



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 17th JANUARY 2022

PRESENT:

Cllr. K. Batley (Chairman), Cllrs: J. Brooks,
Mrs. S. Daniells, J. Erksine, S. Reynolds,
M. Stanley, Mrs. J. Warr, B. Waterhouse, and
P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. S. Goodheart in the public gallery
1 member of the public in the gallery

The Meeting opened at 6.30pm

55. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

Apologies for absence were given by the Town Clerk, on behalf of the Projects Officer, and Events Officer, both of whom were unwell.

56. 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.

There were no declarations of Interest

57. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15th NOVEMBER 2021

Members were asked if there were any objections to the Minutes of the Meeting, held on the 15th November 2021.

There being no objections, the Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 15th November 2021 as an accurate record of the proceedings and the Chairman duly signed them.

Cllrs. Batley, Mrs. Daniells, Erskine and Woodall had been absent from the meeting held on 15th November 2021 and, therefore, abstained from voting.

58. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.35pm

A member of the public spoke about the work taking place on Place St Maur and asked whether sufficient power would be installed on the site to provide for any future Ice Rink, rather than using a 250kW generator that was not environmentally friendly. If the power source were to be installed on the south side of Place St Maur, then it could also potentially be used for events on the Esplanade. The Chairman suggested that this question be put to Arun District Council (ADC) as landowners. However, Cllr. Mrs. Warr, who sits on the District Council, reported that she had recently met with ADC staff whereby this query was put before them with the matter subsequently being looked into.

The member of the public went on to ask when there might be another meeting of the Town Council's Climate Change Topic Team. The Town Clerk explained that the Projects Officer, who was responsible for these meetings, had only been in post for a couple of weeks but that a Climate Change Topic Team Meeting would be organised as soon as possible.

Cllr. Goodheart referred to the Queen's Platinum Jubilee and queried the budgets for the tree planting project and beacon lighting event. The Town Clerk confirmed that both the project and event had a budget of £5,000 each.

Cllr. Goodheart also referred to the lamppost banners and asked the Chairman whether the topic of other, additional, sites could be investigated. The Chairman stated that he would seek an update from the Projects Officer.

Cllr. Goodheart had submitted numerous questions for the Chairman, prior to the meeting, and it was agreed that written responses to these would be sent to Cllr. Goodheart in due course and copied to all Members.

The Chairman reconvened the Meeting at 6.44pm

59. CLERK'S REPORT

59.1 Update on consideration to hold a 30-minute test burn of the Beacon - 19th July 2021 - Min. 6.1 refers

Now that staffing levels have increased, further liaison has taken place with the Town Force Manager in making arrangements for a test burn to be scheduled as soon as possible.

59.2 Update on a proposal from Drewitts Events - 13th September 2021 - Min. 27.1 refers

Members will be aware that at the meeting held on 13th September a proposal from Drewitts Events was considered. The proposal was 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. As agreed by Members, this item will be placed on a future Agenda closer to the time.

59.3 Update on proposal from Cllr. Goodheart - 13th September 2021 - Min. 27.3 refers

At the meeting held 13th September, it was agreed that the proposal from Cllr. Goodheart to look at producing a Town map display board, with a paper map dispenser, in various locations, would be placed on a future Agenda. It is hoped that resources will allow for this to be at the March meeting.

59.4 Update on Butlin's - 15th November 2021 - Min. 49.4 refers

It is understood that there has still been no response from the Resort Director. Further attempts to make contact will be made this week.

59.5 Update on lamp post banners - 15th November 2021 - Min. 49.5 refers

As was previously reported to Members, pre-planning permission had been agreed and work on submitting a planning application has now begun.

60. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTION RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 23rd NOVEMBER 2021.

The Projects Officer's report, including the previously circulated Notes of the Allotments Sub-Committee Meeting held on 23rd November 2021, was **NOTED**.

