



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 17th JULY 2023

PRESENT:

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

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Mrs. S. Miah (Committee Administrator)
Cllrs. S. Goodheart and D. Dawes seated in the
public gallery
Ms. H. Allen (Bognor Regis Business Improvement
District) seated in the public gallery

The Meeting opened at 6.31pm

16. 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 the Events Officer, and Cllr. M. Stanley who was attending a Members Briefing at Arun District Council.

17. 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. Wells declared an Ordinary Interest in Agenda item 8, as he is a Bognor Regis Business Improvement District levy payer. He also declared an Ordinary Interest in Agenda item 9 as he is a Member of the Bognor Regis Pier Trust who work collaboratively with the Bognor Regis Heritage & Arts Partnership Board. He also declared a Disclosable Pecuniary Interest in Agenda item 11, as a supplier to the Bognor Regis Concert Band

Cllr. Batley declared an Ordinary Interest in Agenda item 11 as he occasionally works as a train operator

18. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30th MAY 2023

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 30th May 2023 as an accurate record of the proceedings and the Chairman signed them.

19. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

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 several queries regarding the request from Bognor Regis Business Improvement District (BID) to utilise the Town Council's catenary wires.

The Member urged the Committee to carefully consider whether the BID could be charged a rental fee, contribute to the stress testing, and ensure the public liability insurance is in place. The Clerk advised this would be discussed under Agenda item 8.

Another Member seated in the public gallery enquired about Geocaching. The Clerk advised that this topic would be discussed during Agenda item 11.

The Chairman reconvened the Meeting at 6.37pm

20. CLERK'S REPORT

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

30th May 2023 – To receive a report and agree a way forward in relation to Promenade Bandstand wind shields – Min. 10 refers

At the Events, Promotion and Leisure Committee Meeting held on 30th May 2023, Members **AGREED** that a meeting be organised between Bognor Regis Town Council Officers and Councillors, Arun District Council Officers, and the BID Chief Operating Officer to discuss potential collaborative ways in which several Agenda items, including the wind shields, could be progressed. An online meeting was held on 26th June 2023 and Arun District Council Officers advised that they have no objections to wind shields being used on the Promenade Bandstand provided the following areas of concern are addressed: -

- To ensure the wind shields will be secured without causing chaffing or scratches to the marine paintwork on the Bandstand structure
- To monitor wind loading/speeds so that the wind shields do not act like large sails and twist or distort the Bandstand
- Provide relevant insurance/risk assessments to ensure that event organisers and members of the public using the Bandstand are protected

An Officer from Arun District Council agreed to review the suggested wind shields to see if they might be suitable.

During the meeting Cllr. Brooks questioned why the original wind shields were not put back when the Bandstand was refurbished. Following the online meeting, it was confirmed that the Perspex windbreaks proposed by ADC when refurbishing the Bandstand were omitted from the final plans

following objections from the Town Council's Planning and Licensing Committee (Min. 23.3 of the meeting held 4th June 2019 refers).

21. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 19th JUNE 2023

The Projects Officer's report, including the Minutes of the Allotments Sub-Committee Meeting held on 19th June 2023 as previously circulated, was **NOTED**.

Members **RESOLVED** to **APPROVE** the expenditure of £173.58 (exc. VAT) to purchase three padlocks to replace two faulty locks and one stolen lock, and the removal of rubbish fly-tipped next to the electricity sub-station at the entrance from Gravits Lane.

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

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

22.1 Drive Through Time – 9th July 2023

Cllr. Brooks declared a Personal Interest as his company operates large screens

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

A Member questioned whether the budget could be increased to deliver a successful event, with the possibly of funds from the Publicity and Promotions Budget. Another Member suggested incorporating the item into an existing event. The Chairman advised that the current budget of £534.40 earmarked for this event would not be sufficient to deliver it successfully.

Members **AGREED** to **DEFER** this item to see if additional funds from the Publicity and Promotions Budget could be added to deliver an event (there is currently £400 remaining in this budget). It was requested that the Events Officer further consider the feasibility of putting on an event in 2023 to honour Sir Richard Hotham's birthday if there were an increased budget available, and to explore the possibility of combining this commemoration into another forthcoming event.

