



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK: Kate Gill, The Town Hall, Clarence Road  
Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 Fax: 01243 865744

E-mail - [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

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

**HELD ON WEDNESDAY 18<sup>th</sup> JUNE 2008**

**PRESENT:** Cllr. G. Burt (Chairman), Cllrs: D. Eldridge and Mrs. S. Daniells

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

*The Meeting opened at 7.03pm*

**1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING**

The Committee noted that Cllr. G. Burt had been elected Chairman and Cllr. Ms. E. Anderson had been elected Vice-Chairman of this Sub-Committee at the Annual Council Meeting on 12<sup>th</sup> May 2008.

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

The Chairman welcomed those present. Apologies had been received from Cllrs. Ms. E. Anderson, Mrs. J. Walker (unwell) and Mrs. J. Warr (attending another meeting in her capacity as Deputy Town Mayor). Apologies had also been received from Mr. P. Wells.

**3. 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.

**4. TO NOTE RECOMMENDATIONS FROM E&L COMMITTEE TO COUNCIL OF APPOINTMENTS TO SUB-COMMITTEE OF CO-OPTED NON-VOTING MEMBERS INCLUDING CONSIDERATION OF RE-APPOINTMENT OF ALDWICK ROAD TRADER**

The Deputy Town Clerk advised that despite the Secretary of the Chamber of Commerce confirming that Mr. Wells had been reappointed as their representative, it had since been established that Mr. Wells was unable to take on this commitment. The Deputy Town Clerk would seek further clarification on this and report back to the next meeting.

The Sub-Committee **RESOLVED** to note the recommendations from the E&L Committee to the Town Council of the appointment of Mr. Alan Holmes (Electrical Contractor) and a representative from the Chamber of Commerce (name of representative to be advised) as co-opted non-voting members of the Christmas Illuminations Sub-Committee.

Following some discussion regarding the possible re-appointment to the Sub-Committee of the proprietor of the Flower Pot in Aldwick Road as a co-opted member, it was **RESOLVED** not to progress with this at this time owing to the difficulty experienced by the trader in attending meetings in the past. This could be reviewed again at a later date if the situation should change.

**5. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30<sup>th</sup> APRIL 2008**

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 30<sup>th</sup> April 2008 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

**6.1 30<sup>th</sup> April - Min. 86.1 Electricity costs for Queensway**

The Deputy Town Clerk updated the Sub-Committee and advised that she had now written to the Managing Agents of the Queensway premises to seek clarification as to the way forward and was awaiting a reply.

**6.2 30<sup>th</sup> April - Min. 86.4 Replacement of catenary wire in vicinity of Johnstons Domestic Appliances**

The Deputy Town Clerk confirmed that the replacement street light had now finally been installed at the above location and re-installation of the catenary wires would now be undertaken by the Electrical Contractor.

**6.3 30<sup>th</sup> April - Min. 93 Lamps and Tubes Illuminations Ltd. - Website for sale of unwanted decorations**

Members noted details of the site and concern was raised regarding whether any liability would fall upon the Council if decorations were not tested to ensure they were in working order and fit for purpose prior to being offered for sale. It was suggested that the terms and conditions for selling items on the site should be investigated in more detail and the Chairman agreed to undertake this task and report back to the next meeting.

**7. CHILDREN'S DESIGN A CHRISTMAS MOTIF COMPETITION UPDATE AND CONSIDERATION OF DESIGN FOR ALTERNATIVE LOGO/CHRISTMAS MESSAGE POSSIBLY INCORPORATING THE NEW MARKETING LOGO - MIN. 87 REFERS**

Confirmation had now been received from Frank R. Hay and Sons that they would be happy to manufacture the winning design once again this year. Mr. Holmes had also confirmed that Leaderboard would again be willing to wire the display. Both organisations would be doing this as part of their sponsorship of the Christmas lights and it was AGREED that a letter of thanks for this support should be sent.

The Deputy Town Clerk advised that the closing date for entries had been set as 1<sup>st</sup> October last year and as the Switch-on would be held slightly later this year, this should allow plenty of time for manufacture and wiring of the display once a winning design is chosen. It was noted that a letter is normally sent out to the schools before the summer holidays with a reminder letter being sent at the beginning of the autumn term. Members spoke positively about the competition and it was **RESOLVED** to undertake this once again this year.