The Committee unanimously **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 23rd November 2021 and **AGREED** the following:

- To approve of the costs of £26.84 for 2 x replacement posts and postcrete for plot markers, and £44.99 for the purchase of 2 spare combination padlocks for gate security (Min. 8 refers).
- To approve the recommendation to earmark any remaining funds from the 2021/22 Allotments Maintenance Budget towards the project to build a shelter on the re-established site (Min. 12 refers).
- To approve the recommendation that future Allotment Sub-Committee Meetings be held prior to the Events, Promotion and Leisure Committee Meetings and that these be held on Monday 16th May and Monday 14th November 2022 with a start time of 5.30pm.

61. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2022 - REPORT BY EVENTS OFFICER

The Events Officer's report, including the breakdown of Town Force hours used in 2019 and recommendations for 2022, was **NOTED**.

Following discussion, Members unanimously **AGREED** the recommended Town Force hours for 2022 events.

62. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2021 (IF AVAILABLE)

It was not possible to provide an update, or ratify expenditure, on the Events Programme for 2021. This item would therefore be referred to the next meeting.

63. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2022 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

63.1 Book Day - 13th April 2022

At the Events, Promotion and Leisure Committee Meeting held 15th November 2021, it was proposed that the 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 standalone event (Min. 50.3 refers).

A Member asked whether the theme for Book Day had yet been decided. The Town Clerk advised that if the Events Officer could find funding to enable Book Day to be a standalone event, then the theme would be considered at a future meeting.

63.2 Celebrations and Commemorations to Mark The Queen's Platinum Jubilee - 2nd - 5th June 2022

The time change of the Beacon Lighting taking place on 2nd June, from 21:00 to 21:45 in line with the national guidelines, was **NOTED**. It was further **NOTED** that the Piper has also been booked to perform, and it is hoped that Aerosparx will be doing an aerial display over the sea following the Beacon lighting subject to the necessary paperwork and confirmation.

Following the tradition of red, white and blue bunting being installed in the Town for Royal events, Members unanimously **AGREED** to install bunting in the High Street and London Road Precinct for the Queen's Platinum Jubilee Celebrations. Although a Member suggested that the Bognor Regis BID might be approached for match-funding, Members unanimously **AGREED** that liaison be undertaken with the Town Council's Accountant, in the first instance, to establish if funding for the bunting could come from any underspends in the current year's Events Budget.

The Town Clerk gave a verbal report about discussions that were taking place with a local choir group, in relation to them singing a song that has been especially written for the occasion and advised Members that an update would be given at the next meeting.

63.3 Drive Through Time - 3rd July 2022

The date change from 2nd July to 3rd July 2022 was **NOTED**.

Members further **NOTED** that due to the timescales, and the need to book ADC's land and commence advertising the event at the end of January, West Park has now been booked for the 2022 event. The Events Officer has concerns regarding being able to ensure the work on the Place St Maur will be completed in time and how much of the area, if any will be useable as an event space until completion.

63.4 Beacon Lighting to Commemorate Sir Richard Hotham's Birthday - 5th October 2022

Following the cancellation of the Mayor's Civic Service in December 2021, at which a children's choir from a local school were due to perform, it was proposed, and seconded, that they be invited to sing at the Beacon Lighting event to commemorate Sir Richard Hotham's birthday. Suggestions of what genre of music Members would like at the event included the Bognor Regis Town Concert Band, a Folk Band, and Soft-Reggae Band.

A Member asked whether someone would be performing as a Master of Ceremonies at the event and, whilst it was noted that plans were in the early stages, it was suggested that the Bognor Regis Town Crier could act as MC.

63.5 Christmas Illuminations Switch-On - 26th November 2022

A Member asked whether outsourcing the Christmas Illuminations Switch-On again would be considered, as had happened in the past with the Bognor Regis Carnival.

Cllr. Woodall declared an Ordinary Interest as a volunteer with the Carnival

The Town Clerk advised Members that the suggestion of outsourcing the event could not be considered at the meeting this evening as it would be ultra vires to make a decision that was not on the agenda. The Chairman went on to remind Members that any items they wished to suggest for future Agendas should be submitted to the Committee on the form adopted.

