



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON MONDAY 23RD SEPTEMBER 2013

PRESENT: Cllrs: J. Brooks, P. Dillon, W. Toovey and Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Holmes (Head of Street Scene and Leisure Services)
Mrs. L. Gill, (Clerical Assistant)
I. Harding, Bognor Regis Chamber of Commerce
J. Tyson, Electrical Contractor (to give his report prior to the Meeting)

Prior to the start of the Meeting J. Tyson gave a report on the Christmas lights. The Electrical Contractor reported that there were no problems with the catenary wires and fixtures that would cause problems this year. The lights had been back to the manufacturers for refurbishment and testing and would be ready for placement prior to the switch-on event. The string lights which had caused problems in Station Road had been removed at the request of the property owner meaning that the remaining strings were without power supply. However an alternative power source had been identified and the Contractor would arrange for the lights to be connected to this instead. All the string lights and lights for Christmas trees were working.

He reminded the Sub-Committee that this would be the final year on the lease of the displays. Next year decisions would need to be made on the way forward. The options were to have new lights on a new three year contract or to negotiate with the existing company a reduced rate to keep the current displays.

Members asked how the Contractor intended to deal with any of the displays losing lights once in situ. He replied that it is inevitable there will be some water ingress which can shut down sections of the displays and the whole display would then have to go back to the manufacturer for repair. However this year he will have some elements in hand which could be used to replace damaged elements without having to send them back to the manufacturer.

The meeting opened at 6.10 p.m.

1. TO APPOINT CHAIRMAN AND VICE CHAIRMAN

1.1 Chairman

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

1.2 Vice-Chairman

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

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

The Chairman welcomed those present. Apologies for absence were received from Cllr. Mrs. S. Daniells.

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 considered the Terms of Reference and **RESOLVED** that no amendments to these were required.

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 7TH MAY 2013**

The Minutes of the Meeting held on Tuesday 7th May 2013 were **AGREED** as an accurate record and were signed by the presiding Chairman.

7. **TO ENDORSE THE RECOMMENDATIONS MADE TO THE ENVIRONMENT AND LEISURE COMMITTEE IN THE NOTES OF THE NON-QUORATE MEETING HELD ON 9TH JULY 2013**

The Sub-Committee **NOTED** that there had not been a quorum present for the meeting scheduled to be held on 9th July 2013. It was **RESOLVED** to endorse the Notes containing the recommendations made to the Environment and Leisure Committee by the Councillors present. A copy of the Notes would be appended to these Minutes. **As Appendix 1.**

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

There were no matters arising.

9. **TO RATIFY DECISION TO BOOK REINDEER AND SANTA'S GROTTA FOR 2013 SWITCH-ON EVENT AT A COST OF £2,000 PLUS £600 FOR GIFTS**

At the previous non-quorate meeting it had been agreed to book the reindeer and grotto for the Christmas switch-on. The Head of Street Scene and Leisure Services had emailed all Committee Members and had received their approval. Members **RATIFIED** this decision.

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

As a result of the Electrical Contractors report and discussion held prior to the Meeting the following was **AGREED**. Councillors would walk through the town once the lights are up and decide where new or alternative lights could be placed for 2014.

The Electrical Contractor confirmed he would send the Head of Street Scene and Leisure Services the test Certificates.

11. **UPDATE ON PROPOSALS FOR THE 2013 SWITCH-ON EVENT – VERBAL REPORT FROM THE HEAD OF STREET SCENE AND LEISURE SERVICES**

The Head of Street Scene and Leisure Services reported that the Reindeer and Grotto were booked for the switch-on. The Pantomime stars will be available on the day for the actual switch-on courtesy of The Regis Centre and Spillers Pantomimes. Various local and national businesses have been approached with a view to sponsorship which would enable further entertainment to be provided.

The Italian Market organisers had approached the Council to put on a market over the weekend but Members **AGREED** not to progress this.

Members thought it would be good to have some Christmas food stalls in London Road, hot chestnuts and hot drinks etc. A Councillor suggested involving the Polish community in the festivities and to ask if they have traditions that could be included in the day. The Head of Street Scene and Leisure Services will liaise with the Expanding Communities Team. It was also suggested the owner of the Papryka Restaurant could be approached regarding this.

The Head of Street Scene and Leisure Services will be liaising with the organisers of ROX to see if their portable stage would be available on the day. If this was the case it was hoped there could be some entertainment on the stage for an hour before the switch-on. Further entertainment would depend on sponsorship being obtained. The report was **NOTED**.

12. **UPDATE ON MEETING WITH WSCC REGARDING SPONSORSHIP CHRISTMAS CARDS ON THE CATENARY WIRES**

West Sussex County Council was looking at this issue with regard to Health & Safety and the legal aspects of advertising on the Highway. The Head of Street Scene and Leisure Services will report to Members when WSCC respond.

13. **CONSIDERATION OF PURCHASE OF CHRISTMAS TREES**

Contact has been made with the Christmas tree supplier used last year. Three trees have been ordered. One 23ft @ £165 and two 15ft @ £110 each.

The company with a hi-ab lorry who delivered last year has been approached and can deliver the trees for £300 + VAT, the same as last year. This cost will be shared 50/50 with Aldwick Parish Council who have their tree delivered at the same time. A Member suggested that a local transport company be approached to see if they could provide transport at a cheaper rate. Sponsorship for the tree at the William Hardwicke has also been agreed. Costs to purchase and deliver the trees were **RATIFIED**.

