



# **BOGNOR REGIS TOWN COUNCIL**

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## **CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING**

**HELD ON WEDNESDAY 17<sup>th</sup> MARCH 2010**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman) Cllrs: Mrs. S. Daniells, P. Dillon and D. Eldridge (to Min.83)

**IN ATTENDANCE:** Mrs. G. Frost (Deputy Town Clerk)  
Mrs. S. Holmes (Events Officer)  
Mr. J. Tyson Electrical Contractor from Merlin Lighting (Installations) Ltd. (Part of the meeting)

*The Meeting opened at 6.34pm*

### **72. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies had been received from Cllr. R. Gillibrand and Mr. I. Harding.

### **73. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of personal and/or prejudicial 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 personal interest and the nature of the interest
- c) Whether it is also a prejudicial interest
- d) If it is a prejudicial interest, whether they will be exercising their right to speak under Question Time.

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. 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.

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

**74. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20<sup>th</sup> JANUARY 2010**

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 20<sup>th</sup> January 2010 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

There were no matters arising.

**76. REPORT FROM ELECTRICAL CONTRACTOR INCLUDING QUOTATIONS TO:**

In the absence of Mr. Tyson, Electrical Contractor from Merlin Lighting, it was **AGREED** that this item would be deferred until later in the meeting.

**77. REVIEW OF RISK ASSESSMENTS FOR BANNERS AND CLOWN MASKS REFERRED FROM THE LAST MEETING MIN. 68**

**77.1** The Events Officer circulated copies of the Risk Assessment for Banners which had now been amended to include the Clown Masks that were put up annually prior to the event. The Events Officer was thanked for her work on this and it was **RESOLVED** that the amended document be approved.

**77.2** A Councillor reported that he believed that one of the catenary wires may be down in London Road in the vicinity of Greggs the Bakery. The Events Officer confirmed that she would investigate this and take any appropriate action as was necessary.

**78. INCOME AND EXPENDITURE UPDATE 2010**

**78.1** The Income and Expenditure breakdown to date was circulated to those present.

**78.2** The Deputy Town Clerk confirmed that any balance remaining at the end of the financial year would be earmarked to assist with next year's expenditure in view of the replacement sockets that were required.

**78.3** Members noted that the electricity bill had now been received, which was within the estimated budget that had been allocated.

**78.4** An invoice was still awaited from Merlin Lighting to cover the additional cost of the installation of the bespoke motif for the Town Hall. A further invoice would also be submitted to cover some of the additional expense incurred by the Electrical Contractor as a result of the various problems that had arisen with the lights during the Christmas period. The Electrical Contractor had been very accommodating by having a team on standby at the Switch-on event at no charge even though he had not been contracted to be involved. He had also attended as a result of an emergency call out when the York Road display had broken loose in very windy conditions plus numerous other call outs as a result of the bad weather tripping the displays. Following liaison with the Electrical Contractor he had confirmed his commitment to working in partnership with the Town Council and had suggested that he would only invoice the Sub-Committee for two callouts at £75.00 each for the additional expense

that he had incurred. Members expressed their appreciation for Mr. Tyson's kindness and commitment to the town and **RESOLVED** to approve this expenditure.

- 78.5** The Deputy Town Clerk advised that the Sub-Committee would need to give consideration at a future meeting to the Electrical Contractor's contract that expires in August 2010. For ease of administration, the possibility of issuing a three year contract to cover the period of the hire agreement for the new displays should also be considered.
- 78.6** The Events Officer referred to a previous suggestion that she should investigate the possibility of bringing an Italian market to the town for the Switch-on weekend. Contact had been made with Mamma Mia, a company that organise such events and it had been established that they normally like to run a four day event. The Events Officer had queried whether they would consider reducing this to two days if the Town Council's charge made this financially viable for them. The Events Officer suggested that the charge should not be pitched too high and recommended the Sub-Committee consider a charge of £350 to cover the two days. This would be for the Saturday of the Switch-on and also the Sunday. Members spoke in support of this proposal and **AGREED** that the Events Officer should liaise with Mamma Mia to try to secure a deal at this figure. This would be ratified at the next meeting as it relates to the 2010/2011 expenditure.
- 79.** The meeting was adjourned at 6.45pm to allow Mr. Tyson to address the Sub-Committee.

**80. REPORT FROM ELECTRICAL CONTRACTOR INCLUDING QUOTATIONS TO:**

The Chairman welcomed Mr. Tyson from Merlin Lighting (Installations) Ltd. on behalf of the Sub-Committee.

**80.1 Provide replacements for the existing waterproof sockets**

Mr. Tyson advised that water ingress was a major hazard during the 2009 season with the Commando style sockets previously fitted losing their ability to remain water proof. He therefore recommended that the sockets are removed and replaced. Whilst this work is being undertaken it would make sense to simplify the wiring situation by removing several unnecessary junction points and recabling where required. An accurate guide to the electrical system could then be produced with power boxes clearly labeled. Members noted the quotations that Mr. Tyson had submitted for these works.

