



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 14th SEPTEMBER 2020

PRESENT ONLINE:

Cllr. K. Batley (Chairman); Cllrs; J. Brooks,
Mrs. S. Daniells, J. Erskine, S. Goodheart,
Mrs. S. Staniforth, M. Stanley and
Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. S. Hodgson (Projects Officer)
Mrs. S. Norman (Hosting the Meeting)
Ms. K. Fitzpatrick (Events Officer) (until Min.
92)
11 members of the public
1 Councillor: Cllr. J. Barrett

The Meeting opened at 6.33pm

84. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the meeting was being recorded by Bognor Regis Town Council and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Apologies for absence had received from Cllr. Smith, who was unwell.

It was stated at the time that no apologies had been received from Cllr. Cunard. Although it was later established that Cllr. Cunard is no longer a Member of the Events, Promotion and Leisure Committee.

85. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary 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 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

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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Brooks declared an Ordinary Interest in Agenda item 9, however, if the item became Pecuniary he would re-state his interest at the time

Cllr. Goodheart declared an Ordinary Interest for Agenda items 7 and 10 due to his association with ROX. However, if the item became Pecuniary he would re-state his interest at the time

86. TO APPROVE THE MINUTES OF THE MEETING HELD ON 10th FEBRUARY 2020

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 10th February 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 10th February 2020 as an accurate record of the proceedings and the Chairman duly signed them.

87. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

The Chairman adjourned the Meeting at 6.38pm to read out correspondence received from members of the public

The Chairman reported that there had not been any questions received by members of the public and read out the following statement:

"As Members will be aware this Committee does not have an item for Questions to the Chairman. However, two Committee Members have submitted questions to me which I assume that they wish to ask under Public Question Time. I therefore ask Cllr. Goodheart and Brooks to read out their questions."

Cllr. Brooks did not read out his question and stated he was happy for the Chairman to reply to his question by email.

However, the Chairman took the opportunity to comment advising Cllr. Brooks he was aware of his request for future items to be discussed and these would be addressed over the following two meetings.

Cllr. Goodheart asked the Chairman for his comments on sponsorship for planters and new locations for planters in the Town. The Chairman declined to comment as planters and sponsorship are the remit of the Policy and Resources Committee and therefore requested Cllr. Goodheart to refer the questions to the appropriate Committee.

Cllr. Goodheart further asked the Chairman to comment on lamp post banner sites and the formation of a Working Group for the "selfie project". The Chairman reminded Cllr. Goodheart that these items would be referred to later in the meeting and he would make any relevant comments at that time.

The comments were duly **NOTED**.

The Chairman reconvened the Meeting at 6.44pm

88. CLERK'S REPORT FROM PREVIOUS MINUTES

88.1 Invitation to the ADC Events Officer to attend a Meeting of the Town Council's Events, Promotion and Leisure Committee - 9th December 2019 (Min. 55.1 refers)

It was intended to invite the ADC Events Officer to the April meeting that was, of course, postponed. This item will now be deferred until a suitable future meeting.

88.2 Update on proposal to look at the formation of a joint-partnership/tourism board for event organisers - 9th December 2019 (Min. 64 refers) - deferred from Meeting of 10th February 2020

This project is being led by the BID who produced an initial scoping paper outlining a number of proposals which was previously circulated to Members for their comments and feedback. The BID Co-ordinator has confirmed that this project will be re-instated and further investigated at a more suitable date in the future.

88.3 Update on letter to the Sussex Police & Crime Commissioner - 10th February 2020 (Min. 73 refers)

A letter was sent to the PCC Office on the 19th December 2019 with an acknowledgement of receipt email received on the 14th January 2020. At the meeting of this Committee on the 10th February 2020, as there had still not been any response from the PCC or from her Office, Members requested a follow up letter to be sent. This letter was sent on the 3rd March 2020 and to date there has still been no response.

88.4 Update on Events Guide/Leaflet for 2020 including decision on Design and Format - 10th February 2020 (Min. 76 refers)

With the outbreak of Covid-19, the subsequent lockdown and cancellations of all events, production of an Events Guide/Leaflet was cancelled.

88.5 Further consideration of possible utilisation of the Beacon - 10th February 2020 (Min. 80 refers) including:

- **Costings for a 30-minute burn**
- **Further consideration of a "selfie" opportunity**

Establishing the costing for a 30-minute burn requires carrying out a test burn to gauge the gas usage of the new burner. This will be done later in the season. There is currently a concession located by the Beacon which prevents access to the Beacon area and from a Health & Safety perspective it would be better to carry out the testing when there are less people on the promenade. Therefore, this item will be deferred to a future Agenda. Officers are still awaiting information on requirements regarding permission from ADC.

88.6 Update on progress of E-Bulletin via emails - 10th February 2020 (Min. 81 refers)

Members are asked to **NOTE** that the E-Bulletin is now fully operational with over 200 members signed up to receive the updates.

A request had been received by the Council to provide some Town Force time to assist with a ParkVision 2020 event. Members are asked to **NOTE** that this item is no longer required for consideration.

