



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 18<sup>th</sup> JANUARY 2021**

### **PRESENT ONLINE:**

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

### **IN ATTENDANCE ONLINE:**

Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer)  
Mrs. J. Davis (Hosting the Meeting)  
2 members of the public attended via Zoom (at start of meeting)  
11 members of the public viewing via Facebook (at start of meeting)

***The Meeting opened at 6.32pm***

### **127. 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, live streamed via 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.

No apologies had been received from Cllr. Erskine.

### **128. 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.

***There were no declarations of Interests***

**129. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16<sup>th</sup> NOVEMBER 2020**

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 16<sup>th</sup> November 2020. It was noted that the Minutes would be forwarded to the Chairman and once agreed and duly signed, returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 16<sup>th</sup> November 2020 as an accurate record of the proceedings and the Chairman would duly sign these once received.

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

No public questions or statements had been received.

It was noted that a question had been received from a Member serving on the Committee. However, the Chairman reminded Members that as per the Standing Orders, a Member serving on a Committee may not submit questions under the Public Questions and Statements Agenda item and therefore moved to the next Agenda item.

### **131. CLERK'S REPORT FROM PREVIOUS MINUTES**

#### **131.1 Update on a proposal by Cllr. Brooks to undertake an overview of social media platforms and website - 20<sup>th</sup> October 2020 - Min. 110 refers**

This item will be deferred until the next meeting to allow time for statistics to be gathered and analysed. A report will be presented to this Committee based on these findings along with a proposal for consideration on how to proceed.

#### **131.2 Consideration of a proposal by Cllr. Brooks to review the current permissions form to allow use of any images that include individuals - 16<sup>th</sup> November 2020 - Min. 121 refers**

Members are asked to note that the amendments to the permissions form have been actioned and will be made available at future Town Council events and Civic occasions.

#### **131.3 Consideration of a proposal by Cllr. Brooks to produce a freestanding poster/display in Butlin's and to further identify any associated cost - 16<sup>th</sup> November 2020 - Min. 122 refers**

Arrangements will be made with Butlin's in due course. The resort is currently closed until the 28<sup>th</sup> February 2021.

#### **131.4 Consideration of a proposal by Cllr. Goodheart regarding Hotham Park Bandstand site improvements and additions to create a COVID-19 safe area for small events and further consideration of any identified budget if required - 16<sup>th</sup> November 2020 - Min. 123 refers**

An email has been sent to the ADC Environmental Services & Strategy Manager, Neighbourhood Services as per the Members instruction, who has advised he will contact the Committee Clerk shortly to discuss further.

### **132. REPORT ON CHRISTMAS ILLUMINATIONS (2<sup>nd</sup> YEAR OF 3-YEAR CONTRACT) AND OVERVIEW OF THE SUCCESSFUL CHRISTMAS LIGHT PROJECTION**

The Projects Officer's and the Events Officer's report was **NOTED**.

#### **132.1 Christmas Illuminations**

Following discussion Members unanimously **AGREED** to initiate the tender process for 2022-24 and a full specification will be provided at the next meeting to determine a brief.

Members further **AGREED** for a letter to be sent to the Bognor Regis BID thanking them for the additional enhancements they provided throughout the Town. Members also wished to thank the Events Officer and the Town Force Team.

### **132.2 Christmas Light Projection**

All Members agreed the light projection was a huge success and made a huge difference to the Town Centre during this particularly difficult Christmas. The projection had been well received by the businesses and members of the public and had generated a massive amount of attention on social media.

Members expressed a wish to investigate the possibility of providing something similar for Christmas 2021 with potentially additional locations throughout the Town and other shopping areas. There were also some comments in relation to the quality of the sound and some concerns over the potential costs and how the budget could be met.

Following discussion, Members unanimously **AGREED** to investigate a projection installation for Christmas 2021 and the matter will be placed on the next Agenda for further consideration when the Events Officer will report some initial ideas and costings.

### **133. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2021 INCLUDING: RATIFICATION OF DECISIONS WHERE REQUIRED; CONSIDERATION OF THE IMPACT OF COVID-19 ON TOWN COUNCIL EVENTS AND WHETHER A "PLAN B" IS REQUIRED FOR 2021, AS REFERRED BY THE POLICY AND RESOURCES COMMITTEE AT THEIR MEETING 26<sup>th</sup> OCTOBER 2020 - MIN. 168 REFERS**

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

Members discussed the requirement of a potential "Plan B" in relation to the impact of COVID-19 on the 2021 Events programme. Once again Members thanked the Events Officer for her reaction to the impact on this year's events and felt that the online competitions and virtual deliveries were successful and therefore could be replicated if necessary.

Following discussion Members felt a "Flexible Thinking" approach throughout the year would be more appropriate than a "Plan B" and for the planned programme to be maintained wherever possible and if necessary, to try and mirror virtually where possible.

Members unanimously **AGREED** to adopt a flexible thinking approach to any potential changes to the planned calendar of events for 2021 and where possible the Events Officer, in liaison with Members via reporting back to this Committee, will try and mirror any cancelled event virtually.

