

NOTES OF THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON WEDNESDAY 31st JANUARY 2007

PRESENT: Cllr. R. Gillibrand (Chairman) and Cllr. K. Scutt
Mr. Jim Brooks and Mr. A. Holmes (co-opted members)

IN ATTENDANCE: Glenna Frost (Deputy Town Clerk)
Paul Beckerson (Projects Officer) (to Min. 8)
Sue Holmes (Events Officer)

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

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. Mrs. J. Warr, Mrs. S. Hardy and Mr. A. Hay. Apologies had also been received from Cllr. Mrs. S. Olliver who would arrive late owing to her attendance at the A.D.C. Development Control Committee meeting.

2. 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.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later 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 Deputy Town Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes.

Those present noted that there were no Declarations of Interest made at this point in the Meeting.

3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6th DECEMBER 2006

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

4.1 6th December - Min. 74 Queensway Electrical Supply

The Deputy Town Clerk advised that the electrical work to supply new sockets and meters etc. in this area was in hand and was due to be completed shortly.

4.2 6th December - Min. 74 New displays

The Chairman queried whether the new snowflake displays could be spread further apart on their wires or whether additional snowflakes could be added to give a better

display. Mr. Holmes advised that this would need to be raised with the Festive Lighting Company.

4.3 6th December - Min. 75 New display for Station Road

It was noted that permission had finally been received from the Jasmine House for the new catenary wires to be fixed to their premises. The Electrical Contractor advised that unfortunately only one wire would now be installed due to a height restriction in this area. Arrangements had also been put in place for the new power supply to be installed on 27th and 28th February 2007.

5. REPORT FROM ELECTRICAL CONTRACTOR ON CHRISTMAS ILLUMINATIONS 2006 INCLUDING CONSIDERATION OF LEVEL OF FAILURE OF NEW DISPLAYS FROM THE FESTIVE LIGHTING COMPANY

5.1 Concern was expressed at the level of failure that had occurred on the new displays and whether this was felt to be acceptable. A copy of the confidential report from the Electrical Contractor was circulated to those present. The content of the report was discussed in some detail. It was noted that the seal on the back of the new displays appeared not to be watertight which allowed the rain to get in causing failure. This was reported to the Festive Lighting Company who did supply replacement strings immediately but owing to the level of failure it would have required the displays being taken down to enable repairs to be carried out. As the majority of the new arched displays were eventually affected this would not have been practical. Drawings and photographs showing the level of failure were available at the meeting. In answer to a query, the Electrical Contractor confirmed that the new displays were powered by mains voltage rather than a low voltage transformer as had been expected. This increased the possibility of failure and meant that proper sealing against water ingress was essential. Mr. Holmes referred to the differences in the way that the displays had been wired.

The Deputy Town Clerk advised that she had emailed the Sales Manager at the Festive Lighting Company to advise that there was some concern at the level of failure of the new displays. These had now been returned to the Festive Lighting Company and a report had been requested once testing had been carried out. The Sales Manager had confirmed in his response that the displays would all be checked and they would repair any on going problems that there may be so that the Council would not have this type of problem again next Christmas.

Following further debate it was **AGREED** to **RECOMMEND** that a copy of the Electrical Contractor's report that related to the new displays should be forwarded to the Festive Lighting Company for comment and that the Sales Manager should be invited to the next meeting to discuss in detail the various issues of concern.

5.2 An invoice for £625 plus VAT had been received from the Electrical Contractor being labour costs for the works originally agreed for the High Street, Queensway and Station Road. Works in the High Street had been completed, Station Road would be completed shortly and Queensway had been put on hold for the time being until advice could be sought from a structural engineer on the makeup of the buildings. However additional work had been undertaken with three catenary wires being replaced due to storm damage and inspection failure. It had been suggested that some of the funding allocated to cover the Queensway project could be used to cover this expenditure. In the circumstances those present **AGREED** to **RECOMMEND** that the invoice should be paid in full with any overpayment being allocated to future labour costs for the ongoing rolling programme of replacement. The labour costs for

the Queensway project would then be revisited when a decision had been taken as to the way forward for this area.

5.3 The Projects Officer agreed to try to obtain the plans for the buildings in the Queensway to establish their structure. The Electrical Contractor confirmed that advice was needed from a structural engineer to ascertain the makeup of the walls before any progress could be made.

