



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Kate Gill, The Town Hall, Clarence Road
Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 Fax: 01243 865744

E-mail - bognortc@bognorregis.gov.uk

CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON WEDNESDAY 5th SEPTEMBER 2007

PRESENT: Cllr. R. Gillibrand (Chairman), Cllrs: Mrs. E Anderson,
Mrs. S. Daniells, Mrs. J. Walker and Mrs. J. Warr (from Min. 29)
A. Holmes (Electrical Contractor) (co-opted member)

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
P. Beckerson (Projects Officer) (from Min. 29 to Min. 31)
Mrs. S. Holmes (Events Officer)
One Councillor in the Public Gallery

The Meeting opened at 7.17pm

25. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman had no announcements to make. Apologies had been received from Cllr. P. Wells and Mr. P. Wells. It was noted that Mr. P. Beckerson would arrive late.

26. 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.

27. TO APPROVE THE MINUTES OF THE MEETING HELD ON 8th AUGUST 2007

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 8th August 2007 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

28.1 8th August - Min. 19.1 - Children's Competition

The Deputy Town Clerk reminded the Sub-Committee that the closing date for entries was Monday 1st October and arrangements would need to be made early in that week for judging to take place. It was noted that it was proving difficult to get all members together at one time, it was therefore **AGREED** that those Councillors who were able should meet at 5.00pm on Monday 1st October in the Council Chamber to draw up a shortlist. The Chairman would then view these later that evening so that a final decision could be made. The importance of the Electrical Contractor and Mr. Hay being in attendance was stressed to ensure that the designs being considered by the Sub-Committee could be manufactured and wired. The Electrical Contractor advised that he hoped that the winning design could again be displayed on the Bon Marche building.

28.2 8th August - Min. 19.2 - W.S.C.C. update regarding banners in Bognor Regis

The Deputy Town Clerk advised that she had emailed the W.S.C.C. Traffic Engineer for an update on progress to date who had advised that the matter had been passed to their legal services team to action. The Traffic Engineer would now be taking charge of traffic management in the Chichester area so the Highway Manager for Arun would now be dealing with this matter or delegate it to another officer as appropriate. An update had therefore been requested from the W.S.C.C. Highway Manager for Arun but unfortunately a response was still awaited.

28.3 8th August - Min. 20.1 Breakdown of Income and Expenditure for 2006

The Deputy Town Clerk apologised and reported that owing to her current workload she had been unable to complete this in time for the meeting.

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

29.1 Consideration of new displays for the High Street

The Chairman reported that although prices had been obtained for the various designs considered at the last meeting, this would prove to be a more costly option as a result of additional charges that had been identified. In the circumstances, quotations for alternative designs from the Town Council's current supplier had been sought and these were considered by those present. It was noted that a 10% discount had been given by the supplier in the prices quoted to compensate for the problems that had arisen last year with the new displays in London Road. Following a lengthy debate it was **RESOLVED** to order 6 x 1197-LED Across Street Motifs quoted at £1,633.50 each from The Festive Lighting Company Ltd. The Sub-Committee **AGREED** that these displays should be all white in colour or alternatively white and gold rather than in red and white as shown in the catalogue. The Sub-Committee noted that the alterations to the standard design requested may incur additional cost to the price that had been quoted for each display. The final figure would therefore be reported back to the Sub-Committee at the next meeting. It was further **RESOLVED** that in view of

the need to place the order for the lights as soon as possible, the Deputy Town Clerk should liaise with the Chairman and Vice-Chairman for a decision if these options were not available. A new three year Hire Agreement would be set up for these motifs as had been done with the new displays for London Road.

The Chairman advised that some concern had been expressed last year that the two displays at the gateway to London Road were sparse and it was suggested that the possibility of adding additional displays to the catenary wire might help to overcome this problem. Members considered various designs in the catalogue and after a lengthy debate it was suggested that enquiries should be made with The Festive Lighting Company to ascertain whether additional motifs could be added to match the existing design. The Sub-Committee AGREED that the Deputy Town Clerk should approach The Festive Lighting Company with this request and report back to the next meeting with details of the cost if this can be achieved.

The Events Officer reported that she had approached the Public House in the High Street to see if they would be willing to put some sponsorship funding towards a Christmas tree that could be located on their front patio area. An in principle agreement had been reached subject to the level of funding required. It was estimated the cost of a 20 to 25 foot tree plus LED light strings, transformers and connectors would cost in the region of £450 based on the cost of the new lights and the Christmas tree purchased for the Town Hall last year. The Events Officer would now go back to the Public House with the estimated cost to ascertain the level of sponsorship funding that they may be willing to put towards this. Further consideration would therefore be given to this at the next meeting. With regard to the archway at the entrance to the retailer's car park, the Events Officer reported that she was still trying to pursue this and had now been referred to the Managing Agents so this may take a little longer to reach a conclusion.

