGUST	CIRCUS SKILLS / SLACK LINE
WEEK 4	
TUESDAY 22 nd AUGUST	BAMBOO TAMBOO & STEEL DRUMS
WEDNESDAY 23 rd AUGUST	ZAZ THE CLOWN
THURSDAY 24 th AUGUST	POI / FLOW

There is no further update on this event at present.

Sir Richard Hotham's Birthday – 5th October 2023

Remaining Budget from 2022 - £534.40

The 2022 Beacon Lighting event that was scheduled to mark the Birthday of Sir Richard Hotham was cancelled due to adverse weather conditions.

Members resolved to agree to spend the remaining 2022 budget of £534.40 on the event. The Chairman asked the Events Officer to provide an approximate cost to cover a 1-hour event, with appropriate lighting, PA, entertainment, security, and the lighting of the Beacon, to which a figure of £800 - £1,000 was given. Members agreed to increase the budget for the event, and this would be explored within Agenda item 11 of this meeting when discussing the Publicity and Promotion Budget (Min. 87.6 refers).

However, when proposals of the Publicity and Promotion Budget were considered and recommendations for Policy and Resources agreed, additional funds for the Sir Richard Hotham event were not included (Min. 90 refers). Therefore, a budget of £534.40 is currently available.

With the current budget of £534.40, it is not feasible to run the event, it is therefore Officer recommendation that the remaining budget be vired over to another event in the BRTC 2023 event programme to enhance it.

DECISION

Do Members **AGREE** to vire £534.40 to one of the remaining events in the BRTC programme to enhance it?

Halloween Half Term – 25th October 2023

Members agreed to run a Halloween themed event (Min. 52.7 refers).

At November's Events, Promotion and Leisure Committee 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 whether Members would like it included?

This item is included under agenda item 13 of the Committee Meeting to be held 30th May 2023.

At the E,P&L Meeting held on the 30th May, Members AGREED that, until further information was brought forward about the proposed 'Scare' Train event, the matter be DEFERRED and requested that the Events Officer had a meeting with Rox, FX Fear and the train operator to discuss the concerns raised - Min.13.4 refers

After discussions with Rox, it was mutually agreed with the organiser and Town Council Events Officer that the Halloween Event be deferred to 2024 and that the current agreed budget of £2,500 be earmarked.

This would allow time for a full proposal to be brought to Committee, with a breakdown of costings and allow time for alternative funding opportunities to be explored to increase the current budget.

DECISION

Do Members **AGREE** to defer the Halloween event to 2024, and earmark the current budget of £2,500?

Christmas Illuminations Switch-On - 25th November 2023

Budget - £5,000 + £12,500 match-funding

At the meeting held 20th March 2023, the Events Officer provided Members with the recommendation to utilise the match-funding to enhance the Christmas Light Switch-On event for 2023 by having the pavement and buildings of High Street and London Road lit up with Gobo Projected moving lights. These will run in sync and for the duration of the Christmas Lights (6 weeks) and fill the pavement with a wash of festive colour. Gobo lights can be fully customised for any desired imagery, wording, business logos etc, making them an ideal opportunity for potential business sponsorship/advertising as well as just festive fun.

Members agreed to proceed with the proposal from the Events Officer in relation to utilisation of £12,500 match-funding to enhance Town Council events for 2023 (Min. 88 refers).

There is no further update on this event at present.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
17th JULY 2023**

