



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON TUESDAY 30th MAY 2023

PRESENT:

Cllr: K. Batley (Chairman), Cllrs: J. Brooks,
R. Nash, Miss. C. Needs, P. Ralph, M. Stanley,
Mrs. J. Warr, P. Wells and P. Woodall

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. J. Davis (Assistant Clerk)
Cllr. S. Goodheart seated in the public gallery
1 member of the public in the gallery

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING ON 22nd MAY 2023

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

Members **NOTED** that Cllr. K. Batley had been appointed Chairman and Cllr. J. Brooks appointed Vice-Chairman of this Committee at the Annual Town Council Meeting on 22nd May 2023.

2. 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 the Events Officer.

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. Batley declared an Ordinary Interest in Agenda items 10, 11 and 12, as a Member of Arun District Council. He also declared an Ordinary Interest in Agenda item 13 as he occasionally works with the train operator in Hotham Park

Cllrs. Brooks, Nash, Miss. Needs, and Stanley declared an Ordinary Interest in Agenda items 10, 11 and 12, as Members of Arun District Council

Cllr. Mrs. Warr declared an Ordinary Interest in Agenda items 11, 11 and 12, as a Member of Arun District Council. She also declared an Ordinary Interest in Bognor Regis Seafront Lights, as a Member of the Committee

Cllr. Wells declared an Ordinary Interest in the Bognor Regis Heritage & Arts Partnership Board as he is a Member of the Bognor Regis Pier Trust who work collaboratively with the Board. He stated that if finances were discussed then he would leave the Meeting

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th MARCH 2023

In relation to Minute 83, Cllr. Brooks stated that his comments had not been accurately reflected and asked that the following passage be struck from the Minutes: -

"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 Committee **RESOLVED** to **AGREE** the amendment and approved the Minutes, as amended, of the Meeting held on 20th March 2023 as an accurate record of the proceedings and the Chairman signed them.

Cllr. Wells declared an Ordinary Interest as a Bognor Regis Business Improvement District levy paying Member

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.36pm

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

A Member seated in the public gallery raised a number of queries, relating to lamp post banners, the proposed scare train in Hotham Park for Halloween, and the use of the seafront bandstand by event organisers. The Chairman advised that all of the items were on the Agenda and would be discussed by Committee Members in due course.

Cllr. Nash declared an Ordinary Interest as an event organiser for Southdowns Music Festival using Place St Maur

A member of the public raised concerns about bathing water quality in Bognor Regis. Details of protests being organised locally were shared and individual Councillors were encouraged to redouble their efforts by writing to Southern Water.

The Chairman reconvened the Meeting at 6.45pm

6. CLERK'S REPORT

20th March 2023 – Min. 83. refers – Adjournment for public questions and statements

At the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, 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. The Projects Officer had subsequently contacted Arun District Council regarding this issue and was advised that whilst some of the toilets on the Esplanade were closed, signposting to the Regis Toilets would be implemented.

7. APPOINTMENT OF ALLOTMENTS SUB-COMMITTEE INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION

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

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

Members unanimously **AGREED** to **RECOMMEND** to Council for ratification the following co-opted appointments: Mr. M. Bicknell, Mr. C. Penfold, Mrs. L. Russell and Mr. S. Slater as non-voting members of the Sub-Committee (Allotment Tenant Representatives).

Additionally, Members **NOTED** that the appointment of the Chairman and Vice-Chairman of the Allotments Sub-Committee will be undertaken at the first meeting.

8. TO NOTE THE TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND THE ALLOTMENTS SUB-COMMITTEE

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

Members **NOTED** the Terms of Reference as adopted by Council at the Annual Meeting held 22nd May 2023, for the Events, Promotions and Leisure Committee and the Allotments Sub-Committee.

9. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2023 AS DETAILED IN THE EVENTS OFFICER'S REPORT INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

10. TO RECEIVE A REPORT AND AGREE A WAY FORWARD IN RELATION TO PROMENADE BANDSTAND WIND SHIELDS – MIN. 69.3 REFERS

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

A Member commented that the requirement for risk assessments, amongst other documentation, could deter event organisers from using the bandstand and felt that the process should be easier. The Projects Officer advised that these requirements are stipulated by Arun District Council as the authority responsible for granting permission for events to be held on land within the district.

Members discussed their thoughts that Arun District Council may have provided rather extreme guidance for the implementation of the wind shields and that perhaps a common ground could be found as a solution for using the bandstand wind shields.

It was suggested that a meeting be arranged with the Chairman and Vice Chairman of the Committee, the Projects Officer and Arun District Council Officers Nat Slade, Sam Horwill and Lloyd Willson, to find a suitable way to resolve the matter, and this was **AGREED** by Members. The Chairman invited the Assistant Clerk to the meeting also, should she be available.

