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**MINUTES OF THE CHRISTMAS ILLUMINATIONS**

**SUB-COMMITTEE MEETING**

**HELD ON WEDNESDAY 20<sup>th</sup> OCTOBER 2010**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman), Cllrs: J. Brooks (until Min.27), Mrs. S. Daniells and D. Eldridge (until Min.35.4)

**IN ATTENDANCE:** Mrs. G. Frost (Acting Town Clerk)  
Mrs. S. Holmes (Events Officer)  
Mrs. J. Hambleton (Minutes Clerk)  
Mr. I. Harding (Chamber of Commerce representative) co-opted member

*Meeting opened at 6.35pm*

**25. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies had been received from Mr. J. Tyson (Merlin Lighting).

**26. 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.

**26.1** It was **AGREED** that Cllr. Brooks, who had another meeting to attend, could address the Sub-Committee before leaving.

Cllr. Brooks expressed disappointment and concern regarding the new festoon lighting in Station Road. The lighting did not match the festoon already in this location, which he felt spoilt the effect. It was **AGREED** that it was important for the lighting in this area to be uniform in appearance and that

the matter should be raised with the contractor as a matter of urgency to have this rectified. Cllr Brooks suggested that in the long term the Sub-Committee could look to replace the older strings of coloured lights in London Road.

*Cllr. Brooks gave his apologies and left the meeting at 6.38pm*

**27. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21<sup>st</sup> JULY 2010**

The Minutes of the Meeting held on Wednesday 21st July 2010, were agreed as an accurate record and were signed by the presiding Chairman.

**28. TO ENDORSE THE RECOMMENDATIONS MADE TO THE ENVIRONMENT AND LEISURE COMMITTEE IN THE NOTES OF THE MEETING THAT WAS NOT QUORATE HELD ON 22<sup>nd</sup> SEPTEMBER 2010**

The Sub-Committee noted that there had not been a quorum present for the meeting scheduled to be held on 22<sup>nd</sup> September 2010. 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**.

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

There were no matters arising.

In answer to a query, the Events Officer confirmed that the reindeers would be discussed in her report later in the meeting.

**30. UPDATE ON PFI SCHEME IN RELATION TO USE OF STREETLIGHTS FOR CHRISTMAS LIGHTS - MIN. 16.2 REFERS**

The Acting Town Clerk said the Events Officer had been asked to investigate the constraints regarding the use of street lighting columns for festive lighting and the new PFI scheme but it appeared the Town Council could not have permission to install the motif lighting on the concrete columns. Two alternatives were suggested by the new Service Provider:

- To find alternative fixings
- To install a wrap type decoration around the concrete columns, as they would be willing to give permission for this type of lighting.

The Events Officer had contacted the lighting contractor and he advised that there would be no extra charge for installation of alternative lighting as this would be covered by the installation cost of the motifs that were originally to be located in this area as previously agreed. The contractor had also kindly agreed to provide the replacement lights from his own stock. It was noted the wraps themselves could be made from rope light, LED string light or festoon harness with LED bulbs.

A letter had been received from the Aldwick Business Association to inquire if there would be Christmas lighting in Aldwick this year. The Events Officer had already been in liaison with the Chair Woman of the Aldwick Businesses Association to keep her informed of the potential problems with the lighting in this area and once a decision had been taken as to the way forward a reply to their correspondence would be sent.

The importance of advising SEC Lighting Services that the Town Council wished to reach an agreement with them for use of the new street lights for motif type displays when these are installed next year was stressed. Comment was also made that the festive controller units that had been funded by the Town Council and installed within the 7 columns in Aldwick Road would need to be removed from the old concrete columns and reinstalled in the new street lights when these were in place.

The Sub-Committee **AGREED** the recommendation that wrap type decorations was the only course of action to be taken at this late stage and it was **RESOLVED** to proceed with this subject to final approval from the street lighting PFI service provider that this type of lighting was acceptable.

**31. REPORT FROM ELECTRICAL CONTRACTOR (IF AVAILABLE)**

The Acting Town Clerk advised that Mr. Tyson was sorry he was unable to attend the meeting but had confirmed that all the infrastructure works were now complete including the remote switching and he was now just waiting for the delivery of the lights.