AGENDA ITEM 8 – TO RECEIVE A REQUEST FROM BOGNOR REGIS BUSINESS IMPROVEMENT DISTRICT INCLUDING: -

- **BR BID IS SEEKING BRTC'S AGREEMENT TO STRESS TEST EXISTING BRTC CATENARY WIRES ACROSS THE TOWN CENTRE TO THE LOAD REQUIRED TO HOST NON-LIGHTING ELEMENTS (FLAGS)**
- **THE BID REQUESTS THAT BRTC ASK THEIR LIGHTING INSTALLATION TEAM TO STRESS TEST TO THE CALCULATED LOADING WHEN CARRYING OUT THEIR ANNUAL SAFETY INSPECTIONS IN ADVANCE OF CHRISTMAS LIGHTING INSTALLATION IN 2023**
- **SUBJECT TO THE SUCCESSFUL OUTCOME OF STRESS TESTING FOR THIS PURPOSE, THE BID SEEKS BRTC'S AGREEMENT TO UTILISING BRTC CATENARY WIRES TO HOST FLAGS INTRODUCING WAYFARING DESIGNS DEVELOPED BY ELECTED MEMBERS, REPRESENTATIVE COMMUNITY GROUPS, AND YOUNG PEOPLE FROM LOCAL SCHOOLS FROM 1st APRIL 2024, UNTIL THE INSTALLATION OF BRTC'S CHRISTMAS LIGHTS IN NOVEMBER 2024**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

On 29th June 2023, Bognor Regis Town Council received an email from the BR BID requesting the following: -

- *BR BID is seeking BRTC's agreement to stress test existing BRTC catenary wires across the town centre to the load required to host non-lighting elements (flags)*
- *Costs for the calculation to determine the maximum load for the stress testing, on the basis of a maximum of 5 x 1m by 1m flags per catenary wire, would be funded through the BID's 23-24 budget allocation for "Welcoming Town"*
- *The BID requests that BRTC ask their lighting installation team to stress test to the calculated loading when carrying out their annual safety inspections in advance of Christmas lighting installation in 2023*
- *Costs for the production and installation of the flags has been included in budget allocation from BR BID 2023-24, supplemented by UKSPF funding for design work*
- *Subject to the successful outcome of stress testing for this purpose, the BID seeks BRTC's agreement to utilising BRTC Catenary wires to host flags (indicative EXAMPLE below) introducing wayfaring designs developed by Elected Members, representative community groups, and young people from local schools from 1st April 2024, until the installation of BRTC's Christmas lights in November 2024*



Artist's impression

The visuals exemplified in the Wayfaring Strategy Document shared with BRTC Elected Members on a number of occasions are clearly marked as indicative only, acting to illustrate ideas, building on the underlying theme of nautical flags. The final, detailed designs are being developed through around twenty workshops with community groups and representatives (including BRTC Elected Members) through funding secured from Arun's UKSPF allocation, over the course of this financial year. It is believed that the early involvement of the community in the development of the designs will help individuals and groups to feel a stronger connection with the town. Further UKSPF funding has been awarded for physical implementation in the financial year 23-24.

In addition to developing a recognisable place identity for, sense of "arrival" in, cohesive navigation around, and connection between the different sections of Bognor Regis's town and seafront through design, a key outcome of the Wayfaring Project is an increase in "pride in place" for the community, hence the absolute necessity of local development through the numerous planned workshops facilitated by BRRB. The BID's role in supporting delivery of the wayfaring is through the introduction of emerging design elements in and around the BID Area of Bognor Regis, with physical evidence in as many "zones" possible within the time, staffing and budget available.

A cost-effective way to do this in an impactful way is through the introduction of flags, attached to existing BRTC catenary wires that are, noting from experience, generally unused outside of the six-week period of Christmas lighting. Attaching to existing catenary wires offers the following benefits:

- ***Impact across multiple areas:*** Station Road, London Road (beyond the standard "precinct" end), York Road (a key gateway between the seafront and town centre), High Street (extending to junction with Clarence Road at the eastern end and JW Sports at the western end). The BID funded catenary wires at Old Town will also be utilised to extend the flags to this area. (Damaged wire will be replaced and festoon lights reinstated in July 2023). Subject to permission from ADC, and following discussion with BRTC regards planters and bunting, flags could be extended through The Arcade, another key route connecting footfall between the seafront and town centre. Please note that the BID can only fund and deliver activity within its geographic boundary. However, I would be more than happy to work with BRTC Officers if there's a desire for catenary wires outside of this area be utilised.
- ***Cost effective implementation of emerging wayfaring designs, developed with the Bognor Regis community and its representatives***
- ***Delivery is subject to BRTC permission to utilise existing catenary wires and outcome stress testing***
- ***Relatively quick to implement***
- ***Highly visual*** – the community will see "something being done". As experienced with the flip flops in 2021, it is completely unrealistic to think that the designs will be universally "liked", but the addition of high-level interest and consistent design elements across different areas of the town evidence activity to deliver improvement, which in turn has the potential to improve perceptions, improve pride in place and improve confidence in local governance.

