



BOGNOR REGIS TOWN COUNCIL

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NOTES OF THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING HELD ON WEDNESDAY 21st JULY 2010

PRESENT: Cllr. Mrs. J. Warr (Chairman) (during Item 7), Cllrs: J. Brooks and Mrs. S. Daniells

IN ATTENDANCE: Mrs. G. Frost (Acting Town Clerk)
Mrs. S. Holmes (Events Officer)
Mrs. J. Hambleton (Minutes Clerk)
Mr. J. Tyson (Electrical Contractor Merlin Lighting)
2 Members of the Public

At this point the Meeting was not quorate and those present made the following recommendations to the Environment and Leisure Committee.

1. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, Cllr. Brooks took the Chair. The Chairman welcomed those present. Following the approval by the E. & L. Committee at its meeting on 12th July 2010, it was noted that Cllr. Mrs. Warr had been appointed Chairman of the Christmas Illuminations Sub-Committee and Cllr. Dillon was appointed as Vice-Chairman.

Apologies had been received from Cllrs. P. Dillon and D. Eldridge.

2. 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.

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

3. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 7th APRIL 2010**

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

4. **TO ENDORSE THE RECOMMENDATIONS MADE TO THE ENVIRONMENT AND LEISURE COMMITTEE IN THE NOTES OF THE MEETING THAT WAS NOT QUORATE HELD ON 9th JUNE 2010**

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

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

The Notes of the previous meeting were considered by those present and it was noted that there were no matters arising.

The Chairman commented that he was pleased that the Switch-on event was returning to the entrance of the Arcade again.

The Acting Town Clerk confirmed that the three year contract for Merlin Lighting had been approved and would be implemented within the next few weeks.

6. **REPORT FROM ELECTRICAL CONTRACTOR GIVING UPDATE ON PROGRESS WITH INFRASTRUCTURE WORKS**

Mr. Tyson said work was nearly complete on the infrastructure works and the last bit of testing work was taking place after the meeting this evening. The re-cabling work was now complete resulting in seven of the electrical boxes becoming redundant.

The remote switching had been fitted and Mr. Tyson confirmed that six of the displays would now come on together - two to the right and one to the left at the junction of High Street and London Road and the first three displays going forward. Two extra remotes will power the last three displays in London Road resulting in a single point switch-on for the main areas.

A number of sockets had been removed, which were not needed with the new remote switching system. The annual electrical testing had already been done and certificates for this would be sent to the Council in due course. The structural testing would take place at the end of August or early September, but no problems were expected.

In answer to a query, Mr. Tyson confirmed that although the remote control for the switching system worked on a radio frequency at 27 mega hertz, it could not be switched on by CB radio. Some of the displays where there are roads in between will need to be

switched on separately but there would be no requirement for relay switches this year. Two teams from Merlin Lighting would be attending the switch-on so this will not be a problem. If there is enough provision in the budget Mr. Tyson suggested that the Sub-Committee may consider adding further remote switching systems to cover these areas in the future.

7. FURTHER CONSIDERATION OF INSTALLATION OF A FURTHER TWO STRINGS OF LIGHTS - REFERRED FROM LAST MEETING 9th JUNE 2010

Following a meeting with Cllr. Brooks, Mr. Tyson had forwarded an estimate for the installation of two additional crossings of festoon lighting with swags and 15watt white bulbs. This would include:

50 metres Black festoon harness (3 bulbs per metre) - £187.50
150 x 15watt filament golf ball bulbs - £90.00
Testing of 3 existing anchor points - £65.25
Installation of 1 new anchor point - £57.50
2 x 6mm catenary crossings (approx. 20 metres each) - £190.00
Installation of festoon, bulbing and connection to power supply - £230.00
Total Project Cost - £820.25 plus VAT.

These would be installed at 2nd floor level above Café Red to Goody 2 Shoes and from above Splits to Protech. Mr. Tyson confirmed existing anchor points are in place and look serviceable subject to testing on Splits, Protech and Café Red. However, the fixing on Goody 2 Shoes will not meet the current criteria for structural fixing and will need to be modified with a new eyebolt.

