



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 20th MARCH 2023

PRESENT:

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

IN ATTENDANCE:

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

The Meeting opened at 6.33pm

80. 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. Mrs. S. Daniells who was on annual leave and K. Batley due to family commitments. No apologies were given for Cllrs. J. Erskine, H. Jones and S. Reynolds.

81. 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 a potential Interest in several Agenda items and stated he would declare (if required) and leave the meeting accordingly

There were no other declarations of Interest

82. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16th JANUARY 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 16th January 2023 as an accurate record of the proceedings and the Chairman signed them.

83. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.35pm

The Chairman invited members of the public to raise any questions or statements they wished to make.

A member of the public stated that three out of five of the toilets (one being a disabled toilet), in the new toilet block on the Esplanade were out of use. He added that this had been reported four weeks ago, yet this has not been rectified. The Chairman stated that this has been reported to Arun District Council by Councillors. A Member added that it had been reported over four weeks ago, and the Chairman said that Councillors need to renew their efforts to resolve this issue.

A Member seated in the public gallery sought clarification over some of the updates within the Clerk's Report at the meeting held on 16th January 2023. The first of which being the status of the planning application for the lamp posts banners situated along the Hotham Way flyover. The Member enquired how many sites had been applied for, the size of banners and what materials are being used as he had concerns over the benefits of the original materials that were used.

The Member also had a query regarding the Promenade Bandstand wind shields, and whilst he agreed with the update within the Clerk's Report regarding the marine paint used being of high quality and expensive, he stated that signs of rust have appeared on some areas of the Bandstand. The Member wanted to ask how the wind screens will be successfully installed on the Bandstand, without causing further damage to the paint. He also made reference to the terminology used within the report regarding high-speed winds which could twist the bandstand on its axis, which he felt was an exaggerated comment.

The last query the Member spoke of was in regards of additional poster sites along the Promenade and that the Clerk's Report detailed some of the proposed locations as not suitable. The Member asked who creates the criteria and decides the suitability of the poster sites.

The Clerk stated that an update on the lamp post banners will be given within Agenda item 5. The Clerk also stated that with regards to the Promenade Bandstand, if permission is granted by Arun District Council to use the wind shields, then the wind shields will only be used when safe to do so to preserve the paint. The Clerk will contact Arun District Council, whilst pursuing permission to use the wind shields to inform them of the appearance of rust appearing on the Bandstand. The Chairman stated his disappointment in the rust appearing, he also advised the Member that in the event of high wind speeds, the event will have to be cancelled and the wind shields will be taken down thus avoiding damage to the paint. Another Member suggested that Arun District Council could consider using marine paint on the 'Wave' toilets to avoid rust.

The Clerk advised that Arun District Council are the property owners of the majority of the potential poster sites and have stipulated that should the Town Council wish to utilise the sites, a lease of the structure and continued maintenance would need to be considered, which will incur high costs. He also stated that other potential sites are owned by other external bodies, such as the Bognor Regis BID. The Chairman added, considering the high costs involved it may not be value for money and that it would be beneficial for Members to pursue alternative options to advertise.

The Chairman reconvened the Meeting at 6.47pm

CLERK'S REPORT

84.1 Lamp Post Banner advertising spaces – 16th January 2023 – Min. 69.1 refers

At the Events, Promotion and Leisure Committee Meeting held on 16th January 2023, the Projects Officer updated Members that he was trying to ascertain which materials can be used for banners at the 12 sites identified.

Due to the timescale of this project, there have been several changes in gaining approval to hang lamp post banners. The Town Council will require approval from West Sussex County Council and the street lighting subcontractor before hanging banners, which must meet stringent guidelines to avoid putting undue pressure on the structure of the column. Should approval be given then an application will be required for the content of each banner which will require Arun District Council's consent.

The Projects Officer is gathering prices for the lamp post arms and banners and is hopeful that this project can be considered as an Agenda item at the next Events, Promotion and Leisure Committee Meeting on 30th May.

The Chairman stated the importance of having banners around town to promote events and suggested having sponsors names on banners to help cover the costs of the banners. It was pointed out, however, that the Council would need to ensure that sponsorship of the banners would be permitted.