- ***Evidences collaborative, positive, partnership working to deliver a town centre strategic priority benefiting all town centre visitors***

OFFICER INFORMATION

Feedback from Christmas lighting contractor

"The catenary wires, brackets, bolts and fixing plates are not usually suitable for solid banners which act as sails. A structural engineer would have to advise the test required against the size of your intended banners. I could then not tell if they would pass or be pulled out of the wall, this would depend on the size of the studs and how they were originally fitted. I advise that you decide where you want banners, then get the structural engineer to supply drawings for the type of fixing required for each of the buildings. We can then supply and fit them and apply the appropriate test. I have in the past seen clients use the Christmas fixings for banners and they have been pulled out. Bunting would be fine."

Members are asked to note that the contractual agreement for Christmas Lights for 2022-24 only includes stress testing up to 1KN, sufficient for the lighting displays.

Projected costings for stress testing catenary wires

The Projects Officer has reached out to receive an independent quote to stress test the catenary wires. For a pull test of each crossing in the Town Centre up to 15KN the cost quoted was £2,400 (exc. VAT) to test and certify. It is also recommended that any banner or flag should be made from perforated materials so that wind can pass through easily and reduce the overall weight. The contractor stated that anchor plates and wires are not usually an issue and that the fixing into any building is the first fail when testing.

Feedback from Town Force

The following areas of concern were raised by the Town Council's Town Force Manager when reviewing the proposal: -

- During an installation of the flags in Station Road, Town Force had to abandon installation of bunting there, on safety grounds, after one bus nearly knocked the Mobile Elevated Work Platform over.
- The installation would need to be performed in the evening, however, due to staff working throughout the daytime, appropriate resting times and adhering to Working Time Regulations, this may not be possible.

Advice from Town Council Insurers

"We cannot advise which party will or should be responsible for insuring this, but it should be clearly evident in any agreement signed by the Council with Bognor Regis Business Improvement District, stating what each party is responsible for, and therefore need to insure. Effectively, as long as both parties have their own respective public liability, the appropriate insurers will pick up any claim but we would usually expect the other party to be responsible and insure their activities and the Council maintain responsibility and insurance on the wires and any other asset or land they own/are responsible for in general. It may be prudent to check the legalities with a legal advisor/specialist and to ensure the right agreement is in place."

DECISION

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
17th JULY 2023**

**AGENDA ITEM 9 – TO RECEIVE A REPORT AND AGREE A WAY FORWARD IN
RELATION TO POSTER SITES ON THE PROMENADE – MIN. 11 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Background


At the Events, Promotion and Leisure Committee held on 16th May 2022, Cllr. Brooks presented a proposal for additional poster sites situated at various locations along the Promenade. It was **AGREED** that the Projects Officer would contact Arun District Council and the other owners of the suggested locations to seek their permission and report back to the Committee. Subject to permissions being agreed, Members **RESOLVED** to put a proposal to the Policy and Resources Committee to earmark funding of £2,000, which could be utilised for either additional sites or adapting the existing shelters (Min. 16 refers).





Owing to Officer workload at Arun, it took some time to receive a response to the Town Council's request but at the Committee Meeting held 16th January 2023 it was reported to Members that Arun had advised that they had no objection in principle to the request to install and maintain poster locations along the seafront. However, this would need to be controlled under lease, with various terms agreed and any legal costs covered by BRTC. Additionally, further conversations would need to take place regarding the proposed locations, as some of those identified were not suitable, in Arun's opinion (Min. 69.4 refers).