The Acting Town Clerk said it was important that a letter of authority should be obtained from the property owner for the alterations required to the premises above Goody 2 Shoes before the new anchor point was installed. As a courtesy, letters would also be sent to the other property owners as well to inform them of the Council's plans subject to the Sub-Committee agreeing to proceed with this project. Mr. Tyson confirmed that there was already power in these locations.

Cllr. Mrs. Warr arrived at 6.55pm and apologised for her late arrival. At this point the meeting became quorate

Cllr. Brooks suggested it would be useful to have a larger map, bigger than the photocopied map that was available to Members, which he said he could produce, that would make it easy to identify sites under discussion.

The Acting Town Clerk advised that if there were insufficient funds in the budget at the end of the financial year to fund this project, a transfer could be made from the Earmarked Reserves.

There followed some discussion regarding using the illuminations throughout the summer period and questions were raised about the life of the lighting ending sooner than if this had seasonal use. Mr. Tyson said a 1watt LED light bulb could be used in place of the 15watt if the festoons were to be lit all year - one bulb cost £2 and the other 50p. Cllr. Brooks felt it might be worth doing this if only in the town centre. Concern was

expressed about the additional electricity costs if this suggestion were to be implemented and it was AGREED that this matter should be looked at again in the future.

It was **RESOLVED** to accept the quotation for the provision and installation of two additional crossings of festoon lighting at a total cost of £820.25 plus VAT subject to the approval of the owner of the property involved.

Cllr Mrs. Warr took the Chair

The Acting Town Clerk suggested that with the meeting now being quorate a change in the order of business might be considered to allow the Minutes and Notes of the previous meetings to be approved. This was **RESOLVED**.

8. TO APPROVE THE MINUTES OF THE MEETING HELD ON 7th APRIL 2010

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 7th April 2010 as true and accurate records of the proceedings and the presiding Chairman signed them.

9. TO ENDORSE THE RECOMMENDATIONS MADE TO THE ENVIRONMENT AND LEISURE COMMITTEE IN THE NOTES OF THE MEETING THAT WAS NOT QUORATE HELD ON 9th JUNE 2010

The Sub-Committee noted that there had not been a quorum present for the meeting scheduled to be held on 9th June 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 Notes/Minutes as **Appendix 1**.

10. SWITCH-ON ENTERTAINMENT - REPORT FROM EVENTS OFFICER

10.1 The Events Officer reported the Italian Market had been booked. She was looking into a company called Historical Promotions who promote a Victorian Christmas or a Snow & Ice Christmas as something different. The Events Officer was waiting for a response to see what this Company could offer. She was also looking at the cost of a small ice rink.

10.2 The stage would be in front of The Arcade with two halogen lamps to provide lighting. Mr. Tyson advised that power was already available in this location and he confirmed that he could drop down a cable to provide electricity to the lamps. Mr. Tyson suggested the remote control was like a key fob and could be activated to coincide with the action of switching on the lights with the plunger to give the desired effect.

10.3 It was suggested that the Sub-Committee may consider a roof-top firework display or possibly one spectacular firework that could be let off from the beach. Mr. Tyson confirmed that he was aware of a company that may be able to assist with this and agreed to pass the contact information to the Acting Town Clerk so that this could be investigated further.

10.4 In answer to a query, the Events Officer confirmed that she would contact Mr. Harding to establish if he had been able to contact Paul Ross to see if he would be willing to undertake the Switch-on.

11. CORRESPONDENCE

- Lamps & Tubes Illuminations - email advising of the products they offer including pull testing, PAT testing and electrical testing etc.
- Gala Lights - details of motif purchase and hire options
- The Festive Lighting Company - letter enclosing their new 2010 catalogue and price lists and giving details of the services that they offer.

12. DATE OF NEXT MEETING

It was AGREED to meet again on Wednesday 25th August 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 7.15pm