



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 15<sup>th</sup> NOVEMBER 2021**

### **PRESENT:**

Cllrs: J. Brooks, M. Stanley, Mrs. J. Warr and  
B. Waterhouse

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Civic & Office Manager)  
Cllr. S. Goodheart in the public gallery

***The Meeting opened at 6.30pm***

### **45. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

In the absence of the Chairman of the Committee, Cllr. Batley, the Vice-Chairman, Cllr. Brooks took the Chair.

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

Apologies had been received from Cllr. Batley due to childcare issues owing to a family member being unwell, Cllr. Mrs. Daniells due to annual leave, Cllr. Reynolds no reason given, and Cllr. Woodall due to personal reasons. Late apologies were subsequently received from Cllr. Erskine who was unwell.

### **46. 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. Brooks declared a Disclosable Pecuniary Interest in Agenda item 6 as a supplier of events equipment and item 8 owing to his involvement in the production of the seafront posters***

**47. TO APPROVE THE MINUTES OF THE MEETING HELD ON 13<sup>th</sup> SEPTEMBER 2021 AND THE EXTRAORDINARY MEETINGS HELD ON 14<sup>th</sup> OCTOBER 2021 AND THE 1<sup>st</sup> NOVEMBER 2021**

Members were asked if there were any objections to the Minutes of the Meeting, held on the 13<sup>th</sup> September and the Extraordinary Meetings held on 14<sup>th</sup> October and 1<sup>st</sup> November 2021.

There being no objections, the Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 13<sup>th</sup> September, and the Extraordinary Meetings of 14<sup>th</sup> October and 1<sup>st</sup> November 2021 as an accurate record of the proceedings and the Chairman duly signed them.

Cllr. Stanley requested that his abstention from the vote be noted in relation to the Minutes of 14<sup>th</sup> October 2021 as he had not been present at the meeting.

Cllr. Brooks requested that his abstention from the vote be noted in relation to the Minutes of 1<sup>st</sup> November 2021 as he had not been present at the meeting.

**48. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS**

***The Chairman adjourned the Meeting at 6.36pm***

Cllr. Goodheart referred to the Rotary Club proposal for music in the summer that was to be discussed and asked the Committee for an understanding as to how they saw this being turned into a partnership between the Rotary Club and the Town Council and whether it would be open to other community groups to be involved?

Cllr. Goodheart also referred to the lamppost banners and that he was assured that there was a budget for this and whether there was any follow through to the suggestions that more of the lampposts could be used for this type of advertising. If this were so, then is there a planning application in progress to facilitate this as he was aware that ADC would not allow events to be advertised until approval for events had been granted?

The Chairman suggested that as the first item was on the agenda perhaps the Committee would allow Cllr. Goodheart to speak when this item is discussed.

Regarding the lamppost banner sites, the Chairman advised that he believed that the planning application was being progressed. The Clerk confirmed that she could update further regarding this matter under Clerk's Report. The Chairman then went on to report that these were the banners at the Butlins end, and he believed there to be around 12 banners in this location. He stated that when ADC managed these, they utilised sponsorship at the foot of the banners to assist with the costs, which he felt was something that the Town Council might wish to look at.

***The Chairman reconvened the Meeting at 6.40pm***

**49. CLERK'S REPORT**

***Cllrs. Stanley and Mrs. Warr declared an Ordinary Interest in the following item in their capacity as volunteers for the Christmas Switch-On event***

**49.1 Update on Christmas Switch-On event and Billy Bulb - 1<sup>st</sup> November 2021 - Min. 44 refers**

Members will be aware that at the meeting held on 1<sup>st</sup> November it was agreed to award the Bognor Regis Carnival Association £3,000 to arrange a Switch-On event for the Town. The funds have been forwarded to the organisers along with an additional amount that some Members have agreed to use from their 2021/22 Ward Allocation budget to support the event.

It is understood from the ADC Events team that everything appears to be heading in the right direction with regards to the necessary permissions being in place for the event to be held on 27<sup>th</sup> November and best efforts are being made by them to support the organisers when information is received. The organisers have advised that they have received verbal communication to advise that there have been no objections to the road

closure request and final documentation for this is awaited. Liaison has also been undertaken with the Lighting Contractor by the Clerk to facilitate the Switch-On of the lights at 5pm.

It was further agreed that the Clerk would liaise with the Carnival Association regarding the position of the inclusion of Billy Bulb at the event once clarification was sought from the Insurers. Following extensive consultation with the Town Council's Insurers, it has been established that if the Carnival Association were minded to have Billy present then this could be achieved by: -

- Billy being supervised by a responsible adult at all times and providing this is adhered to then this activity would be covered under the Town Council's insurance. However, written confirmation would be required that the Carnival Association is agreeable to this condition and will ensure compliance.
- Whoever takes responsibility for collecting Billy and transporting him to the event and then returning him afterwards would need to ensure that they had the appropriate insurance in place for this and that their own motor vehicle insurer is made fully aware that this is taking place.