29.2 Queensway - consideration of quotations for supply and installation of LED light strings

The Deputy Town Clerk reported that a quotation had now been received from Pathlight for LED light strings for the Queensway area. This would cost around £2,000. In view of the capital budget already committed, £3,500 for displays in London Road and a further £3,430 approximately dependant on charges for alterations for the new displays in the High Street, the Sub-Committee would need to consider which of the additional projects they wish to take forward. Not enough funding would be available to do them all. The cost for installation of the new strings would also need to be considered. Some debate then took place as to whether lights should be installed in The Queensway or Aldwick Road Shopping area this year and it was AGREED to defer a decision on this project until the next meeting when it was hoped that further information would be available on all the projects being considered.

29.3 Aldwick Road shopping area - consideration of quotations for installation of starburst displays and update on sponsorship offer from Aldwick traders if further information is available

The Deputy Town Clerk reported that she had written to the Chairman of the Aldwick Business Association to seek his guidance as to the level of funding that the Aldwick traders may be willing to put towards this project, but she had received no reply. The Chairman had also been invited along to this meeting to discuss the proposals in more detail.

A quotation had been received from Southern Electric Contracting for the work to prepare the columns with a suitable electrical supply and to install and remove the seven festive displays. This would cost in the region of £2,730 excl. VAT.

Members felt unable to consider this further at this time without having some indication as to whether any funding may be available from the traders to support this proposal. It was therefore AGREED to defer a decision on this project until the next meeting.

29.4 Upgrade and extension of lighting at the top of London Road - consideration of quotations

The Projects Officer advised that the capital outlay for this project was in the region of £6,000 with installation costs at approximately £3,000. It was AGREED that there was not enough funding available in this current year for this project to be progressed so this should be put on hold for the time being.

30. REQUEST FOR REMOVAL OF CATENARY WIRE IN STATION ROAD

The Sub-Committee was advised that the proprietor of one of the retail businesses in Station Road had requested the removal of the Council's catenary wires and brackets etc. from the front of his premises to enable him to carry out some maintenance work. A request had also been made to W.S.C.C. by him for the permanent removal of the wall mounted street light and electrical supply also located in this area as their fixings were creating discoloration to the painted brickwork. Contact had already been made with W.S.C.C. seeking clarification that the County's removal of the street lights electrical feed would not affect the supply for the Christmas lights, but no response had yet been received. The need for the installation of a new electrical feed and the cost implication of this may well need to be considered. Assistance from the Council by use of the cherry picker to speed up the process had been suggested by the proprietor and once the maintenance work had been completed the wires could then be reinstated to their current location. The Sub-Committee was advised of the implications of approving such action. Issues such as Health and Safety, Public Liability insurance and the need for users of this vehicle to be fully qualified were highlighted. Following some discussion, it was **RESOLVED** that the Sub-Committee was unable to assist with this request. The Electrical Contractor would therefore remove the catenary wires and brackets etc. from their current location in the near future as had been requested. This was AGREED.

Members were pleased to note that an alternative location for this catenary wire had now been identified subject to clarification that the electrical supply would not be affected by the removal of the County's street light.

The Projects Officer gave his apologies and left the meeting at 8.20pm

31. RATIFICATION OF QUOTATION FROM LEADERBOARD SPORTS (UK) LTD. FOR INSTALLATION AND REMOVAL OF THE CHRISTMAS DISPLAYS FOR 2007 INCLUDING: ALL TESTING AND INSPECTION OF WORKS REQUIRED TO BE UNDERTAKEN AND APPROVAL OF ESTIMATED EXPENDITURE FOR REPLACEMENT LUMALITE AND PARTS

The Sub-Committee noted the verbal quotation from the Electrical Contractor which included the cost of installation/switch-on/removal and repairs to any existing displays prior to installation at a cost of £3,350 plus VAT. All parts to be supplied by

the Town Council and it was suggested that an allocation of £500 plus VAT be set aside for this purpose. This was **RESOLVED**.

The Sub-Committee noted that Leaderboard would again sponsor the maintenance/repair of the displays during the six weeks festive period and carry out this work free of charge. In the event of any repairs being necessary to the new displays, the cost of this work would be the responsibility of the supplier. Leaderboard would also wire the winning design from the Children's Competition free of charge as part of their sponsorship in conjunction with Frank R. Hay and Sons Ltd. who had kindly offered to undertake the manufacture of the motif again this year.