**32. FURTHER UPDATE ON PURCHASE OF CHRISTMAS TREES**

As the Town Council's usual local supplier for the festive trees was no longer providing festive trees, the Events Officer had been investigating alternative suppliers.

The Events Officer had provided a list of suppliers and prices which was circulated to those present. The prices for the required tall Christmas trees had increased substantially. A delivery charge would be made and for the safe installation of the trees the hire of digger was needed.

Sponsorship for one tree had been promised by the William Hardwicke and a contribution from A.D.C. towards the Town Hall tree had been discussed.

Some discussion on the possibility of having pea lighting in the trees at the Railway Station, or small Christmas trees on the canopy when the trees are removed from this area took place.

There followed a long discussion about the height of the Town Hall Christmas tree and the problems of installing it with the need for a special 'armed' vehicle, and digger to raise this to the first floor balcony. Town Force's cherry picker was not permitted to manoeuvre a tall tree due to weight restrictions.

Concerns were expressed about the actual installation and making the tree safe. Replacing this with smaller trees on wooden bases was considered and the dangers and need to anchor these due to the high winds, which swept through the balcony was discussed. It was suggested that the lighting contractor may be able to provide an illuminated display from stock for the Town Hall balcony, as it was thought this would be less costly and more in keeping with the economic climate.

After discussing the costs, implications, the national pressures to cut costs, and the limited time available it was **AGREED** that delegated authority to proceed should be given to the Sub-Committee Chairman with the Acting Town Clerk and the Events Officer to make the best choice, given the installation problems and costs, the expenditure to be ratified at the next meeting, and to consider:

- The purchase of the William Hardwicke tree from Balcombe Estate
- Consideration of pea lighting in the trees at Railway Station as an alternative to the Christmas tree

- Alternatives for the Town Hall balcony including an illuminated display or smaller tree

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

Copies of the Risk Assessments for the Christmas lights, Christmas trees and banners had been prepared by the Events Officer and were circulated to those present. It was noted that amendments would need to be made to the document relating to the erection of the town Christmas trees as this referred to Goodwood Farm delivering the trees and use of their equipment. This was no longer relevant as a new supplier was to be used and therefore the document would need to be amended. The amended document would therefore be referred to the next meeting for approval.

Comment was made that all the Risk Assessments made reference to the Projects Officer and it was AGREED this should now be amended to read Events Officer as the Projects Officer had left the employment of the Town Council. Members **RESOLVED** to approve the Risk Assessments for the Christmas lights and banners subject to this amendment being made. It was noted that the next date for review would be January 2011.

**34. CONSIDERATION OF BUDGET RECOMMENDATION FOR 2011**

The Acting Town Clerk reported on the Sub-Committees budget and suggested it may be possible not to increase the budget for 2011-2012.

It was suggested that the Sub-Committee should be mindful of the forthcoming Diamond Jubilee for HM the Queen, a possible Royal Wedding and the Olympics and it was queried whether funding should be set aside for these occasions. Comment was made that the Town Council should provide illuminations congratulating Her Majesty on her Diamond Jubilee as it was felt the town should do something to commemorate the connection with Regis. The Chairman suggested that this was something that the Council may wish to consider that could be looked at after the Switch-on. It was suggested that an inflation increase should be added to the Sub-Committee's budget to accommodate this.

The Chairman reminded Members that the Sub-Committee should be prudent and not look at anything new. Instead the Sub-Committee should save and accumulate for 2012.

Members were of the view that the budget should be set at that same level as last year being capital expenditure of £12,000 and revenue expenditure of £14,750. Following further discussion, it was **RESOLVED** that the Acting Town Clerk be given delegated authority to discuss and agree the budget with the Town Council's accountant and seek his guidance on maintaining the budget at the current level or adding an inflationary increase. This would then be forwarded to the Environment and Leisure Committee for approval at their meeting on 1<sup>st</sup> November 2010.

**35. SWITCH-ON ENTERTAINMENT - REPORT FROM EVENTS OFFICER**

The Project Officer circulated a detailed report for the switch-on entertainment (**Appendix 2**).

It was reported that Alex Winter, children's TV presenter and pantomime character from Worthing panto, had withdrawn, due to conflict of interests. The Regis Theatre pantomime will be pressed to provide pantomime characters in costume.

