



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 19th JULY 2021

PRESENT:

Cllr. K. Batley (Chairman), Cllrs; J. Brooks, J. Erskine (from Min. 2), S. Reynolds (until Min. 10), M. Stanley, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Recording the meeting)
Mrs. L. Gill (Assisting)
Councillors in the public gallery: Cllr. Goodheart
1 member of the public in the public gallery

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING ON THE 4th MAY 2021

It was **NOTED** that Cllr. K. Batley was elected Chairman and Cllr. J. Brooks was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on the 4th May 2021.

2. 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. Mrs. Daniells who was attending an Arun District Council meeting and Cllr. Smith due to COVID-19 Regulations.

Cllr. Erskine joined the Meeting during this item

3. 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 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 item 9 as a supplier of equipment for events

4. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD ON 29th APRIL 2021

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 29th April 2021.

There being no objections, the Committee **RESOLVED** to **APPROVE** the Minutes of the Online Meeting held on 29th April 2021 as an accurate record of the proceedings and the Chairman duly signed them.

5. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

A Member of the public asked that as the improvement works for the Place St Maur were due to start on the 21st September 2021, did this mean that they would be finished in time to get an ice rink and if so were there any plans for an ice rink this year?

Cllr. Goodheart asked if he could sit on the Allotment Sub-Committee and would he be allowed to speak on the events programme as well as Agenda items 11, 14 and 17.

Cllr. Goodheart was advised that he had no entitlement to speak other than during Public Questions and Statements.

6. CLERK'S REPORT FROM PREVIOUS MINUTES

6.1 Update on consideration to hold a 30-minute test burn of the Beacon - 23rd March 2021 - Min. 146 refers

Following liaison with the Town Force Manager, arrangements for a test burn will be scheduled later in the year. Town Force are approaching an extremely busy period and with staffing levels reduced there is not currently any availability. Officers will continue to review and will make arrangements as soon as possible.

6.2 Update on Butlin's - 29th April 2021 - Min. 164 refers

On the 24th May, Cllrs. Brooks and Mrs. Warr accompanied by the Projects Officer, met with the Butlin's Resort Director on site to discuss poster displays within Butlin's.

The Resort Director has very generously offered the use of a number of poster sites in prime locations across the resort as well as an opportunity to have a slot included within the cycle on the numerous screens that are positioned inside the Skyline and the new studio. The format and design for this will need to be agreed by Butlin's and further details from Butlin's is awaited.

This info has been chased and followed up by email and a phone call to the Resort Director. As soon as it is forthcoming this item will be put back on the Agenda for further discussion and consideration on how to proceed.

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

Following Members agreement for Officers to start the process to obtain the relevant permissions a pre-planning application has been submitted to ADC reference PAA/78/21/ and a formal written response expected by the 1st August 2021 subject to the appointed Officers workload.

6.4 Update on Social Media Audit from Breakthrough Communications

Breakthrough Communications recently carried out a free, mini social media audit for the Town Council. The results were very good and the feedback complimentary. If Members would like a copy of the review or more information can they please contact the Civic & Office Manager.

6.5 Seafront Wind Shelters posters

It was brought to Member's attention that one of the Seafront Wind Shelter posters had been removed from one of the sites. The poster had been very carefully removed and all the residue wiped clean. The space has been replaced with an event poster for the time being while further investigations are undertaken.

7. APPOINTMENT OF THE ALLOTMENTS SUB-COMMITTEE

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

Members unanimously **AGREED** to appoint the Allotments Sub-Committee, noting that the membership consists of all Members of the Events, Promotion and Leisure Committee and that the Chairman and Vice-Chairman will be appointed at the first meeting.

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, and accompanying Appendices, was **NOTED**.

Following a lengthy discussion, Members **AGREED** to **RECOMMEND** the Terms of Reference for the Events, Promotion and Leisure Committee, with no amendments to the circulated copy, to the Policy and Resources Committee.

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 2021 INCLUDING: RATIFICATION OF DECISIONS WHERE REQUIRED, CHANGES/CANCELLATIONS TO EVENTS TIMETABLE

Cllr. Reynolds left the Meeting during this item and did not take part in any voting

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

9.1 Book day:

Members **NOTED** the theme for the 2021 Book Day of "Superheroes", carried over from 2020, and that the event would include the usual storytelling on the Bandstand, book swap and superhero themed activities.

9.2 Funshine Days (now incorporating World Ocean Day):

Members **NOTED** the finalised programme of events for the Funshine Days on weekdays from 2nd to 27th August.

9.3 Drive Through Time:

Having previously been advised that the 2021 Drive Through Time would be cancelled due to COVID restrictions (Min.160.5 of the meeting held 29th April refers) Members **RESOLVED** to split the unused Drive Through Time budget of £4,000 and vire £2,000 to Proms in the Park and £2,000 to the Christmas Switch-On event.

