



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 20<sup>th</sup> OCTOBER 2020**

### **PRESENT ONLINE:**

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

### **IN ATTENDANCE ONLINE:**

Mrs. S. Hodgson (Projects Officer)  
Mrs. J. Davis (Hosting the Meeting)  
Ms. K. Fitzpatrick (Events Officer) (until Min. 107)  
Mrs G. Frost (Town Clerk)  
1 member of the public attending via Zoom  
8 members of the public viewing via Facebook

***The Meeting opened at 6.34pm***

### **101. 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, streamed live on Facebook 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.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

As all Members were present, there were no apologies for absence.

**102. 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 that if any reference was made to the West webcam during Agenda item 10, he would declare a Pecuniary Interest as the supplier of the webcam and leave the meeting.***

**103. TO APPROVE THE MINUTES OF THE MEETING HELD ON 14<sup>th</sup> SEPTEMBER 2020**

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 14<sup>th</sup> September 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 14<sup>th</sup> September 2020 as an accurate record of the proceedings and the Chairman duly signed them.

Cllrs. Erskine and Smith abstained from voting stating they were not in attendance at the meeting of the 14<sup>th</sup> September 2020. The Clerk confirmed that Cllr. Erskine was in attendance but Cllr. Smith had indeed given his apologies.

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

***The Chairman adjourned the Meeting at 6.41pm to read out correspondence received from members of the public***

The Chairman read out the following statement that had been received from a member of the public:

*"References made in Minute 92 and again in Agenda item 7 refers to 'generic posters being displayed on unutilised sites' which implies that they will be put on empty sites and taken down for an event poster to take its place for the duration of the event. The actual idea was that the 12 generic posters would be permanent, and the event posters overlaid while event take place. When the event poster is removed it will reveal the permanent poster. This has the advantage of less work for Town Force and it keeps colourful posters on all 12 sites, at all times, hopefully brightening up the Esplanade."*

The comments were duly **NOTED**.

***The Chairman reconvened the Meeting at 6.44pm***

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

**105.1 14<sup>th</sup> September 2020 - Min. 95 refers - Update on Christmas Lights including situation with SSE and SEN regarding a power supply feed**  
Members were pleased to hear that the situation relating to the problems to the power supply in London Road for the Christmas Lights had now been resolved.

**105.2 14<sup>th</sup> September 2020 - Min. 97.2 refers - Update on recent request to send a letter to ADC regarding the Big Wheel and the decision to site it in Littlehampton**

Following Members instruction to send a letter to ADC regarding the Big Wheel, the Clerk reported that the following response has been received from the Group Head of Neighbouring Services:

*"Thank you for your letter following the above meeting held by your Council.*

*As you are aware the Giant Observation Wheel Company were referred to ADC following their initial inquiry to Bognor Regis Town Council. It was disappointing that a location within Bognor Regis could not be found; as you have acknowledged this was not straightforward given the timescales and challenges presented.*

*The future location of an observation wheel in Bognor Regis is an exciting prospect. There is time now to consider possible locations before the next season; your committee's ideas would be welcome as part of this review. Please forward any proposed locations to the ADC Events Officer."*

Members were pleased with the response and were asked by the Chairman to send any suggestions to the Projects Officer in the first instance for collation.

#### **106. UPDATE ON CHRISTMAS PROJECTIONS**

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

The Clerk read out an update from the Events Officer in addition to her circulated report:

*"The first site visit has now taken place and it has been established that the proposed site is suitable for the display. However, a 2<sup>nd</sup> site visit is required to conduct photo scanning of the building which will allow the creation of mood and story boards. When these draft storyboards are received, they will be forwarded to Members by email for suggestions, comments, and feedback."*

A Member asked if the BID had been involved and included with the projections. The Committee Clerk confirmed that the Events Officer had been liaising with the BID and the storyboard would be linked to the BID's Christmas proposals. The BID were also very supportive of the projections.

The Events Officer was thanked by the Chairman for all her hard work and for putting something on for Christmas.

***The Events Officer left the Meeting***

#### **107. FURTHER CONSIDERATION OF THE UTILISATION OF THE 12 POSTER SITES ON THE SEAFRONT PROMENADE INCLUDING: AMENDMENTS, AS PROPOSED BY CLLR. BROOKS, TO THE DRAFT POLICY WHICH WAS AGREED AT THE MEETING ON THE 14<sup>th</sup> SEPTEMBER 2020 - MIN. 92 REFERS AND CONSIDERATION OF A PROPOSAL TO PRODUCE A SET OF GENERIC POSTERS FOR DISPLAY ON ANY UNUTILISED SITES AND TO AGREE A BUDGET FOR ASSOCIATED COSTS**

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

Members were reminded that a Seafront Promenade Shelter Poster Site Policy had been agreed at the previous meeting and was due to be recommended to the next meeting of the Policy and Resources Committee.

However, a Member had made proposals for this recommended Policy to be amended as detailed in Appendix 2 to the report.

As there were a number of decisions to be made, the Chairman asked Members to vote on each item separately.

**107.1** The Chairman began by asking Members if they agreed to the proposal to insert the following at the beginning of the Policy:

*"That this policy shall apply to all poster sites, banners and other outdoor display opportunities within the control of Bognor Regis Town Council and recognises the agreement with Arun District Council also permits sponsors of events to be named and websites giving further details also be included."*

A Member proposed an amendment to include the following additional text, which was seconded:

*"That the different sites for posters/banners and other outdoor display opportunities that may be determined, are under different ownership and have different rules and permissions that apply."*

Members **AGREED** to add the insertion of the additional text into the proposal.