A request had been received by the Council for an outside organisation to use the Town Council's gazebo for an event. Members are asked to **NOTE** that this item is no longer required for consideration.

88.7 Consideration of proposals from Cllr. Brooks

The following four items have been proposed by Cllr. Brooks for consideration. In view of the length of the Agenda and in consultation with the Chairman these items will be referred to the next scheduled meeting with the exception of the last proposal, which Cllr. Brooks has confirmed will not need to be considered until next year.

- *Consideration of a proposal to install a more efficient lock up system for the 12 poster sites on the seafront promenade including, confirmation of agreement from ADC and identification of any associated budget*
- *Consideration of a proposal to identify and include more poster sites and to incorporate into any agreed future policy*
- *Consideration of a proposal for a permissions form to allow photos for use in promotional material*
- *Consideration of a proposal by a Member for the "West End" (Aldwick Road Shops) to hold a separate switch-on event of the Town Council's Christmas Lighting Display in that area*

The Clerks Report was duly **NOTED**.

89. TO NOTE BUDGETS FOR 2020/21

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

90. UPDATE ON EVENTS PROGRAMME FOR 2020 INCLUDING: RATIFICATION OF DECISIONS WHERE REQUIRED; CHANGES/CANCELLATIONS TO THE EVENTS TIMETABLE; BUDGETS INCLUDING REALLOCATION OF UNSPENT FUNDS

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

The Chairman and other Members thanked the Events Officer for all her hard work and effort in adapting to the difficult situation that had forced the events to be cancelled and changes made to the event programme this year.

Members welcomed the Events Officer's proposal for a Christmas Projection Mapping Light Show but would like to have an input on the storyboard. The Events Officer will liaise with Members as she progresses the arrangements.

It was proposed and seconded that a contingency amount of £2,000 be built in for the display, should it be required.

Following discussion, Members unanimously **AGREED** to proceed with the projection display as detailed in the report. It was further **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the additional funds of £6,500 plus a contingency amount of £2,000 be vired from the unused 2020/21 Events Budget, totalling £8,500 towards the costs of the projection display.

91. CONSIDERATION OF EVENTS PROGRAMME FOR 2021 INCLUDING REQUIRED BUDGETS

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

The Chairman and other Members congratulated the Events Officer in proposing an exciting programme of events for 2021. They were especially pleased with World Oceans Day and the changes and variations incorporated to the former Drive Through Time event to make it more sustainable and eco-friendlier.

Members unanimously **AGREED** to the proposals presented by the Events Officer for the programme of events for 2021 and further **AGREED** to **RECOMMEND** to the Policy and Resources Committee the following proposed budgets for funding to be identified in the 2021/22 Budget.

91.1 Book Day - 14th April 2021

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£4,000** for this event.

91.2 World Ocean Day - Bognor H2O - 31st May 2021

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£2,000** for this event.

91.3 Proms in the Park - 5th June 2021

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£2,500** for this event.

91.4 Drive Through Time - 11th July 2021

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£4,000** for this event.

91.5 Funshine Days - 2nd August to 27th August 2021

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£7,000** for this event.

91.6 Christmas Switch-On Event - 27th November 2021

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£3,500** for this event.

The Events Officer left the Meeting

92. TO RECEIVE AND AGREE A PROCESS FOR THE UTILISATION OF THE 12 POSTER SITES ON THE SEAFRONT PROMENADE – DEFERRED FROM MEETING OF THE 10th FEBRUARY 2020 AND TO NOTE THE DRAFT POLICY

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

A Member had circulated an email prior to the meeting outlining some proposed changes to the draft policy. The Chairman reported that as the email had not been received by all Members of the Committee and the changes did not form part of the report it would not be possible to discuss. However, changes and amendments could be considered at the next meeting and incorporated into the document. The Member confirmed he was happy with this solution.

Members therefore unanimously **AGREED** to adopt the formal process, as laid out in the draft Policy for the 12 poster sites on the 3 seafront shelters along the promenade and for the management of the sites to be overseen by the Town Council.

Members further **AGREED** to **RECOMMEND** the draft Seafront Promenade Shelter Poster Site Policy to the Policy and Resources Committee as presented.

*It was **NOTED** later in the meeting that the decision relating to a proposal to produce a set of generic posters for display on any unutilised sites and to agree a budget for associated costs had not been determined. Therefore, these items will also be considered at the next meeting along with a further proposal to review the Primary List of other event organisers.*

93. UPDATE ON THE LAMP POST BANNER SITES (UPPER BOGNOR ROAD AND HIGH STREET BY HOTHAM PARK) - MIN. 55.2 REFERS

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

During the discussion that followed, further suggestions were put forward, such as:

- using LED panels instead of banners
- building ongoing costs into sponsorship opportunities by securing all year-round sponsorship
- using larger banners
- using wind resistant banners

These suggestions along with any others will be further considered at the next meeting.

