



BOGNOR REGIS TOWN COUNCIL

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CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON WEDNESDAY 26th MARCH 2008

PRESENT: Cllr. R. Gillibrand (Chairman), Cllrs: Mrs. E. Anderson and
Mrs. S. Daniells
A. Holmes (Electrical Contractor)

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Mrs. S. Holmes (Events Officer)

The Meeting opened at 7.07pm

69. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllrs. Mrs. J. Walker and P. Wells. Belated apologies were also received from Cllr. Mrs. Warr due to her attendance at another meeting and from Mr. Peter Wells.

70. 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.

Mrs. Holmes declared a Prejudicial Interest as her son is a Director of Leaderboard Sports (UK) Ltd., the Town Council's Electrical Contractors and Mrs. Holmes is Company Secretary

The Sub-Committee noted that there was one Declaration of Interest made at this point in the Meeting.

71. TO APPROVE THE MINUTES OF THE MEETING HELD ON 13th FEBRUARY 2008

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 13th February 2008 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

72.1 13th February - Min. 58.2 Installation of lights by the end of October

The Electrical Contractor queried whether installation would still be required by the 31st October in view of the later Switch-on. Members **AGREED** that as the Switch-on event had been moved to the last Saturday in the month namely the 29th November installation of all the Christmas Illuminations should now be completed no later than two weeks before (Saturday 15th November 2008).

72.2 13th February - Min. 61.5 Electric costs for Queensway

The Deputy Town Clerk advised that it had now been established that the electricity supplies that feed the new LED lights in the Queensway are metered. These are located in separate meter cupboards within the buildings and were installed some years ago when the lights were run by the Bognor Regis Illuminations Committee and the Queensway had illuminations on the balconies. Arrangements are now being made to have the meters read so that details of consumption can be forwarded to SSE Power Distribution and the appropriate invoice can be raised by Southern Electric.

72.3 13th February - Min. 63 Disposal of Children's Displays

The Sub-Committee noted that a £50 cash donation had been received for the two displays. A suitable indemnity form releasing the Town Council from any future responsibility had been drawn up for each of the parents to sign. These had been taken away for signing and the Electrical Contractor confirmed that he would ensure that this had been done and the forms had been returned to the Town Council prior to delivering the displays.

72.4 12th December - Min. 52.6 S178 Agreement for Banners and Christmas Illuminations

The Deputy Town Clerk reported that negotiation with W.S.C.C. regarding the height of the existing catenary wires had resulted in a delay in signing the Licence. Agreement had now been reached that the height of the existing wires should remain unchanged however any new wires would be installed at a height of not less than 6.1 metres above the Highway in line with the current regulations. The Agreement will cover York Road, High Street, Station Road, London Road, Aldwick Road, Queensway and Norfolk Street. Clarification was now awaited on an issue relating to the insurance from the Town Council's Insurance Company and once this was received the Licence will be signed by the Town Clerk and returned to W.S.C.C.

73. CONSIDERATION OF WAY FORWARD - CHILDREN'S DESIGN A CHRISTMAS MOTIF COMPETITION

The Chairman reported that as a result of the problems that had been encountered with the new lights over the last couple of years the Festive Lighting Company had offered to manufacture a 1 metre x 1 metre motif of the winning design from the children's competition FOC for this year. To enable the Sub-Committee to take up this offer the winning design would need to be submitted to Festive Lighting by the end of July 2008. Members debated the practicalities of the earlier deadline. Letters to the local schools seeking their support in encouraging the children to enter would

need to go out within the next month to have any chance of receiving entries prior to the schools breaking up for the summer holidays. It was queried whether the schools would be willing to support this in the summer months when their curriculum would not tie in with the Christmas theme. Members agreed that the deadline of the end of July was too early and following further debate, it was suggested that an approach should be made to The Festive Lighting Company to seek their approval to manufacture an alternative motif - possibly a logo or Christmas message from the Town Council rather than decline their kind offer. This could be displayed from the balcony at the front of the Town Hall subject to the approval of the District Council. The Electrical Contractor advised that this would be possible if agreement could be reached and he confirmed that the display could be fed from the same electricity supply that is currently used for the Christmas tree. The Sub-Committee AGREED the Deputy Town Clerk should investigate this proposal and report back to the next meeting.

