



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 THURSDAY 13th JUNE 2007

PRESENT:

Cllr. R. Gillibrand (Chairman), Cllrs: Mrs. E Anderson (to Min. 8.4),
Mrs. J. Walker and P. Wells (from Min. 8.2)
Mr. A. Holmes (Electrical Contractor - co-opted member)

IN ATTENDANCE:

Mrs. G. Frost (Deputy Town Clerk)
P. Beckerson (Projects Officer) (to Min. 8.4)
Mrs. S. Holmes (Events Officer)
One Councillor in the Public Gallery
One member of the Public in the Public Gallery (part of the meeting)

The Meeting opened at 7.10pm

1. The Sub-Committee **RESOLVED** to alter the order of business and take items 9 to 12 following approval of the previous Minutes as the Projects Officer had to leave the meeting early due to another commitment.

2. **TO NOTE ELECTION OF CHAIRMAN OF THE SUB-COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING AND TO CONSIDER ELECTION OF VICE-CHAIRMAN**

2.1 The Committee noted that Cllr. R. Gillibrand had been elected Chairman of this Sub-Committee at the Annual Council Meeting on 14th May 2007.

2.2 It was proposed and seconded that Cllr. Mrs. J. Walker be nominated Vice-Chairman of the Christmas Illuminations Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Mrs. Walker be duly elected Vice-Chairman of the Sub-Committee for 2007/2008.

3. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman had no announcements to make. Apologies had been received for late arrival from Cllr. P. Wells. Apologies had also been received from Mr. A. Hay and Mr. P. Wells.

4. **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.

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

5. **RATIFICATION OF APPOINTMENT TO SUB-COMMITTEE OF CO-OPTED NON-VOTING MEMBERS**

The Sub-Committee **RESOLVED** to ratify the appointment of Mr. Adrian Hay, Mr. Alan Holmes (Electrical Contractor), Mrs. Denise Hughes and Mr. Peter Wells (Chamber representative) as co-opted non-voting members of the Christmas Illuminations Sub-Committee.

6. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 29th MARCH 2007**

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 29th March 2007 as a true and accurate record of the proceedings and the presiding Chairman signed them.

7. **CONSIDERATION OF CHARGE FOR HOTHAM PARK COUNTRY FAIR EVENT BANNER**

7.1 *Mrs. Holmes declared a Personal Interest as Treasurer of the Hotham Park Heritage Trust*

7.2 The Projects Officer reported that although a policy had been set previously for banner charges, the Country Fair is a promotional tourist event that brings people into the town. As a charitable organisation the Hotham Park Heritage Trust would be eligible for a discount under the current policy however, it also falls into the category of direct marketing/promotion of the town for which no charge is made. Members debated this issue and it was **RESOLVED** unanimously that no charge should be made to this organisation on an annual basis to display their banner for the Country Fair event.

8. **FURTHER CONSIDERATION OF THE WAY FORWARD FOR 2007 INCLUDING**

8.1 **Queensway - report from Projects Officer on structure of buildings (if further information is available)**

The Projects Officer advised that he had spoken with the Planning Department at A.D.C. who had confirmed that they hold the plans of the buildings in the Queensway from when the development was built in the 1960's. He would therefore try to verify the structure of the buildings from this source. He anticipated that the structure would be cladding on brick but this would need to be confirmed before the project could

progress. The Projects Officer advised that he hoped to be able to confirm the position in time for consideration at the next meeting.

Discussion on the possibility of putting strings of lights along the balconies rather than catenary wires with displays across the road took place. It was noted that the electricity supply to this area had already been put in place.

8.2 New displays for the High Street

For the benefit of the new members of the Sub-Committee, the Chairman detailed the background of the new three year lease agreement that had been entered into last year to enable new lights to be erected in London Road. The previous administration had agreed that there should be a rolling programme of replacement of all the existing lights and that replacement of the lights in the High Street should be looked at for this year.

Cllr. Wells declared a Personal Interest in this matter as a retailer in the town

In answer to a query the Deputy Town Clerk confirmed that the current Electrical Contractor had been given a three year contract to run alongside the three year lease agreement that had been entered into with the Festive Lighting Company.

It was noted that problems had arisen last Christmas with the new displays, which had been due to the units not being sealed sufficiently to stop water getting in. These had now been completely refurbished so the problem should not reoccur. The issue of compensation had been raised with the Sales Manager who had confirmed that a 10% discount would be offered on any new orders this year. Amendments had also now been made to the snowflakes in each display as discussed at the last meeting.

