



# BOGNOR REGIS TOWN COUNCIL

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## MINUTES OF THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON TUESDAY 17<sup>TH</sup> MARCH 2015

**PRESENT:** Cllrs: Mrs. J. Warr (Chairman), J. Brooks, Mrs. S. Daniells and P. Dillon

**IN ATTENDANCE:** Mrs. S. Holmes (Head of Street Scene and Leisure Services)

*The meeting opened at 2.03 p.m.*

### **36. CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. There were no apologies for absence.

### **37. 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 an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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, not already recorded on their Register of Interests Form, within 28 days.

### **38. TO APPROVE THE MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> OCTOBER 2014**

The Minutes of the Meeting held on Wednesday 1<sup>st</sup> October 2014 were **AGREED** as an accurate record and were signed by the presiding Chairman.

**39. TO ENDORSE ANY RECOMMENDATIONS / REPORTS MADE TO THE ENVIRONMENT & LEISURE COMMITTEE IN THE NOTES OF THE MEETING THAT WAS NOT QUORATE HELD ON 30<sup>TH</sup> OCTOBER 2014**

It was **RESOLVED** to endorse any recommendations / reports made to the Environment & Leisure Committee at the non-quorate meeting held on 30<sup>th</sup> October 2014. A copy of the Notes would be appended to these Minutes as **Appendix 1**.

**40. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

There were no matters arising.

**41. REPORT ON SWITCH-ON EVENT 2014**

The Head of Street Scene & Leisure Services tabled a report and this was NOTED.

The following points were made:

- The funfair was not successful during the day, therefore a shorter road closure just for the actual switch-on may be better
- There had been a lot of issues with regard to the buses being diverted, as many people did not know where to go. A lot of staff time was spent trying to resolve this issue
- The stage would be better in the position used previously, outside of the Arcade or perhaps by the Sun Sculpture
- There had been an issue with the power supply under the Arcade canopy (this had been put in to support the lights some years previously) as the power kept dropping out. An alternative source from the Arcade was used
- There needs to be an MC working with all of those taking part in the switch-on event
- The switch-on ceremony should be run to order, not to time. It should flow naturally to lights on
- The ceremony should be advertised at least 5 minutes before start time, to allow crowd to gather
- The ceremony should not start until all of those involved are ready – radios should be used
- Any performance should be rehearsed and sound checks etc should be undertaken
- The community entertainment in the precinct had been well received
- Anecdotal evidence had been received that traders were pleased with the event

It was noted that as part of the event planning for 2015 a decision will need to be made as to what the switch-on event should be – either a day-long event with entertainment to bring the public into the town to spend money or a short ceremony concentrating just on the light switch-on.

**42. REPORT ON CHRISTMAS LIGHTS 2014, INCLUDING REPORT FROM ELECTRICAL CONTRACTOR**

A report, including one from the Electrical Contractor, was tabled by the Head of Street Scene & Leisure Services and this was NOTED.

The following points were made:

- The connections for the Pathlight in the Queensway have become brittle and will be changed. The possibility of fitting timers to these lights will also be investigated
- There had been issues with the new displays, in particular with the timers (some were coming on at the wrong time) and also the swags. These had been fixed in such a way

that they could slide along the catenary wires, causing the displays to droop. This not only looked unsightly but was also a hazard to buses, as they were hanging below the wires. This must be rectified for next year

- There had been an issue with the time it had taken for some of the issues to be dealt with, such as the timers and the swags.
- It was noted that for some reason one too few displays had been ordered and the wire nearest to Iceland did not have a display. This will be rectified for 2015.
- It was suggested that digital technology, rather than timers, would be better
- It had been agreed that new covers should be installed on the electrical boxes but some of these are still open – the Head of Street Scene & Leisure Services will investigate this

The Contractor had advised that the old motifs for Aldwick Road lamp posts were old and unreliable. He offered the Council the opportunity to purchase 9 large garland style LED wreaths that could be used instead. These had previously been hired out and are 2m in diameter and 3D with wrapped LED lights. The price new is £1,100 but the Contractor can offer these to the Town Council for £300 per unit (refurbished and guaranteed for 12 months). To purchase all of these would cost £2,700. Discussion took place about how these could be paid for and it was suggested that perhaps JWAAC could be approached for funding. A Member advised that requests for applications for Community Chest funding were being invited and it was suggested that an application should be made. The Aldwick Road Traders Association may also be able to assist. It was **AGREED** that the Head of Street Scene & Leisure Services should investigate the issue of funding.

It was noted that the contract for the lights was for three years, with the option of a break clause after one year. The contract with the Electrical Contractor was for one year and is to be reviewed.

Following discussion it was **AGREED** that a meeting should be arranged with the Electrical Contractor as soon as possible, so that issues raised could be discussed with him. The Head of Street Scene & Leisure Services will arrange this. It was further **AGREED** that a copy of the existing contract should be emailed to Members for their information.

**43. CORRESPONDENCE**

The Committee NOTED receipt of the correspondence list, previously circulated and appended to the file copy of the Minutes.

