



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 5<sup>th</sup> AUGUST 2019**

### **PRESENT:**

Cllr. K. Batley (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells,  
S. Goodheart, Miss. C. Needs and M. Stanley

### **IN ATTENDANCE:**

Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer)  
2 Councillors in the public gallery: Cllrs. Mrs. J. Warr and  
P. Woodall  
3 members of the public in the gallery

***The Meeting opened at 6.35pm***

### **16. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllrs. Mrs. I. Erskine who was on annual leave, Mrs. S. Staniforth who was on sick leave and W. Smith who was working.

In the absence of the Vice-Chairman, Members **AGREED** that Cllr. Goodheart would act as Vice-Chairman for the Meeting.

### **17. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members and Officers should declare an Interest by stating: -

- a) the item they have an 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 leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room 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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their 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 a Disclosable Pecuniary Interest in Agenda item 6 as a service provider, and would leave the room if required, and an Ordinary Interest in Agenda item 14***

***Cllrs. Batley, Brooks, Mrs. Daniells, Goodheart, Miss. Needs and Stanley stated that, as Members of Arun District Council, they will be voting on the matters before them having regard only to such information as placed before the Town Council. If they should come to consider any matters again at the District Council, and further information may be available, they will consider the information available at that time and may come to a different decision***

## **18. TO APPROVE THE MINUTES OF THE MEETING HELD ON 10<sup>th</sup> JUNE 2019**

It was **RESOLVED** that the Minutes of the Meeting held on 10<sup>th</sup> June 2019 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

## **19. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***The Chairman adjourned the Meeting at 6.40pm***

A member of the public asked if there had been any feedback from a previous question raised regarding the Hotham Park Website on Google.

The Projects Officer gave a brief update but did not have all the information to hand as the matter had originally been raised at a Community Engagement and Environment Committee Meeting and a full update will be provided for that meeting in September.

A member of the public asked if he may be allowed to speak during Agenda item 15, which was **AGREED**.

***The Chairman reconvened the Meeting at 6.45pm***

## **20. CLERK'S REPORT FROM PREVIOUS MINUTES**

### **20.1 10<sup>th</sup> June 2019 - Min. 6.1 - Clerks Report further update on the Town map being produced by the BID**

The BID Chairman has confirmed that he has received a further draft of the proposed map and it is just awaiting sign off by the BID Board. A request had been made for the BID to allow Members to view the draft. However, it was noted that the map has already been produced and a Member commented that he was disappointed that it did not extend to the wider area of Bognor Regis and was displayed as the "Official" Bognor Regis Map and Visitors Guide.

### **20.2 10<sup>th</sup> June 2019 - Min. 8.1 - a Member raised a query on the Town Council's remit regarding the power to promote Lotteries and asked for clarification on the Lotteries and Amusement Act 1976, S7**

Local Councils can hold lotteries as long as they have an operating licence issued by the Gambling Commission. The Commission must attach a number of statutory conditions and may attach others. Though local Councils have been able to promote lotteries since at least 1976 there is no known case where this has been done.

<https://www.gamblingcommission.gov.uk/home.aspx>

Members requested that this item be made an Agenda item for a future meeting for further discussion.

### **20.3 10<sup>th</sup> June 2019 - Min. 10 refers - To receive details of changes to arrangements for the use of ADC owned land for events and agree any action**

Whilst reviewing the new ADC Events Policy and Procedure Documents, Members asked for clarification on point 6.4 of the document as the opening paragraph reads:

*The Events Officer reserves the right to refuse permission for an event based on the following circumstances as set out in the bullet points below. The Events Officer's decision is final.*

The Closing paragraph reads:

*Appeals will need to be made in writing to the Services Director. An appeal will then be considered by the Services Director in consultation with the Cabinet Member for Neighbourhood Services.*

The following response has been received from the ADC Events and Marketing Officer:

*Apologies, I believed that we had removed the part in the opening paragraph around the decision being final. I will ask for this to be amended accordingly.*

- 20.4 10<sup>th</sup> June 2019 - Min. 11 - Update on the proposal to ask ADC to allow events to be provisionally booked up to 3 years in advance - Min. 100**  
During discussion on this topic, Members agreed to invite the ADC Events and Marketing Officer to attend a meeting of this Committee.