A response is awaited from the Carnival Association to advise if they wish to have Billy Bulb present at the event and if so that they are in agreement with the Insurers conditions and will ensure compliance.

The option raised at the last meeting by a Member of Billy Bulb being situated in a fenced off area instead of being supervised at all times had been raised with the Insurers. However, it had been confirmed by the Underwriters that supervision at all times would be required so this was therefore not an option.

Members of the Committee are also asked to note the email that they have received from Cllr. Brooks expressing his views on Billy's attendance at the event and requesting that an item be put to the next Events, Promotion and Leisure Committee Meeting or other appropriate meeting so further discussion can be held. The Clerk needs to request more detail from Cllr. Brooks on what he wishes to be considered by Members before it can be established to which Committee this should be referred.

#### **49.2 Promenade Bandstand Wind Shields - referred from the Community Engagement and Environment Meeting held on 4<sup>th</sup> October 2021 - Min. 36 refers**

During public questions at the Community Engagement and Environment Meeting held on the 4<sup>th</sup> October 2021, a member of the public said he was disappointed to see that the wind shields were not being used at the opening event held on the promenade bandstand when they were very clearly needed and could ADC make sure they were available for the next concert.

The wind shields are owned by BRTC and were purchased back in 2013 for use, if required, for Funshine days and other BRTC events. They are not included on the BRTC Events Equipment hire list due to their cost. Whilst a deposit cheque of £100.00 is required from organisations to recover any lost or damaged equipment loaned to them, this amount would not be enough to cover the costs of replacing the wind shields.

Owing to their design, the removable wind shields are attached by ratchets to the bandstand uprights and would need to be installed by Town Force, which would mean them being 'on call' to attach and take down, when required, which is not practical. These screens would only be required due to inclement weather, and therefore would be installed in high winds, rain, poor visibility. It can be very dangerous if not done correctly, with the potential for injury not only to those installing them but also to the general public. There is also the potential for damage to be caused to the bandstand itself. It also begs the question, that now the bandstand has been renovated, would the Town Council still be allowed to install them even for our own events or would further permissions now need to be granted by ADC.

Should Members want to change this current policy then it will need to be made an item for a future agenda. However, the Officer recommendation would be that the BRTC wind shields should not be made available for use by others for the reasons stated and that ADC should be approached by this Committee and asked to make provision of wind shields for those wishing to use the bandstand as the authority responsible for the structure. This matter will therefore be referred to a future meeting to enable Members to consider how they wish to proceed.

**49.3 Update on letter to the Director of Services relating to Members request for a letter to be sent in regard to the ADC Events Booking Process - 13<sup>th</sup> September 2021 - Min. 29 refers**

Following a number of concerns raised by Members at the last meeting a letter was sent to the Director of Services as instructed. A response has been received but due to some of the content making reference to a member of staff it has not been possible to circulate this. Members are advised that this will be circulated confidentially, and should they wish to take any further action they are asked to advise the Clerk so the item can be placed on a future agenda.

**49.4 Update on Butlin's - 19<sup>th</sup> July 2021 - Min. 6.2 refers**

Despite several more attempts to chase there has still not been a response from the Resort Director. Therefore, it is recommended that this be revisited when resources allow and in time for the next season.

**49.5 Update on lamp post banners - 29<sup>th</sup> April 2021 - Min. 166 refers**

Pre-planning permission has been agreed and a full planning application will now need to be submitted. The previous Committee Clerk had scheduled

this into her work to be completed prior to leaving, however, due to illness this was not possible. Therefore, an application for planning consent will be submitted in due course.

**49.6 Request from Cllr. Brooks for use of chairs for WEST's late night shopping event**

A request has been received from Cllr. Brooks advising that West End Shops and Traders Association would like to borrow/hire 30-fold up chairs for their late-night shopping event on 9<sup>th</sup> December 2021. Cllr. Brooks has confirmed that he can collect and return the chairs, but he has enquired whether the hire will be free as WEST is an organisation that the Town Council support.

All Town Force hours are allocated to a budget and the Events, Promotion and Leisure Committee decides every year which event organisers get free Town Force hours allotted to them. No hours were allocated this year as events were cancelled owing to the pandemic. The Event Officer has a discretionary hour's allocation and having liaised with her she is in agreement that a provision can be made from her allowance to assist in this. However, if this is going to be an ongoing requirement, then the Committee will need to allocate Town Force hours when they consider the allocations for next year's events. The Chairman thanked Members on behalf of WEST for this support.