**35.1 Santa's Grotto**

The original plan to use the theatre for the grotto had been overtaken by other bookings at this venue on this day. This meant there would be no dressing room for Santa and the queues for the

other events could conflict with those waiting for the Grotto. The Events Officer had contacted Cluttons Tod Miller regarding the use of the old 'shoe shop' but this was under offer so No 1 The Arcade was being considered instead.

It was suggested that the grotto could now possibly be open longer and perhaps an additional Father Christmas could be employed to cover the lunch break. The Project Officer suggested this would not be acceptable to the person already booked who brought 3 people with him to assist. The Events Officer was sure that he would be willing to discuss longer hours but he would need to have a lunch break.

It was suggested children could be told Father Christmas had gone to the Railway Station to feed his reindeers, during lunch, where they would be sited due to all the activity at the theatre. This would also promote the craft fair in the Railway concourse.

The Chairman suggested she might be able to get permission to use the shoe shop in The Arcade for Santa's Grotto. It was noted this would be more central and the preferred option. It was **AGREED** that the Chairman with the Acting Town Clerk, be given delegated authority to approach her contact to see if this could be arranged.

As Father Christmas would be next to the switch-on point outside the Arcade we would need to rethink how we could use the Seafront Train, as Darrel Hardy had agreed that we could use this for the event

### **35.2 Railway Station Concourse & Reindeers**

The Project Offer reported discussions with the Station Master and in principle he has approved having the family of 3 reindeers (father, mother and baby) on the concourse in a pen.

The prospect of photographs of children in the reindeer sleigh was being considered but with so many cameras on mobile telephone it was thought this might be a problem for professional photographs.

It was suggested children could be photographed with the reindeers but cameras could not be used for the sleigh. It was suggested pea lights on the tree could be used as a backdrop. The Events Officer will pursue this idea – a suggested price of £10 per photograph was agreed.

The room for the Craft Market was suitable but cold. A charge of £15 per stall was agreed. It was suggested a stall with hot soup might be a worthwhile additional to the craft fair. Mr. Harding suggested a company who may be interested in doing this.

### **35.3 Italian Market**

The Project Officer said she was meeting a representative from the Italian Market this week and hoped to tie up the final details.

*Cllr. Eldridge gave his apologise and left the meeting at 7.50pm. At this point the meeting was not quorate, any decisions taken would be made as recommendations to the Environment and Leisure Committee*

### **35.4 Band & Spirit FM**

It was thought unlikely that the Salvation Army band would be available due to lack of musicians, although they have been asked.

Spirit FM had shown an interest in the event and it was suggested that as they were sponsoring Sophie Nugent, the 5 year old whose story had been in the press, it might be possible for them to comper the switch-on. The Events Officer will investigate this but felt there may be a charge.

### **35.5 Baubles, Raffle Prizes and Gifts**

Letters had been sent to the businesses in the town asking for raffle prizes and gifts. So far the Project Officer had received 5 prizes and £100 cash donation had been pledged but the baubles had not been mentioned in this letter as no decision had been made. The baubles could be displayed in The Arcade shop window where they would be seen by a lot of people.

Baubles and bells and other shapes would be sold for £100.00 plus VAT with possibly smaller baubles at £50.00 plus VAT. Mr. Harding said that the Chamber of Trade would have a bauble and the Chairman Cllr. Mrs. Warr would also purchase a bauble.

It was suggested that the sponsors could be invited to The Arcade shop to share a glass of wine and a mince pie with the Mayor.

As the meeting was not quorate, those present **AGREED to RECOMMEND** to the E. & L. Committee that the Chairman and Acting Town Clerk be given delegated authority to proceed with an order for the baubles and bells in two sizes and arrangements for hospitality of the sponsors, subject to the shop in The Arcade being confirmed.

### **36. CORRESPONDENCE**

**36.1** Blachere Illuminations - offering 20% off list price on selected tree lights and icicle lights to the Sussex and Surrey members of the Association of Local Councils.

**36.2** Civic Pride UK - Christmas services, hire or buy, displays and winter services.

**36.3** Plantscape - DVD with details of their solar powered Christmas trees.

### **37. DATE OF NEXT MEETING**

It was **AGREED** to meet again on Wednesday 3<sup>rd</sup> November 2010 at 7.00pm in the Council Chamber (subject to availability).