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

Risk Assessment reviews are carried out prior to and after the event. The Head of Street Scene and Leisure Services confirmed that nothing had changed on the documents circulated and these were **APPROVED**.

15. CORRESPONDENCE

The Correspondence was **NOTED**. (Appended to File copy of the Minutes)

The meeting closed at 6.55 p.m.

**APPENDIX 1. NOTES OF THE CHRISTMAS ILLUMINATIONS
SUB-COMMITTEE MEETING**

HELD ON TUESDAY 9TH JULY 2013

PRESENT: Cllrs. W. Toovey and Mrs. J. Warr.
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. TO APPOINT CHAIRMAN AND VICE-CHAIRMAN

After some discussion it was suggested that the Chairman and Vice-Chairman be nominated and recommended for approval by the Environment and Leisure Committee.

1.1 Chairman

It was AGREED by those present that Cllr. Mrs. Warr be nominated Chairman of the Christmas Illuminations Sub-Committee. There being no other nominations, it was AGREED to RECOMMEND that Cllr. Mrs. Warr be duly elected Chairman of the Sub-Committee for 2013-2014

1.2 Vice Chairman

It was AGREED by those present that Cllr. W. Toovey be nominated Vice-Chairman of the Christmas Illuminations Sub-Committee. There being no other nominations, it was AGREED to RECOMMEND that Cllr. Toovey be duly elected Vice-Chairman of the Sub-Committee for 2013-2014

2. CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES FOR ABSENCE

It was noted that apologies had been received from Cllr. P. Dillon.

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

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.

4. TO NOTE TERMS OF REFERENCE

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

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

Those present NOTED the recommendations from the Environment and Leisure Committee to the Town Council of the appointment of Mr Ian Harding (representative from the Chamber of Commerce) as a Co-opted non-voting member of the Christmas Illuminations Sub-Committee.

6. TO APPROVE THE MINUTES OF THE MEETING HELD ON 7TH MAY 2013

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

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

There were no matters arising.

8. TO CONSIDER THE VERBAL REPORT FROM THE ELECTRICAL CONTRACTOR - MIN. 32 REFERS

The electrical contractor was unable to attend and those present agreed to invite him to the next meeting.

9. UPDATE ON PROPOSALS FOR THE 2013 SWITCH-ON EVENT - VERBAL REPORT FROM HEAD OF STREET SCENE AND LEISURE SERVICES

The Head of Street Scene and Leisure Services reported that enquiries had been made regarding the Reindeer and Grotto and the costs would be £1,500 for the Reindeer and £500 for the Grotto and Father Christmas if booked as a package. Presents would cost £2 + VAT each. Those present thought the Reindeer and Grotto last year were very good and worth having again and as a quorum was not present the Head of Street Scene and Leisure Services agreed to contact the other Members of the Sub-Committee to gain their agreement to book this package. If they are in agreement this decision will be ratified at the next Meeting. It was felt that asking parents for £2.50 per ticket to cover the presents was reasonable, unless a sponsor could be found as last year when a nominal ticket price was charged which went to charity.

10. REPORT ON THE MEETING WITH WSCC REGARDING SPONSORSHIP CHRISTMAS CARDS ON THE CATENARY WIRES

Cllr Brooks and the Head of Street Scene and Leisure Services had a meeting with WSCC to seek further information on the issue of correx board 'Christmas Cards' on the catenary wires.

It had been suggested last year at the Christmas Illuminations Sub-Committee meeting that local businesses that sponsor the Christmas Illuminations could be offered a 'Christmas Card' on the catenary wires at either end of the lighting display. However, WSCC advised that this was against the current rules regarding commercial advertising on the Highway.

Following a constructive meeting where it was explained what the Town Council were seeking to do and why, it was agreed that this will now be taken back to WSCC Highways officers for their consideration. If they still consider that it will be outside of the rules as they stand, then it may be necessary to seek support from WSCC Members to reconsider the current regulations to see if any changes can be made.

Members noted the report and that further information was awaited.

A Member reported that she was trying to find a celebrity to attend the switch-on.

11. CORRESPONDENCE

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

1. Gala Lights - email re Deals
2. Lamps & Tubes Illuminations Ltd - Sale offers

Those present agreed that the next meeting should be in September to allow officers time to run the summer events. The Head of Street Scene and Leisure Services will inform Members of the Sub-Committee by email when the Council Chamber is available in early September.

GENERAL CORRESPONDENCE FOR CHRISTMAS ILLUMINATIONS SUB-COMMITTEE 9TH JULY 2013

1. Gala Lights - Christmas Lights on a budget
2. LITE Festive Illuminations 2013 - 14 catalogue
3. Lamps & Tubes - Bargain Golf Ball lamps
4. Circus Malabaristas - Christmas Entertainment 2013
5. Lamps & Tubes Illuminations - Christmas Decoration ex hire and warehouse clearance sale

GENERAL CORRESPONDENCE FOR CHRISTMAS ILLUMINATIONS
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1. Take one media e-news Christmas leaflet distribution Sussex
2. Lamps & Tubes Illuminations Ltd - offers on Christmas Tree Lights sets
3. Lamps & Tubes Illuminations Ltd. - Newsletter August 2013
4. LITE - September Newsletter
5. Lamps & Tubes Illuminations August Newsletter