5.4 Comment was made about the rolling programme of replacement and the need for each site to have at least one new supporting wire and the plates inspected as a priority. The Electrical Contractor was asked to prepare a report indicating the sites that still needed such works to be undertaken for consideration at the next meeting.

6. **REPORT BACK FROM CHAIRMAN AND VICE-CHAIRMAN ON MEETING WITH THE THEATRE RE BANNER SITE IN LONDON ROAD - MIN. 73.1 REFERS**

The Chairman reported that he had attended a meeting at the theatre with the Vice-Chairman to discuss this matter. Following some discussion, agreement had been reached with representatives of the theatre that this site could be used by them to display banners promoting their shows, six times during the year for a period of not more than 28 days at any one time. No charge would be made for the theatres use of this site during these periods. It was **AGREED** to **RECOMMEND** that this be approved.

7. **CONSIDERATION OF SETTING POLICY FOR BANNER CHARGES - MIN 73.3 REFERS**

Following some discussion, it was **AGREED** to **RECOMMEND** the following:

- In the event of banner sites being limited, full paying organisations will take precedence
- Charity organisations will receive a 40% discount off the normal rate subject to the availability of a banner site
- Commercial organisations will be charged at the normal rate
- No charge will be made for the display of banners relating to direct marketing/promotion of the town

8. *Mr. Beckerson gave his apologies and left the meeting.*

9. **AGREEMENT OF SITES SUITABLE FOR BANNERS - REPORT FROM ELECTRICAL CONTRACTOR**

The Electrical Contractor confirmed that the sites currently suitable for banners were at HSBC, between KFC and Abbey and the one in London Road. The rolling programme of replacement would hopefully allow him to create more banner sites which would give greater flexibility.

In answer to a query about safety, the Electrical Contractor confirmed that a two wire system with safety straps was operated and both wires would have to fail to cause a problem. He spoke about the chemical fixings and commented that testing is destructive but it is the only way to be sure the fixings are secure. Any movement at all when the plates are pulled will register as a failure. It was noted that the plates are tested to a pull of 5.0 Kilo Newtons as they have to be pulled to a level that is considerably more than the load that they carry.

10. **REVIEW OF RISK ASSESSMENT FOR CHRISTMAS LIGHTS**

A copy of the Risk Assessment that had been prepared by the Events Officer was circulated to those present. Members reviewed the various risks and several suggestions of items for inclusion were put forward. Following some discussion, it was **AGREED to RECOMMEND** that these additions should be included in the Risk Assessment and the document should be reviewed again early in October 2007 prior to the installation of the lights. A copy of the amended document to be appended to these Notes - **Appendix 1**

11. CONSIDERATION OF WAY FORWARD FOR 2007 INCLUDING PROJECTS FOR QUEENSWAY AND TOP OF LONDON ROAD PUT ON HOLD IN 2006 AND ALDWICK ROAD SHOPPING AREA

11.1 Queensway - the Projects Officer had agreed to try to obtain plans of the buildings to investigate their structure before a decision on the way forward could be reached.

11.2 Aldwick Road - discussion regarding the height of the buildings took place. The possibility of installing poles or extending brackets off the walls had been suggested. The Electrical Contractor advised that there may be enough height to run a single string or festoon in this area. The Events Officer suggested that the lights should be strung along the buildings instead of across the road. Mr. Brooks and Mr. Holmes agreed to investigate the possibilities for this area and report back to the next meeting. Mr. Brooks suggested that members of the Sub-Committee would be welcome to attend a meeting at the site with him and Mr. Holmes to discuss this.

11.3 Old London Road - a letter would be sent to the businesses in this area to advise them of the proposals to upgrade and extend the lights for Christmas 2007 subject to sufficient funding being available and to seek offers of sponsorship funding.

12. CORRESPONDENCE

12.1 Scottish and Southern Energy - Unmetered Supply Certificate of estimated annual electricity consumption.

12.2 The Festive Lighting Company - details of Spring Fair 4th - 8th February at the NEC Birmingham and invitation to visit their stand to see some of the new and exciting products that they have available for the 2007 festive season.

12.3 Lumalite Ltd. - catalogue and price list with details of 40% discount off all products excluding accessories and 50% off their Classic Garland range. Those present agreed that they were not in a position to consider taking advantage of this offer at this time as no definite decisions had yet been reached about the way forward for 2007.