The response below has been received following an invitation to attend this meeting:

*Thank you for inviting me to attend this meeting, unfortunately this is the busiest time for Events and filming so I am unable to attend on this occasion, which is a shame as it would have provided a perfect opportunity to meet the Members of your Events, Promotion and Leisure Committee.*

*Perhaps if the Members of this Committee have any questions or would like any specific information from me, then these could be put in writing for me to respond to, alternatively, if there is another meeting date then I can check my availability for that.*

Members requested that a further invitation be extended to the ADC Events and Marketing Officer to attend a future meeting.

**21. UPDATE ON EVENTS PROGRAMME FOR 2019 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED - REPORT BY EVENTS OFFICER**

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

**21.1 Book Day - 29<sup>th</sup> May 2019**

The Events Officer's report as circulated was noted with no further discussion.

**21.2 Drive Through Time - 14<sup>th</sup> July 2019**

A Member demanded to know what the procedure was for accommodating "non-booked in" cars on the day of the event as there was a particularly nice car he saw being turned away. It was explained that any pre-booked cars that had not arrived by 11.00 are deemed as a no-show and the slot will be filled by those who just turn up on the day. There is a sign clearly displayed that outlines this procedure and the paperwork required. Members were also reminded that this year there was the additional problem of travellers being on site and only removed two days before the event. Therefore, it was even more important to ensure every car had the relevant paperwork to ensure it was a genuine exhibitor and could be accounted for. This would ensure that the Events Officer could be certain that every vehicle would be removed from site at the end of the event leaving the field totally clear so the area could be secured before departing.

Another Member asked if the cavalcade of cars along the promenade that used to happen could be a return feature of the event. The Events Officer will look at this for next year. She also reported that she would relook at bringing the event back to the seafront.

From the public gallery the Mayor asked why he and the Town Crier had not

been required to attend. The Events Officer explained that there was no official opening of the event nor any competitions or prizes to be presented this year. However, the Town Mayor is always invited and that would have to be taken up with the Mayor's Office. The same information had been given to the Town Crier who was also told she would be welcome, however, because of her heavy work schedule in the week she had been unable to attend.

### **21.3 Proms in the Park - 14<sup>th</sup> September 2019**

The Events Officer's report as circulated was noted with no further discussion.

### **21.4 Funshine Days - 5<sup>th</sup> - 30<sup>th</sup> August 2019**

A Member said they had not been aware the Funshine Days had begun as they had not seen a lot of promotion for the events or the Roller Rink. It was explained that the Funshine Days had been advertised on all the usual platforms and details had gone out in 142k school bookbags covering Sussex, Surrey, London and Kent. The full programme had also been displayed on the Events Facebook page and had received 10,500 hits on the first day. It was hoped that Members would share the Facebook posts. However, the attendance on the first day would suggest that the message had gone out. The Roller Rink is a stand-alone event from the Funshine Days and as such would be promoted separately.

Members were asked to be mindful that the Funshine Days are a 4-week, 5-days a week, event. In the past there had been 3 members of staff on the Events team now there is just one. It was suggested that some sort of social media software scheduling package would be of benefit.

