



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 16th MAY 2022

PRESENT:

Cllrs: K. Batley (Chairman), J. Brooks,
B. Waterhouse, P. Woodall and Mrs. J. Warr

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Miss. K. Fitzpatrick (Events Officer) (part of
meeting)
Mrs. J. Fogarty-Smith (Committee & Event Support
Officer)
2 members of the public in the gallery

The Meeting opened at 6.32pm

1. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING ON THE 9th MAY 2022

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

It was **NOTED** that Cllr. K. Batley was elected Chairman and Cllr. P. Woodall was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on the 9th May 2022.

2. 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 Projects Officer, on behalf of Cllr. Mrs. Daniells due to annual leave, and Cllr. Reynolds due to work commitments. No apologies were received from Cllrs. Erskine and Jones.

3. 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 an Interest should Members discuss the 'Sussex by the Sea' website due to owning one of the two web cameras

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21st MARCH 2022

Cllr. Brooks drew attention to Min. 79 of the meeting held on 21st March 2022, in relation to the following sentence: -

"The Chairman stated that should wind speeds exceed a certain measurement (30mph), then the bandstand should not be used."

He explained that this was not what he had meant, whilst chairing the last meeting, and that the Minutes should be amended to read as follows: -

"The Chairman stated that should wind speeds exceed a certain measurement (30mph), then the windshields should not be used."

The Committee **RESOLVED** to **AGREE** and approve the Minutes as amended of the Meeting held on 21st March 2022 as an accurate record of the proceedings and the Chairman signed them.

5. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.37pm

A member of the public commented on the advertising of the Jubilee Celebrations for Bognor Regis and that these were fragmented, compared with those of Littlehampton and Arundel. The Events Officer stated that as well as being advertised on Bognor Regis Town Council's website, the details of all Jubilee Celebrations could be located on Love Bognor Regis and Bognor Regis Business Improvement District websites. Additionally, the member of the public thought that this would be an ideal opportunity to hang Union flags on flagpoles in the Town Centre, as previously done in 1999. The final comment made was in relation to funding that is made available to committees as part of the Town Council's annual budget. The member of public felt that individual committees would benefit from having responsibility for their own budgets, as opposed to seeking approval from the Policy and Resources Committee. The Chairman confirmed that flagpoles are being looked into, however due to the short timescale he could not confirm this would be possible, he also thanked the member for his suggestion regarding funding and that he would speak with the Committee Clerk as to whether this is possible.

A Committee Member expressed disappointment that the red, white and blue bunting used was not Union flags and her feeling was that the Town Council should make a special effort considering the importance of the Queen's Jubilee Celebrations.

The Events Officer confirmed that the hanging of large flags from the catenary wires is being investigated, however stress testing of the wires will need to be carried out. She also advised that due to the growth of the trees in London Road, the flags can no longer be centralised, as done in previous years.

Another member of the public asked whether elongated Union Flags, could be hung in the banner holders, in the absence of flagpoles and also made comments on the aesthetics of the work being done on the Place St. Maur and whether the project would be completed on time. The Events Officer confirmed that the work has been delayed and no final completion date has been given by Arun District Council.

The Chairman reconvened the Meeting at 6.45pm

6. CLERK'S REPORT

6.1 Update on Butlin's poster locations – 21st March 2022 – Min. 74.3 refers

At the Events, Promotion and Leisure Committee Meeting held on the 21st March 2022, the Projects Officer advised that contact had been made with

the PA of Butlin's Director Jeremy Pardey on 14th February 2022 for an update on this matter. Butlin's had advised on 23rd February 2022, that they are reviewing their poster policy. Despite numerous attempts to progress this matter further, there has still been no response from Butlin's.

- 6.2 Update on lamp post banners – 21st March 2022 – Min. 74.4 refers**
A Pre-Planning Application was previously submitted to Arun District Council and further work is being carried out by the Projects Officer to progress this matter.

