



BOGNOR REGIS TOWN COUNCIL

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CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON MONDAY 21st SEPTEMBER 2009

PRESENT: Cllr. Mrs. J. Warr (Chairman) Cllrs: Mrs. S. Daniells, D. Eldridge and R. Gillibrand

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Mrs. S. Holmes (Events Officer)
Mr. I. Harding (Chamber of Commerce representative) - co-opted member
Mr. J. Tyson Electrical Contractor from Merlin Lighting (Installations) Ltd. (Part of the meeting)

The Meeting opened at 6.35pm

26. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Mr. A. Holmes.

27. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of personal and/or prejudicial 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 personal interest and the nature of the interest
- c) Whether it is also a prejudicial interest
- d) If it is a prejudicial interest, whether they will be exercising their right to speak under 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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. These forms to 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.

The Sub-Committee noted that there were no Declarations of Interest made at this point in the Meeting.

28. TO APPROVE THE MINUTES OF THE MEETING HELD ON 25th AUGUST 2009

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 25th August 2009 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

29.1 25th August - Min. 23.1(c) Road Train

It was queried whether the road train could be decorated this year with LED rope light. The Events Officer advised that she believed that the road train had been decorated last year. Members noted confirmation was still awaited from Mr. Hardy that the train would be available for the Council's use this year, which was subject to the availability of a driver.

29.2 25th August - Min. 23.1(e) MC for the Switch-on event

Mr. Harding confirmed that he would be pleased to MC the Switch-on event.

29.3 25th August - Min. 23.4 Use of spotlights and electricity for Switch-on event

Discussion regarding the use of floodlights for the stage area took place. The Events Officer confirmed that she would be speaking with the owners of the William Hardwicke a little nearer the time regarding the logistics and seeking their agreement on the format for use of their patio as the stage area. Mr. Harding advised that he had some light boxes that could be used as floodlights that he would be willing to loan to the Sub-Committee for the event. Mr. Harding was thanked for his kind offer. The Events Officer would liaise further with Mr. Harding on this matter following her meeting with the William Hardwicke.

30. CONSIDERATION OF PROPOSALS FROM MERLIN LIGHTING FOR CHRISTMAS 2010 - NEW DISPLAYS FOR HIGH STREET, LONDON ROAD AND YORK ROAD - MIN. 19.1 REFERS

In the absence of Mr. Tyson, Electrical Contractor from Merlin Lighting, it was **AGREED** that this item would be deferred until later in the meeting.

31. FOC BESPOKE MOTIF - CONSIDERATION OF DESIGN (IF AVAILABLE) - MIN. 21 REFERS

Following some discussion at the last meeting, it had been agreed that the Events Officer should approach Mike Jupp to see if he would be willing to design a simple motif that could be reproduced into a lighting display. It was noted that a decision on a design could not be deferred any longer if the Sub-Committee did not wish to lose the opportunity of obtaining this FOC bespoke motif. Members noted the star design that had been produced by Mr. Jupp and **RESOLVED** that this should be forwarded to The Festive Lighting Company as soon as possible in the hope that this could be produced in time for this year's Switch-on. Some discussion regarding the location for the motif took place and it was suggested that consideration be given to locating this at the entrance to The Arcade in the High Street above the clock. Following some discussion, it was **AGREED** that the original suggestion of the Town Hall balcony, subject to the approval of the District Council, would be the preferred option.

32. CONSIDERATION OF PROPOSALS FROM MERLIN LIGHTING FOR CHRISTMAS 2010 - NEW DISPLAYS FOR HIGH STREET, LONDON ROAD AND YORK ROAD - MIN. 19.1 REFERS