11. TO RECEIVE A REPORT AND AGREE A WAY FORWARD IN RELATION TO POSTER SITES ON THE PROMENADE – MIN. 69.4 REFERS

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

A Member began the conversation stating there is clearly an appetite from Bognor Regis Town Council to do more and suggested discussion needs to take place with Arun District Council for clear, joined up thinking.

Cllr. Wells redeclared an Ordinary Interest in Bognor Regis Business Improvement District

The Member felt that the ownership of the poster locations could be a chance to collaborate rather than be in opposition on this matter and welcomed a future meeting with Arun District Council and Bognor Regis Business Improvement District. Another echoed this view and suggested that perhaps this could be discussed at a meeting of the Bognor Regis Town Centre Forum Group, with which both Arun District Council and Bognor Regis Business Improvement District are involved.

It was suggested by another Councillor that a report needs to be prepared on what Bognor Regis Town Council owns such as gateway signs, planters, catenary wires, and town maps with BRTC logo on, for example. The Member queried why Arun would stipulate that the Town Council would require a lease and to consider continued maintenance, as detailed in the report, for the additional poster sites proposed, when this is not the case with the poster sites on the seafront shelters.

It was suggested that these matters could be clarified at the same meeting proposed, in relation to the bandstand wind shields, with the hope that the change in administration at Arun District Council could allow for a fresh start, enabling long outstanding matters, such as these, to be progressed.

The Chairman ended the conversation by informing Members that Bersted Parish Council now have Councillor owned noticeboards, and suggested that Town Councillors could adopt some of our own noticeboards and keep them updated.

Members **AGREED** that the Projects Officers arrange a meeting with the Arun District Council Officers Nat Slade, Sam Horwill and Lloyd Willson, Bognor Regis Business Improvement District, the Chairman and Vice-Chairman of the Committee, with the Projects Officer in attendance, to find a way to work together. Cllr. Wells asked if he would be able to attend the meeting, which Members **AGREED**.

12. TO CONSIDER LAMP POST BANNER ADVERTISING SPACES AND AGREE NEXT STEPS – MIN. 84.1 REFERS

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

A Member felt that banners promoting specific events would need updating regularly and suggested that generic banners could be in situ for the season, signposting people to the events websites for further details.

Cllr. Nash declared an Ordinary Interest as he has utilised lamp post banners in the Town, operated by the Bognor Regis BID, to promote the Southdowns Music Festival

Another Member commented that members of the public typically look online for information on events and so a generic banner maybe the best way forward. A Member highlighted that not everyone has online access to view websites and felt that visual banners can stand out. The Chairman agreed the need for some outside advertising, however another Member felt that no matter how much promotion is implemented, some will argue that they weren't aware of events taking place.

It was the opinion of another Member that cyclists and motorists might be distracted by roadside lamp post banners by trying to read too much information displayed on them, and agreed with the seasonal banners.

The use of LED displays, which could be easily updated, was raised but it was pointed out, as detailed in the report, that ADC, WSCC and SSE had previously stated these would not be acceptable.

A Member suggested that West Sussex County Council be written to, and be asked for details about similar lamp post banners being used around the county.

A question was asked as to whether this Agenda item had ever been discussed at the Bognor Regis Town Centre Forum Group and, if not, it was suggested that it be included at a future meeting. With Cllr. Wells as the Town Council appointed Representative, and the Town Clerk both being members of the Forum Group, Members unanimously **AGREED** to ask that lamp post banner advertising be included on a future Agenda of the Forum Group with a report brought back to the Events, Promotion and Leisure Committee.

Cllr. Mrs. Warr left the Meeting

13. TO RECEIVE AN UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET – MIN. 90 REFERS, INCLUDING: -

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

Cllr. Mrs. Warr returned to the Meeting

13.1 To note the decision of the Policy and Resources Committee Meeting held on 27th March 2023 to the recommendations from the Events, Promotion and Leisure Committee in relation to the proposals for the utilisation of the Publicity and Promotion Budget for 2023-24 – Min. 157 refers

A Member queried whether event organisers who had been awarded money from the Publicity and Promotion Budget, had gone through the same application process as Grant Aid recipients. He felt that the same standards and processes should be applied to ad-hoc events to ensure all Town Council supported events/organisers are treated equally.

Members **NOTED** that the Policy and Resources Committee had agreed the recommendations from the Events, Promotion and Leisure Committee in relation to the proposals for the utilisation of the Publicity and Promotion Budget for 2023-24, at the meeting held on 27th March 2023.

13.2 To receive an update in relation to the Bognor Regis Carnival Association 'Twilight Carnival' – Min. 89 refers

Members **NOTED** that, following the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, Bognor Regis Carnival Association had decided to withdraw their request for £1,500 to organise a Twilight Carnival.