As stated at the Events, Promotion and Leisure Committee Meeting held on the 21st March 2022, should additional lamp post banner sites be desired then this would incur extra costs and would, therefore, need to be proposed as a future agenda item using the adopted form.

7. APPOINTMENT OF THE ALLOTMENTS SUB-COMMITTEE

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

Members **NOTED** the appointment of the Allotments Sub-Committee, of which all Members of the Events, Promotion and Leisure Committee are Members.

It was **NOTED** that Cllr. P. Woodall was elected Chairman and Cllr. B. Waterhouse was elected Vice-Chairman of this Sub-Committee, at the Allotments Sub-Committee Meeting on 16th May 2022 (Min. 1. Refers).

The Members **AGREED** to **RECOMMEND** to Council the appointments of: Mr. G. Delurey, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater, as Allotment Tenant Representatives for 2022/2023 and **NOTED** their appointment at the Allotments Sub-Committee Meeting on 16th May 2022.

8. TO CONSIDER THE TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND THE ALLOTMENTS SUB-COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

The Projects Officer's report, including the related appendices, detailing the Terms of Reference were **NOTED**.

A Member questioned the Function of Committee, Column 1.1, Producing and managing Newsletters / websites / webcams / Facebook / twitter and other social media and who the Delegation of Functions falls to, as he stated it was confusing and that everything appears to fall under the responsibility of the Policy and Resources Committee.

Another Member agreed that the Events, Promotion and Leisure Committee should investigate ways to make the process simpler, and the Chairman confirmed this would be discussed at the next meeting on 11th July 2022.

Members **AGREED** to **DEFER** the Terms of Reference for the Events, Promotion and Leisure Committee, to the next Events, Promotion and Leisure Committee Meeting.

Members further **AGREED** to **RECOMMEND** the Terms of Reference for the Allotments Sub-Committee, with no amendments to the circulated copy, to the Policy and Resources Committee.

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

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

Members **NOTED** that further contact with M&Co had been made by the Events Officer regarding their offer to be involved in the Beacon Lighting event. However, a response was still awaited.

Members had agreed at the last meeting that the Events Officer should sign up for BRTC to take part in the Platinum Jubilee Story QR based Trail through Bognor Regis (Min. 77.3 refers). It was **NOTED** the Events Officer had subsequently established that there was a cost to take part and unfortunately not enough budget remained to enable this to proceed.

9.1 Beacon Lighting - 2nd June 2022

The Committee **NOTED** the issues that had arisen with the 'overbooking' of Arun District Council land. The Events Officer confirmed that as a compromise the fair would close at 9.00pm. The Chairman expressed his gratitude to the Events Officer for the work involved in achieving this compromise. The Events Officer also thanked Coles funfair for their co-operation in this matter.

A message from a Member not in attendance was read out by another Member which expressed concerns that the Beacon Lighting was the only Bognor Regis Town Council event, compared with Rustington's two week celebration. It was asked whether £2,750 should have been spent on fireworks especially when considering the environmental impact of fireworks. The Events Officer referred to the meeting of 29th April 2021, Min. 159, at which 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.

The Events Officer stated she had been transparent in the reporting of the Beacon event and given that the event would be held in the evening the options of choice were limited, hence fireworks being organised to maximise attendees. Additionally, the Events Officer stated that at no point did Members put forward alternative event ideas despite being offered the opportunity to do so.

A Member stated that there was no dispute in terms of any lack of transparency on behalf of the Events Officer.

Members also raised concerns regarding the promotion of events and the Events Officer stated that Bognor Regis Town Council cannot advertise events until Arun District Council give approval.

The Chair allowed Cllr. Goodheart who was seated in the public gallery to provide an update that Arun District Council staff would have the Bullnose, located at the base of the Beacon, painted and sandblasted in time for the Jubilee Celebrations and it would remain covered until the date for a timely unveiling.

The event schedule and budget breakdown as detailed in the Events Officer's report were **NOTED**.

