



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON THURSDAY 29th APRIL 2021

PRESENT ONLINE:

Cllr. K. Batley (Chairman); Cllrs; J. Brooks, Mrs. S. Daniells, J. Erskine (from Min. 155 until Min. 162), S. Goodheart (from Min. 156), 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)
Mrs. S. Norman (Deputy Clerk)
1 member of the public attended via Zoom (at start of meeting)
6 members of the public viewing via Facebook (at start of meeting)

The Meeting opened at 6.32pm

151. 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.

Apologies had been received from Cllr. Mrs. Staniforth who was unwell and Cllr. Smith due to personal commitments.

152. 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.

If a Member were required to temporarily leave the Meeting for any Interest, they would be put on hold by the Meeting Host who would also facilitate their re-joining the Meeting at the appropriate time.

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 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 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 items 6, 8 and 14 as a provider of event services

153. TO APPROVE THE MINUTES OF THE MEETING HELD ON 23rd MARCH 2021

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 23rd March 2021. 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 23rd March 2021 as an accurate record of the proceedings and the Chairman duly signed them.

154. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

No public questions or statements had been received.

155. CLERK'S REPORT FROM PREVIOUS MINUTES

Cllr. Erskine joined the Meeting during this Agenda item

155.1 Consideration to investigate having a larger scale photo opportunity on the Seafront Mounds area near the Place St Maur - 23rd March 2021 - Min. 146 refers

Following Members' decision not to proceed with the "selfie" opportunity on the Beacon, but to further investigate having a larger scale photo opportunity on the seafront mounds area near the Place St Maur, an initial approach has been made to Arun District Council to establish if they would give their support to such a project and to determine what permissions would be required.

Members had further agreed to consider branding the Beacon, and this will be on a future Agenda as agreed at the last meeting.

155.2 Consideration to hold an annual Civic Event to light the Beacon in remembrance of the passing of Bognor Residents who have made a contribution to the Town - 23rd March 2021 - Min. 147 Refers

This item will be on a future Agenda as agreed at the last meeting.

156. ADJOURNMENT FOR PRESENTATION FROM SARAH BOOTE-COOK REGARDING POTENTIAL COLLABORATIVE WORKING ON AN EVENT FOR THE QUEEN'S PLATINUM JUBILEE

Cllr. Goodheart joined the Meeting at this point

It was noted that unfortunately Sarah Boote-Cook had not yet joined the meeting. The Chairman advised that they would move to the next item until her arrival.

157. CONSIDERATION OF AN EVENT TO COMMEMORATE THE QUEEN'S PLATINUM JUBILEE EVENT IN JUNE 2022 - MIN. 147 REFERS INCLUDING: CONTENT OF EVENT, POSSIBLE COLLABORATION WITH OTHER ORGANISATIONS, LENGTH OF EVENT, REQUIRED BUDGET FOR DELIVERY

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

Cllr. Mrs. Daniells declared an Ordinary Interest in this agenda item as she had initially put forward the idea of an event

In answer to a query about the suggested budget for this event and which Committee would be taking the lead on the organisation, the Chairman confirmed that the finer details would be considered by this Committee once Members had agreed to proceed with an event and the Policy and Resources Committee had confirmed the budget available following a recommendation from this Committee.

The Committee Clerk clarified that as detailed in the report the £4,000 budget proposed was for a single one-day event. Should the Committee wish to extend the Town Council's programme for the Jubilee celebrations to include collaboration with other organisations then additional resources and a greater budget would need to be considered.

It was confirmed that Sarah Boote-Cook was now in attendance and it was suggested that it may be prudent to adjourn the meeting to allow her to make her presentation and then revert back to these discussions afterwards.

158. ADJOURNMENT FOR PRESENTATION FROM SARAH BOOTE-COOK REGARDING POTENTIAL COLLABORATIVE WORKING ON AN EVENT FOR THE QUEEN'S PLATINUM JUBILEE

The Chairman adjourned the meeting at 6.47pm

Sarah Boote-Cook spoke about plans to hold a world record beating 2-hour street party on the promenade for Sunday 5th June from Aldwick to Elmer during the Jubilee weekend and hoped the Town Council would be supportive of participating including financially for the section that was held within Bognor Regis.

She also advised that the Carnival for 2022 would have a Royal theme.

Members spoke in support of the street party in principle and looked forward to receiving further information in due course.

The Chairman thanked Sarah for her presentation.