**PLEASE NOTE:** Owing to a meeting being held at A.D.C. on 3<sup>rd</sup> November which some Members will wish to attend, this meeting will now be held on Tuesday 2<sup>nd</sup> November at 6.30pm in the Council Chamber.

*Meeting closed at 7.55pm*

**NOTES OF THE CHRISTMAS ILLUMINATIONS**  
**SUB-COMMITTEE MEETING HELD ON WEDNESDAY**  
**22<sup>nd</sup> SEPTEMBER 2010**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman)  
Cllr. J. Brooks

**IN ATTENDANCE:** Mrs. G. Frost (Acting Town Clerk)  
Mrs. S. Holmes (Events Officer)  
Mrs. J. Hambleton (Minutes Clerk)  
Mr. I. Harding (Chamber of Commerce representative) co-opted member

As the Meeting was not quorate, those present made the following recommendations to the Environment and Leisure Committee.

**13. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies had been received from Cllrs. P. Dillon, Mrs. S. Daniells and Mr. J. Tyson (Merlin Lighting).

It was reported that the planned meeting of the Christmas Illuminations Sub-Committee that was due to take place on 25<sup>th</sup> August 2010 had been cancelled. This was noted.

**14. DECLARATIONS OF INTEREST**

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- a) The item they have an interest in
- b) Whether it is a personal interest and the nature of the interest
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- 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.

Those present noted that there were no Declarations of Interest made at this point in the Meeting.

**15. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21<sup>st</sup> JULY 2010**

As a quorum was not present, this item would be dealt with at the next meeting.

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

**16.1 21<sup>st</sup> July - Min 5 Merlin Lighting**

The Acting Town Clerk reported the new three year contract with Merlin Lighting had been signed and returned.

**16.2 PFI - Private Finance Initiative Street Lighting Project**

Cllr. Books said he understood new constraints were to be imposed under the new PFI scheme on the street lighting columns. He believed this initiative would not permit any attachments to the columns. It was felt this would have serious implications and could affect the Christmas lighting displays along Aldwick Road, banners advertising events, floral displays and the seafront lights.

Cllr. Brooks felt this was potentially serious and suggested contact should be made with Southern Electric Contracting to clarify the situation. He agreed to pass on his information to the Acting Town Clerk who would pursue this and report back. If following investigation it was established there was going to be a problem, it was suggested the LGA (Local Government Association) should be contacted and other local councils should be made aware of the situation.

**17. UPDATE ON INSTALLATION OF ADDITIONAL FESTOON LIGHTING**

It was reported that the owners of one property where it was hoped to attach additional festoon lighting, had refused, as modifications were required to the existing fixings. Merlin Lighting had identified two alternative locations above King & Chasemore and the Bognor Regis Observer offices. Contact had been made with the owners and permission had now been received to fix this additional festoon lighting to the second floor level above King & Chasemore. Countrywide Estate Agents who hold the lease on these premises has also confirmed their agreement and a Licence Agreement detailing their terms for approval has been signed and returned to them as requested.

**18. REPORT FROM ELECTRICAL CONTRACTOR (IF AVAILABLE)**

Those present noted that Mr. Tyson was unable to attend the meeting this evening as he was starting the installation of the new festoon lighting strings in Station Road. It was noted that he was awaiting the delivery of the displays and was not anticipating any problems with this.

**19. PURCHASE OF CHRISTMAS TREES**

The Acting Town Clerk reported a problem with the purchase of the three large Christmas trees, as the usual supplier was unable to fulfill the order. They had advised that they will no longer be selling Christmas trees as their plantations are grown for commercial timber and have now reached maturity leaving the trees unsuitable for that use. Locating three trees between 20ft and 30ft at an acceptable cost may prove difficult but the Events Officer was researching growers of large trees. This would therefore be discussed at the next meeting.

Cllr. Brooks said in earlier years the Christmas tree was carried up the stairs at the Town Hall and placed on the balcony. With the large trees though assisted delivery was essential, as Town Force could not manage these tall trees without help.