32. PURCHASE OF CHRISTMAS TREES

The Sub-Committee **RESOLVED** to approve the purchase of the Christmas trees for the Town Hall balcony and Railway Station forecourt from Goodwood Estate. Ideally these would need to be delivered week commencing 12th November. Contact would be made with Brandon Hire to see if they would be willing to supply Herras fencing as they had kindly done on a sponsorship basis in previous years. This is required to protect the tree at the Railway Station following installation. In answer to a query the Deputy Town Clerk confirmed that she would contact Frank R. Hay and Sons to see if they wished to sponsor the tree at the Railway Station again this year.

33. SWITCH-ON ENTERTAINMENT - REPORT FROM EVENTS OFFICER

The Events Officer reported that Mr. Wells had managed to arrange for Christopher Timothy to undertake the Switch-on at no charge to the Council. However, this would be subject to availability within his work schedule.

It was noted that Art of Dance had agreed to bring along a choir of 40 children and adults and would perform 2 x 20 minute segments at no cost to the Council.

The Events Officer had confirmed that the Sub-Committee would like the Rotary Club to attend the Switch-on event with their sleigh and possibly Father Christmas. They had also been advised that an application for a Street Collection Licence could be applied for by the Town Council if required. Confirmation from the Rotary Club on this was awaited.

The Events Officer advised that she had now received detailed costs for the provision of reindeer for the Switch-on which ranged from £1,300 to £1,858. Herras fencing would also be required which would incur an additional cost. The Sub-Committee felt that this would use the entire budget allocated for the Switch-on event and would be too expensive. It was therefore **AGREED** not to pursue this.

The Events Officer referred to the farm that had been present at the Country Fair and advised that one could be provided with a Christmas theme as an alternative to the reindeer. Costs for this were being investigated. The possibility of having donkeys was suggested as an option if the Christmas farm proved to be too expensive. The Sub-Committee **AGREED** that the Events Officer should pursue the option of the Christmas farm and that this should be booked providing the cost did not exceed £700.

It was **AGREED** that the Events Officer should hire in the snow machines again this year.

Last year Santa's Grotto had been set up in the Theatre which cost £120 plus the cost of the presents. Obviously some of this funding could be recouped as an entrance fee of £1 is charged per child. This was AGREED.

It was noted that a walkabout entertainer doing balloon modeling was usually arranged as part of the Switch-on event and the characters from the Christmas Pantomime at the Theatre would be in attendance shortly before the 4.00pm Switch-on.

The Events Officer reported on the Santa's Circus show that was being organised at no cost to the Council by the Theatre for young children.

The possibility of getting BROS, Arun Sounds and the Salvation Army involved as part of the entertainment was suggested and the Events Officer agreed to check on their availability.

The Sub-Committee **RESOLVED** that Cllr. Cunard could speak from the Public Gallery.

Cllr. Cunard advised that he had details of an entertainer who could do balloon modeling including large displays. Contact details would be passed to the Events Officer. He also gave details of the Children's Fair that was being organised by the Theatre.

The Sub-Committee noted that last year a double sided leaflet advertising the Christmas Pantomime and the Lights Switch-on had been produced which was funded by the Theatre and they had kindly offered to fund this again.

The possibility of running a tombola was suggested as a way of recouping funds. Businesses within the town could be approached to see if they would be willing to donate prizes or sign up for sponsorship of the Christmas lights by banner advertising or just pledging financial support. The Events Officer would prepare a letter to be delivered by Cllrs. Mrs. Anderson and Mrs. Walker who had kindly offered to approach local retailers to seek their support for the lights this year.

The Events Officer advised that she had been approached by a couple of organisations who wished to have stalls in the town for the Switch-on event. The Sub-Committee would need to decide whether they were going to permit this as an application would need to be submitted for Street Trading Consent. Following some discussion, it was AGREED that this would not be encouraged.

The Chairman queried whether it would be possible to reinstate the piped music in the London Road area for the Christmas period. The Electrical Contractor advised that he would investigate the cost implication and report back to the next meeting.

34. CORRESPONDENCE

34.1 Lumalite Ltd. - product information

34.2 Blachere Illuminations - email with details of special offer products

34.3 Lamps & Tubes Illuminations Ltd. - catalogue and price list

35. TO NOTE THE DATE OF THE NEXT MEETING

The Sub-Committee noted that the next meeting would be held on **Wednesday 17th October at 7.15pm**. Cllr. Mrs. Anderson advised that unfortunately she would be unable to attend the next meeting and offered her apologies. The Deputy Town Clerk also offered her apologies as she would be on annual leave.

The Electrical Contractor requested that contact be made with the supplier of the Christmas displays to arrange for delivery two weeks prior to Switch-on to allow sufficient time for installation.

The Meeting closed at 8.48pm