



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON WEDNESDAY 13<sup>th</sup> FEBRUARY 2008**

**PRESENT:** Cllr. R. Gillibrand (Chairman), Cllrs: Mrs. S. Daniells and P. Wells  
A. Holmes (Electrical Contractor)

**IN ATTENDANCE:** Mrs. G. Frost (Deputy Town Clerk)  
Mrs. S. Holmes (Events Officer)  
T. Holland, Aldwick Business Association (Part of the meeting)  
Two Councillors in the Public Gallery

*The Meeting opened at 7.06pm*

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

The Chairman welcomed those present and thanked Mr. Holland from the Aldwick Business Association for attending. Apologies had been received from Cllrs. Mrs. Anderson, Mrs. Walker and Mrs. Warr. Apologies had also been received from Mr. Peter Wells.

### **56. 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.

***Mrs. Holmes declared a Prejudicial Interest as her son is a Director of Leaderboard Sports (UK) Ltd., the Town Council's Electrical Contractors and Mrs. Holmes is Company Secretary***

Mrs. Holmes advised that some concern had been expressed to her regarding her interest in Leaderboard Sports (UK) Ltd. and she wished to clarify that her son was a Director and that she held the position of Company Secretary, however she does not benefit financially from this position. Mrs. Holmes also requested that it be noted that her position within Leaderboard does not affect in anyway any advice that she may give to the Sub-Committee in her capacity as Events Officer to the Town Council.

The Sub-Committee noted that there was one Declaration of Interest made at this point in the Meeting.

**57. TO APPROVE THE MINUTES OF THE MEETING HELD ON 12<sup>th</sup> DECEMBER 2007**

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 12<sup>th</sup> December 2007 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

**58.1 31<sup>st</sup> October - Min. 53.3 Testing of wires**

The Electrical Contractor advised that testing was usually carried out just prior to installation as a means of keeping the costs down. If this was undertaken during the summer months a visual inspection would need to be undertaken in addition just prior to the installation of the lights taking place. He referred to the Institute of Lighting Engineers - Seasonal Decorations Code of Practice which recommends that testing is carried out every five years, not every two years which is the current practice and suggested this needed further discussion at a future meeting. A Councillor commented that the guidelines were a basis for the way forward however, did they take into account that this is a coastal resort often subjected to windy conditions. The need for this to be taken on board was stressed.

**58.2 31<sup>st</sup> October - Min. 53.5**

The Electrical Contractor confirmed that he did not anticipate any problems with installation of all the lights by the end of October subject to the lights being delivered from The Festive Lighting Company in time. The need to ensure that everything was in place in plenty of time was stressed and it was suggested that the Sub-Committee should consider what additional lights may be required for Station Road at the next meeting.

**59. ALDWICK ROAD SHOPPING AREA - LETTER FROM CHAIRMAN OF ALDWICK BUSINESS ASSOCIATION (COPIED TO COUNCILLORS) AND DISCUSSIONS AS TO THE WAY FORWARD MIN. 52.3 REFERS**

The Chairman welcomed Mr. Holland to the meeting and referred to his letter which had been copied to all Councillors. A lengthy discussion took place. Members agreed that they had been happy to support the installation of the lights at Aldwick Road last Christmas and felt that a donation towards the cost, however small, would be most welcome. As a result of the debate, the Sub-Committee requested that Mr. Holland refer this matter back to members of the Business Association in the hope that some

funding could be found. Mr. Holland was thanked on behalf of the Sub-Committee for attending and he left the meeting.

Following further discussion, it was AGREED that the Deputy Town Clerk should write to the Aldwick Road businesses individually to seek some financial support for the coming year.

**60. REPORT FROM CHAIRMAN ON MEETING WITH REPRESENTATIVE FROM FESTIVE LIGHTING COMPANY - MIN 52.2 REFERS**

The Chairman reported on the meeting that he had attended with the Deputy Town Clerk and the representative from The Festive Lighting Company. The following had been agreed:

- London Road blue and white cross street motif - check and repair/renew due to colour difference
- Replacement of all the cross street motifs for the High Street with new due to wrong colour
- 1 x FOC 1 metre x 1 metre motif (if required) - children's competition
- 5% discount on the second contract backdated to year one (2007)
- Delivery date for this year to be prior to 31<sup>st</sup> October 2008
- To show ideas and comparisons of other towns lighting displays going into 2009 when meeting with the whole Sub-Committee, date to be advised
- Look at discounted motifs to finish off top of London Road/Station Road, list to be sent when completed

A Councillor spoke of his disappointment that a better deal could not have been reached and stressed the importance of the Council receiving better service from The Festive Lighting Company in this coming year.

**61. REPORT FROM ELECTRICAL CONTRACTOR ON CHRISTMAS ILLUMINATIONS 2007**

**61.1** The Report from the Electrical Contractor had been circulated to those present. Mr. Holmes confirmed that recommendations had been made for the remaining galvanised catenary wires to be replaced. The cost of the materials to undertake this work would be approximately £100 per wire - no new fixing plates would be needed and about eight wires were in need of replacement. The catenary wire by Print In would be slightly more owing to the width of the road in this location. Fitting would be around £50 to £60 per wire, however if this was done at the same time as the installation of the lights there would be no additional charge.