Members had discussed at the previous meeting the possibility of using the new marketing logo, providing the design was simple enough to reproduce, for the motif that the Festive Lighting Company had kindly offered to manufacture F.O.C. for the Town Council. The design chosen as the competition winner was shown to those present and it was noted that it was planned that amendments would be made to the design with the finished article being approved by the Promotions and Publicity Committee at their next meeting in August. The Festive Lighting Company had advised that they would need the design by July so unfortunately it would be too late to enable the marketing logo to be reproduced for this year. Following further discussion, it was suggested that an approach be made to The Festive Lighting Company to request that they put this on hold for the time being, if they were in agreement, to allow time for the Sub-Committee to consider this further and decide how they wished to proceed.

**8. CONSIDERATION OF REQUIREMENT OF DRAFT SCHEDULE OF WORKS - MIN 88 REFERS**

The Sub-Committee noted that discussion had taken place previously regarding the need for the lights to be ordered and installed earlier and it had been agreed that installation of all the lights this year should be completed no later than Saturday 15<sup>th</sup> November 2008 being two weeks before the Switch-on event. Members considered whether a Schedule of Works was therefore really necessary and following a short debate it was **RESOLVED** not to progress this.

9. **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. 89 REFERS**

The Deputy Town Clerk advised that a further quotation for works to the electrical boxes was still awaited. It was estimated that funding in the region of £7,500 may be required for this and for the necessary replacement of the galvanised catenary wires. The importance of undertaking this work in this year was stressed as to do nothing would result in no Christmas lights as the electric boxes need to be brought back up to specification and the galvanised wires replaced with stainless steel. Mr. Holmes confirmed that he would supply the Sub-Committee with an updated quote for the work on the catenary wires in case there had been a significant increase in the cost of the stainless steel wire. The Chairman referred to the expenditure committed in the capital budget which covered the displays in London Road and the High Street. He also spoke of the commitments under the revenue budget which included Aldwick Road (still to be decided), the Switch-on event, installation, Switch-on, removal and repairs by the Contractor, parts, Christmas trees and ancillaries for fixing these, prizes for the Children's competition and electricity costs. Working on last year's costs for the committed expenditure, the estimated balance available from both budgets, which could be spent on the repairs totalled in the region of £4,200. This would leave a shortfall of around £3,300. Members agreed that as these were only estimated figures an additional £1,000 should be added to ensure sufficient funding was available. Following further discussion, it was **RESOLVED** that a request should be made to the Policy and Resources Committee for the provision of supplementary funding up to £4,300 to enable these urgent works to be undertaken in the current financial year. As a way of easing the financial burden on the Council's finances, it was further **RESOLVED** that this additional funding should be paid back by the Christmas Illuminations Sub-Committee over the next two years. This would be achieved by reducing the combined capital and revenue budgets of £19,000 by £2,150 in 2009/2010 and again in 2010/2011 leaving the Sub-Committee a budget of £16,850 a year for the two year period to meet their commitments.

10. **UPDATE ON THE WAY FORWARD FOR 2008 - PROVISION OF ADDITIONAL DISPLAYS FOR STATION ROAD AREA SUBJECT TO FUNDING - MIN 90 REFERS**

Members noted that when the missing catenary wires are reinstated there will be four sets in the Station Road area that are in need of displays although the one by The Station will only be a single wire owing to the height of the buildings. The Sub-Committee was advised that there were no funds available in this financial year to enable new displays to be purchased for this area. The Chairman queried whether the Contractor could investigate the condition of the original white light displays from the old stock to see if these could be used. The Contractor advised that unfortunately these displays seemed to have a high rate of failure and had caused most of the problems in the past. The possibility of putting up festoon lighting as an alternative was suggested and the Contractor confirmed that he would investigate whether there was currently enough in stock to cover this area. He would also seek a price for purchasing more if this was required and report the cost back to the next meeting. The Chairman suggested that in view of the lack of finance, with a bit of creativity this could look very effective and could follow the blue and white theme of the London Road precinct. The Contractor reported that as finances were tight this year the Sub-Committee may wish to consider only installing single catenary wires in this location which would free up some of the wire already in stock for the rolling programme of

replacement and reduce the amount of new wire that will need to be purchased. This option would be considered further at the next meeting once the position with the festoon lighting had been established.