74. CONSIDERATION OF DRAFT SCHEDULE OF WORKS - CLLR. WELLS TO REPORT - MIN 61.2 REFERS

As Cllr. Wells was not present, it was AGREED to defer this item.

75. ROLLING PROGRAMME OF REPLACEMENT - CONSIDERATION OF QUOTATION FOR WORKS TO ELECTRICAL BOXES (IF AVAILABLE) AND PROGRAMME FOR REPLACEMENT OF GALVANISED CATENARY WIRES AS HIGHLIGHTED BY ELECTRICAL CONTRACTORS - MIN. 61.3 REFERS

The Deputy Town Clerk reported on the level of expenditure required to undertake the urgent works to the electrical boxes following receipt of the quotation. It was noted that work would be required on 15 out of the 16 boxes that feed the illuminations. The supply by The Station Public House had been installed recently and would therefore not be affected. Members AGREED that in view of the level of expenditure required the Deputy Town Clerk should seek alternative quotations for consideration at the next meeting. Consideration of replacement of the galvanised catenary wires as highlighted at the previous meeting would also be deferred until a decision had been taken regarding the electrical boxes. The estimated cost of this work being about £900 to £1,000. Members were advised that an approach may need to be made to the Policy and Resources Committee to seek approval for additional monies to be found from the Rolling Capital Programme in the 2008-2009 financial year to fund this necessary work.

76. UPDATE ON THE WAY FORWARD FOR 2008 INCLUDING CONSIDERATION OF PROVISION OF ADDITIONAL DISPLAYS FOR STATION ROAD AREA - MIN 58.2 REFERS

76.1 Details of the special offers/discounted motifs available from the Festive Lighting Company were noted, copied to those present. Following some discussion, it was AGREED that there was nothing suitable for the areas requiring new displays at Station Road in the information that had been received. The Deputy Town Clerk advised that the new 2008 catalogue would be available from the Festive Lighting Company at the end of April. It was noted however that consideration of the way forward could not really be progressed until a decision had been taken on the works required under the rolling programme of replacement and how this would reflect on the available budget.

76.2 The Electrical Contractor suggested that the Sub-Committee may wish to consider selling off some of the old displays as a way of raising some capital. Members

AGREED that this was worth further investigation and suggested that this issue be put on a future agenda for further discussion. In answer to a query regarding the level of displays currently held, the Electrical Contractor confirmed that he would be willing to prepare an inventory to assist the Sub-Committee in their consideration of this matter.

- 76.3** Members stressed the need to look at ways of raising sponsorship for the lights. Banner income had dried up despite writing to all the shops last year and it was suggested that thought needed to be given to other ways of increasing the income. The Events Officer suggested that consideration could be given to having a fundraising stall at some of the Town Council's events. Letters to retailers should again be pursued or alternatively a one to one approach could be another way. An approach to The Business Interchange and Business Network Internationally may also be worth investigation. A Councillor suggested that St. Modwen could also be approached. The possibility of setting up a separate Working Party to look at this whole issue was suggested. One suggestion put forward was for a Civic Sponsorship scheme/Business Partnership to be set up to seek sponsorship globally for all the Town Council events. This could give a co-ordinated approach with recognition, press coverage and an invitation to a Civic evening hosted by the Town Mayor as a thank you.

Following further discussion, it was **RESOLVED** that this matter should be referred to the Promotion and Publicity Committee for further consideration as to the best way to progress this.

