



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON WEDNESDAY 7<sup>th</sup> APRIL 2010**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman) Cllrs: Mrs. S. Daniells, P. Dillon and  
D. Eldridge (to Min. 94)

**IN ATTENDANCE:** Mrs. G. Frost (Deputy Town Clerk)  
Mrs. S. Holmes (Events Officer)

*The Meeting opened at 6.34pm*

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

The Chairman welcomed those present. Apologies had been received from Cllr. Gillibrand.

### **87. 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.

**88. TO APPROVE THE MINUTES OF THE MEETING HELD ON 17<sup>th</sup> MARCH 2010**

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 17<sup>th</sup> March 2010 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

**89.1 17<sup>th</sup> March - Min 77.2 Catenary Wire**

The Events Officer advised that following investigation she could confirm that the catenary wire in the vicinity of Greggs the Bakery in London Road was still in situ and not damaged as had been reported at the last meeting.

**89.2 17<sup>th</sup> March - Min. 78.6 Italian Market**

The Sub-Committee was pleased to note that the Events Officer had secured a deal with Mamma Mia, who had agreed that they would be willing to bring the Italian market to the town for the Saturday of the Switch-on event and the Sunday, for a fee of £350 for the two days.

**89.3 17<sup>th</sup> March - Min. 84 Pea lights in trees on Railway Station Concourse**

As a result of discussions at the last meeting, the Deputy Town Clerk had contacted the Station Manager to seek approval from Southern Railway to progress with this scheme, if sponsorship from local businesses could be obtained. Members were pleased to note that in principal there would be no objection to this and some financial assistance may also be available. However, the company is going through some restructuring at this time so a firm commitment cannot be made until the end of May.

A Councillor queried whether there would be the need to continue to install the Christmas tree in this area if funding could be found to progress with this scheme, particularly as the tree has to be fenced in for added security. Comment was made that the Station Christmas tree looked excellent last Christmas, which helped to enhance this gateway area of the town.

**90. FURTHER CONSIDERATION OF WAY FORWARD FOR CHRISTMAS 2010 INCLUDING:**

**90.1 To consider new lighting proposals and approval of scheme under three year hire agreement with Merlin Lighting (Installations) Ltd. - Min 80.2 refers**

The Deputy Town Clerk circulated a breakdown of the various costs to those present.

A simulation showing the new proposals discussed at the last meeting had been received from Mr. Tyson the Electrical Contractor and was circulated to those present. The Deputy Town Clerk advised that despite the Sub-Committee's request that the Jewelled Swags and Falling Star motifs be supplied in warm white, this would not be possible within the budget available as it virtually doubles the cost of these displays. This was noted.

Members noted that the new displays would include the following:-

**High Street** - 2 white Falling Stars at each end of the High Street, 4 white Jewelled Swags with 4 coloured Pendants on each display spread through the High Street and 2 white Bethlehem Stars at the gateway to London Road.

**York Road** - 1 white Bethlehem Star - in view of the problems with high winds in this area a small display is felt to be the best option.

**London Road** - 1 white Falling Star at the High Street end of London Road, 5 white Jewelled Swags with 4 coloured Pendants on each display spread through London Road and 1 white Bethlehem Star at the top end of London Road by Co-op Travel as this catenary wire will only take a small display.

These would be supplied on a three year hire agreement through Merlin Lighting (Installations) Ltd. at a cost of £11,554.40 per annum. Mr. Tyson had agreed to purchase the displays direct from the manufacturers and then hire these to the Council as a means of keeping the cost within the Sub-Committee's budget.

**Pendant colours** - Mr. Tyson had proposed that red, yellow, blue, green and white pendants be purchased. Members supported this choice of colours except for the blue pendants. It was AGREED that these should be replaced with either a pink, mauve or lilac colour or a mixture of these. Members AGREED they would be guided by Mr. Tyson on what he felt would work well within the proposed colour scheme. It was further AGREED that the Sub-Committee would like the pendant colours to be mixed on each display to avoid the appearance of uniformity. This would be discussed with Mr. Tyson prior to installation.

