



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

MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 13th SEPTEMBER 2021

PRESENT:

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

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
1 member of the public in the public gallery (part of
meeting)

The Meeting opened at 6.32pm

21. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement.

Apologies had been received from Cllr. Woodall due to a family commitment.

No apologies had been received from Cllr. Erskine.

22. 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.

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 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.

As per the Agenda, it is each Member's own 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

23. TO APPROVE THE MINUTES OF THE MEETING HELD ON 19th JULY 2021

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 19th July 2021.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 19th July 2021 as an accurate record of the proceedings and the Chairman duly signed them.

24. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

Meeting adjourned at 6.35pm

Meeting held 19th July 2021 (Seafront Wind Shelters Posters - Min. 6.5 refers)
A member of the public asked to draw Member's attention to the Clerk's Report as follows:

- Why were there were still some empty frames?
- Why were there no posters advertising The Proms event?
- It was his understanding that the permanent displays would be generic and in his opinion the posters on display were just works of art.

Meeting reconvened at 6.40pm

As the Clerk had some information relating to the questions the Chairman asked her to respond as follows:

- Arrangements will be made to replace the pieces of artwork that were unofficially removed. In the meantime, other event organisers as well as the BID have utilised the sites and these posters have been placed in the empty frames.
- There were no posters advertising The Proms due to a delay in receiving the required permissions from ADC for the event. ADC policy is that no event can be advertised or promoted until permissions have been granted.

- Members of the public were invited by the Committee to submit their artwork to be made into posters for permanent display. The pieces on display were chosen and agreed by Members of this Committee.

25. CLERK'S REPORT FROM PREVIOUS MINUTES

25.1 Update on Butlin's - 19th July 2021 - Min. 6.2 refers

Despite several more attempts to chase there had still not been a response from the Resort Director.

25.2 Update on lamp post banners - 29th April 2021 - Min. 166 refers

Pre-planning permission has been agreed and a full planning application would now be submitted.

26. CONSIDERATION TO HOLD AN ANNUAL CIVIC EVENT TO LIGHT THE BEACON IN REMEMBRANCE OF THE PASSING OF BOGNOR REGIS RESIDENTS WHO HAVE MADE A CONTRIBUTION TO THE TOWN – DEFERRED FROM THE LAST MEETING - MIN. 13 REFERS

The Chairman left the meeting briefly at 6.49pm during this item and the Vice-Chairman, Cllr. Brooks, took the Chair

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

Members were asked to consider a proposal to hold an annual beacon lighting event in remembrance of the passing of Bognor Regis residents who have made a contribution to the Town.

During the discussion some of the following points were raised:

- Who decides who gets chosen?
- Is it restrictive to people who live within the Wards of Bognor Regis?
- It should be a celebration rather than a remembrance
- It should be symbolic rather than having names, a service for all
- When should it be held?
- Could it be trialled first to monitor the response?
- When will the beacon test be carried out as it is important to be sure it is working correctly?

The Chairman returned to the meeting at 6.53pm

Following discussion, it was unanimously **AGREED** that the event should proceed and would be launched on 5th October 2022 to mark the anniversary of Sir Richard Hotham's Birthday. This would enable Officers to undertake some research on potential costings and for more thought to be given to the event itself.

The Clerk advised that the beacon had undergone a test burn and it was working satisfactorily but Members had requested a further test at which they

could be present. As previously advised Town Force are managing a heavy workload at the moment and therefore it is not possible to arrange another test burn for the foreseeable future. A Member pointed out that the Beacon is scheduled to be lit for the Queens Jubilee event and Members would be able to see it then.

27. ITEMS FOR A FUTURE AGENDA

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

A Member asked why it was that this Committee was required to submit items for a future Agenda on a form, as this is not the case for any other Committee.

The Clerk advised that this particular Committee tends to have a higher proportion of Agenda items, and this has led to a number of items continually being deferred. Having the opportunity to evaluate suggested items in advance allows Members to consider if they wish to explore them further before they are included on a future Agenda. Officers can then undertake more detailed research to provide a comprehensive report, thus, streamlining the process and making it more efficient.

