



BOGNOR REGIS TOWN COUNCIL

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CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON WEDNESDAY 8th AUGUST 2007

PRESENT:

Cllr. R. Gillibrand (Chairman), Cllrs: Mrs. E Anderson,
Mrs. J. Walker and P. Wells
A. Holmes (Electrical Contractor) and P. Wells (co-opted members)

IN ATTENDANCE:

Mrs. G. Frost (Deputy Town Clerk)
P. Beckerson (Projects Officer) (from Min. 20.1 to Min. 20.4)
Mrs. S. Holmes (Events Officer)

The Meeting opened at 7.15pm

16. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman had no announcements to make. Apologies had been received from P. Beckerson for late arrival, due to his attendance at another meeting. Apologies had also been received from A. Hay.

17. 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 Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes.

Cllr. P. Wells declared a Personal Interest in the Christmas illuminations as a retailer in the town

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

18. TO APPROVE THE MINUTES OF THE MEETING HELD ON 13th JUNE 2007

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 13th June 2007 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

19.1 13th June - Min. 9 - Children's Competition

The Deputy Town Clerk reported that letters had been sent to the Primary and Infant schools advising that the competition would be held again this year. The closing date for entries would be Monday 1st October and one design would be chosen and transformed into a Christmas illumination to be displayed in the High Street during the Christmas period. A gift voucher to the value of £20.00 would be presented to the winner at the Switch-on event and a reminder would be sent to the schools at the beginning of the new term to try to encourage their participation.

19.2 13th June - Min. 12 - W.S.C.C. update regarding banners in Bognor Regis

The Deputy Town Clerk detailed the email received from the W.S.C.C. Traffic Engineer in June 2007, advising that he would now arrange for an Agreement to be drawn up by the County Council's Legal Services department. Members were advised that if the Committee reaches a decision regarding the new projects in Aldwick Road and the Queensway prior to this Agreement being signed, then these could also be included, otherwise a separate Agreement will need to be prepared. As no further information had been forthcoming since June, the Deputy Town Clerk agreed to contact the Traffic Engineer for an update on progress to date.

20. FURTHER CONSIDERATION OF THE WAY FORWARD FOR 2007 INCLUDING:

20.1 Consideration of new displays for the High Street

The Sub-Committee noted that a total of six new displays would be required for the High Street as new displays had been purchased last year for the two catenary wires at the gateway to London Road. The Deputy Town Clerk reminded the Sub-Committee that the budget for 2007-2008 had been set at £19,000 - £10,000 capital and £9,000 revenue expenditure, however £3,500 of the capital budget was already committed to the existing lease agreement. An Earmarked Reserve of around £4,800 was also being held.

The Deputy Town Clerk advised that she had been working on the breakdown of expenditure and income for the Christmas illuminations last year but unfortunately this had not been completed yet. It was evident however that the banner income had dropped considerably in this current year compared with last year. A Councillor commented on the importance of the banner income and referred to the number of banners currently displayed in London Road and whether these were generating any income. The Events Officer explained that some of the banners were advertising Town Council events whilst others had been approved previously by the Sub-Committee as not chargeable. Comment was made that the Council could not continue to erect these banners for no income and it was suggested that commercial advertising could be investigated as a way forward. The Deputy Town Clerk stressed that commercial advertising was not permissible although a banner advertising sponsorship of the Christmas lights by various retailers could be a way of raising revenue. The Sub-Committee was in agreement that ways to increase the income through sponsorship by local retailers needed to be investigated and Cllrs. Mrs. Anderson and Mrs. Walker kindly offered to approach retailers within the town to seek their support. Cllr. Wells advised that as a local retailer he would be happy to sponsor the Christmas Illuminations through the banner scheme.

Comment was made that the new displays in London Road were a little sparse last year and the benefit of adding additional displays in the High Street to fill more of the catenary wire was discussed. The Electrical Contractor advised that by adding

additional displays this would increase the cost. The wires at the Post Office and Gamleys were both very long and when additional displays had been added to the wire by the Post Office in the past this had resulted in a complaint from a resident being received that the displays were noisy when the weather was windy.

Discussion on the colour scheme for the new displays took place and it was suggested that gold and white could be considered for this year.

The possibility of a Christmas tree in the High Street was put forward and it was suggested that an approach could be made to a Public House to see if they could be encouraged to put a tree on their front patio area. Lighting of the new sun sculpture to reflect the Christmas period was also discussed and it was agreed that the Projects Officer should investigate this. Other areas in the High Street that might be lit up were debated and it was suggested that a feature could be made of the archway at the entrance to a retailer's car park.

Various catalogues were available for the Sub-Committee to peruse and following a lengthy debate, three possible choices were put forward for consideration. As a firm decision could not be reached, it was suggested that the Electrical Contractor should take the details away and look at the designs that had been chosen to check their suitability and report back. In the meantime prices, details of hire and the date by which the order would need to be placed etc. would be obtained from the supplier. If this was found to be prior to the next meeting, it was suggested that the Deputy Town Clerk should liaise with members of the Sub-Committee for a decision to be made which could be ratified at the next meeting. This was **RESOLVED**.