A Councillor suggested the Sub-Committee should look at decorating the ordinary trees at the Railway Station with lights and parcels and consider a smaller token Christmas tree in this area.

It was reported that sponsorship might again be possible for the tree on the Town Hall balcony subject to costs. Members noted there appeared to be a big increase in costs in the open market compared to the Council's previous regular local supplier.

Problems were reported with the glass in the uplighter where the tree had been removed recently in the High Street as this appeared to be loose and needed to be made safe. It was noted that water had also penetrated the uplighter and the repair may be expensive.

## **20. SPONSORSHIP**

The Events Officer questioned what was the Town Council offering to sponsors? She had written to Cluttons Tod Miller regarding the empty shop in the Arcade where she suggested advertising baubles could be hung in the window rather than in the open air at the Station. This area might also be used for the tombola. A reply from the managing agents was still awaited.

The Events Officer advised that she had spoken with Richard McMann (A.D.C.) who had approached various agents regarding the use of empty shops for an arts project, but there had been no satisfactory response. It would therefore seem doubtful that they would support the use of their empty premises by the Town Council.

The Events Officer had raised the issue of Christmas lighting sponsorship at the T.B.I. meeting that she had attended this morning.

The Chairman suggested that the trees at the Railway Station could be decorated around their trunks and this lighting could then be covered in netting to deter vandalism. It was noted that there was no money to be able to purchase extra lights. However, Cllr. Brooks suggest that there may be enough spare pealights at the store that could be used for this purpose.

Cllr. Brooks reported that there would be a road closure in Canada Grove until December 24<sup>th</sup>.

The possibility of installing a moving message board in the town which could detail the names of the sponsors and give information on the festive switch-on events was raised. This could be located at the Arcade if the caretaker would be in agreement.

### ***Cllr. Brooks declared a Prejudicial Interest in this matter***

It was noted the West End traders were interested in running Christmas activities and the Events Officer will contact them to discuss this further. The Chairman agreed to approach various businesses to see if they may be interested in sponsorship.

The Events Officer agreed to put together a sponsorship package.

## **21. REVIEW OF INCOME AND EXPENDITURE TO DATE**

The Acting Town Clerk gave a report on the income and expenditure to date and copies were circulated to Members. In answer to a query she confirmed that income from banner advertising is already credited to the Christmas Illuminations budget.

## **22. SWITCH-ON ENTERTAINMENT - REPORT FROM EVENTS OFFICER**

### **22.1 Celebrity**

The Events Officer reported that Mr. Harding was trying to arrange for Zoë Ball to attend the switch-on. He hoped to have confirmation next week as she was currently in the U.S.A.

### **22.2 Italian Market**

The Events Officer spoke about her unease relating to the booking for the Italian Market although they had confirmed they would be coming. The cancellation of the Continental Market that was due in the town last week had inevitably led to a feeling of apprehension. Forms for the A.D.C. Street Trading Licence had been forwarded to the operator and providing the Market goes ahead this should bring an income in to the Council of £350. Members noted that if the Market did proceed in London Road, then this space could not be used for any other events during the switch-on.

### **22.3 Possible Activities**

Activities the Events Officer had considered included:

- A pony and sleigh to take Father Christmas from the grotto to the arcade for the switch on - £1300
- As an alternative a covered wagon and horses were available - price awaited
- Ice Sculptures which would last two days - from £175 upwards for a small size
- Mobile ice rink 9 x 8m with staff, 1 days hire for £2,200 to be located on the Place St. Maur
- Walk-about people in fancy dress from £500
- A family of 3 reindeers - mother, father and baby in a pen 12 x 12m plus 2 staff - £1250  
This would be for 5 hours and possibly situated outside the theatre.

It was suggested a photographer taking pictures of children with the reindeer would help to offset the costs. The company would bring a sleigh.

The Events Officer outlined her budget commitment with expenses for decorating the grotto, Father Christmas, banners, theatre hire and advertising etc. that would total around £650 at least without sponsorship. She favoured the reindeers as they were very popular and were attainable within her £2,000 budget for the event.

### **22.4 Band**

It was suggested a steel band should be considered but comment was made about the limited budget and there was no where to put them owing to the Italian Market. The availability of the Salvation Army band was raised but as a number of changes had taken place at the Salvation Army, the Events Officer was uncertain if the band would be available.