- 27.1** Members considered a proposal from Drewitts Events regarding a Punch and Judy Man Commemorative 2-day event in 2023 to celebrate 60 years since the release of the Tony Hancock film of the same name released in 1963.

Members **AGREED** for this item to be placed on a future Agenda.

- 27.2** Members considered a proposal from Team Rubi-con to hold a Community Fun Day as they are looking for 100 skateparks to join a nationwide Talent Pathway programme in the run up to the 2024 Paris Olympics.

Members **REJECTED** the inclusion of this item on a future Agenda.

- 27.3** Members considered a proposal from Cllr. Goodheart to look at producing a Town map display board with a paper map dispenser in various locations.

Members **AGREED** for this item to be placed on a future Agenda.

28. UPDATE ON WEATHER READING FUNCTION

The Events Officer's report, including notification that a Volunteer had been recruited to take readings at the weekend, was **NOTED**.

29. UPDATE ON PROPOSALS FOR EVENTS PROGRAMMED FOR 2021 INCLUDING: RATIFICATION OF DECISIONS WHERE REQUIRED, CHANGES/CANCELLATIONS TO EVENTS TIMETABLE

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

A Member asked why there had not been any banners advertising The Proms.

As reported earlier in the Meeting, the Clerk advised that despite the Events Officer submitting the event application to ADC for approval within their required timescales she did not receive a decision until a week and half prior to the event. ADC policy states that no event can be advertised until permission for the event is granted. Members were asked to note that the Events Officer had also just finished a four-week programme of events for the Funshine Days and had a week's leave booked in between the events.

A Member raised his concerns regarding the ADC Events booking process and the lack of flexibility in relation to the size of events. He also felt there should be an agreement on the time taken to process applications and asked Members to support sending a letter to ADC.

Another Member supported this and also felt that the whole application process needed streamlining as even the smallest of events were being asked to "jump through hoops". For example, many buskers would like to use the bandstand but are still required to complete the same application when, in his opinion, busking is not an event and this just results in the bandstand being totally underused. The Member was also aware of other event organisers who had experienced similar problems.

Following further discussion Members **AGREED** for a strongly worded letter to be sent to the head of the Events Team at ADC urging them to review their procedures including an agreement on a turnaround time to process applications and for a more flexible approach.

30. PRELIMINARY DISCUSSION REGARDING THE BUDGET FOR THE 2022 EVENTS PROGRAMME

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

Members were asked to give some guidance on their intentions regarding the programme of events for 2022 to allow the Events Officer to undertake some preparatory research regarding budgetary requirements in readiness for the next meeting.

Following discussion Members **AGREED** that the events programme for 2022 should include:

- Book Day
- World Ocean Day
- Drive Through Time
- Proms in the Park
- Funshine Days
- Christmas Switch-On

Members further **AGREED** that they would like to receive three separate costings for the Christmas Switch-On in a bronze, silver and gold style tier.

Members further **NOTED** that at the meeting held on the 29th April 2021 - Min. 59 refers - a recommendation for a budget of £5,000 for a one-day event for the Queens Jubilee Celebrations had been agreed.

31. CORRESPONDENCE INCLUDING ITEMS DEFERRED FROM THE PREVIOUS MEETING

The Clerk drew Members' attention to item four on the previously circulated correspondence list relating to an Upside-Down House, inverted photo attraction. Members were advised that this had been redirected to ADC as BRTC do not have suitable property or land to accommodate this type of attraction.

32. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (CONTRACTUAL)

Members **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3.d) - Agenda items 16 (contractual).

33. CHRISTMAS ILLUMINATIONS FOR 2022-24 CONTRACT INCLUDING CONSIDERATIONS OF THE PRESENTATIONS FROM THE MEMBERS BRIEFING HELD 8th SEPTEMBER 2021: CONSIDERATION OF BUDGETARY REQUIREMENTS

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

Members unanimously **AGREED** to award the Christmas Illuminations Contract for the 2022-24 displays to LITE.

Members further **AGREED** to hold a meeting with the appointed contractor before making any budgetary recommendations at the next meeting. The Projects Officer will make the necessary arrangements and advise accordingly.

The Meeting closed at 7.56pm