



# BOGNOR REGIS TOWN COUNCIL

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

Telephone: 01243 867744

E-mail - [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## MINUTES OF THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON TUESDAY 28<sup>TH</sup> JULY 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)  
Mr. I. Harding (Bognor Regis District Chamber of Commerce)  
1 Member in the Public Gallery

*The meeting opened at 6.30 p.m.*

### **1. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

**1.1** It was proposed and seconded that Cllr. Mrs Warr be nominated Chairman of the Christmas Illuminations Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Mrs. Warr be duly elected Chairman.

**1.2** It was proposed and seconded that Cllr. Dillon be nominated Vice-Chairman of the Christmas Illuminations Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Dillon be duly elected Vice-Chairman.

### **2. CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies for absence had been received from Cllr. W. Toovey and Toyubur Rahman.

### **3. 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.

**4. TO NOTE TERMS OF REFERENCE**

The Sub-Committee **NOTED** the Terms of Reference agreed at the Environment and Leisure Committee Meeting held on 19<sup>th</sup> May 2014.

**5. TO NOTE RECOMMENDATIONS FROM E. & L. COMMITTEE TO COUNCIL OF APPOINTMENT TO SUB-COMMITTEE OF CO-OPTED NON-VOTING MEMBER – MR. I. HARDING, REPRESENTATIVE FROM THE CHAMBER OF COMMERCE**

Members **NOTED** the recommendation from the Environment and Leisure Committee to Council to appoint Mr. Harding as a co-opted non-voting member of the Sub-Committee to represent the Chamber of Commerce.

**6. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6<sup>TH</sup> MAY 2014**

The Minutes of the Meeting held on Tuesday 6<sup>th</sup> May 2014 were **AGREED** as an accurate record and were signed by the presiding Chairman.

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

**Min. 43**

**Digital bauble.** The Member who had suggested this option was still investigating but a budget would be required. An alternative suggestion could be to have something reflective in the new trees, which will have lost their leaves by the time of the switch-on. This could be achieved by having a unit on the catenary wires that could provide rainbow lighting for the trees. The Member had sourced a suitable piece of equipment at a cost of £407 each or £350 for 10. There may be smaller units, which could be cheaper. These could be considered as an option if money could be found.

**The William Hardwicke** have been approached and confirmed they would be happy to have the Christmas tree at the front of the premises. They were not able to confirm if they could sponsor the tree and lighting but will consider again nearer the time.

**8. FURTHER CONSIDERATION OF CONTENT OF SWITCH-ON EVENT INCLUDING REQUIREMENT FOR ROAD CLOSURES**

As this item included consideration of a change to the date for the switch-on event agreed the previous meeting, it was **RESOLVED** to suspend Standing Order 14.1 to allow for consideration of new information received.

- 8.1** The Head of Street Scene and Leisure Services reported on comments received from the Town Centre Manager on the proposed date of Sunday 30<sup>th</sup> November for the switch-on event. The feeling of businesses seemed to be that they were not happy with a Sunday for the event, as this was not a good trading day. The TCM thought that more support would be received from the traders if the date could be changed to the Saturday. A Member spoke from the Public Gallery, supporting this view. Not many towns around the country turned on their Christmas lights on a Sunday.

Following consideration of the comments received, it was **RESOLVED** that the date of the switch-on of the Christmas Illuminations should be Saturday 29<sup>th</sup> November and not Sunday 30<sup>th</sup> November. The Head of Street Scene and Leisure Services will notify the TCM and also advise Chichester of the new date.

- 8.2** Discussion took place on the content of the switch-on event. The use of a large stage last year had brought in large numbers of people but had created some crowd control problems. (It was recognised that the good weather had also helped to increase crowd numbers.) Various sites for the stage were discussed. If the stage is placed in front of the Arcade it affects the footfall for shops in the Arcade. Perhaps the area in front of the old KFC building could be used. It was suggested that a site visit to the Arcade would be a good idea.

*At this point it was **RESOLVED** to adjourn the meeting, to allow a site visit to the High Street to take place – Standing Order 8.1(xix) refers.*

*Members returned to the Council Chamber and the meeting was reconvened.*

Members had discussed various options for where the stage could go, whether or not the High Street should be closed to traffic all day and what entertainment should be considered.

- 8.3** Following further discussion, the following items were **RESOLVED**:
- That a large stage (used for the 2013 event) should not be used
  - Stage blocks loaned by the Theatre would be used
  - The stage would be sited on the pavement outside of the old KFC building
  - Town Force will add scaffolding poles to create a canopy and also a safety rail
  - The stage to be lit
  - There will be a road closure in the High Street from 7am until after the light switch on at 4.30pm, from Bedford Street to Sussex Street
  - Consideration to be given as to whether the Town Council's sound system should be used or to hire from another source
  - Coles Amusements to be approached to provide small rides to go into the High Street Road Closure area
  - The Head of Street Scene and Leisure Services will investigate possible performers for the London Road precinct

**9. CORRESPONDENCE**

A correspondence list had been previously circulated (appended to these Minutes) and two additional items had been received:

- (a) Blachere Illumination – introduction to their new project manager
- (b) Historical Promotions – Christmas entertainment proposals

**10. DATE OF NEXT MEETING**

The next meeting will take place on Wednesday 13<sup>th</sup> August in the Council Chamber at 6.30pm.

*The meeting closed at 8.10 p.m.*