84.2 Celebrations and Commemorations to mark the Coronation of King Charles III – 16th January 2023 – Min. 73.2 refers

At the last meeting held on 16th January 2023, Members agreed to having bunting be placed around the Town Centre, which was omitted in error from the Minutes of the meeting.

84.3 Proms in the Park – 16th January 2023 – Min. 73.3 refers

The Events Officer has explained that the Town Council always obtain a Street Collection permit, as we have a collection that goes back into the event, and only one collection permit is permitted per event/area. In response to a Member's question about whether a collection could be made for different charities, and what is collected be split after the event, at the time of applying for the permit, it must be specified exactly where the funds collected will go. The Events Officer reiterated the importance of letting herself know the charity in mind in advance of applying for the collection permit.

84.4 Report on Christmas Illuminations (1st Year of 3-Year Contract)– 16th January 2023 – Min. 79 refers

At the last meeting held on 16th January 2023, 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 could pose any concerns they may have. A meeting was held on 8th March 2023 with the contractor and several Members were in attendance.

85. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON THE 21st FEBRUARY 2023

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

Members **NOTED** there were no further recommendations from the Allotments Sub-Committee Meeting held on 21st February 2023.

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

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

Members **NOTED** the finances for the main Town Council events in 2023 and furthermore, **RATIFIED** the underspend of £90.11.

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

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

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

The Chairman commented positively on the press release for the event.

87.2 Celebrations and Commemorations to mark the King's Coronation - 6th May 2023

The Events Officer provided Members with the two options in relation to the Art Workshop. The first option is to have a Giant Art sculpture of either a Castle or a Crown, alongside the 'Make & Take' Workshop where children will create their own themed pieces to take home. The other option is to omit the Giant Art element and just have the 'Make & Take' Workshop.

The Events Officer regretfully informed the Committee, it has not been possible to incorporate the Big Top tent into the event owing to the tent's footprint being too large to allow for optimum viewing capacity for the audience in relation to the big screen. There will, however, be a 'Kidszone' within the natural amphitheatre within the park, with Clown performances, Bubble shows and Face Painting. The Chairman expressed his disappointment regarding not having the Big Top tent.

The Events Officer then updated Members with a national event taking place on Sunday 7th May 2023, dubbed 'Lighting up the Nation' where landmarks across the UK will be lit up using illuminations, drone displays, lasers and projections. It is the Events Officer's recommendation for Bognor Regis to be part of the 'Lighting up the Nation' and that the Beacon be lit with a pure white laser pillar of light skywards. It is intended to commence every evening, from 8.30pm to 9.30pm for four weeks starting on 7th May 2023.

The Members congratulated the Events Officer for obtaining National Lottery Funding for an extra £10,000 to boost the event and extend it into a two-day event to cover the Saturday and Sunday. This will allow for the Big Screen to remain in Hotham Park overnight, showing a film of the public's choice after the Coronation, bringing in musical elements on the Sunday as part of the Big Lunch, and then the live broadcast of the Coronation Concert at Windsor Castle.

Members **AGREED** with a Giant Art element alongside the 'Make & Take' Workshop and that the sculpture be a Crown. The Chairman added should the Crown not be possible the Events Officer should revert to the Castle sculpture, or anything else deemed appropriate, without gaining approval from the Committee.

Members **AGREED** to light the Beacon with a white laser pillar of light skywards as part of the 'Lighting up the Nation' element of the Coronation weekend.

87.3 Drive Through Time - 9th July 2023

At the time of the Meeting, there were currently over 60 vehicles booked in for the Drive Through Time.

There were no further updates on the event at this stage.

87.4 Proms in the Park - 10th June 2023

At the previous meeting the Events Officer invited Members to put forward their suggestions of musical genres to perform at the event. The Chairman stated that he had made two suggestions, however at the time of the meeting it was not possible to play footage of the suggested bands. A Member suggested that they provide further details of the suggested bands outside of the meeting cycle to ensure that a suitable choice of bands is made.

87.5 Funshine Days - 1st to 24th August (Tues, Weds & Thurs) 2023

The Events Officer advised that the Funshine Days programme is nearly completed, pending confirmation from a few artists. The full programme will be available at the next Events, Promotions and Leisure Committee Meeting to be held on 30th May 2023.

