



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE EXTRAORDINARY MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE

HELD ON WEDNESDAY 26TH AUGUST 2015

PRESENT: Cllrs. T. Gardiner (Chairman), D. Barnes and J. Brooks

IN ATTENDANCE: Mrs. S. Green (Project and Street Scene Support Officer)
Mrs. S. Holmes (Head of Street Scene & Leisure Services)

The Meeting opened at 6.30 p.m.

39. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. P. Woodall, who had work commitments. No apologies had been received from Cllrs. P. Dillon, S. Goodheart, G. Jones, W. Toovey and Mrs J. Warr.

40. 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.

No declarations of interest were made at this point in the Meeting.

41. TO CONSIDER: (A) QUOTATIONS FOR A NEW 3 YEAR CHRISTMAS ILLUMINATIONS INSTALLATION AND MAINTENANCE CONTRACT AND (B) FURTHER CONSIDERATION OF THE PURCHASE OF LAMP POST WREATH DECORATIONS FOR THE ALDWICK ROAD SHOPPING AREA

41.1 A confidential report from the Project and Street Scene Support Officer was circulated, giving details of the 4 quotes obtained for the new 3 year contract. It was explained that it had been quite difficult to obtain the quotes, as some of the companies were very busy, and that not all of the companies that had quoted had undertaken a site visit. It was also explained that one of the quotes was from the existing contractor.

The quotes were based on a Contractors Specification document, which had been adapted from the one used for the original contract. It had been quite difficult to produce this, due to the complex nature of the different elements of the Specification.

It was noted that there were considerable differences between the quotes, in part because one appeared to be a local company.

The Head of Street Scene & Leisure Services reminded Members that the budget available to cover the revenue expenditure of the Christmas lights was £8,500 for the current financial year. Therefore, depending on which quote Members decided to accept, it may require either removing elements from the Specification to reduce the costs or requesting additional funds from the Policy & Resources Committee. The cost for installation in 2014 was £4,695.

The possibility of using Town Force was suggested. However, they do not have the appropriate qualifications. There are only 2 permanent team members during the winter and their work schedule is already quite heavy.

A question was asked about the contract for the actual supply of the lighting displays. This is a separate 3 year contract (to include Christmas 2015 and 2016). It may be possible to extend this for one year, so that the end of both contracts would coincide. This can be investigated when the contact for the lights is due to expire.

Following discussion it was **RESOLVED** that the quotation detailed as Option 1 should be accepted. This would be subject to a pre-meeting to discuss the Council's requirement in more detail. A full list of items to be discussed will be prepared by the Project and Street Scene Support Officer. It was further **RESOLVED** that the contract should be subject to review and a possible break clause after 1 year.

41.2 Members were reminded that the existing Lighting Contractor had offered the Town Council the opportunity to purchase 9 wreath displays that could be used in Aldwick Road, at a cost of £300 per unit. There were actually only 7 lamp posts in Aldwick Road so this would give a cost of £2,100. The suggestion had been made at the last meeting that the Town Council could match fund if the Aldwick Road shops were able to provide half the costs.

The Project and Street Scene Support Officer reported that the Aldwick Business Association had been approached and asked if they could assist with the funding. Aldwick Parish Council had also been contacted seeking financial support and a response was still awaited. A request to SSE for a licence to install the lights had been submitted but no response had been received to date.

Some concern was expressed as to how the wreath displays would fit onto the lamp posts, as some of them were close to the walls, and it was felt that perhaps they were not the best option. Examples of other possible displays were considered.

Following discussion, it was **AGREED** that the wreath displays were not the best option and the Council would decline the offer to purchase them. It was further **AGREED** that alternative displays be considered, with two options being suggested at a possible cost of either £150 per unit or £360 per unit. It was noted that these prices may be reduced following discussion with the new contractor, as they may be able to get a much better deal.

It was **RESOLVED** that the Aldwick Business Association should be asked to provide half of the cost for 7 lights and that the Town Council would contribute up to £1,200 from Earmarked Reserves to match this. The Project and Street Scene Support Officer was instructed to negotiate with the new contractor to obtain prices for the 2 options selected and to proceed with the purchase, subject to the price being no more than £2,400 and subject to the Business Association agreeing to pay half of this cost. Members will be updated on progress with this via email.

The Meeting closed at 7.25 p.m.