A Member also stated that he was disappointed to learn that a contractor he had been in contact with on another matter had not been approached to tender. The Committee Clerk advised that as per the report the costings provided were supplied from quotations from a previous project and that new and up-to-date costings will be sought prior to recommendation to the Policy and Resources Committee and further direction from this Committee as to what the requirements are.

Following the discussion Members unanimously **AGREED** to proceed with overseeing the management of **all** of the lamp post banner sites as detailed on the circulated map, and furthermore, **AGREED** that a **RECOMMENDATION** be made to the Policy and Resources Committee to not only allocate funding from the Promotions Earmarked Reserves to meet the costs of this exercise, estimated to be £4,201.34 in Year One, but also make an allowance in future budgets for the costs of the annual stress testing that will be required.

Members also unanimously **AGREED** to allow other event organisations to utilise the sites in line with the Seafront Promenade Poster Policy.

As Members agreed to allow other event organisations to utilise the sites they were further asked to consider if they wished to re-charge any associated costs.

Following discussion, Members requested an amendment which was proposed and seconded and **AGREED** as follows:

Members agree that other organisations may use the sites, but the Town Council Reserve the Right to recharge any associated costs.

Further discussion on this will take place at a future meeting and be incorporated into the policy.

94. UPDATE ON PROPOSAL BY A COUNCILLOR TO CREATE POP-UP SPACES FOR ART DISPLAYS AND EXHIBITIONS – DEFERRED FROM MEETING 10th FEBRUARY 2020 – MIN. 66 REFERS

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

A Member felt that there was scope to include outdoor pop-up events as well as using empty shop units. Another Member felt the Town Council deliver projects more successfully if it works independently while others felt that partnership working should be embraced and that there was room for both. There were also comments made about the need to fill empty shop fronts with something and working with the BID would be the best way to do this.

Following discussion Members **AGREED** to support and work with the BID and other groups on collaborative projects.

95. **UPDATE ON CHRISTMAS LIGHTS INCLUDING SITUATION WITH SSE AND SSEN REGARDING A POWER SUPPLY FEED**

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

Members were disappointed to hear of the lack of response and co-operation from SSEN and the Projects Officer was thanked for her perseverance in this matter.

96. **CONSIDERATION OF ANY OFFERS TO RE-HOUSE BILLY BULB AND FURTHER CONSIDERATION OF ANY ASSOCIATED BUDGETARY REQUIREMENTS**

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

A Member raised his concern over what he felt was a "smoke and mirrors" situation regarding the future options for the storage of Billy Bulb.

Cllr. Erskine left the Meeting

The Committee Clerk assured Members that there would be no loss of revenue to the Town Council and the only cost would be £50 for a new sign to be displayed on the Central Reservation to be funded from the Billy Bulb Maintenance Budget.

Cllr. Erskine returned to the Meeting

Following discussion and consideration of all the offers detailed in the report, Members **AGREED** to accept the offer from F&G for the continued storage of the Billy Bulb Mascot and further **AGREE** to the expenditure of £50 plus VAT to purchase a sponsorship sign funded from the Billy Bulb Maintenance Budget.

Members further requested and **AGREED** for a letter of thanks be sent to other parties who had given offers of help to store Billy Bulb.

97. TO RECEIVE A REPORT ON THE RECENT REQUEST FOR A BIG WHEEL TO BE LOCATED IN BOGNOR REGIS AND CONSIDERATION OF RESPONSE TO THE ADC DECISION FOR IT TO BE SITED IN LITTLEHAMPTON

All Members were disappointed that the request for a big wheel to be sited in Bognor Regis resulted in the ADC decision to site it in Littlehampton. Members acknowledged there were difficulties regarding weight and locating a suitable space within Bognor Regis. However, they would have welcomed some input and a chance to discuss.

97.1 Members **RESOLVED** to extend the meeting by 15 minutes in accordance with S.O. 3aa.

Cllr. Stanley declared an Ordinary Interest as a Cabinet Member of Arun District Council at which this item had been discussed.

97.2 Members unanimously **AGREED** that a letter be sent to ADC raising these concerns and seeking assurance that should a similar situation arise, all consideration is given to Bognor Regis and that Members of this Committee are given the opportunity to consult.

98. REVIEW OF EVENT CHARGING POLICY FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE FOR ADOPTION

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

Following discussion Members unanimously **AGREED** to **RECOMMEND** the draft Event Charging Policy to the Policy and Resources Committee for adoption.

99. TO NOTE OFFER FROM THE FRIENDS OF HOTHAM PARK OF UNWANTED EVENT EQUIPMENT FOR BRTC AND COMMUNITY EVENT ORGANISERS USE

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

100. TO NOTE CORRESPONDENCE INCLUDING CORRESPONDENCE LIST DEFERRED FROM MEETING 10th FEBRUARY 2020

The Committee **NOTED** receipt of the correspondence list, previously circulated.

The Committee Clerk reported that subsequent correspondence had been received from a member of public regarding the mini funfair at the end of Waterloo Square. Members asked for a copy of this correspondence to be circulated.

The Meeting closed at 8.44pm