



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON TUESDAY 1ST APRIL 2014

PRESENT: Cllrs: Mrs. J. Warr (Chairman) J. Brooks, Mrs. S Daniells and P. Dillon

IN ATTENDANCE: Mrs. S. Holmes (Head of Street Scene and Leisure Services)

The meeting opened at 6.30 p.m.

24. CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies for absence had been received from Mrs. L. Gill.

25. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of pecuniary and/or non-pecuniary 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.

You should declare your interest by stating:

- a) The item you have the interest in
- b) Whether it is a non-pecuniary interest and the nature of the interest
- c) Whether it is also a pecuniary interest

The Clerk advised that, in accordance with good practice, individual forms were available to those Councillors present in order that they can personally record their interests – both Pecuniary and Non-Pecuniary. These forms should then be returned to the Clerk to enable all declarations of interest to be accurately recorded in the Minutes.

There were no Declarations of Interest at this point in the Meeting.

26. TO APPROVE THE MINUTES OF THE MEETING HELD ON 12TH NOVEMBER 2013

The Minutes of the Meeting held on Tuesday 12th November 2013 were **AGREED** as an accurate record and were signed by the presiding Chairman.

27. TO ENDORSE ANY RECOMMENDATIONS / REPORTS MADE TO THE ENVIRONMENT & LEISURE COMMITTEE IN THE NOTES OF THE MEETING THAT WAS NOT QUORATE HELD ON 11TH MARCH 2014

It was **RESOLVED** to endorse any recommendations / reports made to the Environment & Leisure Committee at the non-quotate meeting held on 11th March 2014. A copy of the Notes would be appended to these Minutes as **Appendix 1**.

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

There were no matters arising.

29. CONSIDERATION OF THE WAY FORWARD FOR 2014:

29.1 New Lighting displays

At the previous meeting the Electrical Contractor had provided a report outlining the issues that had occurred with the lighting displays. Following discussions, he had indicated that he wished to remain the preferred installer for the Town Council and that the lighting company, who had provided the lights for the previous 3 years, were also very keen to continue as supplier.

The Contractor, in liaison with the suppliers, had put together a suggested scheme for the town. This would include supplying a traditional scheme using all crossing points as with previous scheme, acknowledging low height crossings. It also included replacement and reintroduction of 5 single wire crossings and zig-zag crossings with twinkling icicle lights (to be removed during the off season). The total cost to be £10,000. Added to this would be installation costs - £4,695 for 2013. An additional £725 will need to be added for the installation and removal of the icicle sections.

Discussion on the proposed scheme took place:

- A Member commented on his concern that all the time that the lights were mains, rather than low voltage via a transformer, then the problems of the lights tripping out would continue
- Were icicles the right thing for the top of London Road and Station Road? The original idea with these strings was that they could be left on all year round
- Possibly instead of real trees, Christmas trees formed of lights could be used. This could be built on year by year
- The Sub-Committee don't necessarily want to have the same lights every year
- There always seems to be issues with the time clocks
- Double trip-switches should be used, as they can re-set themselves
- It was suggested that pea lights could be put in the new trees or uplighters used
- A Member spoke about some ideas that he had for a synchronised system that would provide something different. However, details and costs were not available for the meeting

Members looked at some of the other designs in the catalogues provided and following discussion it was **AGREED** that:

- 1 For the time being the suggestions put forward by the contractor should be put on hold
- 2 Another meeting should be held in two weeks for other designs to be considered
- 3 Prices, sizes and colours should be obtained for the greens swags identified as a possible choice
- 4 Cllr. Brooks would obtain prices for his suggestions of animated / synchronised / different coloured lighting
- 5 Prices would be obtained for curtain / fountain lights (as used in Littlehampton)
- 6 The Head of Street Scene & Leisure Services should speak to the designers of the Public Realm scheme to ask if a hole for a Christmas tree could be put in place when the Sun Sculpture is removed – also at the station. It was suggested that perhaps a

turn-table type system could be put in place in the hole, to make it easier to decorate the tree

29.2 Consideration of the appointment of an Electrical contractor

Discussion took place about the service received from the existing contractor. There had been issues last Christmas and this had been acknowledged, although much of this was to do with the lights themselves. It was recognised that the company, being local, were keen to continue to work with the Town Council and it was important to them that the displays reflected well on their work.

It was **AGREED** that the Sub-Committee would continue with the existing contractor for 2014 but with no on-going contract until after a review in 2015.

29.3 Switch on event, including date

Discussion about the 2013 event took place and the following suggestions were put forward for 2014:

- If a Road Closure in the High Street could be for the whole day or afternoon, that would provide more space for people to spread out to see the Switch-on. The Head of Street Scene & Leisure Services to contact Stagecoach regarding this
- There would be no Grotto or Reindeer at the station
- There could be a Father Christmas in London Road, perhaps with a lucky dip
- There could be people in costume
- It was felt that a smaller stage would be better – it was suggested that the theatre may be able to supply this, providing that it could be raised to the correct height. It was important that there was lighting on the stage and that the sound was properly controlled
- More Christmas music was needed
- The lights were the most important part of the day and the activities should not detract from them

Following the discussion it was **AGREED** that the date for the Switch-on event should be Sunday 30th November. This is something different, having the event on a Sunday, and should ensure that the town's Switch-on does not compete with other towns.