**Falling Stars and Bethlehem Stars** - Members noted that Mr. Tyson had confirmed that the star and bulb colours on these displays can be changed at no extra cost to the Council. It was AGREED as follows:-

**Bethlehem Stars display** - the third star in from either end of the display to be coloured. As there are four of these displays one set of stars to be red, one green and Councillors AGREED that they would be guided by Mr. Tyson on what he felt would work well within the proposed colour scheme for the final two Bethlehem Star displays.

**Falling Stars display** - All the bulbs along the bottom of the three displays to be multicoloured.

**90.2 To consider quotations for infrastructure works to:**

- a) **Replace existing water proof sockets - Min. 80.1 refers**  
To replace all the electrical sockets and plugs on the Christmas lighting scheme would cost £2,012.40. If this work was undertaken together with the re-cabing, this would result in a saving of £870 in the installation costs.
- b) **Simplifying the wiring by removal of unnecessary junctions and re-cabing where required - Min 80.1 refers**  
Re-cabing, simplifying and labeling of the electrical scheme would cost £976.35. If this work was undertaken together with the replacement sockets and plugs, this would result in a saving of £870 in the installation costs.
- c) **Provide remote switching equipment at £265.00 per outlet - Min. 80.3 refers**

Remote switching, to include key fob remote and long range receiver would cost £265 per outlet. Mr. Tyson had advised that 4 remote units would give instant illumination to the immediate Switch-on area. The cost for 4 units would therefore be £1,060.00. If this work was undertaken, this would result in a saving of £700 in the Switch-on attendance costs.

**d) Provide low level anti-tamper power outlet for continental markets at £316.70 - Min 80.3 refers**

The Events Officer spoke of the benefits of the installation of a low level anti-tamper power outlet at a cost of £316.70.

Members noted to undertake these entire infrastructure works would be a capital outlay of £4,365.45. The importance of at least replacing the sockets and plugs and undertaking the re-cabling was stressed. Members spoke of the benefits of carrying out these works, which would ultimately result in savings.

**90.3 Approval of quotation (subject to infrastructure works being undertaken) for installation and removal of Christmas displays for 2010 from Merlin Lighting (Installations) Ltd.**

Mr. Tyson had confirmed that the cost of the full installation and testing, two maintenance sweeps and removal and secure storage of all the displays for Christmas 2010 would be £5,150.00. This figure was subject to elements of the infrastructure works being undertaken. These included the electrical plugs and socket replacement and the re-cabling. Should these works not be completed then the price is quoted as £6,020.00 to cover the additional electrical connections and testing that will need to be carried out.

Members noted that no allowance has been made within this quotation for any replacement bulbs in the festoon lighting or possible Pathlight failure. A contingency allowance will therefore need to be made for this within the budget.

**90.4 Approval of quotation for undertaking Switch-on from Merlin Lighting (Installations) Ltd.**

There are currently 9 points that are switched on using the battery remote system. This is not something that the Electrical Contractor possesses, however he could provide up to four teams with access equipment to attend the switch-on at a cost of £1,200.00. Although this would not provide a full switch on at countdown, most areas would be instantly illuminated. If cabling works are carried out then Mr. Tyson is confident the number of switch on points can be reduced significantly, however he cannot give an exact number until cabling work has commenced and suggests a four team switch-on attendance is still allowed for. If a remote switching system could be installed an allowance for 4 remote units would give instant illumination to the immediate switch-on area. Mr. Tyson would then suggest a two team switch-on attendance for £500.00.

It was noted that the capital expenditure this year would exceed the agreed budget if the infrastructure works are undertaken. Having spoken with the Town Council's Accountant regarding this matter, the Deputy Town Clerk confirmed that the Sub-Committee could agree to a virement of funds from the revenue budget to cover this expenditure and still remain within budget. In answer to a query about the level of additional expenditure that was being incurred, the Deputy Town Clerk confirmed that no dissent had been expressed by Councillors during the budget setting process

and all the expenditure being considered was within the Sub-Committee's agreed budget already approved by Council on 14<sup>th</sup> December 2009 (Min 126.7 refers). Members noted that the revenue budget had been increased this year mainly to allow for the additional cost of attendance of the Electrical Contractor at the Switch-on event amongst other things, which at the time of budget setting was an unknown cost.

