

NOTES OF THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON WEDNESDAY 7th JUNE 2006

PRESENT: Cllrs: R. Gillibrand and Mrs. S. Olliver
John Stamp (co-opted member)

IN ATTENDANCE: Glenna Frost (Deputy Town Clerk)
Paul Beckerson (Project and IT Officer) (to Min. 10.6)
Sue Holmes (Events Officer)
Jim Brooks and Alan Holmes (Electrical Contractors)
Allen Day (Sales Manager) The Festive Lighting Company Ltd.

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

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

As the meeting was not quorate, it was **AGREED** that Cllr. Gillibrand should take the Chair for the meeting this evening.

The election of the Chairman and Vice-Chairman would therefore be deferred until the next meeting.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs: K. Scutt and Mrs. J. Warr. Apologies had also been received from A. Hay.

3. 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 for those Councillors present in order that they can personally record their interests - both Prejudicial and Personal. At the end of the meeting, these forms should be returned to the Deputy Town Clerk 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.

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

As a quorum was not present, this item would be dealt with at the next meeting.

5. **TO APPROVE THE MINUTES OF MEETING HELD ON 29th MARCH 2006**

As a quorum was not present, this item would be dealt with at the next meeting.

6. **TO ENDORSE THE RECOMMENDATIONS MADE TO THE ENVIRONMENT AND LEISURE COMMITTEE IN THE NOTES OF THE MEETING THAT WAS NOT QUORATE HELD ON 26th APRIL 2006**

As a quorum was not present, this item would be dealt with at the next meeting.

7. **MATTERS ARISING FROM THE MINUTES AND NOTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

There were no matters arising.

8. **POWER POINT PRESENTATION FROM MR. A. DAY OF THE FESTIVE LIGHTING COMPANY ON THE CHOSEN DISPLAYS AND CONFIRMATION OF THE DETAILS OF THE 3 YEAR LEASE AGREEMENT**

Those present welcomed Mr. Day from the Festive Lighting Company. Mr. Day gave a Power Point presentation on the displays that had been chosen at the last meeting and answered various questions on the options available. Alternative displays and different colour schemes were discussed, but it was eventually agreed to proceed with the designs and blue and white colour scheme previously agreed. Samples of the LED light strings being suggested for the Christmas trees were also available to view. Following the presentation, the Chairman thanked Mr. Day on behalf of those present for attending the meeting.

9. **TO APPROVE DESIGNS AND EXPENDITURE FOLLOWING PRESENTATION FOR NEW CHRISTMAS DISPLAYS INCLUDING:-**

9.1 **LED light strings for the Christmas trees at the Railway Station and Town Hall**
Those present **AGREED** to **RECOMMEND** to the Environment and Leisure Committee to proceed with the purchase from The Festive Lighting Company of the LED light strings for the Christmas trees to be located at the Railway Station and the Town Hall as detailed below at a total cost of £1,713.50.

1. 30 x sets of FLC2010 - 100 Blue LED lights
2. 30 x sets of FLC2021 - 100 White LED lights
3. 5 x FLC2104 Transformers

It was noted that the strings of bulbs purchased last year for the Christmas trees would be used elsewhere in the town.

9.2 **Displays for London Road and the two wires either side of the Arcade as the gateway to London Road**

The Deputy Town Clerk advised that a budget of £15,000 had been allocated to the Christmas lights in this current year. A figure of £1,000 had been set aside from within this budget for publicity, entertainment and promotion of the event. An Earmarked Reserve of £2,214 had also been carried forward from the previous year, which was made up of income received for banner displays and a small balance remaining from the previous budget. It was also noted that an additional £832 had already been invoiced for banner displays in this current year.

Those present noted that it had not been possible for Mr. Day to confirm the price with the manufacturer of the Snowflake Showers with LED lighting in time for the meeting this evening. Members agreed that it would be preferable to have LED lighting for all the new displays rather than having some that are made up of Filament Bulb lights. Following further discussion, those present **AGREED** to **RECOMMEND** to the Environment and Leisure Committee that the Festive Lighting Company be asked to provide a further quotation to supply the following:

1. 6 x FLC1062L LED Snowflake Arches (blue and white)
2. 3 x LED Snowflake Showers (blue and white)

The need to place the order for the new displays to allow time for manufacture and delivery was stressed. It was noted that the cost of the six Snowflake Arches would be £8,700 and providing that the total expenditure for the nine new displays did not exceed £12,000 (to be funded through a three year leasing agreement at £4,000 per year), then those present **AGREED** to **RECOMMEND** to the Environment and Leisure Committee that approval should be given to proceed with the order as soon as possible once confirmation of the cost had been received.

10. TO CONSIDER QUOTATIONS FROM LEADERBOARD SPORTS (UK) LTD. FOR ITEMS DISCUSSED AT LAST MEETING INCLUDING:-

10.1 New catenary wires for the two areas within the town that would benefit from additional displays - The Station Public House in Station Road and The William Hardwicke in the High Street.