Members then voted on the amended proposal:

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

Members **AGREED** to insert this wording into the Policy.

**107.2** A Member proposed that BlakeFest be included on the primary list within the Policy, which was seconded.

***Cllr. Stanley declared an Ordinary Interest relating to his association with BlakeFest***

Members **AGREED** to add BlakeFest to the primary list within the Policy.

- 107.3** As Members were minded to make the additions, the Chairman asked Members if they therefore agreed to amend the name of the Policy to "Poster, Banner and Outdoor Display Opportunities Policy".

Members **AGREED** to rename the Policy.

- 107.4** The Chairman asked Members to consider if they agreed to the next proposal:

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

Members **AGREED** to insert the wording.

- 107.5** Members were further asked if they agreed to remove the phrase "*and when space is available*" from the Policy.

A Member proposed a further amendment that the phrase "*along the Promenade*" also be removed from the first paragraph of the Policy. It was also proposed to add "*or its appointed agents*" to point V. Both of these proposals were seconded.

Members asked to vote separately on these items.

Members **AGREED** to remove the phrase "*and when space is available*".

Members further **AGREED** to remove the phrase "*along the Promenade*" from the first paragraph of the Policy and furthermore, insert "*or its appointed agents*" to point V.

- 107.6** Having agreed proposed amendments to the previously agreed Policy, Members **AGREED** to **RECOMMEND** the revised document to the Policy and Resources Committee for **APPROVAL**.

- 107.7** The Chairman then moved to the second part of the report regarding generic posters.

A Member stated that the generic posters, rather than being erected when sites were otherwise unoccupied, should be permanently fixed into the frames and other temporary posters placed over the top so that there were never any empty frames.

Following discussion Members **AGREED** to produce a set of generic posters for display when the frames are not required by other users, subject to Members being given the opportunity to further agree the design and

content. This matter will therefore be referred back to this Committee with potential designs, content and quotations.

- 107.8** As Members had agreed to produce the posters, they were asked to identify a budget for associated costs. The Committee Clerk advised that there was a sum of £1,200 available to the Committee from the 2020/21 Promotions Budget and that any utilisation of this budget would not require recommendation to the Policy and Resources Committee. The Clerk further advised that, taking into account previous recommendations, there was an amount of £1,088.66 remaining in the Promotions Earmarked Reserves but any utilisation of this fund would need approval from the Policy and Resources Committee.

Following discussion, Members **AGREED** to fund the production for a set of generic posters from the 2020/21 Promotions Budget up to a maximum of £600.00.

- 108. CONSIDERATION OF PURCHASING REPLACEMENT LOCKABLE FRAMES FOR THE 12 POSTER SITES ON THE SEAFRONT AND ANY ASSOCIATED COSTS AS PROPOSED BY CLLR. BROOKS**

Cllr. Brooks reported that he wished to withdraw his proposal for the time being and Members **AGREED** to defer this item to a later date.

- 109. UPDATE ON LAMP POST BANNER SITES (UPPER BOGNOR ROAD AND HIGH STREET BY HOTHAM PARK) – MIN. 93 REFERS INCLUDING; CONSIDERATION OF USING LED DISPLAYS INCLUDING COSTS AND PERMISSIONS; SIZE AND TYPE OF BANNERS; BUILDING ONGOING COSTS INTO SPONSORSHIP OPPORTUNITIES BY SECURING ALL YEAR ROUND SPONSORSHIP**

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

Following discussion, it was **AGREED** for Officers to obtain quotations for 3 different types of LED display with various weights and dimensions and to try and obtain greater specification details from SSE. These will then be brought back to the Committee for further consideration on how to proceed.

Members further **AGREED** that similar quotations be provided for normal and wind resistant banners.

Members **AGREED** that the decision regarding sponsorship opportunities be deferred until it was decided which type of banner and size to install.

- 110. CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS TO UNDERTAKE A REVIEW OF PROMOTION OPPORTUNITIES INCLUDING: IDENTIFYING NEW BANNER SITES; OVERVIEW OF SOCIAL MEDIA PLATFORMS AND WEBSITE**

The Projects Officer's report, including the proposals from Cllr. Brooks attached as Appendix 1, was **NOTED**.

Following discussion, Members **AGREED** that a list of potential new sites for promotional opportunities be identified but no further action be taken until the progression of the existing identified sites has been completed.

Members were further asked if they wished to consider undertaking an overview of social media platforms and the website.

The Events Officer was commended by Members on how she had utilised social media during this recent difficult period due to Covid-19. Officers were also thanked for the excellent work undertaken on reporting and updating the Town Council's website with information on Coronavirus.

Following discussion, Members **AGREED** that a review of the website and social media platforms should be undertaken and further **AGREED** to receive a report from Cllr. Brooks which he will produce in association with Officers and other Members.

- 111.** At this point the Chairman **NOTED** that the meeting had exceeded the two-hour time limit (S.O. 3 w aa).

Members therefore **RESOLVED** to defer the remaining Agenda items 11, 12, 13 and 14 to the next Committee Meeting.

***The Meeting closed at 8.35pm***