



BOGNOR REGIS TOWN COUNCIL

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

Telephone: 01243 867744 Fax: 01243 865744

E-mail - bognortc@bognorregis.gov.uk

MINUTES OF THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON TUESDAY 7TH MAY 2013

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

IN ATTENDANCE: Mrs. S. Holmes, (Head of Street Scene and Leisure Services)
Mrs. L. Gill, (Clerical Assistant)
I. Harding, Bognor Regis Chamber Of Commerce
One Councillor in the Public Gallery

The meeting opened at 6.38. p.m.

26. CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES FOR ABSENCE

The Chairman welcomed those present. No apologies had been received.

27. 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.

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

28. TO APPROVE THE MINUTES OF THE MEETING HELD ON 31ST OCTOBER 2012

The Minutes of the Meeting held on Wednesday 31st October 2012 were **AGREED** as an accurate record and were signed by the presiding Chairman.

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

29.1 **Min 23. Oct 31st - Advertising Boards on the Catenary Wires.**

A Member reported that he was still looking at providing some form of "Christmas Card" to hang on the catenary wires to thank sponsors for their support of the event. A communication from WSCC Highways had stated that this was classed as advertising on the highways and not covered by our licence. The Member requested that further information be sought on this as other towns do seem to have such advertising. The Head of Street Scene and Leisure Services will investigate further.

30. **CONSIDERATION OF DATE FOR THE 2013 SWITCH-ON EVENT**

The Head of Street Scene and Leisure Services reported that the event is usually held on the last Saturday of November. However this year the last Saturday is 30th November which would give a short time between the lights being switched on and Christmas itself. She suggested having the switch-on on 23rd November to give 4 full weeks before Christmas. Following discussion Members **AGREED** that the switch-on event should be held on 23rd November.

31. **REVIEW OF 2012 SWITCH-ON EVENT AND CONSIDERATION OF CONTENT FOR 2013**

Members were in agreement that the 2012 switch-on went well considering the bad weather on the day. It was agreed that having the grotto under cover in the railway station, the reindeer and the ticketing system for visitors to the grotto worked well and the same format should be applied this year if the Railway Station Manager agrees. The stage for the actual switch-on had a couple of problems and the Head of Street Scene and Leisure Services suggested attempts are made to source a mobile stage for this year.

A Councillor suggested that the Rotary Club are approached to provide their sleigh again. This was only available in 2012 because they had a short notice cancellation for the day, but the Head of Street Scene and Leisure Services agreed to contact them.

The Head of Street Scene and Leisure Services reminded Members that the budget of £2,500 was increased last year by the addition of money vired from summer events and sponsorship from Sainsbury's who were opening their new store around the same time. It is unlikely there will be the same level of sponsorship this year. It was **AGREED** that avenues for sponsorship should be sought but that in the event of none being available the grotto would take priority over the reindeer. The Head of Street Scene and Leisure Services will obtain a quote from the company who provide the reindeer and grotto and enquire what the cancellation fee would be if one element was cancelled at a later date.

With regard to obtaining sponsorship a Councillor suggested that the new website could have a sponsorship page with a list of sponsoring opportunities.

A Member suggested finding Billy Bulb, a fibre-glass mascot previously used by the old Illuminations Committee, and restoring it to use at the event. Enquiries will be made to see if anyone knows where it is and if so whether it is repairable. It was also suggested that Butlins be approached to enquire if they have a children's "character" which could be used at the switch-on event.

32. **TO CONSIDER REPORT FROM THE ELECTRICAL CONTRACTOR**

Members **NOTED** the report from the electrical contractor (previously circulated). Following a discussion on the lights which are contracted for one more year (2013) it was **AGREED** to invite the lighting contractor to the next meeting to discuss issues with him in person.

33. CONSIDERATION OF A ONE YEAR EXTENSION TO CONTRACT FOR ELECTRICAL CONTRACTOR

At the Sub-Committee meeting of 9th June 2010 it was agreed that the contract with the Electrical Contractor, due to expire on 11th August 2010, should be renewed for a further 3 year period. This would tie in with the 3 year contract for the lighting displays, hired through Merlin Lighting. In theory this should have meant that both the contract for the Contractors and the lighting displays should both finish in the same year. However, due to problems with the lighting displays in 2010, when the lights that had been ordered did not arrive in time, a new 3 year contract was signed in 2011. Therefore this contract will not expire until after Christmas 2013.

As the lights are hired through Merlin Lighting it will be somewhat difficult to even give consideration to appointing a different contractor at this time. The Head of Street Scene and Leisure Services therefore suggested that an extension to the current contract for one year be negotiated with Merlin Lighting. This was **RESOLVED**.

34. TO NOTE REMOVAL OF CATENARY WIRE AND FIXINGS FROM STATION ROAD PREMISES AND TO CONSIDER IF ALTERNATIVE LOCATION CAN BE FOUND

The Head of Street Scene and Leisure Services read from her report. The owner of a business in Station Road had requested that the fixings for the catenary wire should be removed from his building as he was undertaking remedial work on the wall. He further requested that the fixings are not replaced. This is the first string of lights in Station Road and goes across to the building which houses the butchers, adjacent to Crescent Road. It is believed that the power for 3 strings of lights is currently taken from the SSE light fitting at this property. The electrical contractor has been instructed to carry out removal of these fittings as requested.

Following discussion it was **AGREED** that the Head of Street Scene and Leisure Services should enquire if other businesses in Station Road would allow the fixings on their premises to allow the lights to continue down towards the Station.

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

The Head of Street Scene and Leisure Services report was **NOTED**. No changes were necessary to the risk assessments and these were approved.

36. CORRESPONDENCE

The Correspondence was **NOTED**, (Appended to File copy of the Minutes) including one additional item:

1. Festive News - new website information and offers

The meeting closed at 7.45. p.m.

Note: The date of the next meeting was discussed and provisionally agreed for Tuesday 4th June at 5.30 p.m.

GENERAL CORRESPONDENCE FOR CHRISTMAS ILLUMINATIONS SUB-COMMITTEE

7th May 2013

1. LITE Newsletter Christmas Light Refurbishment
2. Blachere email introducing their new Project Manager for the area
3. Lamps & Tubes - Christmas Lighting Newsletter & offers
4. Lamps & Tubes Illuminations - email re other work undertaken by them out of season
5. Festive News - Newsletter February 2013
6. March offer on Pull testing, PAT testing and Structural Column Testing
7. Lamps & Tubes Warehouse Clearance Sale 2013
8. Lamps & Tubes Illuminations Ltd - Big end of line factory sale of Christmas decorations and tree lights