



BOGNOR REGIS TOWN COUNCIL

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CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON TUESDAY 21st OCTOBER 2008

PRESENT: Cllr. G. Burt (Chairman), Cllrs: Mrs. E. Anderson (to Min. 41.2) and Mrs. S. Daniells (from Min. 38)

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Mrs. S. Holmes (Events Officer)
Mr. A. Holmes (Electrical Contractor) and Mr. I. Harding (Chamber of Commerce representative) - co-opted members

The Meeting opened at 6.30pm

As the Meeting was not quorate until Minute 38, those present made recommendations to the Environment and Leisure Committee until this point in the Meeting.

33. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed Mr. Ian Harding to the Sub-Committee as the new Chamber of Commerce representative. Apologies were noted from Cllrs. D. Eldridge and Mrs. J. Warr.

34. 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

Those present noted that there was one Declaration of Interest made at this point in the Meeting.

35. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th AUGUST 2008

As a quorum was not present, this item could not be dealt with at this point in the Meeting.

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

36.1 20th August - Min. 18.1 Chamber of Commerce Representative

The Deputy Town Clerk advised that the appointment of Mr. Harding to this Sub-Committee as the new Chamber of Commerce representative would be referred to the next Environment and Leisure Committee meeting for ratification.

36.2 20th August - Min. 18.2 Electricity costs for Queensway

Members noted that the Deputy Town Clerk had invited the owners of the Fitzleet Estate to consider becoming one of the Council's annual sponsors of the event in relation to the cost of the electricity for this area. Members were delighted to note that confirmation had been received that the owners would be happy to cover the cost of the electric supply for the Queensway Christmas lights for the next five years and will review the matter again after this time.

36.3 20th August - Min 20.1 Children's Design a Christmas Motif Competition

It was noted that judging of the competition had taken place and two winners had again been chosen. One from South Bersted School and one from Rose Green Infants. Both children had been contacted and their parents had confirmed their attendance at the Switch-on event. Arrangements would be made for a photo of the children with their designs to be taken once they are ready, for publication in the local newspaper. South Bersted School has given their approval for this to take place within their school grounds this year as Rose Green Infants has hosted this for the previous two years.

36.4 20th August - Min. 20.3 Festive Lighting - final instalment of Hire Agreement

The correspondence from the Sales Manager detailing the motifs under this agreement together with the price at which they are now available to buy was noted. This would be referred to the first meeting in the New Year for further consideration.

The Deputy Town Clerk reported that delivery of the displays is expected on Monday 27th October 2008.

36.5 20th August - Min. 21.3 Works to electrical boxes

The Deputy Town Clerk advised that an approach had been made to the Electrician carrying out the works to the electrical boxes to seek his guidance on whether the controllers and sockets in the street lights at Aldwick Road should be tested and a certificate issued to confirm that they are in a satisfactory condition prior to their use again this year. Confirmation was still awaited. It was noted that should this be required this would incur additional expenditure. Comment was made that SEC may

need to undertake this work as the controllers are within the streetlights. This would be investigated.

36.6 20th August - Min. 23 Aldwick Road Shopping Area

Members noted receipt of the details of the newly appointed Chairwoman of Aldwick Business Association, Mrs. Tina Shaw-Morton following the retirement of Mr. Holland.

The letter from the Secretary of the Aldwick Business Association expressing gratitude for the placing of the Christmas lights on the lampposts in Aldwick Road last year was noted. The Deputy Town Clerk reported that members of the Association hope that it will be possible to repeat the arrangements for Christmas lights this year, as well as in future years and seek confirmation that this may be possible. It was suggested that the Deputy Town Clerk should write confirming the Council's intention to install the lights again this year. However, commitment for future years would be subject to the availability of funding and would therefore be considered on an annual basis. It should also be pointed out that the Sub-Committee is keen to work in partnership with the traders in Aldwick Road and look forward to their support of the Town Council's appeal letter currently being sent to all businesses in the town and Aldwick Road.

The Events Officer confirmed that letters had gone out to the majority of the businesses in the town already and support had been promised from several independent traders. Cllr. Mrs. Anderson confirmed that she would be happy to deliver the letters to the Aldwick Road traders once these had been prepared.