**134. CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2021 INCLUDING DESIGN AND FORMAT**

The Events Officer's report, including the related Appendices, was **NOTED**.

Following discussion, it was proposed and seconded that the decision on whether to produce an Events Guide/Leaflet should be deferred until the March meeting when it is hoped there will be greater information and guidance available in relation to events for 2021.

Therefore, Members unanimously **AGREED** to defer this item to the March Agenda.

**135. FURTHER CONSIDERATION OF THE UTILISATION OF THE 12 SEAFRONT POSTER SITES ON THE PROMENADE INCLUDING HOW TO PROCEED WITH THE PRODUCTION OF A SET OF GENERIC POSTERS TO BE FUNDED FROM THE 2020/21 PROMOTIONS BUDGET UP TO MAXIMUM OF £600.00 - 20<sup>th</sup> OCTOBER 2020 - MIN. 107.8 REFERS**

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

During the discussion, a number of suggestions were made as to how the generic posters could be delivered:

- Local artists, sketchers and photographers to be involved
- Posters to be produced based on a selection of their designs
- Engagement with community via social media and website
- Formation of working group
- An outside stakeholder co-ordinating the process
- The Town Council to co-ordinate the process
- Reference to the Place Branding Core Values

Following the discussion, it was proposed, seconded and **AGREED** that the Town Council reach out to community-based artists via social media to produce identifiable images of Bognor Regis to be produced and displayed in the 12 Seafront Poster sites on the Promenade from within the maximum budget of £600 previously identified.

The proposal to form a working party was discussed and following a vote was rejected. Therefore, any designs submitted will be referred back to the Committee for decision.

**136. UPDATE ON LAMP POST BANNER SITES (UPPER BOGNOR ROAD AND HIGH STREET BY HOTHAM PARK) 20<sup>th</sup> OCTOBER 2020 - MIN. 109 REFERS INCLUDING: CONSIDERATION OF USING LED DISPLAYS, SIZE AND TYPES OF BANNERS**

***Cllr. Brooks declared an Ordinary Interest due to his business activities***

The Projects Officer's report, including the related Appendix, was **NOTED**.

Following some debate, Members **AGREED** unanimously to **CONCLUDE** the item relating to LED Displays for the Lamp Post Banner Sites and no further action be taken.

A Member rejected the information in the report relating to the advice from suppliers that standard banners are being phased out and further questioned whether quotes had been obtained from appropriate sources.

Some Members felt it would not be a good time to invest money into banners and fixings, as this would then require additional costs in carrying out stress testing and felt it would be prudent to wait until there were some events to promote. Other Members felt that as the Committee had committed to utilising these sites this should continue.

Following a query by a Member as to whether feedback could be sought from event organisers as to whether they would utilise these sites, the Events Officer suggested that she could try to obtain some historical data from the District Council on use of these sites by others.

Following discussion, it was proposed, seconded and unanimously **AGREED** that this item should be deferred to a future Agenda but in the meantime further research will continue in reference to the quotations for banners, fixtures and fixings.

- 137.** Members **RESOLVED** to **APPROVE** an extension to the meeting of 15 minutes, as per S.O. 3aa.

Following some discussion on the remaining Agenda items, the Chairman stated that he would not be changing the order of business and wished to continue with Agenda item 11.

- 138. FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON INCLUDING COSTS FOR A 30-MINUTE BURN AND CONSIDERATION OF A "SELFIE" OPPORTUNITY - 16<sup>th</sup> NOVEMBER 2020 - MIN. 124 REFERS**

***Cllr. Smith left and re-joined the Meeting during this item***

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

A Member stated that he was disappointed that the decision outlined in the Projects Officers report to delay the 30-minute test burn due to COVID-19 restrictions had been taken. The Member still felt the test burn should proceed as soon as possible and suggested an early morning burn when the Promenade was less busy.

Another Member supported this and said he expected the burn to include the screens so the burn could be monitored. The Clerk stated that her report had been written in light of the current lockdown restrictions and if Members still wanted this to go ahead, she would refer it to the Town Clerk to confirm if this should proceed as she would not be able to commit to this.

Discussion turned to the "Selfie" opportunity and once again a Member was not satisfied with the update from the Beacon supplier. The Member also stated that designs had already been produced and was unhappy that these had not been considered and further insisted that designs had already been brought to this Committee at a previous meeting and suggested the Clerk was giving the wrong guidance. The Clerk reminded the Member that designs had indeed been brought to this Committee, but no decision had been made at that time, which the Member subsequently acknowledged.

Other Members felt that the area around the Beacon was not the best place to erect a "Selfie" opportunity, due to the concessions in the summer and therefore other areas should be considered.

Following a lengthy discussion as no proposal was put forward, and no decision made, the item was deferred to the next meeting.

- 139.** At this point the Chairman **NOTED** that the meeting had exceeded the two-hour time limit and the extension (S.O. 3aa).
- 140.** Members therefore **RESOLVED** to defer the remaining Agenda items 11, 12, 13 and 14 to the next Committee Meeting.

***The Meeting closed at 8.50pm***