The Sub-Committee **RESOLVED** to approve the following expenditure as detailed:-

- Three year hire agreement through Merlin Lighting (Installations) Ltd. at a cost of £11,554.40 per annum for the new lighting displays, subject to amendments to the colours of various components as detailed above.
- Infrastructure works by Merlin Lighting (Installations) Ltd. including replacement of all the electrical sockets and plugs, re-cabling, simplifying and labeling of the electrical scheme, supplying and installation of 4 remote switching units, to include key fob remote and long range receiver and to provide low level anti-tamper power outlet for continental markets at a total cost of £4,365.45.
- Full installation and testing, two maintenance sweeps and removal and secure storage of all the displays for Christmas 2010 by Merlin Lighting (Installations) Ltd. at £5,150.00 - reduced cost due to approval of infrastructure works
- Two team switch-on attendance by Merlin Lighting (Installations) Ltd. for £500.00 - reduced cost due to approval of remote switching system.

It was further **RESOLVED** to approve a virement of £3,919.85 from the revenue budget to the capital budget to cover the additional capital expenditure for the infrastructure works.

**Switch-on Event** - The breakdown of the anticipated revenue budget was noted. A £500 increase in the Switch-on event budget had been allowed for as it had been suggested that the Events Officer investigate hiring in a snow machine again this year. This was last done two years ago and it proved to be very popular. In answer to a query the Events Officer gave a detailed breakdown of the expenditure funded from the Switch-on events budget.

A Councillor commented on the importance of trying to secure a celebrity to undertake the Switch-on at the earliest possible opportunity. Members were asked to give this some consideration.

**Sponsorship** - A lengthy discussion took place regarding encouraging local retailers/businesses to financially support the new Christmas lighting scheme and how this could best be achieved. The importance of contacting the retailers before they commit their budgets elsewhere was stressed. The Chairman advised that she understood Butlins were keen to support improvements within the Railway Station area. It was suggested an approach could be made to them when the situation with regard to the pea lights in the trees in this area had been clarified by Southern Railway. The Chairman confirmed that she would be happy to liaise with the Deputy Town Clerk to draw up a list of potential sponsors that could be approached. This was AGREED. The Deputy Town Clerk and Events Officer would draw up a suitably worded letter to be sent now that a decision had been taken on the new scheme for 2010.

## 91. CONSIDERATION OF DISPOSAL OF OLD DISPLAYS

The Deputy Town Clerk advised that the Electrical Contractor had visited the Town Force lock-up to assess the value of the old displays that were inherited by the Town Council from the original Christmas Illuminations Committee. These were taking up valuable storage space and needed to be disposed of if the Town Council had no further use for them. The Electrical Contractor had reported back that these were all steel framed displays that were not worth keeping or recycling for use by others. They had no value, only a minimal scrap value and he therefore recommended that the frames be stripped down and taken to the scrap yard for disposal. Following a brief discussion, the Sub-Committee **RESOLVED** to approve the disposal of the old steel framed displays as had been suggested. It was noted that any rolls of Lumalite and other ancillary bits and pieces would continue to be stored at the lock-up as these may still be useful in the future.

**92. TO RATIFY DECISION TO BRING IN ITALIAN MARKET FOR THE SWITCH-ON WEEKEND AT A CHARGE OF £350 TO COVER THE TWO DAY PERIOD, DISCUSSED AT LAST MEETING - MIN 78.6 REFERS**

Members noted that agreement to bring the Italian market to the town for two days had now been received, as reported earlier in the meeting. The Sub-Committee **RESOLVED** to ratify this decision.

**93. CORRESPONDENCE**

- Lamps & Tubes Illuminations Ltd. - email advising that their sale finishes on 31<sup>st</sup> March 2010
- Lumalite - product information

**94. *Cllr. Eldridge gave his apologies and left the meeting at 7.42pm***

**95. DATE OF NEXT MEETING**

The Sub-Committee **AGREED** to meet again on Wednesday 9<sup>th</sup> June 2010 at 6.30pm in the Council Chamber (subject to availability).

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

***The Meeting closed at 7.45pm***