**61.2** Cllr. Wells suggested that it would be useful to prepare a Schedule of Works for 2008 so that there was a clear understanding of when works would be undertaken. Mr. Holmes spoke in support of this, but with the proviso that this would need to be subject to the weather and the lights being received by the required date. Cllr. Wells AGREED to prepare a draft Schedule of Works for consideration by the Sub-Committee at their next meeting. Following further discussion, it was AGREED that the Chairman, Electrical Contractor and Officers of the Council should liaise closely to ensure any orders are placed and a date for early delivery is secured as a priority.

**61.3** The Events Officer stressed the importance of a decision being taken regarding the replacement catenary wires and reminded Councillors that work to the electric boxes also needed to be undertaken as a priority. The importance of addressing the Health

and Safety issues first prior to purchasing new lights was highlighted by the Events Officer. The Sub-Committee AGREED that a quotation should be sought for the necessary works to the electric boxes as a priority. Consideration could then be given to the replacement of the catenary wires once the cost for this electrical work had been established.

- 61.4** It was noted that the installation of wires at Crowns in the High Street, Johnstons in London Road and The Station Public House as detailed in the Electrical Contractors report would be undertaken at no additional cost to the Council once clarification regarding height regulations had been received from W.S.C.C.
- 61.5** The Deputy Town Clerk referred to the cost of the electricity for the new LED lights installed in the Queensway - a letter would be sent to the Managing Agents regarding this matter.
- 61.6** Reference was made to the savings that had been made on the electricity costs as a result of the Council's decision to replace the older displays in the High Street and London Road with more modern technology.
- 61.7** A detailed breakdown of the Income and Expenditure for the current year was circulated to those present and was noted.

**62. FURTHER REVIEW OF RISK ASSESSMENT FOR CHRISTMAS LIGHTS - MIN. 52.5 REFERS**

The Events Officer requested that this item be deferred to allow her more time to consider this complex document in more depth. This was **RESOLVED**.

**63. FURTHER CONSIDERATION OF DISPOSAL OF CHILDREN'S DISPLAYS - MIN. 53.10 REFERS**

The letter from one of the parents advising that they would be happy to have the display without the lights attached was noted as being received.

Following a lengthy debate, it was **RESOLVED** that the Lumalite should be removed and the framework could then be passed on to the winners in return for a donation. The parents should also be asked to sign a disclaimer releasing the Town Council from any future responsibility.

In answer to a query, the Electrical Contractor confirmed that the displays would have been put into storage at the lock-up if they were not passed on to the winners as had been the case in the previous year.

It was AGREED that Cllr. Cunard could address the meeting. He advised the Sub-Committee that he would be happy to have the children's designs displayed on the wall outside the Theatre and confirmed that there was already an electricity supply in this location.

**64. CONSIDERATION OF APPLICATION FOR PERFORMING RIGHTS SOCIETY LICENCE AND PUBLIC PERFORMANCE LICENCE**

The Events Officer advised that if the Sub-Committee wished to consider the provision of piped music within London Road during the Christmas period this year

then an application would need to be made for the appropriate licences. It was noted that this would be expensive, the exact costs being dependant on various criteria.

The Sub-Committee AGREED that Cllr. Cunard could address the meeting. Cllr. Cunard offered to investigate whether there may be any reduction in the cost if the Theatre were to apply for the licences being a charity. He confirmed he would look into the possibility and report back to the next meeting.

**65. SWITCH-ON ENTERTAINMENT - REPORT FROM EVENTS OFFICER AND TO AGREE DATE FOR SWITCH-ON IN 2008**

- 65.1** The Report from the Events Officer was circulated to those present - **Appendix '1'**
- 65.2** Members discussed bringing in a continental market and the possibility of trying to promote other activities over a seven day period. The Events Officer advised that research into a continental market had been carried out in the past and it had been established that Bognor was not big enough to host such an event and limited space was available to stage it. The Place St. Maur was suggested as a possible venue and comment was made that the Events Officer might wish to investigate bringing in a craft market as an alternative.
- 65.3** Members discussed whether to hold the Switch-on event slightly later in November and following some debate, it was **RESOLVED** that this be held on Saturday 29<sup>th</sup> November 2008. It was further **RESOLVED** that the Events Officer should book the services of Spirit FM at the earliest opportunity to ensure that they would be available to support the Switch-on event.
- 65.4** The Sub-Committee AGREED that Cllr. Cunard could address the meeting. Cllr. Cunard advised that he would be happy to support the event again this year with the Snow White pantomime characters being in attendance. However, he would need confirmation that this was required so that the contracts could be drawn up accordingly. The snow machines being used for the pantomime would also be available to borrow if required. A Councillor suggested that the Sub-Committee might consider purchasing a couple of snow machines, however it was pointed out that these would need to be of industrial quality to be fit for purpose and would therefore be expensive.
- 65.5** Members spoke in support of a lantern procession and AGREED that the Events Officer should actively pursue the craft market idea. Comment was made that a Bognor Christmas Festival, offering spaces available for rent, with a view to attracting something different to Bognor Regis could be an option and it was AGREED that the Events Officer should investigate this.
- 65.6** The Sub-Committee were supportive of a shop window competition but it was queried what incentive could be offered to the traders to encourage them to take part.