9.4 Proms in the Park:

Members **NOTED** that the event will run from 16:00 to 21:30 and the musical line up would include The Spinettes, followed by the Sorrento String Quartet

finishing with the Bognor Regis Concert Band and a vocalist to perform the Proms Classics.

A Member expressed his pleasure that the Bognor Regis Concert Band were performing at the Proms this year. Another Member stated that he hoped the Proms could be returned to a summer event next year.

9.5 Christmas Event:

Members **AGREED** to return to the traditional format of the Switch-On event, with the possibility of incorporating a smaller projection.

10. UPDATE ON CHRISTMAS LIGHT PROJECTION INCLUDING COSTS AND POSSIBLE SPONSORSHIP OPPORTUNITIES - MIN. 148.5 REFERS

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

As Members had agreed under the previous item to increase the budget for the Christmas Switch-On event, through the virement of unspent funds from the Drive Through Time budget, Members unanimously **AGREED** for a smaller Christmas light projection to be included within the Christmas event.

A Member stated that he hoped that sponsorship would still be looked at.

11. CONSIDERATION OF BRANDING THE BEACON AND TO IDENTIFY A BUDGET FOR ANY ASSOCIATED COSTS - MIN. 155.1 REFERS

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

A Member spoke about how he thought the Beacon should be branded as he felt that it was a BRTC asset and should have the Town Crest displayed so when it is lit, and possibly shown on television, everyone can identify that it is the Town Council who has ownership and responsibility for the event.

Another Member said that although he was in favour of branding, as the Crest would have to be removed during the burn it would not have the desired impact. Plus, he did not recall the Beacon ever being televised. Another Member felt that the possible costs involved would not be a good use of taxpayers money.

Following the discussion, it was **AGREED** not to brand the Beacon.

12. UPDATE ON PROPOSAL TO HAVE A LARGER SCALE PHOTO OPPORTUNITY ON THE SEAFRONT MOUNDS AREA NEAR PLACE ST MAUR - MIN 155.1 REFERS

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

Following discussion, it was **AGREED** that a letter be sent to the leader of ADC to seek some support to obtain permissions for a selfie opportunity on the

Promenade. It was further **AGREED** that the matter be raised at the next Bognor Regis Regeneration Board and the Bognor Regis BID Board meeting to gain some collective momentum and support from other stakeholders.

13. 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 - MIN. 155.2 REFERS

In the absence of Cllr. Smith, who originally proposed this item, Members **AGREED** to defer this item to a future Agenda.

14. CONSIDERATION OF PROPOSAL FOR THE TOWN COUNCIL TO ENTER A FLOAT IN THE 2022 CARNIVAL - MIN. 159 REFERS

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

As this would not be a Town Council event, and in light of the fact that Officer and Town Force resources would not be available to assist, a Member suggested a walking entry to the Carnival, which would be easier to manage and deliver. He further advised that a float entry can incur a lot of cost and takes weeks of preparation, which he felt would not be a good use of resources or funds.

Another Member felt that the Queen's Platinum Jubilee was a momentous occasion and that the Town Council should enter a float and for it to be a Town Council event.

Following a lengthy discussion Members **AGREED** that they would have a walking entry. All Councillors would be invited to take part and Members would make the necessary arrangements and manage the organisation.

15. UPDATE ON EVENT TO COMMEMORATE THE QUEEN'S PLATINUM JUBILEE IN JUNE 2022 INCLUDING LIAISON WITH OTHER EVENT ORGANISERS - MIN. 159 REFERS

The Events Officer's report was **NOTED** including that she will liaise with other organisations over the coming weeks to offer support and assistance and report back to this Committee in due course.

16. UPDATE ON THE CHRISTMAS ILLUMINATIONS FOR 2022-24 CONTRACT INCLUDING ARRANGEMENTS FOR A STANDALONE MEETING OF THE COMMITTEE TO RECEIVE PRESENTATIONS - MIN. 161 REFERS

Members **AGREED** to receive a presentation from the contractors submitting their proposals for the 2022-24 Christmas Illuminations contract. They further **AGREED** that the meeting should be held online via Zoom and that it should be an evening meeting. Officers will make the necessary arrangements.

17. Members **RESOLVED** to **APPROVE** an extension to the meeting of 15 minutes, as per S.O. 3aa.
18. **FURTHER CONSIDERATION 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 - MIN. 167 REFERS**

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

Whilst Members were not opposed to improvements to the Hotham Park Bandstand, some were mindful that the bandstand is an ADC asset and therefore any improvements and resources to make these improvements should come from them.

Another Member felt sure that his Ward's residents would be opposed to utilising BRTC money to fund this.

Following discussion, Members **REJECTED** the continued support of this proposal.

19. At this point the Chairman **NOTED** that the meeting had exceeded the two-hour time limit and the permitted extension (S.O. 3aa).
20. Members therefore **RESOLVED** to defer the remaining Agenda items 18, 19 and 20 to the next Committee meeting.

The Meeting closed at 8.47pm