Update

Following the Events, Promotion and Leisure Committee Meeting held on 30th May 2023, Members **AGREED** that a meeting be arranged between Bognor Regis Town Council Officers Matthew Hall and Salema Miah, Town Councillors Batley, Brooks and Wells, Arun District Council Officers Sam Horwill and Lloyd Willson, and the BID COO Heather Allen, to discuss potential collaborative ways in which several long running Agenda items, including poster sites, could be progressed.




Ahead of the Partnership meeting, Cllr. Brooks asked the Projects Officer to circulate a list of potential locations, and questions, for promotional opportunities for BRTC. At the meeting, the ADC Officers and BID COO provided responses to the suggestions as summarised below.

#	Location and query/comments	Response
1	<p>Who owns the Town Map located outside The Regis Centre?</p> 	<p>Lloyd Willson: ADC own the building but unsure who manages the map.</p> <p>Cllr. Wells: An independent company own the map and have provided these for many years.</p>

2	<p>What are the terms for using the banners outside The Regis Centre?</p> 	<p>Contact WSCC for use of the banners.</p>
3	<p>Who implemented the Wayfinding stickers in the Town Centre?</p> 	<p>Heather Allen: BID stickers will be removed by end of 2023.</p>
4	<p>Will a lease be required in the future for the Bognor Regis Heritage and Arts Partnership Board Interpretation Boards?</p> 	<p>Cllr. Wells: the boards fall under the remit of BRTC who assume responsibility.</p> <p>Sam Horwill: ADC are not looking to implement leases on existing work such as this or any cosmetic changes and that leases would only be required for new sites.</p>
5	<p>Could the Bognor Regis Town Council logo be incorporated into the Bullnose?</p> 	<p>Sam Horwill: would need to gather more information before making comment on this item. The decoration is relatively new and in good condition.</p> <p>Cllr. Wells: the Town logo on the Bullnose was approved by BRTC Councillors at Full Council.</p>

<p>6</p>	<p>Would BRTC need permission from ADC to update the noticeboard in Nyewood Lane?</p> 	<p>Sam Horwill: permission would only be required for structural changes and any cosmetic changes can be done without approval from ADC, provided that all the necessary precautions are taken, and ADC are made aware to ensure there are no clashes and that the correct paint, health & safety, risk assessments etc are in place. ADC typically carry out maintenance work on these boards every 2 years.</p> <p><i>Note: The Town Clerk believes this to be a Town Council noticeboard used for statutory notices.</i></p>
<p>7</p>	<p>Could these locations be used by the Town Council?</p> 	<p>Heather Allen: these poster sites were installed as a temporary measure to provide wayfinding to the public following the Covid-19 pandemic. Heather Allen had no issue, should the Town Council wish to apply to ADC for the use of these locations.</p>
<p>8</p>	<p>Would BRTC require a lease to install clip frames for poster on some of the empty brickwork arches on the seafront shelter located opposite The Waverley Public House?</p> 	<p>Sam Horwill: subject to the suitability of the posters, he would have no objection to this request for 2 places on the structure. He asked that when the Town Council have designs ready, these be brought forward to ADC for consideration.</p>

9	<p>Could the empty sign on the wall of the now vacant Brewer's Fayre be used for promotional purposes?</p> 	<p>Sam Horwill: ADC and the BID are working to improve the area.</p> <p>Heather Allen: a short-term contract with ADC is imminent which shall utilise many boards at the identified site and promote events, food and beverage outlets etc.</p>
10	<p>Could the London Road banners revert to having two arms?</p> 	<p>Heather Allen: the BID would support the installation of these however noted the high cost to do so.</p> <p>Lloyd Willson: believed the posts are in the process of being transferred from WSCC to ADC and therefore the removal of arms may have been a County decision. He said he can have a look into what the reasoning was behind their removal.</p> <p><i>Update from Lloyd Willson: The additional banner arms were removed as delivery lorries kept knocking into them. Currently there is no desire to replace them.</i></p>
11	<p>What contract is in place with these Gateway signs?</p> 	<p>Heather Allen: these are West Sussex County Council entry points, to which BRTC agreed that the Bognor Regis BID could incorporate as part of banner designs in Town - P&R 6th July 2020 Min. 144.4 refers.</p>