The Chairman reconvened the meeting at 7.01pm

159. CONSIDERATION OF AN EVENT TO COMMEMORATE THE QUEEN'S PLATINUM JUBILEE EVENT IN JUNE 2022 - MIN. 147 REFERS INCLUDING: CONTENT OF EVENT, POSSIBLE COLLABORATION WITH OTHER ORGANISATIONS, LENGTH OF EVENT, REQUIRED BUDGET FOR DELIVERY

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

During the discussion, Members expressed their support for the initiative presented by Sarah Boote-Cook and also wished to support the Carnival by entering a Town Council float.

A Member felt that the Council should make a commitment to supporting other organisations and felt a bigger budget should be considered for funds to be made available to ensure the weekend was packed with events. Members were reminded that funding for other organisations events would need to be applied for via the Town Council's Grant Aid Scheme. Any funds made available to this Committee would be to support the Town Council Event only.

After further discussion Members unanimously **AGREED** to hold a one-day event on the 2nd June 2022 to celebrate Her Majesty The Queen's Platinum Jubilee, lighting the Beacon if required and further unanimously **AGREED** to support Sarah Boote-Cook's proposal for a street party and enter a Town Council float in the Carnival.

Members also felt that the proposed budget for £4,000 should be raised to £5,000 to allow for contingencies.

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £5,000 for 2022/23 for the Queen's Jubilee event and furthermore, that this amount be guaranteed to enable suppliers to be booked as soon as possible.

Members were asked to consider if they would like the Events Officer to liaise with other event organisers to see how BRTC can support and collaborate on any other events taking place over the four-day weekend and report back to the Committee.

Members unanimously **AGREED** that the Events Officer should liaise with other event organisers as detailed above and to report back at the next meeting.

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

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

160.1 Book Day:

Members **NOTED** the change of date for Book Day to 7th August 2021.

160.2 World Ocean Day (now part of Funshine Days):

There was no update on this event.

160.3 May Half Term Virtual Programme:

The Events Officers update was **NOTED**.

160.4 Funshine Days:

The Events Officers update was **NOTED**.

160.5 Drive Through Time:

Members **NOTED** the cancellation of the Drive Through Time event.

160.6 Proms in the Park:

There was no update on this event. However, a Member stated he was disappointed that the date for this event was so late in the year. Members were reminded that the change of date to the 11th September 2021 was agreed by this Committee at the Meeting held on the 23rd March 2021 (Min. 148.4 refers).

160.7 Christmas Projection:

There was no update on the event. However, a Member asked if there had been any correspondence with regards to the costs. The Events Officer confirmed there was nothing further to report at this stage.

161. CONSIDERATION OF THE SPECIFICATION REQUIREMENTS AND ACCOMPANYING BRIEF FOR THE CHRISTMAS ILLUMINATIONS FOR 2022-24 CONTRACT - DEFERRED FROM THE LAST MEETING

The Projects Officer's report, and accompanying Appendices, was **NOTED**.

A Member had a number of suggestions and queries including why replacement sockets had been requested, and also referred to timers and wi-fi. However, he felt it would take up too much time and hoped there would be an opportunity to get together to discuss. The Clerk advised that the specification covered everything at this stage to allow her to start the process. With regard to the replacement sockets in Aldwick Road, the lights had been subject to regular fusing due to water ingress which is why they needed replacing. The Member was invited to email any additional suggestions to be included but there would be an opportunity to raise any additional suggestions when receiving presentations from contractors.

Members unanimously **AGREED** to the brief and specification guide and to hold a standalone meeting of the Committee to receive presentations from participating companies.

162. FURTHER CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2021 INCLUDING DESIGN AND FORMAT - DEFERRED FROM THE LAST MEETING

The Projects Officer's report, and accompanying Appendices, was **NOTED**.

Following discussion, Members unanimously **AGREED** not to produce an Events Guide or Leaflet for 2021 and to use the budget allocated to produce additional updated posters to advertise Town Council Events in the event of any change to the programme.

163. UPDATE OF THE UTILISATION OF THE 12 SEAFRONT POSTER SITES ON THE PROMENADE - DEFERRED FROM THE LAST MEETING INCLUDING: RATIFICATION OF THE SELECTED POSTERS, CONSIDERATION OF PRODUCING A DRAFT MOCK-UP FOR A MONTAGE OF SOME OF THE ARTWORK AND TO IDENTIFY A BUDGET TO MEET ANY ADDITIONAL COSTS

The Projects Officer's report, and accompanying Appendix, was **NOTED**.