Members also discussed the Funshine Days programme and questioned some of the content. The Events Officer reported that the scheduling for the programme began in February and was reported at the meeting on 11<sup>th</sup> February 2019 as follows:

*The content of the weeks will include many of the favourites such as donkey rides, dance, music with new attractions sourced to keep the event fresh and interesting.*

At the meeting of 15<sup>th</sup> April 2019, the following programme update was reported to Members:

*The Funshine Days programme is nearly complete, pending a few confirmations on a few days:*

<b>SEASIDE CLASSICS</b>		
MONDAY 5 <sup>th</sup> AUGUST	SOFT PLAY BUS	BANDSTAND
TUESDAY 6 <sup>th</sup> AUGUST	BALLOON MODELLING	BANDSTAND
WEDNESDAY 7 <sup>th</sup> AUGUST	PUNCH & JUDY	BANDSTAND
THURSDAY 8 <sup>th</sup> AUGUST	SANDCASTLE COMP	BANDSTAND
FRIDAY 9 <sup>th</sup> AUGUST	MALCOLM THE MAGICIAN	BANDSTAND

<b>H2O WEEK</b>		
MONDAY 12 <sup>th</sup> AUGUST	DRIFTWOOD CREATIONS	BANDSTAND
TUESDAY 13 <sup>th</sup> AUGUST	DREAMCATCHERS	BANDSTAND
WEDNESDAY 14 <sup>th</sup> AUGUST	TJ BOARD HIRE	BANDSTAND
THURSDAY 15 <sup>th</sup> AUGUST	KITE BOARDING LIVE DEMO	BANDSTAND
FRIDAY 16 <sup>th</sup> AUGUST	TJ BOARD HIRE	BANDSTAND
<b>PERFORMANCE &amp; ART</b>		
MONDAY 19 <sup>th</sup> AUGUST	STORYTELLING & ART	BANDSTAND
TUESDAY 20 <sup>th</sup> AUGUST	CAPOELLA	BANDSTAND
WEDNESDAY 21 <sup>st</sup> AUGUST	SPORT HULA HOOP	BANDSTAND
THURSDAY 22 <sup>nd</sup> AUGUST	TAI CHI	BANDSTAND
FRIDAY 23 <sup>rd</sup> AUGUST	STREET DANCE	BANDSTAND
<b>MUSIC &amp; MOVEMENT</b>		
<i>MONDAY 26<sup>th</sup> AUGUST</i>	<i>BANK HOLIDAY MONDAY</i>	<i>BANK HOLIDAY MONDAY</i>
TUESDAY 27 <sup>th</sup> AUGUST	CIRCUS & SLACKLINE	BANDSTAND
WEDNESDAY 28 <sup>th</sup> AUGUST	BMX & SKATEBOARD	SKATE PARK
THURSDAY 29 <sup>th</sup> AUGUST	UKULELE WORKSHOP	BANDSTAND
FRIDAY 30 <sup>th</sup> AUGUST	DRUMMING WORKSHOP	BANDSTAND

It was therefore unfortunate that Members had not raised any queries on the content at the April Meeting so this could be reviewed.

### **21.5 Roller Rink - 10<sup>th</sup> and 11<sup>th</sup> August 2019**

The Events Officer's report as circulated was noted with no further discussion.

### **21.6 Christmas Illuminations Switch-On - 23<sup>rd</sup> November 2019**

The Events Officer's report as circulated was noted with no further discussion.

## **22. CONSIDERATION OF HOLDING AN EVENT TO MARK THE VE DAY CELEBRATIONS THAT ARE TAKING PLACE NATIONWIDE ON THE 8<sup>th</sup> MAY 2020 AND TO RECOMMEND A BUDGET FOR THE ASSOCIATED COSTS**

Some Members felt that there were perhaps too many events of this nature and questioned the need to continually celebrate war. There was also the fact that the event was to be on a Bank Holiday and Members were mindful of staffing resources. The Projects Officer reported that this is a nationwide event and urged Members to be aware of the expectation from the public for the Town Council to at least hold some sort of Civic event.

Following further discussion Members **AGREED** to participate in the VE Day Celebrations following the national programme and with a low-key level event.

Members further **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a budget of £3,000 be allocated for the event.

The Events Officer will present some proposals to this Committee to consider at a future meeting.