12	<p>Could this Promenade poster site be utilised by the Town Council?</p> 	<p>Lloyd Willson: these particular sites are often subject to vandalism or damaged by the shingles from wave action, thus being costly to repair. No objection to the use of the poster sites, providing it is approved and is made from robust materials. He will find out the position on this board and report back.</p> <p>Sam Horwill: any posters or wayfaring needs to be uniform. He was hopeful that the new employee within his team would aid some of the issues addressed at this meeting.</p> <p><i>Lloyd Willson update: due to the cost reported to install, ADC would not be looking to replace these.</i></p>
13	<p>Could additional frames be added to the Seafront Shelters?</p> 	<p>A decision on this item was not resolved.</p>
14	<p>Can these sites be revamped and updated?</p> 	<p>The response to this question was the same to that given to #6.</p>

DECISION

Do Members **AGREE** to give Delegated Authority to the Projects Officer, working in liaison with the Chairman and Vice Chairman of the Events, Promotion and Leisure Committee, to progress matters relating to numbers 6, 7, 8, 13 and 14, with a report being brought back to this Committee at a later date.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
17th JULY 2023**

**AGENDA ITEM 10 – TO CONSIDER LAMP POST BANNER ADVERTISING
SPACES AND AGREE NEXT STEPS – MIN. 12 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Events, Promotion and Leisure Committee Meeting held on 30th May 2023 the matter of lamp post banner advertising was discussed (Min. 12 refers).

Comments included the issue that banners promoting specific events would need updating regularly and it was suggested that generic banners could be in situ for the season, signposting people to the events websites for further details. It was highlighted that not everyone has online access to view websites. Some Members felt that visual banners are more effective at standing out, however there was concern that cyclists and motorists might be distracted by roadside lamp post banners by trying to read too much information displayed on them.

The use of LED displays, which could be easily updated, was raised but it was pointed out, as detailed in the report, that ADC, WSCC and SSE had previously stated these would not be acceptable.

A question was asked as to whether this Agenda item had ever been discussed at the Bognor Regis Town Centre Forum Group and, if not, it was suggested that it be included at a future meeting. With Cllr. Wells as the Town Council appointed Representative, and the Town Clerk both being members of the Forum Group, Members unanimously **AGREED** to ask that lamp post banner advertising be included on a future Agenda of the Forum Group with a report brought back to the Events, Promotion and Leisure Committee.

Update

Whilst discussing other items on the Agenda at the Committee Meeting held on 30th May 2023, Members **AGREED** that a meeting be arranged between Bognor Regis Town Council Officers Matthew Hall and Salema Miah, Town Councillors Batley, Brooks and Wells, Arun District Council Officers Sam Horwill and Lloyd Willson, and the BID COO Heather Allen, to discuss potential collaborative ways in which several long running Agenda items could be progressed (Mins. 10 and 11 refer).

At the partnership meeting held via Zoom on 26th June 2023, discussion included lamp post banner advertising and a possible short-term solution was introduced to the Town Council through the use of Correx boards around the bases of street posts (see image below), as they do not require the same level of planning permission and are relatively low cost. It was pointed out that, should the Town Council wish to proceed with lamp post banners and suitable arms, the cost would not only be considerable for materials and permissions but that there would also be man hours required for switching over each banner each time they were changed.