The Deputy Town Clerk advised that she had received various catalogues to enable the Sub-Committee to consider the displays that they would like to see in the High Street this year. Consideration would need to be given as to whether to use the same supplier and whether the blue and white theme adopted last year would be continued. It was suggested that the Sub-Committee would need time to consider all the options and that this should be discussed in greater detail at the next meeting. In the meantime, the catalogues would be available for members of the Sub-Committee to borrow so that they could come to the next meeting with ideas on how they wished to proceed.

8.3 Aldwick Road shopping area update from Electrical Contractor Min. 91.2

The Electrical Contractor advised that the buildings in Aldwick Road were too low to enable catenary wires to be erected across the road so the alternative option would be to have lamppost displays. Prices were being obtained for the electrical supply required for each display and a map of all the lampposts in this location had been supplied by W.S.C.C. The Electrical Contractor confirmed that he would have all the costs for the next meeting to enable this to be given further consideration. It was suggested that it may be prudent for Councillors to consider designs for the displays in this area whilst looking at the catalogues to expedite matters.

In answer to a query, the Deputy Town Clerk confirmed that the budget had been set at £19,000 for 2007/08. £10,000 of this figure being for capital expenditure, new lights electrical supplies etc. and £9,000 to cover the revenue cost. Members were reminded however that £3,500 of this year's capital budget was already committed for the existing lease agreement.

The Sub-Committee was advised that Mr. Tim Holland, the Chairman of the Aldwick Business Association was present at the meeting and Councillors **RESOLVED** that Mr. Holland should be invited to address the meeting.

Mr. Holland introduced himself to the Sub-Committee and thanked members for the opportunity to speak. He detailed the reasons why the Association had been formed and confirmed that the Aldwick traders were in full support of the introduction of Christmas lights into this area. It was noted that the area suffered with anti social problems and there were many issues that needed to be sorted out.

Mr. Holland advised that he had been asked by Mrs. Hughes to pass on her apologies for non attendance at the meeting.

Members spoke in support of progressing with this project subject to funding and suggested that the project could be started on a small scale and built upon each year. Comment was made that it was good to see a group of traders with an interest that were trying to attract more trade into this area and they should be applauded for that. Mr. Holland confirmed that the will and initiative of the traders is there and they hoped that the Sub-Committee would support them in their endeavors to try to put something back into the community. He felt sure that the traders would consider contributing towards the project if it was taken forward.

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

The Sub-Committee noted that Aldwick Parish Council has a keen interest in the shops in this area as they also serve the Aldwick residents. As a result, the Council may be prepared to consider contributing towards the new lights if they were approached.

Following further discussion, it was **AGREED** that the Electrical Contractor should supply the costs for this proposal to the next meeting. This would enable the Sub-Committee to decide how to take this project forward subject to the overall cost implications and the level of contribution that may be available from the traders and possibly Aldwick Parish Council. Mr. Holland would then be invited back to discuss the proposals with Councillors in more detail.

8.4 Upgrade and extension of lighting at the top of London Road subject to funding - put on hold in 2006

Comment was made that the Sub-Committee may need to consider the other projects first as it would be impossible to do it all. The costs for this project would also need updating as undoubtedly the LED light strings proposed for this area would have increased in price. A Councillor stressed that this area was a bone of contention and stressed the importance of consideration being given to improvements being made.

The Projects Officer confirmed that the same LED light strings had been used in Norfolk Street and High Street in the past and the traders had contributed a large percentage of the cost of this project. It was **AGREED** that the Projects Officer should seek an updated quotation to replace the lights in this area with new LED light strings for consideration at the next meeting. The Electrical Contractor was also asked to supply an updated quotation for their installation.

A Councillor requested that the Deputy Town Clerk supply a breakdown of the costs for the Christmas Illuminations last year for the benefit of the new members of the Sub-Committee.

Cllr. Mrs. Anderson gave her apologies and left the meeting at 8.00pm

The Projects Officer gave his apologies and left the meeting at 8.00pm

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

Concern was stressed that the more improvements undertaken would lead to increased running and maintenance costs on all three schemes for future years.

It was suggested that the Council should write to the traders in London Road seeking sponsorship towards the new lights. The Deputy Town Clerk advised that this would be undertaken when the Sub-Committee had decided whether this project will be taken forward at this time.

9. **CONSIDERATION OF STAGING THE CHILDREN'S DRAWING COMPETITION AGAIN THIS YEAR TO DESIGN A CHRISTMAS MOTIF TO BE TRANSFORMED INTO CHRISTMAS LIGHTS**

The Chairman reported that this had been undertaken by the Sub-Committee last year for the first time and it had been very successful. The Deputy Town Clerk had already spoken with Mr. Hay who had confirmed that he would be happy to manufacture the winning design as part of his sponsorship of the Christmas Lights again this year. The Electrical Contractor also confirmed that Leaderboard Sports (UK) would be happy, as part of their sponsorship, to undertake wiring the winning design. The Sub-Committee **AGREED** to proceed again this year with the competition with one winning design being chosen. The Electrical Contractor suggested that the motif should be made to a smaller scale if at all possible. Letters would be sent to the schools prior to the start of the summer holidays with a reminder being sent at the start of the new term.