22.3 Halloween Half Term – 25th October 2023

In discussing the 'Scare' train element of the Halloween Half Term event, several Members disagreed with the Town Council providing funds to a private business for financial gain at a Town Council event.

A Member wanted clarification that should the Committee agree to defer this item that the funding is not earmarked solely for the 'Scare' train. The

Chairman confirmed that the budget of £2,500, referred to in the Events Officer's report, is for the Halloween Half Term event, and not for the 'Scare' train element for which funding had been assigned from the Publicity and Promotion Budget.

It was **AGREED** to **DEFER** the Halloween Half Term event to 2024, and earmark the current budget of £2,500, with a full proposal to be brought to a future Meeting, including a breakdown of costings, and allow time for alternative funding opportunities to be explored to increase the current budget.

23. TO RECEIVE A REQUEST FROM BOGNOR REGIS BUSINESS IMPROVEMENT DISTRICT INCLUDING: -

- **BR BID is seeking BRTC's agreement to stress test existing BRTC catenary wires across the Town Centre to the load required to host non-lighting elements (flags)**
- **The BID requests that BRTC ask their lighting installation team to stress test to the calculated loading when carrying out their annual safety inspections in advance of Christmas lighting installation in 2023**
- **Subject to the successful outcome of stress testing for this purpose, the bid seeks BRTC's agreement to utilising BRTC catenary wires to host flags introducing wayfaring designs developed by elected Members, representative community groups, and young people from local schools from 1st April 2024, until the installation of BRTC's Christmas lights in November 2024**

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

Members raised several concerns regarding the request from the BID including which organisation would be responsible for the Public Liability Insurance, the need to agree the necessary rental fees, and for there to be a formal agreement between the Town Council and the BID for the use of the catenary wires.

The Clerk added that the current Christmas Illumination contractors replaced many of the brackets, plates and bolts holding the catenary wires as part of the contract in 2022. He confirmed that the current Anchor Point Load Certificate is 5kN, sufficient for the Christmas illuminations, and that the contractor would require a Structural Engineer to provide the appropriate documentation ahead of any additional loading to hang banners or flags. The Clerk further advised that he had contacted an alternative contractor to test up to 15kN who quoted £2,400 plus VAT should the Committee wish to carry out additional load testing.

The Chairman suspended Standing Orders and adjourned the Meeting

Heather Allen from the Bognor Regis Business Improvement District (BR BID) thanked the Town Council for considering the request to utilise the catenary wires situated in the Town Centre. She stated that there was an error in the request and that the funding will be for implementation in the financial year 2023-24. Heather clarified that the BID would cover the costs for calculating the wind loading, and asked if the Town Council would cover costs for stress testing, as part of their Christmas illumination contract.

Heather stated that through the introduction of wayfaring welcoming flags placed on catenary wires, the aim is to connect all businesses within the Town who have previously felt disconnected, particularly those to the west of the Town Centre. She also stated that in addition to the catenary wire flags, the BID is working on several other projects to signpost members of the public through Bognor Regis using clear and identifiable imagery.

A Member suggested that the Town Council may choose to rent out the catenary wires to external businesses.

Members questioned who would maintain the catenary wires and ensure the relevant insurance documentations are in place. The Chairman drew the Committee's attention to the advice from the Town Council Insurers which stated both parties would require their own respective Public Liability Insurance and recommended that a legal advisor/specialist review any agreements drawn up.

The Chairman reinstated Standing Orders and reconvened the Meeting

Members **AGREED** that the BID and Town Council Officers work together to produce appropriate agreements and documentation regarding the catenary wires and report back at a future meeting.

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

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

Members **AGREED** to give Delegated Authority to the Projects Officer, working in liaison with the Chairman and Vice Chairman of the Events, Promotion and Leisure Committee, to progress matters relating to numbers 6, 7, 8, 13 and 14, with a report being brought back to this Committee at a later date.

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

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

Members discussed the benefits of using Correx boards as they would be easy to change, there would be less use of Town Force time to install them, that they're relatively inexpensive, and are eye-catching. A Member queried the possibility of the boards being vandalised, especially during the summer holidays. The Chairman responded by saying that in such circumstances the damaged boards could be easily removed by staff, without the need for a cherry picker. Heather Allen from the BID added that they have been working with the Neighbourhood Policing Team where extra initiatives have been put in place during the summer holidays in an attempt to try and prevent anti-social behaviour.

