



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON WEDNESDAY 30<sup>th</sup> APRIL 2008**

**PRESENT:** Cllr. R. Gillibrand (Chairman), Cllrs: Mrs. E. Anderson,  
Mrs. S. Daniells (from Min. 87) and Mrs. J. Warr

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

*The Meeting opened at 7.10pm*

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

The Chairman welcomed those present. Apologies had been received from Cllrs. Mrs. J. Walker and P. Wells. Apologies were also noted from A. Holmes.

### **84. 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*

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

**85. TO APPROVE THE MINUTES OF THE MEETING HELD ON 26<sup>th</sup> MARCH 2008**

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 26<sup>th</sup> March 2008 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

**86.1 26<sup>th</sup> March - Min. 72.2 Electricity costs for Queensway**

The Deputy Town Clerk updated the Sub-Committee and advised that this matter was still being investigated.

**86.2 26<sup>th</sup> March - Min. 72.4 S178 Agreement for Banners and Christmas Illuminations**

Members noted the insurance issues had now been clarified. The Licences had been signed by the Town Clerk and returned to W.S.C.C. and one copy had now been returned for the Town Council's records. It was noted this Consent covers a period of five years expiring in April 2013.

**86.3 26<sup>th</sup> March - Min. 77 Performing Rights Society Licence and Public Performance Licence**

The Events Officer referred to the tightening up of the regulations and spoke of a local business that had been informed of the requirement to have a PRS Licence to enable them to play a radio in a garage workshop.

**86.4 13<sup>th</sup> February - Min. 61.4 Replacement of catenary wire - in vicinity of Johnstons Domestic Appliances**

Members were pleased to note that confirmation had now been received from W.S.C.C. that the replacement street light would finally be installed this week on the building next door to Johnstons in Station Road. This would now enable the Electrical Contractor to re-install the missing catenary wires in this location.

**87. CHILDREN'S DESIGN A CHRISTMAS MOTIF COMPETITION UPDATE AND CONSIDERATION OF DESIGN FOR ALTERNATIVE LOGO/CHRISTMAS MESSAGE - MIN. 73 REFERS**

Following consultation with The Festive Lighting Company, the Deputy Town Clerk advised that confirmation had now been received that they would be happy to consider manufacturing an alternative motif in the form of either a logo or Christmas message from the Town Council. This would be instead of the winning design from the children's competition. The Deputy Town Clerk had tried to seek confirmation from Frank R. Hay & Sons as to whether they would be willing to continue with their support of the Christmas lights by sponsoring the tree at the Railway Station and manufacturing the winning design from the competition once again this year. A reply was still awaited. An approach would also be made to Leaderboard to confirm that they are happy to continue with their sponsorship of the competition by wiring the winning design once the issue of manufacture had been clarified. The Deputy Town Clerk reiterated that recognition for companies who support the lights was an issue of some concern and needed to be addressed. The Events Officer commented on the idea of civic recognition that had been discussed at the last meeting and confirmed that she would be preparing a paper for consideration by the Promotion and Publicity Committee on this issue. Members spoke in support of this idea and agreed that this

would be a positive step forward. The Chairman commented on the importance of publicity for businesses. Members were asked to give consideration to designs for the logo to allow for further discussion at the next meeting. Comment was made that the new marketing logo could be considered as a possibility providing the design was simple enough to reproduce in lights and would allow for a Christmas theme to be incorporated. In answer to a query, the Events Officer clarified that the marketing logo would not replace the Town Council's crest and would be used for marketing purposes and for the promotion of events. Members AGREED to consider this again once the marketing logo had been chosen to see if the design would be suitable for this purpose. It was further AGREED that the position with regard to the children's competition needed to be established prior to any final decision being taken on the alternative logo as the Sub-Committee were keen to see this continue. Once a decision is taken as to the way forward an approach will be made to A.D.C. to seek their approval to hang an alternative display from the Town Hall balcony during the festive period.

**88. CONSIDERATION OF DRAFT SCHEDULE OF WORKS - CLLR. WELLS TO REPORT - MIN. 74 REFERS**

In the absence of Cllr. Wells this would be deferred again until the next meeting.

**89. ROLLING PROGRAMME OF REPLACEMENT - CONSIDERATION OF QUOTATIONS FOR WORKS TO ELECTRICAL BOXES (IF AVAILABLE) AND PROGRAMME FOR REPLACEMENT OF GALVANISED CATENARY WIRES AS HIGHLIGHTED BY LEADERBOARD - MIN. 75 REFERS**

The Deputy Town Clerk reported that despite an approach being made to five local electricians, only one quotation had been received, which had been discussed at the previous meeting. In view of the level of expenditure required to undertake work on the electrical boxes, the Deputy Town Clerk was asked to continue trying to obtain a further quotation to enable a decision to be taken at the next meeting.

**90. UPDATE ON THE WAY FORWARD FOR 2008 INCLUDING CONSIDERATION OF PROVISION OF ADDITIONAL DISPLAYS FOR STATION ROAD AREA - MIN. 76 REFERS**

Members noted that until a decision had been reached as to the way forward with the urgent works required to the electrical boxes and replacement catenary wires, no decision could be taken regarding the four additional displays required for the Station Road area. Some idea of the level of funding required for this maintenance work was needed then an approach could be made to the Policy and Resources Committee for supplementary funding to cover this unbudgeted expense. In answer to a query, the Events Officer detailed the reasons why work to the electrical boxes was necessary and advised that annual testing would need to be carried out and a certificate issued confirming that each box remains in a safe and satisfactory condition.

**91. ALDWICK ROAD SHOPPING AREA UPDATE ON RESPONSE SO FAR FROM BUSINESSES REGARDING FINANCIAL SUPPORT - MIN. 59 REFERS**

Members noted that no reply had been received from the Chairman of the Aldwick Business Association.

Letters had been sent to all the businesses in Aldwick Road to establish their willingness to make a contribution towards the electricity costs if the Town Council

were to fund the installation and taking down of the displays again this year. So far ten replies had been received, four of these had indicated a level of support however the rest had been negative. In answer to a query the Deputy Town Clerk suggested that the estimated cost of installation and removal of the lights would be in the region of £550 to £600 plus the cost of the electricity. In view of the lack of support from the traders and the burden of additional expenditure having to be found for works in the town, the Sub-Committee would need to consider whether to proceed with the lights for this area or consider alternative options working with the businesses who had offered support. Following further discussion, it was AGREED to wait and see if more responses were received from the Aldwick Road traders and consider this matter again at the next meeting.

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

The Events Officer reported that she had been concentrating on the Sands of Time event and had not got much further with the planning for the Switch-on event. Contact had been made with Shirley Hardy who had agreed to use of the road train for Father Christmas to lead the 'Lantern procession'. Discussions with the University would also be undertaken to see if any of the students would be willing to assist with the lantern making workshops.

**93. CORRESPONDENCE**

- Johnstons Domestic Appliances - letter seeking confirmation that no brackets or fixings for the Christmas Illuminations will be attached to this building. A reply confirming this request had been sent
- Gala Lights - information on company
- Blachere Illumination UK - details of 2 for 1 Spring Extravaganza
- Lamps and Tubes Illuminations Ltd - details of new website set up to enable councils to sell old decorations to other councils

**94. DATE OF THE NEXT MEETING**

The Sub-Committee AGREED to meet again on Wednesday 4<sup>th</sup> June 2008 at 7.00pm - venue to be confirmed.

(**Note:** The meeting will be held in the Project and Events Department Office in the Town Hall as the Council Chamber will be in use on that evening)

*The Meeting closed at 7.55pm*