10. **SWITCH-ON ENTERTAINMENT AND CONFIRMATION OF DATE**

10.1 *Cllr. Wells declared a Personal Interest in this matter as a member of the Chamber of Commerce*

10.2 In answer to a query, the Electrical Contractor confirmed that it would not be practical to make an illuminated display to advertise the Switch-on event and suggested that a normal banner would be more suitable.

10.3 The Events Officer reported that it had previously been decided that the Switch-on event for this year should be moved from Friday night back to Saturday afternoon. The last Saturday in November had been chosen as the preferred date. Unfortunately due to an oversight the date had been advertised in various events leaflets as Saturday 17th November and the Events Officer requested that Councillors confirm that they were happy to proceed with the 17th as the date had already been advertised. Following some discussion, the Sub-Committee **RESOLVED** that the event would be held on Saturday 17th November with Switch-on at 4.00pm. The Events Officer suggested that consideration needed to be given to the entertainment required for this year.

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

It was suggested that a group of children from a local school singing carols would bring lots of people into the town. The Town Mayor could be asked to choose a school to be approached. The Events Officer confirmed that she had indeed tried to involve local schools before but without success. This she felt was due to the event being out of school hours.

An approach could be made to the Rotary for Santa Claus and his sleigh and possibly a couple of reindeers could also be brought in. Comment was made that due to the last minute change of date due to the appalling weather conditions last year the Rotary had been unable to attend the event. The importance of the Events Officer having sufficient funds from the budget to stage the Switch-on event was stressed.

The Events Officer gave her apologies for the next meeting as this would take place during the week of the Music Festival. She confirmed that she would endeavor to prepare a written report focusing on the important issues.

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

11.1 Min 86 - 29th March - Discussions with Sales Manager from The Festive Lighting Company

Receipt of the email from the Sales Manager in response to the Sub-Committee's concerns was noted, as discussed earlier in the meeting.

11.2 The Deputy Town Clerk reported that it had been agreed at the Environment and Leisure Committee meeting that Cllr. Brooks would be appointed to this Sub-Committee. However, it has since been established that it is not advisable for Cllr. Brooks to be a member as he currently holds the position of the Town Council's Electrical Contractor.

12. W.S.C.C. UPDATE REGARDING BANNERS IN BOGNOR REGIS - MIN. 88 REFERS

The Deputy Town Clerk detailed the correspondence received from W.S.C.C. regarding this matter. Consent would be given for the banners, catenary wires and illuminations in the form of an agreement under section 178 of the Highways Act 1980, and needs to be drawn up by the County Council's Legal Services Unit. The agreement would be for a period of five years and can be extended with W.S.C.C. consent. A plan of the existing wires where displays and banners are hung and a copy of the Council's public liability insurance have now been forwarded to the County Council for their consideration. The possibility of additional projects such as Aldwick Road and the Queensway etc. have also been brought to their attention as these will need to be included in the agreement or an additional agreement drawn up if these projects are taken forward.

13. ROLLING PROGRAMME OF REPLACEMENT UPDATE FROM ELECTRICAL CONTRACTOR - MIN. 89 REFERS

The Electrical Contractor advised that unfortunately he did not have this information with him and confirmed that he would update the Sub-Committee at the next meeting.

14. CORRESPONDENCE

14.1 A Councillor queried the decision that had been made by the Sub-Committee regarding the Country Fair banner prior to his arrival. The Chairman advised on the decision that had been made and their reasons for this. Comment was made that having allowed a banner to be hung free for one organisation, surely this would result in others requesting the same. As a result of further debate, the Deputy Town Clerk was asked to undertake a review of the number of banners that had been erected on behalf of other organisations over the last couple of years, how many had been free and to calculate how much Town Force time is involved in erecting them.

14.2 Gala Lights - Newsletter, Spring 2007 and details of Spring sale

14.3 Festive Lighting Company - new 2007 catalogue and price list

14.4 Gala Lights - new 2007 catalogue and price list

14.5 Blachere Illumination UK - new 2007 catalogue

15. CONSIDERATION OF PROPOSED MEETING DATES AS FOLLOWS:

Wednesday 25th July, Wednesday 5th September, Wednesday 17th October and Wednesday 7th November all commencing at 7.00pm

The meeting dates as detailed above were approved by the Sub-Committee. However, at the request of the Chairman those present agreed that all meetings would commence at 7.15pm.

The Meeting closed at 8.30pm