## **23. TO CONSIDER POTENTIAL SITES FOR EVENT PUBLICITY**

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

### **23.1 Wind Shelters on the Promenade**

A Member stated that whilst it was good that the Events Officer was liaising with the ADC Tourism Development Officer, the BID and Heritage Partnership Board to utilise the Promenade Wind Shelter Sites, there should be a list of other sites available and a strategy. Other Members suggested this may be something to be addressed under Agenda item 15.

### **23.2 Lamp Post Banner Sites**

Members **AGREED** that the Town Council should investigate taking responsibility for the lamp post banner sites and instructed Officers to undertake further research and report back to the Committee.

## **24. ALLOTMENTS SUB-COMMITTEE INCLUDING:**

### **24.1 Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 11<sup>th</sup> June 2019**

The Projects Officer's Report was **NOTED**. The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 11<sup>th</sup> June 2019

### **24.2 To consider recommending a change of the day on which the sub-Committee Meetings are held**

Members **AGREED** to **RECOMMEND** to Council the identified changes to the agreed schedule of meetings, to accommodate a change to Monday evenings for the Allotment Sub-Committee Meetings.

### **24.3 To amend the Terms of Reference as proposed at the Policy and Resources Committee Meeting on 29<sup>th</sup> July 2019 - Min. 33 refers and recommend to Council for adoption**

Members further **AGREED** to **RATIFY** the additional amendments to the Terms of Reference as detailed and to **RECOMMEND** these to **COUNCIL** for adoption.

**25. CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON - MIN. 12 REFERS**

Following discussion Members **AGREED** to defer this item to a future Agenda pending the Town Force Manager's final report to the Policy and Resources Committee.

**26. FURTHER CONSIDERATION OF A RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE REGARDING A REQUEST FOR A PROMOTION BUDGET FOR THIS COMMITTEE INCLUDING THE RECOMMENDATIONS FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD 8<sup>th</sup> APRIL 2019 (P&R MIN. 159 REFERS), TO INCLUDE A MORE DETAILED ANALYSIS INCLUDING, SPECIFIC ACTIVITIES AND COSTS, DEFERRED FROM THE LAST MEETING - MIN. 13 REFERS**

A Member felt that the summer was passing, and that promotion of major events should be happening straight away. He was no longer looking at the locking system on the seafront promenade wind shelters but suggested that the Town Council look to provide A0 posters for the main events. Another Member queried how to quantify which event should be provided for and which ones would not. The Projects Officer reminded Members that any event organiser could drop posters to the office and Town Force would put them up.

Following discussion Members **AGREED** to **NOT PROCEED** with the proposal to supply posters for outside event organisers and would not, therefore, be making a recommendation to the Policy and Resources Committee.

A Member suggested approaching the Policy and Resources Committee for a small budget to purchase an In-house Software Solution for Social Media Platforms. This would satisfy the conditions set by Policy and Resources as it would enhance the promotion of Town Council events and free up staff resources rather than impact on them.

Following discussion Members **AGREED** for Officers to investigate costs and make **RECOMMENDATION** to the Policy and Resources Committee for a budget.

**27.** The Projects Officer made a recommendation to the Chairman to propose that the Committee consider an extension to the meeting for there to be enough time to complete the order of business, as per Standing Orders 1.2 Meeting of the Council.

**27.1** Members **AGREED** to extend the meeting by 15 minutes.

**28. TO NOTE PUBLICATION OF WEATHER READINGS IN LOCAL NEWSPAPER, DEFERRED FROM THE LAST MEETING - MIN. 14 REFERS**

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

A Member questioned the value of continuing with the weather readings as he does not believe they are reported nationally and are of little benefit. The



Projects Officer asked the Member to email his suggestions and she will arrange for it to be placed on the appropriate Agenda.