**49.7** The Chairman confirmed that the Butlin's Resort Director had confirmed to him that the poster sites will be provided free of charge and the other things that he had requested will be made available. The Chairman thanked the Resort Director for his continued support.

**49.8** Following a question by a Member regarding the attendance of Billy Bulb at the Christmas Switch-On event and arrangements for a rota to be compiled to allow for Billy Bulb to be manned at all times, the Chairman advised that the Carnival Association had taken the decision not to invite Billy to be present. The Chairman asked for an update on the proposal to have Billy enclosed in a fenced off area. The Clerk confirmed as previously advised this was not an option and the mascot had to be manned at all times.

**50. PROPOSALS FOR EVENTS PROGRAMME FOR 2022 INCLUDING CONSIDERATION OF BUDGETS FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE AND CONSIDERATION OF A MUSIC IN THE PARK SUMMER EVENT**

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

**50.1** The Clerk advised that in view of the level of funding recommendations received from other Committees, having liaised further with the Events Officer regarding the level of budgets required, a revised set of recommendations had been prepared for consideration by Members this evening equating to a saving of £8,250 on the proposals within the report previously published.

**50.2 Celebrations and Commemorations to Mark The Queen's Platinum Jubilee - 5<sup>th</sup> June 2022 budget of £5,000**

Members were asked to **NOTE** that this budget had previously been agreed and would remain unchanged.

**50.3 Book Day - 13<sup>th</sup> April 2022 - Hotham Park**

It is proposed that this event would be incorporated into the Drive Through Time event for 2022 only and therefore no additional budget would be required, saving £4,000.

Members asked if the Events Officer could investigate any potential sponsorship for this event so that it could continue to be held as a stand-alone event.

**50.4 Drive Through Time - 2<sup>nd</sup> July 2022 - budget of £4,000**

Members were asked to **NOTE** that for 2021 it was agreed that the event be relocated from West Park to the Esplanade and Place St Maur. However, given the current regeneration work taking place on Place St Maur and the current staffing issues within BRTC, it is the Officer recommendation that for 2022 the event remain at West Park to ensure a seamless event, and that the relocation to the Esplanade take place for 2023, which will also coincide with the 10<sup>th</sup> Anniversary of the event.

Following a brief discussion, it was **AGREED** that a final decision on the location be deferred to allow time for an update on the completion of the works on Place St Maur to be obtained.

**50.5 Proms in the Park - 10<sup>th</sup> September 2022 - budget of £3,000**

Due to the additional event of the Queen's Jubilee in June and the Drive Through Time being held in July there is not the capacity to hold the Proms in the Park earlier in the year as hoped. Therefore, it is proposed that the Proms in the Park event for 2022 to be held in September.

**50.6 Funshine Days - 1<sup>st</sup> to 26<sup>th</sup> August (weekdays) 2022 - budget of £5,000**

It is proposed that the Funshine Days be reduced from five days a week for four weeks to three days a week, enabling the budget to be reduced to £5,000. Due to Covid mitigation the Funshine Days were relocated to Hotham Park Bandstand from the Prom Bandstand for 2021, to enable more space for social distancing. This proved to be very successful for a number of the day activities, however there were a few that lent themselves to be located on the Prom, Punch & Judy for example. With this in mind, it is the Officer recommendation that the Funshine Days programme for 2022, be split across the two locations, with the first two weeks being located on the Prom Bandstand and the remaining two weeks on the Hotham Park Bandstand.

World Oceans Day for 2022 falls on the 8<sup>th</sup> June, which is a weekday and school day. Therefore, as attendance is likely to be minimal it is therefore proposed that World Oceans Day be incorporated into the first two weeks of the Funshine Days and be located on the Promenade Bandstand.

**50.7 Beacon Lighting to Commemorate Sir Richard Hotham's Birthday - 5<sup>th</sup> October 2022 - budget of £600**

Based on the proposal of an hour-long event, at which a live band would play, and the Beacon Brazier lit, it is the Officer recommendation that a budget of £600 be agreed. Members were asked to **NOTE** that this cost did not include a road closure of the Esplanade if required, the cost of the Event Officer's attendance, or any associated administration costs.

**50.8 Christmas Illuminations Switch-On - 26<sup>th</sup> November 2022 – Bronze package - budget of £3,500**

***Cllr. Brooks redeclared a Disclosable Pecuniary Interest as a supplier of events equipment***

Whilst it had been the Officer recommendation for one of four options to be considered, Members were advised that the revised recommendation would be to select the Bronze Package, at a cost of £3,500, and to seek sponsorship for match-funding to enable a Silver Package level of event to take place.