### **22.5 Ice Rink**

There was a suggestion that the Town Council considers purchasing a synthetic ice rink but this was thought to be unrealistic at this present time and there was no storage space. As an

alternative it was recommended that Butlins be approached who it was thought had an ice rink at one time. The Events Officer would approach Butlins to ask if they would loan the ice rink for the switch-on day.

#### **22.6 Stage & short presentation**

It was suggested a low stage podium would be used for the switch-on event but after some discussion it was felt there was a need for this to be raised for the benefit of the public. It was agreed the theatre should be approached for the loan of stage blocks for use outside the entrance to The Arcade.

It was agreed the switch-on presentation should be no longer than 10 to 15 minutes to allow for a road closure for a short period of time. Anything longer than this would necessitate re-routing the buses. Parking bays would then need to be suspended and road cones put out.

#### **22.7 Advertising**

Free advertising from Spirit FM was discussed but comment was made that they usually charge for advertising. For publicity coverage this would cost approximately £300 for 4 spots over 5 days but again the Events Officer reiterated that the budget was limited.

Mr. Harding suggested Spirit FM be encouraged to interview Zoë Ball as this would provide free advertising and tie in with their magazine programme. There would be no control over when the interview would be broadcast.

It was suggested students from the College might take be able to provide some walk-about characters in fancy dress or possibly a choir.

#### **22.8 Railway Station Concourse**

Faced with the possibility of inclement weather it was suggested that the Railway Station concourse might be considered as the right place for the Ice Rink, a craft fair or some entertainment. The Events Officer said she had previously arranged an arts and crafts event in the concourse which had worked well, but it would require a lot of signage to attract people to this end of town. It was agreed this was safe, dry and could possibly be used as a likely option in return for a donation to some railway fund. The Events Officer would investigate this as a possibility. In answer to a query the Events Officer advised that she would rather Santa's grotto remain at the theatre where there could be better control of this element of the event.

#### **22.9 Transport for Father Christmas**

Cllr. Brooks said he had a contact that owned the Chitty Chitty Bang Bang car and he wondered if this might be used to transport Father Christmas. Cllr. Brooks would make enquiries. Use of Daryl's train again this year was being investigated and comment was made that the Railway Station was a good place to start from to take Santa to the switch-on area.

Cllr. Brooks said he also had a large glitter ball he would loan for the tower in the Picturedrome and it would be good if this area could also be lit.

Cllr. Brooks commented that the light was currently out in the clock at the Railway Station and it had been promised previously by representatives of the Railway Station that this would be repaired.

#### **22.10 Summary**

The Chairman summed up the recommendations and those present **AGREED to RECOMMEND** to:-

1. Support the booking of the reindeers
2. Approach Butlins for the use of the ice rink
3. Talk to the Railway Stationmaster with the view to using the concourse for the Italian Market, stalls or entertainment and possibly a spare room for the ice rink

Initial approaches would be made with tentative bookings, to be confirmed, due to the short time left until the event - 28<sup>th</sup> November.

### **23. CORRESPONDENCE**

**23.1** Blachere Illumination - details of special buy one get one free on refurbished LED motifs and details of other services that they offer

**23.2** Festive Lighting Company - Festive News August 2010

**23.3** Blachere Illumination - details of new EU energy requirements. The EU has set new energy efficiency requirements that lamps produced for the EU market need to fulfil. Traditional incandescent and halogen bulbs need to be phased out from the market by the end of 2012. As a result Blachere will not be offering the refurbishment of filament motifs in the future, but will be offering the opportunity to refurbish motifs into LED, in line with the EU directive.

**23.4** Lamps & Tubes - product information and 2010/2011 catalogues

**23.5** Gala Lights - email with details regarding what they can offer including outright purchase, lease purchase or hire contracts, supply with installation and takedown, infrastructure works including Eye Bolt Testing and out of season storage, maintenance, refurbishment and repair.

### **24. DATE OF NEXT MEETING**

It was **AGREED** to meet again on Wednesday 20<sup>th</sup> October 2010 at 6.30pm in the Council Chamber (subject to availability).

The Events Officer would prepare the agenda for the next meeting as the Acting Town Clerk would be away on annual leave.