*The meeting closed at 3.03 p.m.*

**APPENDIX 1 NOTES OF THE CHRISTMAS ILLUMINATIONS  
SUB-COMMITTEE MEETING**

**HELD ON THURSDAY 30<sup>TH</sup> OCTOBER 2014**

**PRESENT:** Cllrs: Mrs. J. Warr (Chairman), J. Brooks (from Note 5) and P. Dillon

**IN ATTENDANCE:** Mrs. S. Holmes (Head of Street Scene and Leisure Services)

*The meeting opened at 6.35 p.m.*

As the Meeting was not quorate, those present made the following **RECOMMENDATIONS** to the Environment & Leisure Committee.

**1. CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. No apologies for absence had been received.

**2. 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
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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, not already recorded on their Register of Interests Form, within 28 days.

There were no Declarations of Interest at this point in the Meeting.

**3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> OCTOBER 2014**

As a quorum was not present, this item would be dealt with at the next meeting.

**4. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

**Min. 30 – Piped music for precinct**

The Head of Street Scene and Leisure Services reported that she had undertaken more research. Although a PRS for Music licence will not be needed if we use music that is out of copyright, it will be necessary to obtain a PPL licence. This would either be £279.83 plus VAT – but this would only cover an area of 1,000 square metres - or details of the number of speakers, likely footfall and dates would need to be provided so that a quote for a rate could be obtained. The Council does not have a budget to cover this cost.

It was further reported that the Electrical Contractor will not support attaching the speakers (as proposed by a Member) to the catenary wire fixing points. In his opinion it could potentially compromise the fittings and he would not be willing to cover this under his insurance. Any liability would therefore lie with the Council. He also observed that if the speakers were connected into the power used for the lights, should there be any problems with the lights shorting out, it would not be possible to say whether there was a problem with the lights or with the speakers.

Members noted the report and **RECOMMENDED** that for this year it would not be possible to have piped music through the precinct. It was suggested that buskers and other local performers could be approached instead.

## 5. **UPDATE ON SWITCH-ON EVENT - MIN.31 REFERS**

The Head of Street Scene & Leisure Services reported on the content of the Switch-on event:

- Boots Sponsored Entertainment – Boots have again agreed to sponsor an entertainer (£250) to perform in store on the day of the Switch-on, due to the massive success last year. Malcolm the Magician will be performing magic shows at set times throughout the day, last performance 5-10 minutes prior to the Switch-on, to allow people to get to the stage area. There will also be balloon modelling in between show times
- Coles – Coles will be providing funfair rides and stalls as last year in London Road (small tea cup rides) and also in the road closure area in the High Street. The rides will finish at 16.30 to allow Coles time to dismantle and be clear of the road closure by 18.00, which is when the road will re-open and the buses are no longer diverted
- Stage – The stage will be situated in front of the old KFC building at a slight angle toward the sun sculpture, but not covering the cycle racks and not extending into the road. It will comprise of 6 stage blocks and steps (provided by the Theatre) of 2m x 1m which will be raised to a height of approximately 26 inches and will be erected by Town Force. Scaffolding for rails and canopy will be provided and erected by AStar scaffolding at a cost of £150, to be built at around 15.00 and dismantled at 17.00 approx. The stage will include 2 x Halogen spotlights and the BRTC PA system will be used with the Town Council's PA Operator as technician
- Entertainment – The Mayor and Father Christmas will switch on the lights at 16.45. Prior to this stars from the local Pantomime will perform two numbers from the production. The Salvation Army will be performing outside Boots between 10.00 and 12.00. Dream Dance Singers will be performing in the area around Burtons at 13.30, Bersted Community Choir at 14.30 and Razzamattaz and Raz Ted at 15.00. The Town Council's gazebo and portable PA system will be used by the performers
- Reindeers – The Reindeers will be in London Road opposite the old WH Smiths shop from 11.00 to 16.00
- Road Closures – the local Rotary Club are unable to assist with the road closures

The report was **NOTED** and following discussion the following points were made:

- The Lions Club, cadet groups and the University should be approached to ask if they could assist with road closures
- Cllr Brooks will act as MC on the day and will also provide a plunger for the Switch-on
- The events team will produce a running order and distribute to all concerned

**6. UPDATE ON CHRISTMAS LIGHTS, INCLUDING REPORT FROM ELECTRICAL CONTRACTOR – MIN. 32 REFERS**

The Head of Street Scene & Leisure Services had spoken to the Contractor and gave the following report:

- It is planned to begin installing the new icicle lights in Station Road/London Road at the end of week commencing 3<sup>rd</sup> November
- He has still not received the red snowflake motive from the manufacturers. Due to the timescale, even if the red is not bright enough, these lights will need to be used this year. However, if the Sub-Committee are unhappy with the colour, these can be changed in the future
- He will provide quotes to put lights in the trees in the Precinct
- He will service the lights in Little High Street and test the Pathway light in the Queensway, as requested by the Head of Street Scene & Leisure Services

The boxes have now been fitted to the lamp posts in Aldwick Road and a licence to install the Christmas Illuminations is being applied for.

**7. UPDATE ON CHRISTMAS TREES – MIN 33 REFERS**

The Christmas trees have been ordered and delivery arrangements will be agreed with Aldwick Parish Council.

A Member had identified a possible alternative way to decorate the trees in the Precinct. However, no funding is available unless the Town Centre Manager is able to assist.

**8. CORRESPONDENCE**

There was no correspondence to report.

**9. DATE OF NEXT MEETING**

It was agreed that another meeting would not be held before the event. Should there be any issues, the Head of Street Scene & Leisure Services will contact Members by email.

*The meeting closed at 7.15 p.m.*