**50.9 Sunday Afternoon Concerts, series of events over the Summer – TBC - budget of £1,250**

Following an approach made to the Town Council, Members **AGREED** to work collaboratively with the Rotary Club on a series of events throughout the Summer. It was the Officer recommendation that the Rotary Club match-fund the budget of £1,250.

Members discussed various elements of the proposals before them and following lengthy debate **AGREED** the proposed dates for the 2022 events as detailed above and unanimously **RESOLVED** to **RECOMMEND** the amended budgets as detailed to the Policy and Resources Committee.

**51. CONSIDERATION OF ANY FURTHER PROPOSALS AND REQUIRED BUDGETS FOR 2022/2023 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE**

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

The Chairman asked that consideration be given in the future by the Chairman of the Policy and Resources Committee for all service Committee's being given a budget as he felt this Committee could be more proactive if they had a budget for items within their Terms of Reference. The Chairman of the Policy and Resources Committee confirmed that this Committee does

have a budget for items such as events and Christmas lights. If a larger budget were required, then other budgets have to be reduced or taxes increased, it is not possible to do everything.

Having considered the matter in some detail, Members unanimously **AGREED** to **RECOMMEND**, to the Policy and Resources Committee, that £1,200 be allocated for the 2022/23 Publicity and Promotion Budget.

**52. SEAFRONT POSTERS INCLUDING: CONSIDERATION OF REPLACING GENERIC POSTERS THAT WERE REMOVED FROM THE SEAFRONT SHELTERS AND IDENTIFICATION OF BUDGET FOR ASSOCIATED COSTS - 19<sup>th</sup> JULY 2021 - MIN. 6.5 REFERS; TO FURTHER CONSIDER THE CONCEPT OF THE GENERIC POSTERS FOR THE SEAFRONT SHELTERS - 1<sup>st</sup> NOVEMBER 2021 - MIN. 42 REFERS**

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

**52.1** In considering the replacement of two generic posters removed from the seafront shelters, Members unanimously **AGREED** to do so with copies of the original artwork, at a cost of £65.00 each + VAT. Members further **AGREED** that this be funded from the Events Promotion Budget.

**52.2** The original concept of the generic posters was to advertise attractions that could not be seen from the promenade such as Hotham Park, the Picturedrome, Marine Park Gardens and the West End, these would then be temporarily covered with events posters and then removed after the event so that there would always be something attractive there to look at.

At the Committee Meeting held on 18<sup>th</sup> January 2021 it was 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 (Min.135 refers). Over 70 applications were submitted by members of the community and the entries that met the required criteria were circulated to Members of the Committee on display boards. 12 images were subsequently chosen by Members of the Committee via email with the chosen images and the production of the posters ratified at the Events, Promotion and Leisure Committee Meeting held 29<sup>th</sup> April 2021 (Min. 163 refers).

However, during discussion of this item, at the meeting held 29<sup>th</sup> April, it became evident that there was a difference of opinion between Members in relation to whether the final images chosen were generic or reflective of the Poster Policy.

In answer to a query, the Clerk confirmed that the submission of photographs as artwork would be appropriate.

It was, therefore, the Officer recommendation that this be referred back to the next meeting to allow for a stricter brief to be drawn up, to be circulated again to community-based artists so that the generic posters can be renewed at the start of next season and the required budget identified.

Following lengthy discussion, Members unanimously **AGREED** that the concept of the generic posters for the seafront shelters be referred to the Events, Promotion and Leisure Committee Meeting, to be held 17<sup>th</sup> January 2022. At this time Members will be invited to consider drawing up a stricter brief to be circulated again to community-based artists so that the posters can be renewed at the start of next season and for the required budget to be identified.

**53. CONSIDERATION OF REQUEST RECEIVED FROM CLLR. BROOKS TO VIEW THE BANDSTAND WINDSCREENS**

The Town Clerk referred Members to her earlier verbal report and reiterated that Arun District Council should be approached by this Committee and asked to make provision of wind shields for those wishing to use the bandstand, as the authority responsible for the structure, rather than those owned by Bognor Regis Town Council being used.

Cllr. Brooks stated that he simply wished to look at the Bandstand windscreens that the Town Council own so that an approach could be made to ADC with a better design.

Another Member agreed that windscreens are essential for those performing on the seafront Bandstand, whilst they would also look nice used on the Bandstand in Hotham Park, and they had no objection in all Members viewing the Bandstand windscreens owned by BRTC.

Members **AGREED** that any Member wishing to view the Bandstand windscreens should be allowed to do so but that their visit must be booked through the office.

**54. CORRESPONDENCE**

No correspondence had been received.

***The Meeting closed at 8.07pm.***