The Chairman welcomed Mr. Tyson from Merlin Lighting (Installations) Ltd. and invited him to join the meeting. Mr. Tyson thanked the Sub-Committee for the opportunity to put forward some proposals for the Christmas 2010 displays. Once the Sub-Committee had chosen their various options this would then allow him to put these out to the various manufacturers/lighting companies to seek the best deal possible for the Town Council. Mr. Tyson circulated various artwork simulations of potential designs for the Sub-Committee to consider. Following a lengthy debate, the Sub-Committee chose the Christmas trees and snowflake design for London Road. It was queried whether a light could be put on the top of each Christmas tree and whether the snowflakes could vary in colour rather than being all warm white. Mr. Tyson agreed to investigate these possibilities. For the High Street and York Road, the Sub-Committee chose the Star Shower display and requested these be in colours of red, warm white and green. The possibility of some of the bulbs giving a twinkling effect was suggested and again Mr. Tyson agreed to look into this. Discussion took place regarding the estimated cost of the new displays through a three year hire agreement option. The Deputy Town Clerk advised Councillors of the current budget provision for Christmas lighting and Mr. Tyson was asked to negotiate with the various manufacturers/lighting companies to see if the cost could be brought more in line with the current budget. Mr. Tyson agreed to try to achieve the best deal for the Council and confirmed that he would have costs in time for Councillors consideration at their next meeting. The Chairman thanked Mr. Tyson on behalf of the Sub-Committee for attending and he left the meeting.

33. PURCHASE OF CHRISTMAS TREES

The Deputy Town Clerk reported that the cost for supply and delivery of the three Norway Spruce trees will be in the region of £277.50 plus VAT. Members **RESOLVED** to approve the purchase of three Christmas trees from Goodwood Estate. Arrangements would be made for delivery of the trees for the week commencing 23rd November following liaison with the new Electrical Contractor that this timing would be suitable for him to be able to dress the trees prior to Switch-on.

34. SWITCH-ON ENTERTAINMENT INCLUDING

34.1 Report from Events Officer

- (a) Butlins had now confirmed that they would be unable to take part in the Switch-on event this year owing to events that were happening on site.
- (b) The Events Officer advised on the need to close the High Street during the Switch-on event resulting in the buses being diverted. This in turn requires the parking bays in Belmont Street to be temporarily suspended and would require a Temporary Traffic Order to be issued by W.S.C.C. The cost to implement this would be £175. W.S.C.C. has confirmed that the District Council has the power to implement this on the Town Council's behalf, which would result in no fee being payable. The Events Officer is currently seeking clarification from A.D.C. regarding this matter. Provision for this additional expenditure will need to be made from the Events Officer's Switch-on budget should this be required.
- (c) Members noted that the Events Officer would be arranging entertainment for the period of about 1¹/₂ hours prior to the Switch-on as had been previously agreed.

- (d) Discussion took place with regard to possible sponsorship opportunities that may be available through new businesses in the town. A Councillor referred to the LED display that had been used in previous years detailing companies that had kindly sponsored the event and queried whether this might again be used.

34.2 Update on availability of Celebrity for Switch-on event

- (a) Members noted that Ben Richards had kindly agreed to attend the Switch-on event. The Events Officer had written with confirmation of the details etc. and she had also written to Art of Dance to see if they would be willing to perform again as they had last year. In answer to a query regarding expenses, the Events Officer advised that Mr. Richards would be in the area on this weekend to attend another function. When he had attended to do the Switch-on a few years ago, the Sub-Committee had been pleased to cover his travelling expenses. The Events Officer would request some photographs of Mr. Richards that could be used in the promotion of the event.
- (b) The Deputy Mayor spoke of a recent mayoral engagement she had attended at F.A. Holland & Son, Funeral Directors and advised that they had kindly offered use of their limousine as possible transport for the celebrity to the Switch-on event. The Events Officer advised that it had been planned that Mr. Richards would be on the road train along with Father Christmas, the Pantomime characters and Councillors. Comment was made that Councillors should dress up in the spirit of Christmas and have sweets for distribution to the children present. Members were appreciative of the Funeral Directors kind offer and the Events Officer would liaise with them regarding other possible sponsorship they may be willing to take up.
- (c) Mr. Harding detailed an alternative suggestion for possible transport for Mr. Richards, which was discussed by the Sub-Committee. The Events Officer agreed to seek confirmation from those who would be involved as to whether they would be willing to take part in this alternative proposal.

34.3 Update of spotlights and electricity for Switch-on event - Cllr. Dillon to report

In the absence of Cllr. Dillon there was nothing further to report.

35. CORRESPONDENCE

- Signed Contract returned from Mr. Tyson of Merlin Lighting (Installations) Ltd.
- The Festive Lighting Company - copy of Festive News, Issue 3, September 09

36. TO NOTE DATE OF NEXT MEETING - WEDNESDAY 28th OCTOBER 2009

The Sub-Committee noted the next meeting will be held on Wednesday 28th October 2009 at 6.30pm in the Council Chamber

The Meeting closed at 7.30pm