36.7 20th August - Min. 24 Christmas trees

It was noted that the order for the Christmas trees had now been placed including one for The William Hardwicke who had now confirmed that they would be happy to sponsor a tree again this year to be located on their patio.

Contact had been made with Brandon Hire regarding the Herras fencing for the Christmas tree at the Railway Station, who had confirmed that they would be happy to supply the fencing again this year on a sponsorship basis. Confirmation that they are also happy to support the Council with items for other events had also been received. Members expressed their gratitude for this valuable support from local businesses.

36.8 20th August - Min. 25 Fundraising

Mr. Harding advised that the Chamber of Commerce had been unable to assist financially with the Christmas Illuminations in the past few years. However, he would press for a letter to be sent out to all members seeking their support of the Town Council's Christmas lights fund. It was suggested the letter could include a list of businesses who had already pledged their support although approval would need to be sought first. This could delay their dispatch in view of the Switch-on only being about five weeks away.

36.9 20th August - Min. 26 Risk Assessment for Christmas Lights

The Events Officer confirmed that the Town Council's Insurance Company had now confirmed that they have no insurance issues with the document and do not therefore require any changes to be made.

37. CONSIDERATION OF RISK ASSESSMENT FOR CHRISTMAS TREES - EVENTS OFFICER TO REPORT

37.1 The Events Officer circulated copies of the draft Risk Assessment for erecting Christmas trees to those present and advised she would welcome the Sub-Committee's comments. The document would be sent to Zurich, the Council's insurers and also to Peninsula, Health and Safety Consultants for their approval before being adopted. This was noted and those present recommended approval of the document subject to the agreement of Zurich and Peninsula. A vote of thanks was expressed to the Events Officer for her preparation of this additional Risk Assessment.

37.2 The Chairman queried whether the cherry picker had been serviced recently in view of the problems that had arisen last year. The Deputy Town Clerk advised that this was done on a six monthly basis and she would need to check when the next service was due.

38. TO NOTE INCOME AND EXPENDITURE BREAKDOWN

The Sub-Committee noted the draft Income and Expenditure account that had been circulated to those present. The Deputy Town Clerk detailed the document and advised that she was hopeful that the total supplementary funding budget that had been allocated by P&R would not now be required. It was estimated that any overspend would only amount to around £1,500 to £2,000. Savings had been made within the revenue budget this year. This would be vired to the capital budget to help cover this with the balance being funded from the Rolling Capital Programme. Next years capital budget would therefore be reduced accordingly. This was noted.

39. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th AUGUST 2008

As the Meeting was now quorate, the Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 20th August 2008 as a true and accurate record of the proceedings and the presiding Chairman signed them.

40. CONSIDERATION OF BUDGET RECOMMENDATION FOR 2009

Following liaison with the Town Council's Accountant, the Deputy Town Clerk detailed the draft budget proposals. Members noted that it was proposed that the revenue budget for 2009/2010 should remain at £9,000 with the capital budget being set at £8,400 to allow for the estimated overspend this year.

The Chairman commented that he believed that the £10,000 annual capital budget for the lights was to cover the period of the three year hire agreement only and queried whether the full £30,000 had been spent. He also queried whether any of the capital budget had been earmarked from the previous two years, which may enable this budget to be reduced for next year. The Deputy Town Clerk advised that she would need to investigate this further.

The first hire agreement which covered the displays in London Road was due to expire this Christmas with the second agreement expiring at the end of 2009. So from next year the Council would either need to be considering the purchase of the displays which would be four years old by the following Christmas or starting a new three year agreement with new displays, which inevitably would be more expensive. This exercise would then be repeated the following year when the second agreement expired. Provision of a capital budget to the current level or higher would therefore

need to be considered to enable the Sub-Committee to move forward. It was suggested that an approach could be made to The Festive Lighting Company to establish the cost to extend the hire agreement for London Road for a further year. This would then bring both agreements into line. It was AGREED that this should be investigated for further consideration at the January meeting.