DECISION

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
17th JULY 2023**

AGENDA ITEM 11 - TO RECEIVE AN UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET – MIN. 13 REFERS, INCLUDING

REPORT BY THE PROJECTS OFFICER

FOR NOTING AND DECISION

TO FURTHER CONSIDER THE £2,000 IDENTIFIED FOR THE HALLOWEEN 'SCARE' TRAIN EVENT TO ENHANCE THE TOWN COUNCIL'S EVENT IN HOTHAM PARK AND AGREE ANY NEXT STEPS – MIN. 13.4 REFERS

At the Events, Promotion and Leisure Committee Meeting held on 30th May 2023, Members **AGREED** that, until further information was brought forward about the proposed 'Scare' Train event, the matter be **DEFERRED** and requested that the Events Officer had a meeting with Rox, FX Fear and the train operator to discuss the concerns raised (Min. 13.4 refers).

An update will be given to Members, in relation to this event, in the Events Officer's report under Agenda item 7.

TO FURTHER CONSIDER THE £1,500 IDENTIFIED FOR 3 X ADDITIONAL BANDSTAND MUSIC EVENTS AND AGREE ANY NEXT STEPS – MIN. 13.5 REFERS

At the Events, Promotion and Leisure Committee Meeting held on 30th May 2023, it was felt by some Members that a lack of information had been presented to the Committee, in relation to the proposal for additional bandstand music events, which was important as these proposals would be funded by taxpayers' money.

It was proposed, and seconded, that no further action be taken until a meeting with Arun District Council, to discuss the seafront bandstand, had taken place. Members therefore **AGREED** to **DEFER** this item (Min. 13.5 refers). An online meeting was held on 26th June 2023 between Bognor Regis Town Council Officers and Councillors, Arun District Council Officers and Bognor Regis BID COO to discuss the bandstand. Arun District Council Officer Lloyd Willson stated he would meet with BRTC Officers and Town Force to review the suggested wind shields to see if they might be suitable.

The Projects Officer has received no further information relating to the proposal for additional bandstand music events.

DECISION

Do Members **AGREE** to **DEFER** this item until Arun District Officer Lloyd Willson has met with BRTC Offices and Town Force to review the use of the proposed wind shields on the seafront bandstand?

TO FURTHER CONSIDER THE £500 IDENTIFIED FOR A COMBINED BOGNOR REGIS IN BLOOM AND ALLOTMENTS PRESENTATION EVENT AND AGREE ANY NEXT STEPS – MIN. 13.6 REFERS

At the request of the Town Clerk, at the Events, Promotion and Leisure Committee Meeting held on 30th May 2023, it was **AGREED** to **DEFER** further consideration of this item to allow time for the practicalities of any decision to combine these two events to be fully considered (Min. 13.6 refers).

The Allotments & In Bloom Officer has provided the following approximate costs:

Option 1 - In Bloom Awards Evening

Estimated number of attendees:	100
Room Hire (In Bloom venue cost in 2022):	£150
Refreshments (£6 per head for 2022 In Bloom event):	<u>£600</u>
TOTAL:	£750

Option 2 - In Bloom and winning Allotment Tenants Awards Evening

Estimated number of attendees:	150
Room Hire (In Bloom venue cost in 2022):	£150
Refreshments (£6 per head for 2022 In Bloom event):	<u>£780</u>
TOTAL:	£930

Option 3 - In Bloom and all Allotment Tenants Awards Evening

Estimated number of attendees (without guests):	200
Room Hire* (Civic Reception venue cost in 2023):	£1,250
Refreshments (£12.50 per head for 2023 Civic Reception):	<u>£2,500</u>
TOTAL:	£3,750

**venue used for In Bloom Awards Evening in 2022 has limited capacity, therefore, a larger venue (such as Butlin's) would be required.*

The In Bloom Competition Budget for 2023/2024 is £750 and the Allotments Competition Budget is £100. Additionally, £500 has also been identified from the 2023/2024 Publicity and Promotions Budget to be utilised towards the cost of combining these two events. Option 3 would result in an overspend, based on the information supplied above, and a recommendation would need to be made to the Policy and Resources Committee for a suitable budget to be identified to cover this.

Members are also asked to note that there would still be a statutory requirement for an Allotments AGM to be held, at which awards have traditionally been presented to the winning Tenants.