12.4 Lighting and Illumination Technology Experience Ltd. - email with product information

13. DATE OF NEXT MEETING

It was **AGREED** that the next meeting would be held on **Tuesday 6th March 2007** at **2.30pm** in the Council Chamber subject to availability. This has now been confirmed.

Please note: the earlier start time

Activity: Christmas Illuminations			Assessment Date: February 2007	Review Date: October 2007	
Hazard and Risk	People at risk	Our Controls	Our Future Controls	Risk Level	Target date/by whom
Installation of lighting displays	General public Employees Contractors	<ul style="list-style-type: none"> ▪ Use of Contractors for installation, repair and removal of Illuminations and associated wires and fixings ▪ Contractor to have appropriate documentation, use trained staff and to use correct public safety measures ▪ Where possible, work in busy areas to be done early morning or evening to avoid pedestrian and vehicle movement 	And problems identified to be drawn to the attention of the lighting display company / contractors	High	Xmas Illuminations Committee
Cherry Picker	General public Employees Contractors	<ul style="list-style-type: none"> ▪ Ensure Contractors have appropriate training certificates ▪ Ensure Contractors are aware of requirement to cordon off work area ▪ Appropriate safety equipment to be provided and to be used at all times ▪ Cherry Picker to be serviced and maintained and appropriate records kept 	Review with Contractor prior to switch on of 2007 lights.	High	Xmas Illuminations Committee

RISK ASSESSMENT FORM

Activity: Christmas Illuminations (continued)			Assessment Date: February 2007	Review Date: October 2007	
Hazard and Risk	People at Risk	Our Controls	Our Future Controls	Risk Level	Target date/by whom
Wall plates / fixings	General public Employees Contractors	<ul style="list-style-type: none"> ▪ Wall plates and fixings to be subject to appropriate testing techniques and report provided to the Illuminations Committee ▪ Visual checks to be undertaken by Contractor while Illuminations are in place ▪ Wall plates to be fixed to wall using screws/chemical fixing appropriate to condition and construction of building ▪ If Contractor unable to establish condition of wall, expert advice to be sought before wall plates are fitted 	Log of all lighting display sites to be produced. This will show all testing dates and results	High	Xmas Illuminations Committee

RISK ASSESSMENT FORM

Catenary wires	General public Employees Contractors	<ul style="list-style-type: none"> ▪ All main frame displays to be put in place using two catenary wires. If one fails, the other wire will take the weight of the displays ▪ Non-frame displays to be installed on one catenary wire ▪ A rolling programme of replacement with new 6mm stainless steel wires has been instigated by the Council ▪ A visual inspection to be undertaken by Contractors during the installation programme 	Rolling programme of replacement wires agreed	High	Xmas Illuminations Committee
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Activity: Christmas Illuminations (continued)			Assessment Date: February 2007		Review Date: October 2007	
Hazard and Risk	People at Risk	Our Controls	Our Future Controls	Risk Level	Target date/by whom	

RISK ASSESSMENT FORM

Electrical connections	General public Employees Contractors	<ul style="list-style-type: none"> ▪ All electrical work to be carried out to the wiring regulation BS 7671 ▪ Appropriate connectors, RCD's and Timers to be used ▪ Low voltage lighting used where possible 	Reviewed in New Year	High	Xmas Illuminations Committee
Vandalism	General public Employees Contractors	<ul style="list-style-type: none"> ▪ Low voltage lighting used where possible and installed to comply with requirements of the Local Highways Authority ▪ The Christmas tree by the station is surrounded by fencing ▪ Visual checks are undertaken by Town Force staff when they are checking for graffiti etc 		Low	

Activity: Christmas Illuminations (continued)	Assessment Date: February 2007	Review Date: October 2007
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RISK ASSESSMENT FORM

Hazard and Risk	People at Risk	Our Controls	Our Future Controls	Risk Level	Target date/by whom
Light displays	General public Employees Contractors	<ul style="list-style-type: none"> ▪ New displays purchased from reputable festive lighting company ▪ Displays provided under leasing agreement to be returned to suppliers for maintenance and repair when taken down in New Year ▪ Stock owned by Council to be repaired and maintained by Contractors ▪ Lighting displays to be fixed according to standard practice 	Any concerns raised over lighting displays to be drawn to attention of lighting supply company	High	Xmas Illuminations Committee