



**BOGNOR REGIS TOWN COUNCIL**  
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**MINUTES OF THE CHRISTMAS ILLUMINATIONS**

**SUB-COMMITTEE MEETING**

**HELD ON TUESDAY 2<sup>nd</sup> NOVEMBER 2010**

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

**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*

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

The Chairman welcomed those present.

**39. 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.

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

The Minutes of the Meeting held on Wednesday 20<sup>th</sup> October 2010, were agreed as an accurate record and were signed by the presiding Chairman.

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

**41.1 20<sup>th</sup> October 2010 - Min. 26.1 Station Road lighting**

The Events Officer confirmed that she had contacted the contractor regarding the two new strings of festoon lighting in Station Road that did not match the existing strings. The contractor had given an assurance that this would be rectified before the switch-on. Comment was made that the lights to be removed could be used elsewhere.

**41.2 20<sup>th</sup> October 2010 - Min. 30 Up-date on PFI Scheme**

Members were advised that SEC Lighting Services, the PFI service provider had agreed that wrap type decorations could be used on the lighting columns in Aldwick Road. The Aldwick traders had been advised of this. The Events Officer had now written to SEC Lighting Services to advise that the Council wished to return to use of the motifs in this area once the replacement street lighting had been installed. Festive controllers, previously paid for by the Town Council must also be removed from the existing concrete columns prior to their removal. The Town Council is waiting to be advised of the cost of removing the controllers and reinstalling these in the new columns.

**41.3 20<sup>th</sup> October 2010 - Min. 34 Sub-Committee Budget 2011/2012**

Following the discussion that had been held at the last meeting, the Acting Town Clerk confirmed that having spoken with the Town Council's accountant it had been recommended to the Environment and Leisure Committee that the Sub-Committee's budget for 2011/2012 should be set at that same level as last year. It was noted that this would be capital expenditure of £12,000 and revenue expenditure of £14,750.

**41.4 20<sup>th</sup> October 2010 - Min. 35.4 Band & Spirit FM**

It was suggested that if 5-year-old Sophie Nugent were to switch on the Christmas Illuminations it would attract good publicity and possibly more support from Spirit FM. It was noted the Events Officer would be reporting further on the switch-on later in the meeting.

**42. RATIFICATION OF EXPENDITURE FOR CHRISTMAS TREES INCLUDING FURTHER CONSIDERATION OF USE OF PEALIGHTS IN RAILWAY STATION TREES - MIN. 32 REFERS**

The Events Officer reported Aldwick Parish Council was also seeking a new supplier for their Christmas tree. By making a joint purchase from Balcombe Estates B.R.T.C. and A.P.C. were able to share the delivery costs reducing this expense for both councils.

The Town Council's Christmas tree that would be delivered in the week leading up to the switch on would be 23ft and would cost £378 plus VAT. The William Hardwicke had agreed to sponsor the Christmas tree at the same level as last year - £225.

The Sub-Committee **RESOLVED** that the cost of the Christmas tree at £378 plus VAT including 50% of the delivery cost be approved and ratified.

Merlin Lighting had agreed to provide free of charge, a large 3metre high, 3D effect, snowman to be placed on the Town Hall balcony in place of the usual tree.

The Events Officer had spoken with the Station Manager regarding use of pea lights in the Station trees and any proposals to remove or prune the trees in the future. He had confirmed that there were no plans for the trees to be cut back before Christmas. It was suggested that the trees could

be lit with ordinary light bulbs instead of pea lights. One Member recommended that the Christmas tree lights not being used this year for the Station tree or Town Hall balcony tree could be installed in the lower branches of the Railway Station trees. It was noted there are six trees at the entrance to the concourse.

Comments received from a Councillor, who was not a member of the Sub-Committee in connection with lighting of the trees at the Railway Station were noted.

It was suggested that the colour change Christmas tree lights used last year on the Station Christmas tree should be used for the William Hardwicke tree this year.

A Councillor commented that a small Christmas tree on a stand had been used on the Town Hall balcony some years ago, which meant that this was easier to carry through the building to access the balcony. The Events Officer said she had searched for the original stand but this was no longer in the store.

As time was running out before the switch on at 4.30pm on Saturday, 27th November the Sub-Committee **RESOLVED** to give delegated authority to the Chairman and the Acting Town Clerk to liaise with Mr. James Tyson of Merlin Lighting, to negotiate the cost and request that he proceed with placing the Christmas tree lights that were not being used this year on to the trees outside the Railway Station.