A Member suggested that Arun District Council, and West Sussex County Council, be asked to advise at which locations the Correx boards could be used, on an ongoing basis, without the need to have to re-apply each time, provided that the Town Council adhere to the Poster Policy. It was also suggested that, unless there is a major sponsor in place to advertise an event on multiple boards, the Town Council opts for one or two prime locations to advertise using the boards.

Members **AGREED** that the Projects Officer should proceed with gathering costings, drafting design proposals and seeking permission for the use of Correx boards, with a report brought back to the Committee.

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

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

26.1 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 any next steps – Min. 13.4 refers

Owing to the Town Council's Halloween Half Term event being **DEFERRED** until 2024, Members **AGREED** to earmark the £2,000 identified for the 'Scare' train element from the Publicity and Promotion Budget for utilisation in 2024, however made clear as stated earlier in the meeting that funds should not be solely used for a 'Scare' train.

26.2 To further consider the £1,500 identified for 3 x additional Bandstand music events and agree any next steps – Min. 13.5 refers

Members **AGREED** to **DEFER** this item until Arun District Officer Lloyd Willson has met with BRTC Offices and Town Force to review the use of the proposed wind shields on the Promenade Bandstand.

26.3 To further consider the £500 identified for a combined Bognor Regis in Bloom and Allotments Presentation Event and agree any next steps – Min. 13.6 refers

The Committee **AGREED** to proceed with the proposal for a combined Bognor Regis in Bloom and Allotments Presentation Event with the Council hosting an In Bloom Awards Evening to include the winning Allotment Tenants only for this year. Subject to its success, consideration could possibly be given to doing a larger awards evening with all tenants in the future.

It was therefore **RESOLVED** to **AGREE** to proceed with Option 2 at an estimated cost in the region of £930 and utilise the £500, from the Publicity and Promotion Budget and the In Bloom Competition Expenses Budget, for a combined Bognor Regis in Bloom Awards Evening to include the winning Allotments Tenants for 2023.

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

At the invitation of the Chairman, Cllr. Goodheart was able to provide the Committee with details of a geocaching event being held in Bognor Regis by an event organiser 'CluedUpp Geogames' on 18th November 2023. The event will require the use of smartphones, where the public will be involved in fancy dress and a treasure hunt based on a 'Witchcraft and Wizardry, Murder by Magic' theme. It was suggested that the £600 would be used to purchase 5 tickets for the event, to be awarded to competition winners, to help raise the profile of the event and in an effort to attract a younger audience and promote the Town.

A Member enquired whether the event would be open to people with additional needs, Cllr. Goodheart responded by saying that the event organiser would be making the route for the treasure hunt accessible for all.

Members stated their disappointment that no written report had been made available ahead of the meeting, with a feeling that what was now being described was not the monthly competition that had first been proposed.

It was **AGREED** to **DEFER** this item until a written report is provided at the next Events, Promotion and Leisure Committee Meeting so that the Committee are fully informed prior to making a decision.

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

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

Comment was made that the best use of the funds would be to purchase music stand banners with the Town Council logo on, which the Chairman confirmed are detachable. Another Member suggested that band be hired

two or three times a year to perform at Town Council events, and that the Town Council remain the only sponsor when the band performs at these events. He suggested the Town Council could create an agreement, similar to the Town Crier, whereby the band have a 3-year contract with the Town Council. The Clerk advised that the Publicity and Promotion Budget may not have the same amount of funding in subsequent years to offer a 3-year contract. The Member also made comment on which Town Logo would be used and that Members may wish to consider using the Sunniest Bognor Regis Logo.

Members **AGREED** to support the Bognor Regis Concert Band by utilising the £2,500 funding from the Town Council towards the purchase of approximately 40 music stand banners, that could be used at both Town Council sponsored events and BRCB's own events, with the suggested wording "Bognor Regis Concert Band sponsored by Bognor Regis Town Council" and both the BRCB logo and Town Council Crest, or an appropriate logo, included on the banner. It was further **AGREED** that remaining funds be used to cover any charge for the band to perform at Town Council events.

Cllr. Wells returned to the Meeting

27. ITEMS FOR FUTURE AGENDA

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

28. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 8.00pm