**80.2 Provide a quotation for the installation of string lighting, globes, baubles, bespoke parcels for the pedestrian area. Also to provide a quotation for traditional displays as previously discussed**

Mr. Tyson circulated some simulations of alternative lighting schemes that he had been working on. These were large seven metre across street motifs and he felt the Sub-Committee may prefer these options to the alternatives already considered during previous meetings. The scheme would include Falling Star motifs to be located at either end of London Road and the High Street. The other catenary wires would each have three Jeweled Swags and four Jeweled Droplets per wire. Members noted the cost of this scheme on a three year hire agreement deal worked out to just under £12,000. Members spoke in support of these proposals and requested that Mr. Tyson prepare some simulations in time for the next meeting showing the Falling Star motifs in warm white with various coloured bulbs along the bottom of the stars and the

Jeweled Swags in warm white with various coloured Jeweled Droplets. In view of these amendments, Mr. Tyson would also get the manufacturer to supply revised costings.

Mr. Tyson recommended that if the droplets were to be in various colours he could change the Town Council's Christmas trees lights for the William Hardwicke and the Town Hall to multi coloured to be more in keeping with the rest of the scheme. This was AGREED.

**80.3 Provide remote switches on the illuminations and remote control units for the Lights switch-on**

The possibility of fitting remote switching equipment in chosen areas to allow the remote switching of the scheme during the display period to include a key fob remote and long range receiver had been discussed at the last meeting. Mr. Tyson had provided a quotation at £265.00 per outlet for these works. The Sub-Committee could look to do two or maybe three outlets to cover the main areas of the Switch-on to keep the cost down with the periphery areas of the Switch-on being done manually. This function could also be used for other reasons such as market stall power and wall mounted lockable outlets could be provided for the Council to use when required. The cost of the installation of a low level anti-tamper power outlet would cost £316.70 per outlet. This was noted. The Deputy Town Clerk requested that Mr. Tyson supply the Sub-Committee with a quotation to undertake the Switch-on event this year which had not been part of last years contract. This would allow the Sub-Committee to consider all the costs at their next meeting so that decisions could be taken as to the way forward. Mr. Tyson confirmed that if the remote system was installed this would reduce his cost for the Switch-on event as the cost for each vehicle and team is usually £500.

**80.4** Mr. Tyson advised that he understood that the Council must work within a budget and therefore he had worked this against the current installation costs, as a result the installation cost for 2010/2011 if the infrastructure works as detailed are carried out would be in the region of £5,000. Members were pleased to note that this would be a saving of in the region of £1,600 which would cover three quarters of the cost for the replacement sockets.

**80.5** Mr. Tyson confirmed that he would forward the simulations and the amended quote to the Deputy Town Clerk next week. The Chairman thanked the Electrical Contractor on behalf of the Sub-Committee for attending and the meeting was reconvened at 7.40pm. Mr. Tyson left the meeting.

**80.6** In answer to a query, the Deputy Town Clerk confirmed that there was some funding available in an EMR plus hopefully a small balance available from the current year's budget to assist with the necessary electrical works. The Sub-Committee AGREED to consider the works for replacement electrical sockets, simplifying the electrical scheme, remote switching and the installation of a low level power outlet for continental markets at their next meeting when the final costs for the new lighting scheme are known.

**81. CORRESPONDENCE**

- Lamps & Tubes Illuminations Ltd. - details of special offers, sale ends 31<sup>st</sup> March 2010
- Lamps & Tubes Illuminations Ltd. - details of additional sale items
- Gala Lights - details of extended 25% discount offer for Sussex Parish & Town Clerks until 12<sup>th</sup> March 2010

- Blachere Illumination UK - details of 2 for 1 end of season offers
- Gala Lights - details of 25% discount on any products from their three online Christmas Lighting brochures until 31<sup>st</sup> March 2010
- Chichester City Council - email with details of proposals for scheme to invoice businesses for contribution towards the Christmas lights
- Lamps & Tubes Illuminations Ltd. - complimentary 2010 Company Calendar

**82. DATE OF NEXT MEETING**

The Sub-Committee AGREED to meet again on Wednesday 7<sup>th</sup> April 2010 at 6.30pm in the Council Chamber (subject to availability).

(**Note:** The Council Chamber has now been booked for this date.)

**83. *Cllr. Eldridge gave his apologies and left the meeting at 7.50pm***

**84.** Some discussion took place regarding the possibility of installing pea lights in the trees on the Railway Station concourse. The Electrical Contractor had indicated earlier in the meeting that this would cost in the region of £500 per tree. The need to seek approval from Southern Railway prior to taking this forward was stressed. Members agreed that if business sponsorship could be found this could be a positive way forward. An approach could be made to various businesses through the Chamber of Commerce, TBI, BNI, Best of Bognor and Arun Business Partnership. Consideration of what could be offered to sponsors in recognition of their contribution would need to be given. The Events Officer suggested that an events type leaflet could be produced promoting the event and listing the businesses who had agreed to sponsor the Christmas lights. A list of potential sponsors who could be approached was drawn up by Councillors present.

**85.** A Councillor suggested that the Sub-Committee consider offering the public the opportunity of placing a personal sticker message for a £1.00 contribution on a cut out Christmas tree as a way of raising funds. The location of such a tree was discussed and it was suggested that this could possibly be placed in the Picturedrome foyer.

***The Meeting closed at 7.55pm***