87.6 Sir Richard Hotham's Birthday – 5th October 2023

The 2022 Beacon Lighting event that was scheduled to mark the Birthday of Sir Richard Hotham was cancelled due to adverse weather conditions.

Members **AGREED** to hold an event to mark 'in the year of the birth of' Sir Richard Hotham for 2023. Members **RESOLVED TO AGREE** to spend the remaining 2022 budget of £534.40 on the event.

The Chairman asked the Events Officer to provide an approximate cost to cover a 1-hour event, with appropriate lighting, PA, entertainment, security, and the lighting of the Beacon, to which a figure of £800 - £1,000 was given.

Members **AGREED** to increase the budget for the event, and this would be explored within Agenda item 11 of this meeting when discussing the Publicity and Promotion Budget.

87.7 Halloween Half Term - 25th October 2023

At the Events, Promotion and Leisure Committee Meeting held on 16th January 2023, this item was deferred as the Member that suggested the 'Scare-Train' was not present to elaborate on the concept – Min 73.6 refers. The Chairman invited the Member seated in the public gallery to provide an explanation on the 'Scare-Train'.

The Member said that the 'Scare-Train' was used in the Bognor Rox Scarefest, which included a maze and a train and stated this was successful previously. However, to make the Halloween event of high quality it would require a budget of £5,000. The Events Officer stated she will be conducting a meeting with Rox, with the suggestion of match-funding, thus increasing the budget. The Member suggested arranging a meeting with the Events Officer to discuss the 'Scare-Train' in detail.

Members **AGREED** to incorporate a 'Scare-Train' at the event.

87.8 Christmas Illuminations Switch-On - 25th November 2023

Members were advised that the update will be provided as Agenda item 9.

88. CONSIDERATION OF RECOMMENDATIONS FROM THE EVENTS OFFICER IN RELATION TO UTILISATION OF £12,500 MATCH-FUNDING TO ENHANCE TOWN COUNCIL EVENTS FOR 2023 - MIN. 133 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD 30th JANUARY 2023 REFERS

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

The Events Officer provided Members with the recommendation to enhance the Christmas Light Switch-On event for 2023 and have the pavement and buildings of High Street and London Road lit up with Gobo

Projected moving lights. These will run in sync and for the duration of the Christmas Lights (6 weeks) and fill the pavement with a wash of festive colour.

Gobo lights can be fully customised for any desired imagery, wording, business logos etc, making them an ideal opportunity for potential business sponsorship/ advertising as well as just festive fun.

Members **AGREED** to proceed with the proposal from the Events Officer in relation to utilisation of £12,500 match-funding to enhance Town Council events for 2023.

The Events Officer left the Meeting at 7.15pm

89. TO RECEIVE DETAILS OF A NEW EVENT PROPOSED BY THE BOGNOR REGIS CARNIVAL ASSOCIATION AND TO CONSIDER A REQUEST FOR FUNDING FROM THE TOWN COUNCIL

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

Bognor Regis Town Council received a request for funding of £1,500 from the Bognor Regis Carnival Association to hold a new 'Twilight Carnival' procession over the August Bank Holiday.

The Projects Officer updated Members that Bognor Regis Seafront Lights will also be holding an event during the Sunday Bank Holiday evening and that the Kite Festival will also be taking place that weekend. A Member commented that the Kite Festival would be in a different part of Town and therefore not be in direct competition with each other.

Members discussed how the proposed Twilight Carnival and Bognor Regis Seafront Lights event could be similar and Members would encourage the organisations to work together.

The Chairman felt that the value of the request did seem rather low and that the bucket collection element may not pull in sufficient funding for the event. A Member pointed out that if two events apply for a bucket collection permit in the same location, one event will not be granted the permit.

After much consideration, Members **RESOLVED** to **AGREE** to **RECOMMEND** to the Policy and Resources Committee that the request from Bognor Regis Carnival Association for funding of £1,500 to be taken from the Publicity and Promotion Budget.

Whilst it was noted that these two events are proposed to take place on the same date, subject to approval by ADC, if both events

go ahead then Members would be keen to see the two event organisers work in collaboration to enhance the August Bank Holiday Weekend

90. TO CONSIDER ANY PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET AND AGREE RECOMMENDATIONS TO THE POLICY AND RESOURCES COMMITTEE – MIN. 113 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD 15th DECEMBER 2022 REFERS

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

The Chairman introduced a list of potential events and projects which he invited Members to consider how they might allocate the Publicity and Promotion Budget of £10,000.