29.4 Sponsorship opportunities

Now that the new Town Centre Manager has been appointed, then sponsorship for activities such as Christmas Lights should fall under his remit. There were two options for Sponsorship that the Council could pursue – electronic displays or the Christmas Cards previously suggested by a Member.

It was suggested that a package of some kind should be offered to businesses that support the Christmas Lights – perhaps a Christmas hospitality package, including meeting the Mayor and A.D.C. Chairman. Members will consider this and bring some ideas forward at next meeting.

30. CORRESPONDENCE

There was one item of correspondence and this was **NOTED:**

1. Piggotts: Christmas Lighting/decoration & Branding Products

31. DATE OF NEXT MEETING

It was agreed that, subject to the Council Chamber being available, the next meeting should take place on Tuesday 22nd April at 6.30pm.

The meeting closed at 7.50p.m.

APPENDIX 1

**NOTES OF THE CHRISTMAS ILLUMINATIONS
SUB-COMMITTEE MEETING**

HELD ON TUESDAY 11TH MARCH 2014

PRESENT: Cllrs. Mrs J. Warr (Chairman) and P.Dillon
IN ATTENDANCE: Mrs. S. Holmes, (Head of Street Scene and Leisure Services)
Mrs. L. Gill, (Clerical Assistant)

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

1. CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES FOR ABSENCE

It was noted that apologies had been received from Cllrs. J. Brooks and Mrs. S. Daniells.

2. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Pecuniary and/or non-Pecuniary 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 non-Pecuniary interest and the nature of the interest
- c) Whether it is also a Pecuniary interest

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. They should request that it be recorded in the Minutes that they will leave the meeting and will take no part in discussion, nor vote on, the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Pecuniary and non-Pecuniary. 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. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Those present noted that there were no Declarations of Interest made at this point in the Meeting.

3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 12TH NOVEMBER 2013

As a quorum was not present, this item would be deferred until the next meeting.

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

There were no matters arising.

5. **REVIEW OF SWITCH-ON EVENT 2013 – INCLUDING REPORT FROM HEAD OF STREET SCENE & LEISURE SERVICES**

Members read the reports from the Head of Street Scene and Leisure Services and Cllr. J. Brooks which were noted. (Appended to file copy of the notes). Members discussed the various issues outlined in the two reports. It was suggested that the bus company be approached early in the year to enquire whether they would be prepared to support a longer road closure for the Switch-on event and divert buses away from the High Street. This would have an impact on the size of stage that could be used.

6. **CONSIDERATION OF THE LIGHTING DISPLAYS INCLUDING THE REPORT FROM THE ELECTRICAL CONTRACTOR**

The report from the Electrical Contractor was noted. The Head of Street Scene and Leisure Services reported that the contract for the lights and the lighting contractor were up for renewal this year. Members discussed the issues which had arisen regarding the lights in the last two years. It was suggested that the views of the lighting contractor be sought on the issues raised by Members.

7. **REVIEW OF INCOME AND EXPENDITURE FOR 2013/2014**

The Revenue budget set for 2014 is £11,400, which is a reduction on the current year. The Head of Street Scene and Leisure Services reported that of the 2013 / 2014 budget £10,333 had been spent. However, Town Force hours accounted for £1,760 of this, which is not actually taken from the budget, and there was an income figure of £1,212. This meant that the actual sum spent was £7,361. However, electricity costs need to be added to this figure, as they were not available for the meeting. Staff spent a considerable amount of time trying to get shops involved in the day. This was noted.

8. **REVIEW OF RISK ASSESSMENTS FOR CHRISTMAS LIGHTS, CHRISTMAS TREES AND BANNERS**

The Head of Street Scene & Leisure Services reported that there were no changes needed to the Risk Assessments. This was noted.

9. **CORRESPONDENCE**

The correspondence list, previously circulated, was noted, (Appended to File copy of the Minutes) including the following additional items:

1. Stately Lighting - email offering quote for festive lighting
2. Lamps & Tubes Illuminations Ltd Christmas decoration sale

10. **DATE OF NEXT MEETING**

Those present Recommended that the next meeting should be held as soon as possible and that a meeting with the electrical contractor with the Chairman, Vice-Chairman and Head of Street Scene & Leisure Services to discuss areas of concern should be held prior to that meeting.

GENERAL CORRESPONDENCE FOR CHRISTMAS ILLUMINATIONS SUB-COMMITTEE

11th MARCH 2014

1. Blachere Illumination Special Offer
2. Mail correspondence between Bognor Regis & Bognor Hotham Rotary Clubs and BRTC re collection on Switch-on Day
3. Balcombe Estates - email enquiry re BRTC requirement for Christmas Trees
4. Lamps & Tubes Illuminations Ltd - Christmas lights overstocks sale - buy now for 2014 at knock down prices
5. Lumisphere - Thank you
6. Email from a member of the public regarding the seafront lights not being on in the winter