13.3 To note the cheque of £1,500 has now been sent to Bognor Regis Seafront Lights to organise a 'Son et Lumiere' event on the August Bank Holiday

Members **NOTED** the cheque of £1,500 has now been sent to Bognor Regis Seafront Lights to organise a 'Son et Lumiere' event on the August Bank Holiday.

13.4 To further consider the £2,000 identified for the Halloween 'Scare' Train event to enhance the Town Council's event in Hotham Park and agree next steps

Cllr. Batley redeclared an Ordinary Interest as he occasionally works with the train operator in Hotham Park

A Member stated that he was confused regarding this proposal and that he was unclear as to whether Bognor Regis Town Council would be taking the train over for the day and charging, or would they be enhancing the business of the train operator, and sought clarity regarding the rationale behind this proposal. Cllr. Brooks advised that the proposal had come from Cllr. Goodheart.

The Chairman suspended Standing Orders

Cllr. Goodheart, seated in the public gallery, stated that the proposal was to work collaboratively with Bognor Rox and that the train would be decorated, along with sections of corridors that would enhance the experience of train users queuing up. He added that the idea is to interest people into turning up to experience the "Corridor of Horror" and requested an increase from £2,000 to £6,000 to increase elements of event. Cllr. Goodheart claimed that the train operator would be earning money but would make a donation to a local charity.

The Chairman reinstated Standing Orders

A Member stated that he was not sure how he would feel about the train operator profiting from the 'Scare' Train unless the train fare was going to be free or reduced. The Chairman informed Members that in previous years he was involved with the 'Scare' Train and that the operator did charge for tickets.

Members **AGREED** that, until further information was brought forward about the proposed 'Scare' Train event, the matter be **DEFERRED** and requested that the Events Officer had a meeting with Rox, FX Fear and the train operator to discuss the concerns raised.

13.5 To further consider the £1,500 identified for 3 x additional bandstand music events and agree next steps

Dissatisfaction was expressed by some regarding the lack of information that had been presented to the Committee, in relation to the proposal for additional bandstand music events, particularly as this was funded by tax payers money.

It was proposed, and seconded, that no further action be taken until the meeting with Arun District Council to discuss the seafront bandstand, as earlier agreed, had taken place. Members therefore **AGREED** to **DEFER** this item.

13.6 To further consider the £500 identified for a combined Bognor Regis in Bloom and Allotments presentation event and agree any next steps

Members **AGREED** to **DEFER** further consideration of this item, as requested by the Town Clerk, to a future meeting.

13.7 To further consider the £600 identified for monthly social media geocaching, competitions etc and agree any next steps

Members felt that there was not enough information provided, on the monthly social media Geocaching, and competitions, to make an informed decision.

Members **AGREED** to **DEFER** further consideration of this item until Cllr. Brooks, as the proposer, reported back to the Committee with further information.

13.8 To note £1,000 was utilised for Town decoration support for the Coronation

There was a brief discussion about other areas in the Town that Members felt could have been decorated, including the hanging of flags/banners on catenary wires, had they been adequately stress tested. Members **NOTED** that £1,000 had been utilised for Town decoration for the Coronation.

13.9 Further consideration of utilisation of funding to support Bognor Regis Concert Band – Min. 91 refers and agree next steps

Cllr. Wells declared a Disclosable Pecuniary Interest, as a supplier to the Bognor Regis Concert Band, and left the Meeting

Once again, there was some uncertainty amongst Members as to what was intended by way of supporting the Bognor Regis Concert Band. It was unclear as to whether the funding was to organise events at which the Concert Band would perform, or whether it would be used to have the Town crest embroidered onto the Band's uniform.

Cllr. Brooks, who had proposed the funding support, stated that a meeting with the Band leader was planned but that he understood the uniforms were already part-made and it may not, therefore, be possible to incorporate the crest. He advised that the Council may need to rely on branding on the backs of music stands or banners and suggested the possibility of having the band perform at the opening of Council events.

Members **AGREED** to **DEFER** further consideration of this item until a meeting with the Bognor Regis Concert Band had been held and a report brought back to the Events, Promotion and Leisure Committee in due course.

Cllr. Wells returned to the Meeting

13.10 To consider a new request of £500 from Sussex Dance Network to facilitate a partnership project which brings 'Doorstep Duets' to communities to Bognor Regis on the 5th August 2023

The lack of an application form, such as those required for Grant Aid funding, was raised again with Members concerned that there did not appear to be the same stringent process being applied to all those who requested funding from the Town Council, particularly for ad-hoc events. It was **AGREED** that the consideration of an application form, for Publicity and Promotion Budget funding requests, would be included on the next Agenda.

Having considered the request of £500 from Sussex Dance Network, Members **DISAGREED** that the £400 remaining in the Publicity and Promotion Budget should be used to support the project.

14. ITEMS FOR FUTURE AGENDA

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

15. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 8.16pm