A Member was disappointed that he had not had the opportunity to discuss the wording for the posters. Members were reminded that the 12 images were chosen by Members of the Committee via email and it had been agreed for Officers to proceed with the production of the posters. The images that had been circulated were purely for Members to see the final chosen images.

Another Member was of the opinion that the chosen posters were not generic and therefore in his view did not reflect the Poster Policy and as such they should not be considered as the permanent display of choice. Another Member stated this was not how he recalled the decision regarding the generic posters (Min. 107.7 - 20th October 2020, Project Officer's report and Min. 135 - 18th January 2021 refer).

Members **RATIFIED** the chosen images and the production of the posters.

The Events Officer highlighted that the second part of the report, as deferred from the last meeting, was not now necessary. The original idea was to produce a mock-up montage of landscape images for one of the 12 sites. However, as all 12 sites were now filled Members were asked to consider if they still wished to consider this.

Members **AGREED** not to proceed with producing a mock-up montage.

164. FURTHER CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS TO PRODUCE A FREESTANDING POSTER/DISPLAY IN BUTLIN'S - DEFERRED FROM THE LAST MEETING INCLUDING: TO AGREE THE CONTENTS OF A DETAILED BRIEF AS REQUESTED BY THE RESORT DIRECTOR, TO IDENTIFY ANY ASSOCIATED COSTS, TO CONSIDER WHICH COUNCILLORS WILL BE REPRESENTATIVE AT THE MEETING

The Committee Clerk reported that in light of any possible changes to the Committee structure regarding Membership, to be agreed at the forthcoming Full Council Meeting on the 4th May 2021, Members may wish to withhold appointing representatives to attend any meeting with the Butlin's Resort Director at this stage.

Members therefore unanimously **AGREED** that two representatives from this Committee plus one Officer, would attend the meeting and Councillor selection would be via email, post the Council Meeting on the 4th May.

Members discussed a number of possible suggestions for inclusion within the brief which included:

- Promoting events within the Resort
- Utilising the Resorts digital screens
- Possible installation of a freestanding digital poster display/rotunda
- Town Crier to perform inside the Resort
- Work together to promote the Town
- Develop better links between BRTC and Butlin's

Members unanimously **AGREED** that the brief should include all of the above.

The Clerk confirmed that as there were no actual identified costs to be considered Members were not required to identify a budget at this stage.

Cllr. Erskine left the meeting at 8.28pm before the next Agenda item

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

166. UPDATE ON LAMP POST BANNER SITES (UPPER BOGNOR ROAD AND HIGH STREET BY HOTHAM PARK) - DEFERRED FROM THE LAST MEETING INCLUDING: FEEDBACK FROM OTHER EVENT ORGANISERS AS TO WHETHER THEY WOULD UTILISE THESE SITES, HISTORICAL DATA FROM ADC IF AVAILABLE, UPDATE AND FURTHER INFORMATION ON THE PREVIOUS ADVICE FROM SUPPLIERS REGARDING PHASING OUT OF STANDARD BANNERS

The Committee Clerk read out a response from the SSE Third Party Attachments Design Team regarding brackets, banners and fixing as follows:

"Flexible brackets do not take away the restrictions of loading limits. Columns can only take a certain loading and different columns different loadings. The loading of the banner need to be proved and then the column manufacturer, or chartered structural engineer, with the appropriate professional liability cover, need to give approval that the loading is within the design parameters. We have been in consultation with column manufacturers for years and the last time we spoke the only banner system they were confident in actually presenting the data needed was the Baymedia type."

Following a lively discussion, including utilisation by other event organisers and potential other sites, Members **AGREED** to defer any further progression on the lamp post banners until lockdown restrictions were fully lifted.

Members were also asked to consider if they wished for Officers to begin the process of obtaining the relevant permissions in the meantime, and this was unanimously **AGREED**.

167. UPDATE OF A PROPOSAL FROM 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 - DEFERRED FROM THE LAST MEETING

The Projects Officer had circulated her report with the Agenda but as there was insufficient time remaining to discuss this item in full and in view of the fact that it had been deferred, Members **AGREED** to email the Clerk with their suggestions and proposals to provide specific details of what actual improvements are being sought along with a rationale to justify the proposal.

The matter will then be referred back to the Committee as no final decision on any Town Council involvement has been agreed and no budget identified.

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

169. Members therefore **RESOLVED** to defer the remaining Agenda items 15 and 16 to the next Committee Meeting.

The Meeting closed at 8.44pm