***Cllr. Wells declared a Personal Interest in this item as a trader in the town***

It was suggested that the Observer could be approached to see if they would be willing to sponsor the event by offering some free advertising as a prize.

- 65.7** Cllr. Wells highlighted the need for the events to be well publicised, particularly if the Sub-Committee were looking to extend the Christmas festivities over a longer period. The possibility of producing a small publication to be funded by advertising was

suggested and Cllr. Wells agreed to work/liaise with the Events Officer and the Chamber of Commerce to see if this could be taken forward.

- 65.8 Having considered the ideas for consideration as detailed in the Event Officer's Report, it was **RESOLVED** that planning for the Switch-on event should commence on this basis.

66. **CONSIDERATION OF WAY FORWARD FOR 2008**

The Sub-Committee AGREED that this item had been covered earlier in the meeting.

67. **CORRESPONDENCE**

- Gala Lights - details of 'Evaluation and Refurbishment Check'
- Details of horse and carriage for hire
- City Illuminations Ltd. - details of products available
- Lamps & Tubes - product information
- Gala Lights - Christmas Lighting Tenders for 2008
- Blachere Illumination UK - details of eye bolt testing at special prices

- 67.1 The Electrical Contractor advised that he had been approached by two companies who had been supporters of the Christmas Illuminations in the past to undertake some work for them. Owing to the nature of the work, use of a cherry picker would be required and the Electrical Contractor was seeking the view of the Sub-Committee on his use of the Town Council's equipment on this occasion, in return for a possible donation to the lights from the companies concerned. Members AGREED that this item should be placed on the next agenda so that a policy for use of the cherry picker other than for Town Council business can be agreed.

- 67.2 Concern had been expressed to the Deputy Town Clerk about the lack of publicity given to sponsors of the Christmas lights. Consideration would need to be given as to how this can be improved.

68. **DATE OF THE NEXT MEETING**

The Sub-Committee AGREED to meet again in about five weeks subject to the availability of the Chamber. The date would be advised in due course.

(**NOTE:** The next meeting has now been booked for Wednesday 26<sup>th</sup> March 2008, commencing at 7.00pm)

*The Meeting closed at 9.19pm*

# **BOGNOR REGIS TOWN COUNCIL**

## **Events Officer's report to the Christmas Illuminations Committee**

**13 February 2008**

### **Switch-on Entertainment**

I have been investigating alternatives to the Christmas switch on activities that we have used for the past two years. Ideas for consideration:

Possibility of having Christmas Festivities lasting over 2 or 3 weeks. This could start with our switch-on and follow with:

- Late night shopping event – if the Chamber of Commerce will organise this
- One-off Farmers Market (if one not already running in Bognor Regis), using contact at Chichester Farmers Market to organise
- Christmas Crafts – if not run as part of the switch-on
- Shop window competition – to be launched at the switch on event and to run for a couple of weeks – if we can get enough shops interested

For the switch on itself:

- Procession led by Father Christmas – either pony & trap or Whittington's road train
- Procession to be 'Lantern procession' by children. Workshops held during day to make lanterns – possibly at The Hub if available. Procession could go from Hub, along pavement and through footpath by Morrisons to top end of London Road precinct and then down to switch-on podium
- Switch-on may have to be slightly later for lantern procession to be effective
- Use of podium only for switch-on (no stage) – all other activities to be in the precinct
- Santa's Grotto to run earlier in day, so that it can finish in time for Father Christmas to be available for procession
- Use Spirit FM to do roadshow and all PA for event. They can MC the switch-on and do countdown with Father Christmas (or VIP). This will reduce the need for our PA system and operator
- Larger Raffle, to be sited in London Road precinct. Prizes to be collected throughout year so that we have good quality prizes to encourage people to buy tickets
- Community carol singing – before the arrival of Santa. Suggest we invite Art of Dance choir to lead this – we provide song sheets for public.
- Suggest we barrier off area in front of podium – this can be used by the Choir leading the singing and then will give space for Father Christmas/VIP to dismount from trap/train and do 'walk-about'
- Talk to one of the supermarkets about doing hot mince pies
- More use of childrens entertainers during the day – if we are not paying for snow machines and farm, we should have the budget to do this
- Engage with local schools and groups earlier (now) to try and get them booked in to sing / perform during the day.
- Rather than a stage we could barrier off an area (round about where Woolworths is) where activities could take place. Running order can be displayed, so that people know what time performances will take place
- Try and get a hot chestnut seller for the day

- We could invite local groups to run sideshows (hoop-la, splat the rat and similar) – they could raise funds for their groups and provide entertainment during the day