77. PERFORMING RIGHTS SOCIETY LICENCE AND PUBLIC PERFORMANCE LICENCE - UPDATE FROM CLLR. CUNARD ON COSTS (IF AVAILABLE) MIN. 64 REFERS

Cllr. Mrs. Daniells advised that Cllr. Cunard had made enquiries about possible reduction in charges if the theatre were to apply for the licences, however he had established that no reduction in the cost was available. Following some discussion, it was AGREED to revisit this matter later on in the year once the available budget had been established to see if this was financially viable.

78. CONSIDERATION OF IMPLEMENTATION OF POLICY FOR USE OF CHERRY PICKER OTHER THAN FOR TOWN COUNCIL BUSINESS - MIN 67.1 REFERS

Members debated this at length and considered the implications of allowing the cherry picker to be used on a commercial basis. Issues regarding insurance, wear and tear and the need for operatives to be fully trained in its use were amongst the concerns that were raised. Following further discussion, it was **RESOLVED** only to allow the use of the cherry picker for Town Council business and this is to be carried out by its employees and contractors only.

79. SWITCH-ON ENTERTAINMENT - REPORT FROM EVENTS OFFICER

The Events Officer reported that she had booked Spirit FM who will provide the P.A. system and will M.C. the whole Switch-on event for a cost of £400. Contact had been made with the Salvation Army and it had been confirmed that The Hub would be available as a venue to hold lantern making workshops during the day. The 'Lantern procession' could leave from The Hub passing by Morrison's and then down the main precinct to the bottom of London Road. The Events Officer advised that by using this route she was trying to avoid the need for road closures which would increase the cost. Contact would also be made with Shirley Hardy to see if the Road Train could

be used to transport Santa Claus in the procession. Cllr. Mrs. Daniells confirmed that the Pantomime characters would also be available to help create the atmosphere. The Chairman commented that the Road Train had been used before and maybe an alternative form of transport should be investigated. The Events Officer reminded Councillors that she had a limited budget and that it had already been agreed that the Sub-Committee were looking at a more traditional event this year with carols around the Christmas tree before the Switch-on. Local groups would also be contacted to perform carols within the precinct during the day.

80. CONSIDERATION OF POLICY FOR DISPLAY OF BANNERS ADVERTISING TOWN EVENTS

The Events Officer reported that the Bognor Regis Seafront Lights Group had requested the possibility of displaying a banner in the town to advertise the Italian Market as part of their 'Here Comes Summer' event.

The Sub-Committee noted that a Policy for banner charges had been set by the Sub-Committee back in January 2007 as detailed below, however it was unclear which category this banner would fall within.

- 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

Following a brief discussion, Councillors AGREED that the banner would be promoting an event which it was felt was for the benefit of the town. Comment was made that funds raised from the 'Here Comes Summer' event are used for improvements/maintenance of the seafront lights and it was therefore **RESOLVED** that this banner would fall within the last category and therefore no charge should be made.

The Sub-Committee AGREED that it would be difficult to set an overall policy relating to banners advertising events in the town and each request would therefore need to be looked at individually.

81. CORRESPONDENCE

- SSE Power Distribution - notification that owing to the new audit requirements Scottish and Southern Energy Power Distribution are now required to provide an Estimated Annual Consumption certificate that displays a kWh figure representative of a full year's usage (34996 kWh). Southern Electric will however be advised that the consumption for the period the lights were in use was only 3356 kWh and will invoice accordingly.
- Lamps & Tubes Illuminations Ltd. - details of pull testing of wall brackets and electrical safety regulations - special "Early Bird" rate
- Gala Lights - details of Evaluation and Refurbishment Check also details of the service that they offer
- Festive Lighting Company - Festive News, Issue 1, February 2008

82. DATE OF THE NEXT MEETING

The Sub-Committee AGREED to meet again on Wednesday 30th April or Wednesday 7th May subject to the availability of the Chamber. The Deputy Town Clerk agreed to check that these dates did not clash with the A.D.C. Council meeting.

(Note: The A.D.C. Council meeting is scheduled for 7th May and the Council Chamber is not available on 30th April so an alternative venue for the meeting will be investigated for this evening.)

The Meeting closed at 8.45pm