Following further discussion, it was **RESOLVED to RECOMMEND** to the Environment and Leisure Committee that the revenue budget for 2009/2010 is set at £9,000 with the capital budget being set at £8,000. This would be subject to confirmation that no capital funds had been earmarked which could be used to reduce this amount further.

41. SWITCH-ON ENTERTAINMENT - REPORT FROM EVENTS OFFICER

41.1 The Events Officer detailed her written report which was circulated to those present - **Appendix 1.**

41.2 *Cllr. Mrs. Anderson gave her apologies and left the Meeting at 7.30pm. It was noted that the Meeting was no longer quorate*

41.3 The importance of publicity for the event was stressed. The Events Officer confirmed that posters would be produced for shop windows and it was suggested that Mr. Harding might be able to assist with their distribution.

41.4 In answer to a query Mr. Holmes confirmed that he intended to start replacing the catenary wires and fittings next week with the installation of the displays commencing the week after.

41.5 Some discussion took place regarding the display of the new festoon lighting that would be replacing the older displays at the top of London Road and Station Road. It was noted that these would be white light and arranged in a curved wiggly design rather than a zig zag pattern.

41.6 In answer to a query, the Events Officer confirmed that a running order of events would be produced nearer the time.

41.7 Mr. Harding queried whether snow machines were again being hired for the Switch-on event. The Events Officer advised that owing to the costs and the problems encountered in return of the product to the supplier after the event, it had been decided not to hire the snow machines again this year.

41.8 The Chairman confirmed that the Seafront Lights Group would be happy to loan the Council an inflatable polar bear and snowman for the event and would also supply a plunger for the Switch-on.

41.9 The Events Officer advised that Councillors assistance on the day would be most welcome and suggested that anyone who would be willing to help should contact her. Cllrs. Burt and Mrs. Daniells both confirmed their availability.

41.10 The Chairman advised that Shirley Hardy and her husband would be leaving the area shortly. As a previous member of this Sub-Committee and a supporter of Town Council events through sponsorship, he suggested that a letter from the Town Mayor thanking her for all her support in the past should be sent. Those present supported this suggestion and recommended that a letter be sent.

42. CORRESPONDENCE

- Smart City Dressing - Christmas Street Dressing and Building and Floor Projection details. The Events Officer reported that she had been approached by this company. The cost of a tour with their products would be £2,700. In view of the limited Switch-on event budget, it was noted that this could not be considered at this time.
- Memorandum from the Deputy Town Clerk regarding rescheduling the meeting to 21st October 2008
- Blachere Illumination - details of new Project Manager covering the area
- Blachere Illumination - details of new products added to their special offers page on the website and 2 for 1 offer on all refurbished motifs
- SLCC National Forum - email with details of Christmas lights for sale by Newbury Town Council
- Festive Lighting Company - Festive News Issue 3, September 2008
- Gala Lights - details of special offers on lamps
- International Components - details of Firefly 18 240v LED Lamp
- Lumisphere Products Ltd - details of low voltage lighting products

43. *Mrs. Holmes and Mr. Holmes left the meeting whilst the following discussion took place*

It was noted that the three year contract with Leaderboard Sports (UK) Ltd. expires in 2009 and some discussion took place regarding the need for the Town Council to give some consideration to how they wished to proceed. Various suggestions were put forward and it was agreed that an item should be placed on the next agenda to allow for further discussion.

44. DATE OF THE NEXT MEETING

It was suggested that the Wash-up meeting be held in January 2009, date to be confirmed subject to the availability of the Chamber.

The Meeting closed at 8.00pm

Switch-on Entertainment

Santa's Grotto

Will open at 10.30 until 12.30 and then from 13.30 to 15.00. Santa will then take part in the procession. The cost will be £200 for Santa and helper, plus cost of gifts. The total cost for hiring the rooms at the theatre (Taylor room for Grotto, Studio for Craft Fair & foyer) is £150. We had about 50 gifts left from 2007 and I have spent £20 this year. We have had 15 donated so far this year, with more promised.

I have agreement from a local firm that they will sponsor the Grotto for £250 and we have received £115.50 for the craft tables. Hopefully, if we have enough gifts donated, the sponsorship and money from the craft tables should cover the costs of the grotto and room hire. We will charge £1.50 entry.

