



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 16th JANUARY 2023

PRESENT:

Cllr: J. Brooks (Chairman), Cllrs: B. Waterhouse
and Mrs. J. Warr

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Ms. K. Fitzpatrick (Events Officer) (part of the
meeting)
Mrs. S. Miah (Committee Administrator)
1 member of the public in the gallery

The Meeting opened at 6.31pm

64. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AS AGREED AT THE COUNCIL MEETING ON THE 3rd JANUARY 2023

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

Members **NOTED** the appointment of Cllr. Brooks as the Chairman, of the Events, Promotion and Leisure Committee for the remainder of 2022/23 municipal year.

65. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies for absence were given by the Projects Officer, on behalf of Cllr. P. Woodall due to being unwell and Cllr. H. Jones due to a family matter. No apologies were received from Cllrs. K. Batley, Mrs. S. Daniells, J. Erskine and S. Reynolds.

66. 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

67. TO APPROVE THE MINUTES OF THE MEETING HELD ON 14th NOVEMBER 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 14th November 2022 as an accurate record of the proceedings and the Chairman signed them.

68. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.35pm

A member of the public congratulated and thanked the Officers and Town Force staff for their work on the new Seafront Shelter Posters that have recently gone up on the Promenade.

The Chairman reconvened the Meeting at 6.36pm

69. CLERK'S REPORT

69.1 Lamp Post Banner advertising spaces – 14th November 2022 – Min. 49 refers

At the last Events, Promotion and Leisure Committee Meeting, a Member seated in the public gallery asked if there was any update or progress on the Lamp Post Banner advertising spaces. At the Meeting held on 11th July 2022, the Projects Officer had updated Members regarding a Planning Application that was in progress, however the material from which the banners should be made from has changed. The Projects Officer has therefore contacted the relevant parties to ascertain which materials can be used for the banners, and an update will be shared with this Committee when available.

69.2 Bognor Regis Concert Band – 14th November 2022 – Min. 49 refers

During the adjournment for Public Questions and Statements, a Member asked if the Bognor Regis Concert Band could be considered as the preferred band of the Town Council. This request will be added as an Agenda item to the next Events, Promotion and Leisure Committee Meeting to be held on 20th March 2023, for Members to consider.

69.3 Update on Promenade Bandstand wind shields – 14th November 2022 – Min. 50.1 refers

At the last meeting the Projects Officer advised that an Officer from ADC was preparing a formal response regarding the Town Council request to offer event organisers wind shields for the Promenade Bandstand.

The following response was received on 16th November 2022:

In principle, I have no objection to the use of the wind breaks to protect events hosted in the Bandstand. The method of securing the windbreaks to the painted metal columns must not be permanent, removed after use and must not in any way affect the protective paint system used on the metal work. This is a special marine paint, very expensive and should last many years if looked after.

The windbreaks must not exert undue loading to the structural columns. The effect of the windbreaks will be like a sail putting negative and positive loads through the structure that it is not designed for. This could, worse case, cause the bandstand to twist on its axis causing failure and collapse. It may be a case you engage with a structural engineer to advise you of safe working wind speeds for you to report back to us with your risk assessments. You may need to consider how you monitor wind speeds and have an emergency plan in place to react to increased wind speeds.

Please do not think we are being obstructive, but we need to consider worst case scenarios to protect you, ourselves and the bandstand. I agree we need to use this as much as possible.

The Projects Officer shall add this to the Agenda for the next Events, Promotion and Leisure Committee Meeting to be held on 20th March 2023, for Members to discuss further.

69.4 Update on new poster sites on the Promenade – 14th November 2022 – Min. 50.2 refers

The Projects Officer had previously reported that at the meeting held on the 11th July 2022, Members agreed that the Projects Officer contact Arun District Council as the owners of the existing shelters to seek their permission to display additional posters. An Officer from ADC has advised that there is no objection in principle to the Town Council's request for permission to install and maintain poster locations along the seafront. However, this would need to be controlled under lease, with various terms agreed and any legal costs covered by BRTC.

Additionally, further conversations would need to take place regarding the proposed locations, as some of those identified are not suitable. Further information was requested by the Projects Officer, but a response has not been received ahead of this meeting. The Projects Officer will share the response with the Committee when available.

70. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON THE 16th MAY 2022 AND 14th NOVEMBER 2022

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

Members **AGREED** to **RATIFY** the following recommendations from the Allotments Sub-Committee: -

Members **AGREED** to **RATIFY** to utilise the earmarked reserve in 2022-23 to purchase a suitable shelter to be built on the re-established site.

Members also **AGREED** to **RATIFY** the approval of £281.47 including VAT for the following items: -

- Refreshments for Allotment Holders AGM - £22.33 (no VAT)
- Engraving of Allotment Award Shields - £36.00 (no VAT)
- Preparation of Allotment Award Plaques (fully covered by sponsorship income) - £199.50 (inc. VAT)
- Concrete post to mark sub-divided plot - £23.64 (inc. VAT)

71. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2023 – REPORT BY EVENTS OFFICER

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

Following a brief discussion, Members **AGREED** the recommended Town Force hours for 2023 events.

72. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2022 (IF AVAILABLE)

The Events Officer stated that the figures are still pending, thus this item has been **DEFERRED** to the next meeting, subject to the information being available.

73. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2023 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

73.1 Book Day (Easter Event) - 5th April 2023

The Events Officer invited Members to make suggestions for a specific book to be celebrated at the event, or if they would just like a generic theme such as Easter. Members asked the Events Officer to choose a book for the event and report back at the next meeting.

Members **AGREED** to have a generic Easter theme for the event.

73.2 Celebrations and Commemorations to mark the Coronation of King Charles III - 6th May 2023

Due to the uncertainty surrounding the completion date of the works, and the unsuitability of Place St Maur as an event space, it continues to be the Officer recommendation that the big screen broadcasting of the King's Coronation be held in Hotham Park, as is usual for similar events such as Royal Weddings and Jubilees.

Members believed after the renovation of Place St Maur, that it would be used for events. The Events Officer stated that ADC had provided her a map of Place St Maur which details areas which are unsuitable to withstand the heavy vehicles which are required for this event. Members asked for a copy of the map and the Events Officer stated that she could provide a copy, which the Projects Officer will circulate to the Committee.

Members were invited by the Events Officer for any preference regarding the sculpture and any other elements for the event. Members asked the Events Officer to come back to the Committee with some suggestions for the giant sculpture, and to confirm whether there was any leftover Jubilee bunting or flags from last years' Jubilee event. Members also asked the Events Officer to investigate the possibility of including the Seafront Lights 'Crown' previously situated at Waterloo Square Gardens to celebrate the event, if this were available.

The Committee **AGREED** that the big screen broadcasting of the Coronation of King Charles III would be located in Hotham Park.

73.3 Proms in the Park - 10th June 2023

Members **NOTED** the date change to 10th June 2023.

Members were invited by the Events Officer for their suggestions for musical genres for Proms in the Park. The Chairman suggested folk music as a music genre for the event and would pass on the contact details of a French band to possibly perform at the event. The Events Officer will investigate and report back at the next Committee meeting with any progress.

A Member also asked if it would be possible to collect donations from the public wearing Town Council branded clothing. The Events Officer stated that it would be necessary to apply for a 'Street Collection Permit', ahead of the event.

73.4 Drive Through Time - 9th July 2023

Due to uncertainty surrounding the completion date of the works to The Regis Centre, and the unsuitability of Place St Maur as an event space, it is the Officer's recommendation that the Drive Through Time event remain in its historical location of West Park for 2023.

Members **AGREED** to keep the Drive Through Time at West Park for the 2023 event.

73.5 Sunday Afternoon Concerts, series of events over the Summer – TBC

The Chairman stated that he would like to see more branding to promote this event. The Events Officer stated that she will be having meetings with the Rotary Club and shall update Members when more information is available.

73.6 Halloween Half Term - 25th October 2023

The Projects Officer stated that at the previous meeting a Member had suggested that the 'Scare-Train' be incorporated into the Halloween Half Term event. The Projects Officer advised that he would contact the Member that had suggested this, and forward further information to the Events Officer. The decision to incorporate the 'Scare-Train' into the event would therefore be **DEFERRED** to a future meeting.

73.7 Christmas Illuminations Switch-On - 25th November 2023

Members commented on the well-received stage used at the 2022 event, to which the Events Officer stated she has managed to secure the same stage for extremely competitive rates/sponsorship for 2023.

The Events Officer left the Meeting at 7.15pm

74. TO CONSIDER THE PROPOSAL FROM CLLR. MRS. DANIELLS, TO HOLD A BIRTHDAY CELEBRATION FOR SIR RICHARD HOTHAM – MIN. 58 REFERS

The Projects Officer's report and the relating Appendix was **NOTED**.

In the absence of Cllr. Mrs. Daniells, Members **AGREED** to **DEFER** this item to the next meeting.

75. TO RATIFY THE DECISION MADE AT THE MEMBERS BRIEFING HELD 10th NOVEMBER 2022 AND THE ADDITIONAL CORRESPONDENCE VIA EMAIL ON 22nd DECEMBER 2022 IN RELATION TO THE CHOSEN WINNING ENTRIES IN THE SEAFRONT POSTER COMPETITION – MIN. 59 REFERS

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

Members **RESOLVED** to **RATIFY** the final 13 winning entries for the Seafront Shelter Poster Competition.

76. ITEMS FOR FUTURE AGENDA

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

77. CORRESPONDENCE

The Committee **NOTED** no correspondence had been received.

78. TO RESOLVE TO MOVE CONFIDENTIAL BUSINESS (S.O. 3d)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be excluded, and they are instructed to withdraw, (S.O. 3d) - Agenda item 16 (contractual).

79. REPORT ON CHRISTMAS ILLUMINATIONS (1st YEAR OF 3-YEAR CONTRACT)

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

After some initial conversations regarding the Christmas Illuminations, the Projects Officer recommended that the contractor be invited to a wash-up meeting so that Members can pose any concerns they may have. The Projects Officer will endeavour to organise this meeting for a mutually convenient date for all Members of this committee, BRTC Officers and the contractor.

The Meeting closed at 7.44pm