**11. ALDWICK ROAD SHOPPING AREA UPDATE INCLUDING:-**

**Responses from businesses regarding financial support - Min. 91 refers**

The Deputy Town Clerk advised that no further responses offering financial support had been received from the businesses in Aldwick Road.

**Correspondence from Aldwick Business Association and consideration of response - letter copied to Sub-Committee**

Members noted the letter from the Chairman of the Aldwick Business Association. Following some debate regarding the content, it was agreed that the possibility of funding being contributed towards the illuminations in the Aldwick Road shopping area by this organisation was unlikely. The Deputy Town Clerk was therefore advised not to pursue this. No further correspondence with the Chairman of the Aldwick Business Association would therefore be necessary.

Members considered whether to install the lights again this year at Aldwick Road and following a brief debate, it was **RESOLVED** that as the infrastructure was already in place this should proceed. Quotations to undertake this work would therefore be obtained for consideration at the next meeting.

**Note:** A letter of thanks would be sent to the four traders who had confirmed their willingness to offer financial support this year advising that the Town Council would be pleased to accept their kind offer next Christmas in the hope that by this time more of the Aldwick Road traders could be encouraged to support this project.

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

The Events Officer circulated a draft breakdown of estimated expenditure and income to those present for the Switch-on event. A budget of £1,500 had been allocated last year and the Events Officer was again working to this budget. This was noted.

The Events Officer reported that she had been invited to join the Arun Peace Week Steering Group who was seeking to promote a community festival in November by encouraging the participation of various groups. It had been suggested that the Lantern workshop, which would now be promoted as 'Lanterns for Peace' could be held the week before the Switch-on event on Saturday 22<sup>nd</sup> November as part of Peace Week, which runs from 15<sup>th</sup> to 23<sup>rd</sup> November. This would allow two opportunities for promoting the event in the local press. The Sub-Committee supported this proposal.

Confirmation had been received that the Council could use the road train to transport Father Christmas and others as part of the 'Lantern procession'. The Events Officer advised on the proposed route, which would not require the need for any road closures. Members spoke in support of this. Cllr. Mrs. Daniells advised that she would speak with Cllr. Cunard about the pantomime characters being in attendance for the Switch-on again this year. This was **AGREED**.

The Events Officer requested that the Sub-Committee consider whether to run the Craft Fair again this year. This prompted a debate regarding the ancillary parts of the Switch-on event and whether they were included as a means of making money or to

enhance the event. The Events Officer referred to the Xmas Grotto and advised that this had always been done to enhance the event. The entry fee was set a £1.00 last year and to make a profit this would need to be increased to around £3.00 which would be too prohibitive for parents with several children. An approach would be made to the Chamber of Commerce to see if they would be willing to part fund the Grotto as they had in previous years. A means of raising funds for the lights, bringing in net revenue without a high level of staff involvement needed to be considered and it was suggested that stalls selling hot drinks, mince pies and chestnuts should be investigated. It was noted that a Street Trading Consent would need to be obtained if the Sub-Committee wished to pursue this option. The possibility of Max Cole bringing his children's rides into London Road again this year was also suggested. The Events Officer advised that there had been problems in the past with the electricity supply for the rides and adequate space would need to be allowed for the road train and emergency vehicles. The Electrical Contractor suggested that one way to overcome this problem would be to locate a generator by Burtons. The Events Officer was asked to investigate the various options discussed and report back to the next meeting. It was AGREED that the Switch-on would take place at 4.30pm and Spirit FM had been booked to MC on the day. The Sub-Committee AGREED that providing the Events Officer could get enough support for the Craft Fair that this should take place.

**13. CORRESPONDENCE**

- Gala Lights - email advising of the services that they offer
- Lamps and Tubes Illuminations Ltd - request for meeting to discuss requirements
- Lumalite - details of offer on unbreakable LED Golf Ball lamps

**14. DATE OF THE NEXT MEETING**

The Sub-Committee AGREED to meet again on Wednesday 20<sup>th</sup> August 2008 at 7.00pm in the Council Chamber (subject to availability).

**Note:** The Council Chamber has now been booked for this date.

*The Meeting closed at 8.30pm*