Mindful that both Bognor Regis Carnival Association and Bognor Regis Seafront Lights are hosting two similar events to be organised on the same weekend, subject to permissions from Arun District Council, Members nonetheless **RESOLVED** to **AGREE** to **RECOMMEND** to the Policy and Resources Committee the following events/projects, which were shortlisted from a list of proposals submitted by Cllr. Brooks to utilise the £10,000 Publicity and Promotion Budget: -

- £1,500 - Bognor Regis Carnival Association to organise a Twilight Carnival on Sunday 27th August 2023
- £1,500 - Bognor Regis Seafront Lights to organise a walking night-time procession, during the Illuminations Gala weekend, on Sunday 27th August 2023
- £2,000 - Halloween 'Scare' Train Event to enhance the Town Council's planned activities in Hotham Park during Half Term
- £1,500 - 3 x Bandstand Music Events similar to those organised by the Town Council in partnership with the Rotary Club
- £500 - A combined Bognor Regis In Bloom and Allotments Presentation Event
- £600 - Monthly Social Media Geocaching Competition with prizes
- £1,000 - Town decoration support for the Coronation with Union flags/bunting and any stress testing of catenary wires required
- £2,500 - Support for Bognor Regis Concert Band, by appointing them as the Town Council's preferred band, with provision made for uniform incorporating Town Crest.

A Member suggested a letter from the Mayor announcing The Bognor Regis Concert Band being the official Town band alongside a Press Release. The Chairman said he will set up a meeting with the Projects Officer to start the process.

The Events, Promotion and Leisure Committee Members acknowledged that the total of these events/projects amount to £11,100, and that potentially not all proposals could be agreed by the Policy and Resources Committee.

91. TO CONSIDER A REQUEST THAT THE BOGNOR REGIS CONCERT BAND BE THE PREFERRED BAND OF THE TOWN COUNCIL – MIN. 69.2 REFERS

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

Members **AGREED** the Bognor Regis Concert Band to be the preferred band of the Town Council, with financial support of £2,500 to incorporate the Town Crest on band members uniform being recommended to the Policy and Resources Committee under the previous Agenda item.

92. TO CONSIDER A PROPOSAL FROM CLLR. BROOKS FOR AN ALTERNATIVE 'SUNNIEST BOGNOR REGIS' LOGO

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

The Chairman introduced the new design proposal for the 'Sunniest Bognor Regis' logo.

After much discussion, Members **AGREED** to make changes to the 'Sunniest Bognor Regis' logo and selected the option 2.b presented at the meeting.

93. TO DISCUSS AND AGREE NEXT STEPS IN RELATION TO A COMMEMORATIVE TRAIL ON THE SEAFRONT IN BOGNOR REGIS – MIN. 131 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD 30th JANUARY 2023 REFERS

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

At the Policy and Resources Committee Meeting held on 30th January 2023, Members considered a proposal from the organisers of the Platinum Jubilee event held in June 2022 on Bognor Regis seafront to install a plaque in commemoration in this location funded from the unspent Grant Aid awarded that had been returned to the Town Council.

Following further discussion, it was **RESOLVED** to **AGREE** that this be referred to the Events, Promotion and Leisure Committee to scope out. Recommendations are then to be referred back to the Policy and Resources Committee for final approval to be funded from the unspent Grant Aid funding returned by the organisers of the Jubilee Street Party event to a maximum value of £2,194.93 (Min. 131 refers).

The Chairman advised that links within the Projects Officer's report regretfully did not work. The Projects Officer advised he will circulate the links to the Members after the meeting and stated that the links would show Members numerous trails such as The Diana Princess of Wales Memorial Walk in London.

The Chairman stated that the Bognor Regis Heritage and Arts Partnership Board have devised several trails and suggested it may be beneficial to collaborate on this project.

Members **AGREED** to liaise with Bognor Regis Heritage and Arts Partnership Board on this, and a report will be brought back to a future meeting.

94. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 8.06pm