64. SEAFRONT POSTERS - CONSIDERATION OF A STRICTER BRIEF TO BE DRAWN UP AND CIRCULATED TO COMMUNITY-BASED ARTISTS AS AGREED AT THE PREVIOUS MEETING - MIN. 52 REFERS

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

In reference to the original concept of the generic posters, as mentioned in the report, some Members felt that advertising attractions that couldn't be seen from the seafront would duplicate work that the Bognor Regis BID and Town Centre Task Force were already working on in relation to wayfinding.

Comment was made about how the work of the community-based artists, displayed on the seafront poster sites for the last few months, had been well received.

It was generally agreed that a template should be drawn up to help those submitting artwork to understand what was being sought by the Town Council. For example, dimensions, minimal text and blank space, to include the BRTC crest and a QR code, where relevant.

Following lengthy discussion, Members **RESOLVED** to **AGREE** that the matter be **DEFERRED** to the next meeting at which it was hoped a brief could be approved and a budget subsequently identified and agreed. The Town Clerk asked that Members email their ideas for the brief to her, prior to the next meeting.

65. REPORT ON CHRISTMAS ILLUMINATIONS (3rd YEAR OF 3-YEAR CONTRACT)

The Town Clerk's report was **NOTED**, and Members unanimously **RATIFIED** the expenditure of £440.00 being funded from the Christmas Activities Equipment Maintenance budget.

66. CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2022 INCLUDING DESIGN AND FORMAT

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

As highlighted in the report, owing to Covid-19, a DL Events leaflet was not produced in 2020 as there was no events programme taking place. A Member asked whether there had been any feedback resulting from the lack of an Events leaflet, to which the Town Clerk replied that there had been no known feedback.

Some Members felt that there was not a need to spend money on producing DL leaflets when events could be promoted digitally on the Town Council's website and Facebook pages, for instance. It was suggested that an app could be considered, to promote Town Council events, in the future.

Following discussions, Members unanimously **DISAGREED** to the production of a DL Events Leaflet or Town/Visitor Guide in 2022.

- 66.1** A Member drew attention to Arun District Council's recently revamped Sussex by the Sea website from which the 'Sunnier Bognor Regis' logo, Town crest, and links to the Town Council's website and Facebook pages had been dropped. He asked that a letter be sent to ask that this be rectified.

Cllr. Stanley declared an Ordinary Interest as an Arun District Councillor

67. PROMENADE BANDSTAND WIND SHIELDS, AS REFERRED FROM THE PREVIOUS MEETING - MIN. 49.2 REFERS

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

Members discussed the idea of the current wind shields owned by BRTC, that were purchased in 2013, being hired by event organisers for use on the Promenade Bandstand. It was suggested that if the wind shields were to be included on the BRTC Events Equipment hire list that, due to their cost, the deposit should be increased to £350.

The question posed in the report, about whether Arun District Council would permit the use of BRTC's current wind shields on the renovated bandstand, remained a concern for some Members.

As highlighted in the report, these wind shields are attached by ratchets to the bandstand uprights and would need to be installed by Town Force to ensure safety.

Cllr. Brooks stated that both he and Cllr. Stanley were involved with designs for alternative wind shields that were being taken to ADC, and it was **AGREED** that the matter would be brought back to the next meeting for Cllrs. Brooks and Stanley to present the new designs whereupon the Committee would be asked to consider whether any letter pertaining to wind shields on the Promenade Bandstand should be sent to ADC in support.

68. ITEMS FOR FUTURE AGENDA

The Projects Officer's report, confirming that no new items for consideration had been received, was **NOTED**.

Reference had been made earlier in the meeting to the Arun District Council's recently revamped Sussex by the Sea website from which the 'Sunnier Bognor Regis' logo, Town crest, and links had been dropped and the suggestion that a letter be sent to ask that this be rectified - Min. 66.1 refers. In answer to a query the Clerk confirmed that if Members were all in agreement, this could be referred to the next meeting for consideration. Members unanimously **AGREED** that this be included as an item on the next Agenda.

69. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.54pm