



# 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 WEDNESDAY 1<sup>ST</sup> OCTOBER 2014

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

**IN ATTENDANCE:** Mrs. S. Holmes (Head of Street Scene and Leisure Services)  
Mr. T. Rahman (Town Centre Manager)

*Before the meeting began the Chairman reported the sad news that Mr. I Harding, co-opted member of the Sub-Committee, had passed away earlier in the day. He had been a great supporter of the town and a valued member of the Sub-Committee. A Minutes silence was held as a mark of respect.*

*The meeting opened at 6.30 p.m.*

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

The Chairman welcomed those present. Apologies for absence had been received from Cllr. Mrs. Daniells.

### **28. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary 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 an Ordinary interest and the nature of the interest
- c) Whether it is also a Disclosable 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 neither take 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 Disclosable Pecuniary and Ordinary. These forms should 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 Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

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

**29. TO APPROVE THE MINUTES OF THE MEETING HELD ON 24<sup>TH</sup> SEPTEMBER 2014**

The Minutes of the Meeting held on Wednesday 24<sup>th</sup> September 2014 were **AGREED** as an accurate record and were signed by the presiding Chairman.

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

**Min. 21 – Piped music for precinct**

At the last meeting Members were concerned at the cost of a license to play recorded music in the pedestrian precinct. The Head of Street Scene & Leisure Services had been asked to find out what the situation would be if music that was out of copyright was used. Confirmation had been received from the PRS for Music that there was a list of Christmas music that could be used without a licence and this list was circulated.

A Member had offered the use of speakers, which he suggested could be fixed to the plates holding the catenary wires. The Head of Street Scene & Leisure Services reported that she would need to liaise with the Council's Electrical Contractor and insurance company before this could be done. A place would also be needed where the CD player could be housed and controlled. A Member agreed to compile a play list. It was **AGREED** that further investigation should be done before the next meeting.

**31. UPDATE ON SWITCH-ON EVENT - MIN.22 REFERS**

The following items were reported:

- A meeting had now been held with Coles Amusements and they have confirmed that they will provide children's rides for the road closure area in the High Street
- The stage blocks will be provided by the theatre. It was noted that sufficient scaffolding poles and clips would be needed to create hand rails and a support for a tarpaulin roof and also lights. The theatre may be able to assist with the scaffolding poles
- The Town Council's events Facebook page has been used to ask for groups/choirs etc to perform at the event
- The Council have been informed that the Salvation Army will be playing in the town centre on the Switch-on day, during the morning
- The issue of security cover for the road closure barriers was discussed, as there is a limited budget left and cover would be needed from 7am until 7pm. It was suggested that the Rotary or Lions Clubs could be approached to see if they would assist and in return they be allowed to collect for their charity. The Town Council has applied for a collection licence but hopefully this could be changed to another group if they would assist
- Someone will be needed to run the sound on the stage. The Town Council has a sound engineer that they use when needed but there will be a cost. A Member felt that it should not be necessary if there was just a simple set up on the stage. It was pointed out that it would be necessary to liaise with the theatre as to the requirements for the Pantomime stars and it was agreed that the Head of Street Scene & Leisure Services follow this up

The Head of Street Scene & Leisure Services will provide a full report for the next meeting on arrangements made.

**32. UPDATE ON CHRISTMAS LIGHTS, INCLUDING REPORT FROM ELECTRICAL CONTRACTOR – MIN. 23 REFERS**

The following report had been received from the Electrical Contractor:

**32.1 'Structural**

*All catenary wires and accessories remain in good serviceable condition, and do not require any remedial works.*

*We also tested the structural anchor plates, and with the exception of a single lower plate fixing on JD Sports all anchor points passed a 5kN hydraulic test. If the JD Sports crossing is to be utilised this year we will need to replace this fixing at a cost of £125.00 plus vat.*

*Once this is done we can issue a structural test certificate for the scheme.*

**Electrical**

*Testing was carried out in the power supply boxes and once again no faults were found with the equipment. It was noted that a number of the metal enclosure lids were missing and we would propose to fit temporary covers to these to prevent water ingress during the coming months and years. It is our understanding the original covers are not available as replacements and a full enclosure replacement would be costly.*

*We would be able to fit purpose made perspex covers to the current enclosures for a cost of £33.50 each. (we have identified 5 enclosures that require covers).'*

Following discussion it was **RESOLVED** that the anchor point on JD Sports should be replaced at a cost of £125 plus VAT and that 5 perspex covers should be purchased at a cost of £167.50 plus VAT. It was noted that covers that hid the contents of the boxes from public view would be preferable if this was possible.

**32.2** The Contractor had also reported that the lights for the new scheme are assembled. There was concern over the brightness of the red snowflakes and the Contractor is arranging for a sample to be provided for the Sub-Committee to see. A decision can then be made as to whether it would be better to use all warm white instead

**32.3** It was also noted that the cover on the box by Burtons needs attention.

**32.4** The Head of Street Scene & Leisure Services updated Members on her attempt to find out why the light connections and timers had not been replaced in the new lamp posts in Aldwick Road. She has arranged a meeting with a representative of SSE on the coming Friday to try and resolve this issue.

**33. UPDATE ON CHRISTMAS TREES – MIN 23 REFERS**

The costs of the two Christmas trees to be ordered are £175 for the 23 foot tree and £120 for the 15 foot tree. Half of the delivery costs will come to £165, so the total amount for the trees will be £465.

**33.1** There had been discussion at the previous meeting about putting large baubles into the new trees in London Road. Research had been undertaken and the prices for 250mm baubles varied between £6.75 and £11.95, with the 340mm ones costing around £25 each. To purchase enough for each tree would therefore be quite expensive and the Head of Street Scene & Leisure Services was asked to explore other ways that the trees could be decorated. The cost to light the trees in the precinct should also be explored.

**33.2** The Town Centre Manager was invited to explain his plans for the Christmas season. These included a Dickensian Market on 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> December; Santa's Map Room –

provided by a local photographer; an Elf Amble; snow machines; and a Shop Window Advent Calendar.

- 33.3** It was noted that at the Policy and Resource Committee meeting on Monday, it had been agreed that the sum of £1,500 be made available to repair and enhance Billy Bulb. This is subject to ownership of the Billy Bulb character being established.

**34. CORRESPONDENCE**

The Committee NOTED receipt of the following correspondence:

Email - Fantastic Festive Acts from Mindblowers

**35. DATE OF NEXT MEETING**

It was agreed that the next meeting would be organised when the Electrical Contractor has received the lighting samples for the Committee to consider.

*The meeting closed at 7.30 p.m.*