Mr. Brooks reported that the price to undertake this work, which included parts and labour would be £866.00 excluding VAT.

10.2 Extending the area that is currently covered by festoon lighting at the top of London Road and replacing this with the same LED lighting system that had been installed in Little High Street last year.

The price to undertake this work, which included parts and labour would be £3,028.00 excluding VAT. This cost does not include the supply of the 'Pathlight' lighting and transformers (the estimated cost of this would be in the region of £2,000.00 - a quotation to be obtained for the next meeting).

10.3 Providing three new catenary wires in the Queensway for lighting displays from those currently held.

It was noted the price to undertake this work, which included parts and labour would be £1,497.00 excluding VAT.

10.4 Mr. Brooks advised that all parts in the quotations supplied had been estimated at 2005/06 prices and additional Southern Electric power supplies would probably be

required for each project at an extra cost, which was unknown at this time. Members present confirmed that they agreed in principal that all three projects should proceed,

however, before a final decision could be taken, a price would need to be obtained for the installation of the power supplies. Mr. Brooks agreed to liaise with the Projects Officer regarding the required locations so that quotations could be obtained for consideration at the next meeting. The necessary permissions would also need to be sought from the owners of the buildings in the High Street, Queensway and old London Road where the new wires and fittings were to be installed. As in previous years, use of the Cherry Picker by Leaderboard Sports (UK) Ltd. with additional insurance cover would be required to undertake this work.

- 10.5** The Deputy Town Clerk queried whether now a final decision had been taken regarding the way forward with the Christmas lights, Leaderboard Sports (UK) Ltd. would be able to provide a written quotation for the installation and removal of the Christmas displays for 2006 and for all the necessary testing and inspection work that needs to be undertaken. It was requested that this be supplied in time for consideration at the next meeting so that the Sub-Committee could consider the budget available and confirm whether there was enough funding for Mr. Brooks to carry out the work on all the new projects as detailed above. Financial provision will also need to be made for any replacement Lumalite and parts that may be required once the testing and inspection work has been carried out. Mr. Brooks confirmed that Leaderboard Sports (UK) Ltd. is happy to provide repairs and maintenance of existing displays throughout the six weeks display period as their sponsorship contribution again this year.

10.6 *The Projects Officer gave apologies and left the meeting at 8.20pm.*

11. SWITCH-ON ENTERTAINMENT - EVENTS OFFICER TO REPORT

- 11.1** The Events Officer updated the Sub-Committee on the current position in connection with finding a celebrity to undertake the Switch-on. Details had now been received that the celebrity starring in the Christmas Pantomime at the Theatre would be Mike McClean who appears on the Richard and Judy show. The Theatre had confirmed that he could be available for the Switch-on if required. This would be pursued by the Events Officer. Alternative suggestions had also been put forward at the recent Environment and Leisure Committee meeting which were also being investigated.

- 11.2** Contact had been made with a company in connection with the possibility of having a German or Continental Christmas market during the weekend of the Switch-on event. The Events Officer detailed the reasons why it was unlikely that a German market could be held, however, the possibility of a Continental market looked more likely. Market Place Europe who organise such events will visit the town within the next couple of weeks and then advise the Events Officer whether they feel that it would be a viable proposition. It was noted that if agreement is reached, Market Place Europe would undertake the promotion of the market at no cost to the Town Council. The Events Officer advised that she would be able to update further at the next meeting. A Councillor suggested possibly trying to find a German Folk band to play as part of the entertainment at the Switch-on event.

12. REQUEST FROM LEADERBOARD SPORTS (UK) LTD. FOR USE OF CHERRY PICKER INCLUDING INSURANCE COVER FOR INSTALLATION OF CHRISTMAS TREE IN ALDWICK INCLUDING CONSIDERATION OF CHARGING FOR THE USE OF THIS FACILITY

Those present noted the request from Leaderboard Sports (UK) Ltd. for use of the Cherry Picker and provision of additional insurance cover to carry out work on the highway to enable them to install a Christmas tree in Aldwick. It was agreed by those present that clarification from the Insurance Company on various issues would be required prior to any decision being taken. The Sub-Committee would also need to consider whether a charge should be made for use of the vehicle or whether they would agree to its use as a gesture of goodwill. The matter would therefore be referred to the next meeting for further consideration to allow time for clarification to be sought from the Town Council's insurers on the various issues raised.

13. CORRESPONDENCE

13.1 The Festive Lighting Company - new catalogue and price list for 2006.

13.2 Gala Lights - copy of Newsletter, Spring 2006.

14. DATE OF NEXT MEETING

It was AGREED that the next meeting would be held on Wednesday 19th July 2006 at 7.00pm subject to the availability of the Council Chamber.

The meeting closed at 8.40pm.