9.2 Drive Through Time - 3rd July 2022

The Events Officer reported that 100 vehicles have booked to date.

9.3 Proms in the Park - 3rd September 2022

Members **NOTED** that the date for this event has been changed from 17th September to 3rd September, in the hope of more favourable weather.

Vocalist Sylvia Rota and the Bognor Regis Town Concert Band, have been booked to close the event.

Members were unable to agree a genre for the second band to perform at the Proms and stated they would email their preferences to the Events Officer by the end of the week.

In response to a Members query, the Events Officer confirmed there was no additional budget for the bands and agreed to email the amount allocated for bands at this event around to the Committee.

9.4 Funshine Days

Members **NOTED** that unfortunately, the donkey rides were not approved by Arun District Council, due to the lengthy transportation of the donkeys, so an alternative attraction will be investigated and an update given at the next meeting.

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

There was no further information to report.

9.6 Christmas Illumination Switch-On - 26th November 2022

A budget for the projection element of the Switch-On has been secured at £12,500 in addition to the £3,500 for the Switch-On event, Members were provided with two options from the Events Officer to choose from.

Option 1: Run a large, bespoke, digitally mapped projection on an entire building or buildings within the Town Centre, ideally within the area of the Switch-On. Content to incorporate all BRTC partners and the current agreed branding. This projection will only run for the day of the Switch-On event.

The day of the Switch-On, BRTC to work in partnership with Rox Music & Arts and Bognorphenia to create a day of live music, acts, arts and a full celebration of Christmas, culminating in the switching on of the brand new display of Town illuminations.

Option 2: Run a smaller, bespoke, digitally mapped projection on an area of a building within the Town Centre, as was done over the Covid period when outside gatherings were still not permissible. This projection will run for the full time the illuminations are in situ, from the 26th November to the 6th January.

The day of the Switch-On, BRTC to work in partnership with Rox Music & Arts and Bognorphenia to create a day of live music, acts, arts and a full celebration of Christmas, culminating in the switching on of the brand new display of Town illuminations.

Members **AGREED** to Option 2, due to the fact that it would give more people the opportunity to see the projection.

The Events Officer left the Meeting at 7.25pm

10. TO RECEIVE AN UPDATE ON CHRISTMAS ILLUMINATIONS AND AGREE ANY ACTION REQUIRED

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

Members **AGREED** to make the contribution of £1,400 to the BID towards the cost of the electricity supply at the four locations in Queensway, as detailed in the report, and to replace the red bulbs in the festoon lighting with white bulbs, to allow for the Town Council's Christmas Illuminations to be installed as planned.

Members **AGREED** that an alternative location for the lights planned for the Christmas tree outside of the Railway Station should be investigated and a report made back to a future meeting.

11. CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS TO OUTSOURCE THE CHRISTMAS LIGHTS SWITCH-ON EVENT – MIN. 83 REFERS

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

A Member read out the proposal from Cllr. Mrs. Daniells to outsource the Christmas Lights Switch-On event.

Following some discussion, Members all **RESOLVED** that this should not be the approach for the Christmas Lights Switch-On event, to which the Chairman supported this and stated that the Events Officer has successfully implemented this event each year and only 2021 was due to unforeseen circumstances.

It was however suggested by a Member to create a Working Party to consider supporting future Switch-On events. The Chairman then suggested a meeting in order to ascertain who would have the relevant expertise and knowledge to support this.

NOTE: The Projects Officer will liaise further with the Chairman in relation to this matter.

12. CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS TO REVIEW THE 'FOLLOW THE DUCKS' CAMPAIGN – MIN. 83 REFERS

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

After a lengthy discussion from Members several ideas were discussed, such as a new mascot, working with local businesses; Arun District Council, Bognor Regis BID and reinventing the 'Follow The Duck' campaign.

It was **AGREED** that the item would be deferred to the next Events, Promotion and Leisure Committee Meeting for further consideration.

13. CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS TO CONSIDER AND EXPLORE DEVELOPING A SIMPLE BRTC SMARTPHONE APP – MIN. 83 REFERS

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

Member discussed the item but felt that it was important to **DEFER** to the next Events, Promotion and Leisure Committee Meeting in order for Cllr. Mrs. Daniells to present her proposal to the Committee.

14. FURTHER CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS REGARDING "BRAND PROTECTION" AND THE USE OF "OFFICIAL TITLE" BY OTHER COMMERCIAL ORGANISATIONS – MIN. 120 OF THE MEETING HELD 16th NOVEMBER 2020 REFERS

The Projects Officer's report including the related appendices, detailing the proposal were **NOTED**.

Cllr. Brooks presented to the Committee his view that should organisations wish to use any element of Bognor Regis Town Council Brand or Official Title then they should approach the Town Council in the first instance. It was commented that the use of these elements provides organisations with the opportunity to draw either monetary gain and/or promoting themselves without the endorsement of Bognor Regis Town Council.

Members **AGREED** that a watching brief should be kept and that this matter be revisited as and when required.

15. CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS TO CONSIDER A REVIEW OF THE BOGNOR REGIS TOWN COUNCIL POSTER POLICY – MIN. 83 REFERS

The Projects Officer's report including the related appendix were **NOTED**.

Cllr. Brooks read out the following extract from the Poster Policy;

"This Policy shall apply to all poster sites, banners and other outdoor display opportunities within the control of Bognor Regis Town Council and recognises the agreement with Arun District Council also permits sponsors of events to be named and websites giving further details also be included. That the different sites for posters/banners and other outdoor display opportunities that may be determined, are under different ownership and have different rules and permissions that apply."

Cllr. Brooks then asked that the Committee Members consider amending the paragraph to read as follows;

"This Policy shall apply to all poster sites, banners and other outdoor display opportunities within the control of Bognor Regis Town Council and recognises the agreement with Arun District Council ~~also~~ permits sponsors of events to be named and websites giving further details be included-, ~~That~~ the different sites for posters/banners and other outdoor display opportunities that may be determined, are under different ownership and have different rules and permissions that apply."

Members **AGREED** to the changes suggested by Cllr. Brooks to be submitted to the next Policy and Resources Committee to be held on 14th June 2022.

16. CONSIDERATION OF A PROPOSAL FROM CLLR. BROOKS TO CONSIDER NEW POSTER SITES ON THE PROMENADE – MIN. 83 REFERS

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

Cllr. Brooks presented to the Committee the potential new sites as detailed in the Projects Officer's report to the west of the Promenade, should the Town Council be oversubscribed with posters to display. In addition to the new sites Cllr. Brooks stated the existing shelters could potentially be adapted to allow for 3 more poster panels per shelter. It was commented that any additional poster sites would require permissions to be sought from the owners of the buildings/shelters which would most likely be Arun District Council.

Members **AGREED** that the Projects Officer contact Arun District Council/owners of the suggested locations to seek their permission and report back to this Committee. Subject to permissions being agreed, Members **RESOLVED** to put a proposal to the Policy and Resources Committee to earmark funding of £2,000, which could be utilised for either additional sites or adapting the existing shelters.

17. TO FURTHER CONSIDER A ZOOM EXCHANGE WITH SIMILAR SIZED RESORTS – MIN 74.5 REFERS

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

Members questioned the cost of the NALC Coastal Communities Zoom meetings and asked if all Members were required to attend. There is no cost associated with the NALC Zoom meetings that are scheduled to take place on 21st July, 27th September and 24th November 2022, for which details about signing up will be circulated when received closer to the time.

Members **AGREED** that, with the exception of annual leave or work commitments, all Members would attend the forthcoming NALC Coastal Communities Zoom meetings, and also requested that the Projects Officer be in attendance at these meetings.

18. ITEMS FOR FUTURE AGENDA

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

Members **AGREED** not to include the outsourcing of any Bognor Regis Town Council events as a future agenda item.

19. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 8.20pm