**43. FURTHER CONSIDERATION OF RISK ASSESSMENT FOR CHRISTMAS TREES - MIN. 33 REFERS**

The Events Officer reported minor changes to the Risk Assessment relating to the suppliers for the Christmas tree. Members **RESOLVED** to approve the amended Risk Assessment. It was noted that the next date for review would be January 2011.

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

The Events Officer circulated a detailed report for the switch-on entertainment (**Appendix 1**).

**44.1 Santa's Grotto**

The Events Officer updated Members on the position with use of an empty shop for the grotto and detailed the costs that were being proposed. It was felt this was not in the 'spirit of Christmas' and was unacceptable. It was suggested a letter should be sent expressing the Sub-Committee's disappointment.

**44.2 Railway Station & Craft Fair**

The new Station Manager had agreed to have the reindeers at the Station and has offered the old booking hall for the craft fair. It was suggested that the Station Manager's co-operation for the town's Christmas festivities had come up 'trumps'. The Events Officer was investigating the possibility of using a photographer for pictures of children with the reindeers. It was **AGREED** that a letter with sincere thanks be sent to the Station Manager for his help and cooperation.

The Events Officer reported there appeared to be little support for the proposed Craft Fair as there were other craft events on that day. It was noted it may be necessary to cancel this part of the event, if the number of entries did not improve.

**44.3 Italian Market**

The Italian Market had still not returned the necessary forms to A.D.C. and the Events Officer was unsure whether this would take place. She felt it might only be a very small market with about seven stalls.

**44.4 Publicity**

The Events Officer was hoping to raise enough funds from the Italian market visit to meet the cost of advertising on Spirit FM for 3 days prior to the switch-on. This had been very successful last year. It was **AGREED** that it was important to have good publicity and that funding should be found. Money spent on advertising would be money well spent said one Member.

**44.5 Baubles**

The Events Officer raised the question of the advertising baubles and bells and detailed the costs involved. It had been proposed that these should hang in the window of the Arcade shop as the wind and rain had caused considerable damage to those exposed to the weather last year. This would no longer be possible. There followed a discussion about using different materials or approaching large stores to consider hanging these at the top of their large shop windows. It was suggested that the Trustees of the Regis Centre be asked if an additional cantenary wire could be installed on their wall to attach the baubles below their pantomime banner. It was also suggested hanging these from the ceiling in the Arcade walk. The Events Officer was also requested to ask Merlin Lighting if these could be attached to the catenaries holding the Christmas illuminations in the High Street or London Road close to the shop that was advertising.

Following further discussion, it was **AGREED** to proceed with the purchase of the advertising baubles subject to a suitable display area being found.

Cllr. Dillon who last year purchased a bauble confirmed he would donate the cost of a bauble this year being £100 to the Spirit FM advertising costs. He also confirmed that he would again be happy to cover the cost of the room hire at the theatre for the grotto

**44.6 Entertainment for children waiting in Grotto**

Cllr. Brooks said he would speak with his father regarding the possibility of him entertaining the children while waiting to see Santa in his grotto. This was **AGREED**.

The Chairman expressed thanks to the Events Officer for all of her hard work to make the switch-on a success.

**45. CORRESPONDENCE**

**45.1** Lumisphere - email with details of special introductory offers.

**45.2** Blachere Illuminations - email offering 40% off selected refurbished LED motifs

**45.3** The Estate Director of Goodwood had written expressing sadness he was no longer able to help the Town Council, as they could no longer supply Christmas trees.

**45.4** W.S.C.C. Street Lighting - Festive Lighting and other Attachments. The PFI Monitoring Manager had advised that it has been agreed to make an exception regarding concrete columns and the requirement for a structural test where 'Rope Lighting' has been proposed to wrap around a column. For the avoidance of doubt this does not include lighting suspended between columns.

**45.5** Lamps & Tubes Illuminations Ltd. - email with details of last chance to order Christmas Lighting for the festive season 2010.

**45.6** Lumalite - copy of Motif brochure and extra products.

**45.7** The Chairman thanked everyone for the time they had given to making the switch-on a success.

It was agreed the Events Officer would advise Councillors of the details of the programme for the day and any help from Members would be very welcome.

**46. DATE OF NEXT MEETING**

It was **AGREED** to meet again on Wednesday 19<sup>th</sup> January 2011 at 6.30pm in the Council Chamber (subject to availability).

*Meeting closed at 7.32pm*