**29. TO RATIFY EXPENDITURE OF £804.50 PLUS VAT FOR ADDITIONAL BUNTING FOR LONDON ROAD/HIGH STREET AND MAKE RECOMMENDATION FOR IDENTIFICATION OF A SPECIFIC BUDGET IN THE 2020/21 FINANCIAL YEAR, DEFERRED FROM THE LAST MEETING - MIN. 14 REFERS**

Members **AGREED** to **RATIFY** the expenditure of £804.50 plus VAT for additional bunting.

A Member asked if the best possible price had been sourced for the bunting and added that he felt that the money spent on bunting could be better utilised on posters and promotion.

Following discussion Members **RESOLVED** not to request that a specific budget be identified for the provision of bunting for next season.

**30. TO NOTE THE DECISION FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD 29<sup>th</sup> JULY 2019 REGARDING IDENTIFICATION OF A BUDGET TO PURCHASE LIGHTS TO ILLUMINATE THE BILLY BULB MASCOT FOR THE ILLUMINATIONS GALA AND AGREE ANY FURTHER ACTION**

A Member questioned the Projects Officer's report as he believed that the £200 agreed budget from the Policy and Resources Committee was not for lighting but the ongoing maintenance and promotion of Billy Bulb. He was also unhappy that the report said there would not be an opportunity to use the generator. The Projects Officer explained that this was for Health & Safety reasons.

Since the meeting the Projects Officer has checked the Policy and Resources Minutes for confirmation which are detailed below:

*Following discussion, Members AGREED that a budget of £200 be allocated for the purchase of lighting for the Billy Bulb mascot in the Illuminations Gala 2019 and NOTED that this budget would need to be funded by General Reserves. Furthermore, Members AGREED that a budget for ongoing maintenance should be reallocated going forward which should be considered as part of the budget setting process.*

The Projects Officer also reported a suggestion made by Town Force to use the existing battery powered arc lights to light up the Billy Bulb Mascot. This had been rehearsed and was very effective.

After discussion Members **AGREED** to illuminate the Billy Bulb Mascot with the battery powered arc lights. Therefore, the budget identified by the Policy and Resources Committee from General Reserves for lighting will not need to be utilised.

**31. CONSIDERATION OF A PROPOSAL TO LOOK AT THE FORMATION OF A JOINT PARTNERSHIP/TOURISM BOARD FOR EVENT ORGANISERS AS PROPOSED BY A MEMBER OF THE PUBLIC AT THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON THE 29<sup>th</sup> JULY 2019**

***The Meeting was adjourned***

A member of the public addressed the Committee and spoke in regard to a number of issues that had been raised throughout the meeting relating to promotion of the Town and its events. He suggested that a more focused approach was needed, and this could only be achieved by a collective willingness to all work together. The suggestion was to look at forming a partnership/board that included all the key stakeholders and partners, to pool resources and take overall responsibility for the promotion and marketing of Bognor Regis. He referred to the very successful partnership work that was undertaken by ADC, BRTC and the BID last Christmas which had an enormous impact on the promotion of all the Christmas festivities. Whilst the detail would need to be agreed he hoped that the Town Council would consider supporting such a platform.

***The Meeting was re-convened***

The Chairman thanked the member of public for his proposal which was positively received by the Committee. During the discussion that followed it was suggested that the idea also be discussed at the Corporate Strategy Review Meeting on 14<sup>th</sup> August 2019.

Members **AGREED** that a scoping report should be initiated in the first instance to outline how the proposal could work and what resources and budgetary requirements would be required. The Projects Officer will meet with the member of the public to discuss how this can be moved forward and will report back to the Committee at the next meeting.

**32. TO NOTE CORRESPONDENCE INCLUDING LISTS PREVIOUSLY PRESENTED TO THE MEETING OF 10<sup>th</sup> JUNE 2019**

The Committee **NOTED** receipt of the correspondence list, previously circulated, including the lists previously presented at the meeting on 10<sup>th</sup> June 2019.

**33. DATE OF NEXT MEETING**

The date of the next meeting is scheduled for Monday 7<sup>th</sup> October 2019.

***The Meeting closed at 8.35pm***