DECISIONS

Do Members **AGREE** or **DISAGREE** to proceed with the proposal for a combined Bognor Regis in Bloom and Allotments Presentation Event?

If Members are minded to agree to proceed with a combined event then Members are invited to consider either Option 2 or 3 and further **RECOMMEND** to the Policy and Resources Committee that a suitable budget be identified to cover any overspend, should Option 3 be agreed.

TO FURTHER CONSIDER THE £600 IDENTIFIED FOR MONTHLY SOCIAL MEDIA GEOCACHING, COMPETITIONS ETC AND AGREE ANY NEXT STEPS – MIN. 13.7 REFERS

At the Events, Promotion and Leisure Committee Meeting held on 30th May 2023, Members **AGREED** to **DEFER** further consideration of this item until Cllr. Brooks, as the proposer, reported back to the Committee with further information.

Cllr. Brooks has advised that he will give a verbal report to the Committee.

DECISION

How do Members wish to proceed?

FURTHER CONSIDERATION OF UTILISATION OF FUNDING TO SUPPORT BOGNOR REGIS CONCERT BAND AND AGREE NEXT STEPS – MIN. 13.9 REFERS

At the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, Members **AGREED** to support the Bognor Regis Concert Band, by appointing them as the Town Council's preferred band, with provision made for uniform incorporating the Town Crest.

At the Events, Promotion and Leisure Committee Meeting held on 30th May 2023, Members **AGREED** to **DEFER** further consideration of this item until a meeting with the Bognor Regis Concert Band had been held and a report brought back to the Events, Promotion and Leisure Committee in due course.

The Projects Officer subsequently contacted the Bognor Regis Concert Band for clarification on their understanding of how the £2,500 might be utilised, alongside some background information on the band. A lengthy response was received from the Concert Band, which was circulated by the Projects Officer to Committee Members, via email, on 12th July 2023.

In summary: -

- Bognor Regis Concert Band (BRCB) are a brass, wind and percussion band made up of about 35 players, both amateur and semi-professional.
- They can play at both indoor and outdoor venues weather and size permitting. If the weather is poor then BRCB reserve the right to cancel, to protect expensive equipment, but would not expect to be paid in such circumstances. However, if whoever books the band cancels, then they do ask for a donation, especially if all musicians have attended the event.
- BRCB currently charge £150-£200 for an hour playing and £250-£300 if the concert is two 45-minute sessions, with a break in the middle.
- To have a Town Council logo added would require all current uniforms to be returned for the work to be completed. It would be difficult to ensure that all uniforms are 'handed in'. Buying new uniforms with a logo included would be time consuming with consideration given to personal preferences. The purchasing and branding of waistcoats are not something that BRCB would be interested in.

- BRCB's preferred use for the funding would be a one-off purchase of music stand banners that could be used at both Town Council sponsored events and BRCB's own events. Suggested wording is "*Bognor Regis Concert Band sponsored by Bognor Regis Town Council*", with both a BRCB and Town Council logo.
- Approximate cost of 40 music stand banners is £1,800-£2,000.
- Alternatively, funding could be used to buy each current BRCB member a new white shirt to which the BRCB and Town Council logo is added (costs unknown).
- If the Town Council's logo were added to existing uniform, or joint banners, that have been paid for by band members, there is concern about sponsorship ceasing and the difficulty with having the Town Council's logo subsequently removed.
- In terms of whether BRTC, having sponsored BRCB, should have to pay for the band to attend Town Council events, the benefit to BRCB needs to be identified. Although sponsorship could lead to greater exposure, more events would mean extra work and commitment for the musicians, committee and organisers, therefore, BRCB would like to see some financial gain for each event.

DECISION

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
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AGENDA ITEM 12 – 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.

AGENDA ITEM 13

BOGNOR REGIS TOWN COUNCIL EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING 17th JULY 2023

AGENDA ITEM 13 – CORRESPONDENCE

1. Here Comes Summer Supplements – National World - June 2023
2. Christmas Displays for 2023 – The Millennium Quest Ltd