Theatre – Pantomime

The Pantomime characters will take part in the procession and also the switch on ceremony. The theatre will produce a flyer, as last year, with the panto advert one side and switch-on event the other.

Lantern Procession

I hope to run the procession from the theatre at 3.30 and go into York Road, into the High Street and then Bedford Street, to come out at the top of London Road. It will then go down London Road to the switch on podium in front of the arcade.

I have had discussions with the bus company, WSCC and the Police on this route. We have decided that we will enforce the road closure this year, from 15.00 to 17.00. This will mean re-routing the buses. I have their agreement on this and I am currently trying to sort out the suspension of the parking bays in Belmont Street, to allow the buses free movement. This may incur a cost of £150 for a Temporary Traffic Order but I am waiting for final confirmation from WSCC on this issue. The Police will be able to lend us the no parking signs but we will need to put them into place.

The Procession will be led by the children who made lanterns at the workshop the week before, with a group of carol singers (from Art of Dance), followed by the road train from the seafront carrying the panto characters, the Mayor, Santa etc. However, I am still awaiting confirmation that the train is available and that they have a driver for the event.

Art of Dance & Fitness – will provide part of the entertainment (see above). I will also be asking them to sing carols at other times during the day.

Salvation Army – Will perform at 12 noon between Boots & Smiths. We will make a donation of £25 for this performance.

Revusicals – Will perform at 14.00 for 30 minutes (they will not be charging for this)

Rotary Float – I had advised the Rotary club of our date but I haven't heard back, so will chase up.

Raffle / Tombola

I intend to run a number of fund-raising stalls at the theatre and already have some prizes for both a childrens and adults tombola. We have requested raffle prizes from the local businesses.

Craft / Gift Fair at Theatre

We have received 14 bookings at £10 each (minus VAT). This gives an income of £115.50.

Sponsorship

I have been promised £250 for the Grotto by a local business. I have delivered letters round to most of the town centre businesses but need to go back to collect them over the next week or so. 6 business have sent them back already – see table below.

Children's Rides

I have made contact with Max Cole about putting small childrens rides, hot chestnut seller etc in London Road for the day. I am still waiting for him to come in to see me, so that we can discuss how much we will receive for this.

Publicity

We have booked Spirit FM for the afternoon and they will provide the PA, do interviews, provide music etc. They will also advertise the event.

We will be putting details in the Observer, particularly with regard to the Procession so that people will be aware of some disruption to traffic movements on the day.

We will also be advertising the Lantern Workshop. Letters have gone to schools with posters and the leaflet for Peace Week, which will include the Lantern Workshop, is currently being produced.

Lamp post banners will go up shortly.

Road Closure

We have applied for a Road Closure order for the High Street between Sussex Street and York Road, from 15.00 to 17.00 on 29th. This will allow for the Podium to be erected and a performance area for Art of Dance etc.

We will not have an official Road Closure for the procession but this will need to be carefully managed. I am liaising with the Police and Highways on this.

A letter to the shops / residents in the Road Closure area, advising them of the Order, will be hand delivered in the lead up to the event.

Morrisons

I have been in touch with the manager of Morrisons. He does not think that they will be able to offer a financial donation, as the company have a couple of large charities that they support and he is only allowed a budget of £5 per week that he can distribute. However, he has agreed that the Morrisons car park will be free on the day and he is also speaking to his area manager about giving away free mince pies on the day.

Shopwindow competition

I am arranging a shop window competition – Odd One Out. This will involve shops displaying something in their window that they would not normally sell. We will ask the Observer to put the entry form for the competition in the paper and possibly provide a prize.

Free parking

Following negotiations with Arun DC and the Chamber of Commerce, it has been agreed that we can have free parking in Fitzleet Multi storey for the day.

Business support

A letter has been sent out to local businesses seeking support. (See attached example of support letter). To date we have received 6 replies. Support promised:

Financial donation £10 and £50; 1 raffle prize; 3 will donate Grotto prizes (one of these businesses has now donated 15 prizes); 4 will participate in the window competition.