



# BOGNOR REGIS TOWN COUNCIL

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## MINUTES OF THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON TUESDAY 12<sup>TH</sup> NOVEMBER 2013

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

**IN ATTENDANCE:** Mrs. S. Holmes (Head of Street Scene and Leisure Services)  
I. Harding (Bognor Regis Chamber of Commerce )

*The meeting opened at 6.00 p.m.*

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

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

### **17. 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.

### **18. TO APPROVE THE MINUTES OF THE MEETING HELD ON 23<sup>RD</sup> SEPTEMBER 2013**

The Minutes of the Meeting held on Monday 23<sup>rd</sup> September 2013 were **AGREED** as an accurate record and were signed by the presiding Chairman.

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

**Min 12. Sponsorship Christmas Cards on catenary wires**

It does appear that West Sussex County Council are willing to give permission for these but unfortunately it is now too late to do anything for this year. However, Cllr. Brooks hopes to produce one which can be used for display purposes.

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

An emailed report had been received from the Contractor and this was read out:

‘As noted all the lights are up and have been tested, however we still have some work to do, which will be carried out w/c 18th. This will include the re-testing of the main lights, testing and installing of Aldwick Road wraps and decorating of the Christmas trees.

During this time I will also endeavour to power the remaining festoon swags that have lost their supply: I can't see a problem with achieving this. I will also replace any missing bulbs and get Queensway switched on.’

The report was **NOTED**. A Member requested that the Contractor be asked to make an adjustment to one of the cross street motifs in London Road, as it was to one side rather than over the centre of the precinct.

**21. 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 following activities had been arranged:

- Santa's Grotto and live reindeer at the Railway Station
- Robbie the Elf will be performing magic and balloon modelling in Boots throughout the day
- There will be some food stalls and also children's rides in the Precinct
- Rox will be providing a stage which will be outside of Bon Marche. This will be set up at approximately 12 noon with music starting from 2pm. This will continue until the Switch-on and then for half an hour or so afterwards
- It is hoped that there will also be a laser light show directly after the Switch-on
- The stars of the local pantomime will Switch-on the lights
- Father Christmas and the Mayor will also be on stage
- Billy Bulb will also be present on the day

In answer to a question, it was confirmed that the stage would be facing the precinct. This was to reduce the number of people around the area by the Arcade. The Road Closure will only take place during the actual Switch-on, as in previous years, and if the stage is facing towards the precinct then people will gather there to watch. When the original Road Closure was requested arrangements were not in place with Rox to supply the stage and so only a short Closure was requested. If the Closure were to be for longer it would mean re-routing the buses and the bus company had been reluctant to do this.

A question was raised about the role of stage manager and the Head of Street Scene & Leisure Services reported that it was likely this would be done by the Rox crew. A running order will be prepared. However, if required Cllr. Brooks offered his services.

The response to a letter to local businesses seeking support for the Switch-on had brought in little response - £80 in donations (£50 of this from the Chamber of Commerce); an offer of lunch at a local restaurant; £30 in shopping vouchers; and £15 in vouchers from another

supermarket. It was planned to use these on a tombola, as some prizes were already available. However, it was pointed out that a tombola with so few prizes would not attract interest and a Member suggested an alternative way of using the prizes.

Approaches to companies to sponsor the Grotto and reindeer had also proved unsuccessful and Members agreed that they would try and find companies who may be able to assist.

A question was asked about the Santa's Sleigh and whether it was available. An initial request had been made but nothing more had been heard. A Member agreed to follow this up.

**22. CONSIDERATION OF PURCHASE OF CHRISTMAS TREES**

The Head of Street Scene & Leisure Services confirmed the details emailed to Members regarding the closure of the William Hardwicke. As a result of this the 23 foot tree that was due to be installed outside of the Hardwicke had been cancelled, as it had not been possible to find another venue at such short notice. The two 15 foot trees, one for the Railway Station and one for the Town Hall had been ordered. A sponsor has been found for the Station tree.

**23. CORRESPONDENCE**

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

*The meeting closed at 6.55 p.m.*

**GENERAL CORRESPONDENCE FOR CHRISTMAS ILLUMINATIONS SUB-COMMITTEE**  
**12<sup>TH</sup> NOVEMBER 2013**

1. 1<sup>st</sup> Galaxy Fireworks - Firework packages
2. B-Loony News & 20% off Halloween Voucher (Christmas lights)
3. Friday Media Group - Friday Ad Christmas Campaign - Deadline deals
4. LITE - October Newsletter