20.2 Queensway - report from Projects Officer on structure of buildings

The Projects Officer reported that he had been unable to get to Littlehampton to investigate the original plans to ascertain the structure of the buildings. The possibility of putting strings of lights along the balconies rather than catenary wires with displays across the road had been suggested at the last meeting and it was felt that this may be the better option. The Projects Officer was asked to obtain a quotation for LED strings for this area in time for consideration at the next meeting. The Electrical Contractor would liaise with the Projects Officer regarding the length of lights and number of transformers required prior to the quotation being sort. It was noted that some of the retailers were already using the batons underneath the balconies for their own lighting systems and this would also need to be addressed.

20.3 Aldwick Road shopping area - consideration of information from Electrical Contractor

The Electrical Contractor reported on the email that he had received from the Secretary of the Bognor Regis Seafront Lights Group advising that they have seven redundant starburst displays that they would be happy to donate to the Town Council for use at the Aldwick Road shopping area this Christmas. Minor repairs needed to be carried out, which could be undertaken by the Electrical Contractor. These could then be mounted on the seven street lights between Nyewood Lane and Park Road. Electrical supplies would need to be installed for each column which would cost approximately £400 per column including erection of the displays. The scheme could then be expanded upon in future years subject to funding being available. Members expressed their gratitude to the Bognor Regis Seafront Lights Group for their kind offer. Although it had been hoped that new displays could be purchased for this area initially, with the large capital outlay for the installation of the electricity supplies to each column it was felt that this was the best way forward. This would at least allow the scheme to get off the ground this year. Following further discussion, it was **AGREED** that the Deputy Town Clerk should write to the Chairman of the Aldwick Business Association with details of the proposals to seek his guidance on the level of

sponsorship the Aldwick traders may be willing to put into the scheme so that a final decision can be taken as to the way forward at the next meeting.

The possibility of a Christmas tree was also suggested subject to funds being available and a suitable location being identified.

The Projects Officer gave his apologies and left the meeting at 8.13pm

20.4 Upgrade and extension of lighting at the top of London Road - consideration of quotations (if available)

In the absence of the Projects Officer, the Deputy Town Clerk advised that an amended quotation from Pathlight was still awaited.

The Electrical Contractor reported that the labour cost to carry out this work would remain the same as previously quoted, however the cost of the materials required had risen by approximately 6%.

21. ROLLING PROGRAMME OF REPLACEMENT UPDATE FROM ELECTRICAL CONTRACTOR - MIN. 13 REFERS

The Electrical Contractor advised that new plates would be fitted to the wires located by Greggs in London Road and this was the last one to be done. One catenary wire was also in need of replacement and both of these improvements could be carried out with materials currently held in stock. The work would therefore be carried out at no additional cost.

In answer to a query the Electrical Contractor confirmed that the wires would all be Hilti tested this year as this had not been done since 2005.

22. SWITCH-ON ENTERTAINMENT - REPORT FROM EVENTS OFFICER

The Events Officer reported that Cllr. Mrs. Walker had sourced a children's choir to sing carols at the Switch-on event and this would be followed up.

The Rotary Club had offered to bring their float along with Father Christmas if required but would need confirmation of this by 4th September. No collection will be made by them as their Street Collection Licence does not take effect until December. It was suggested that the Town Council could apply for a licence on their behalf and allow them to collect at the event providing no other organisation had one for that day. This was **RESOLVED**.

The Events Officer was still awaiting confirmation of the cost for reindeers.

The need to look at improving the staging for the Switch-on was raised. A larger area was needed and the possibility of dressing the stage was suggested. The Events Officer would approach the Theatre to see if they could assist with this.

In answer to a query, the Events Officer advised that no celebrity to undertake the actual Switch-on had yet been found. Last year the characters from the Christmas pantomime had taken part. Mr. Wells suggested that he may be able to get Christopher Timothy to perform the Switch-on and queried whether the Sub-Committee would like him to investigate this. This was **AGREED**.

The Events Officer spoke of the involvement last year of Spirit FM who undertook interviews at the event for broadcast at intervals during their normal schedule of programmes and queried whether the Sub-Committee wanted to involve them again

this year. It was noted, an approach had also been made to the Events Officer by the Observer who want to have a stand at the event and it was AGREED that the Events Officer should investigate this avenue first prior to any decision being taken.

The Events Officer requested that the Sub-Committee consider what level of funding would be set aside for the Switch-on event this year. Following some discussion, it was **RESOLVED** that a provisional budget of £1,500 should be set aside for entertainment, publicity etc. and once final costs for this element of the event had been established that this would be reviewed if required.

23. CORRESPONDENCE

23.1 Gala Lights - email with details of new 2007-2008 Christmas lighting brochure and information on the service that they offer

23.2 Gala Lights - email advising of extended 'Spring Sale' offers until 31st July 2007

23.3 Blachere Illumination UK - email with details of the launch of their first ever UK showroom and special offer products available with 25% off when purchased on-line until 31st August 2007

23.4 Blachere Illumination UK - email with details of the launch of their new website featuring half price refurbished festive motifs and special offers available when a purchase is made on-line

24. TO NOTE THE DATE OF THE NEXT MEETING

The Sub-Committee noted that the next meeting would be held on **Wednesday 5th September at 7.15pm**. Cllr. Wells advised that unfortunately he would be unable to attend the next meeting and offered his apologies.

The Meeting closed at 8.45pm