



# **BOGNOR REGIS TOWN COUNCIL**

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

### **HELD ON WEDNESDAY 6<sup>th</sup> DECEMBER 2006**

**PRESENT:** Cllr. R. Gillibrand (Chairman), Cllrs: Mrs. S. Olliver, K. Scutt and  
Mrs. J. Warr  
Mr. Jim Brooks (co-opted member)

**IN ATTENDANCE:** Glenna Frost (Deputy Town Clerk)  
Paul Beckerson (Projects Officer)  
Sue Holmes (Events Officer)

*The Meeting opened at 7.18pm.*

#### **70. APOLOGIES FOR ABSENCE**

Apologies had been received from Mr. A. Holmes.

#### **71. 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.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later 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 Deputy Town Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes.

The Sub-Committee noted that there were no Declarations of Interest made at this point in the Meeting.

#### **72. TO APPROVE THE MINUTES OF THE MEETING HELD ON 26<sup>th</sup> OCTOBER 2006**

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 26<sup>th</sup> October 2006 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

**73.1 26<sup>th</sup> October - Min. 55.2 Use of London Road Banner Site**

The Deputy Town Clerk advised that the meeting with the theatre to discuss this matter had not yet taken place. Following some discussion it was agreed that arrangements should be made for a meeting on Thursday 14<sup>th</sup> December at 3.00pm to be held in the theatre. The Chairman and Vice-Chairman confirmed that they would both be available to attend.

**73.2 26<sup>th</sup> October - Min. 55.6 New Displays**

The Deputy Town Clerk reported that due to an oversight on the original quotation from the Festive Lighting Company, there would be additional charge on the invoice for 5 x easy fit connectors for the new Christmas tree lights at a cost of £5.00 each plus VAT. This was noted. It was further noted that arrangements had been put in place for the new displays to be insured with the Town Council's insurers at their full value from the date of delivery.

**73.3 26<sup>th</sup> October - Min. 57.2 Consideration of policy for banner charges**

The Sub-Committee noted that this item would be placed on the agenda for the meeting in January 2007 to enable a policy to be decided upon.

**73.4 26<sup>th</sup> October - Min. 59 Aldwick Christmas tree and provision of Town Force time**

The Deputy Town Clerk advised that no written request detailing the works required had been received from Aldwick Parish Council to date. It was therefore assumed that they had now made alternative arrangements for preparation of the area where their Christmas tree was to be located.

**74. REPORT FROM ELECTRICAL CONTRACTOR INCLUDING PROPOSALS FOR THE QUEENSWAY AND CONSIDERATION OF QUOTE FOR ELECTRICAL SUPPLY FOR THIS AREA**

The Electrical Contractor commented on how good the new displays and Christmas tree lights looked. Problems had arisen with the tree lights as the transformers had been incorrectly wired. This had resulted in the trees not being on for the Switch-on event but the problem had now been resolved. The Electrical Contractor apologised that the baubles had not been put on the tree at the Railway Station straight away but this had now been rectified. The new displays looked excellent in London Road, however one of the units was a slightly different colour more purple than blue. This unit also had two separate flashing stars whereas the other units only had one. The recent bad storms had given the older Christmas displays a real battering. It was noted that there were also four blocks of lights out on the new displays. As much white light as possible had been used in the High Street and the working displays that remained were the ones that had survived the bad weather. More Lumalite had been ordered to enable repairs to be carried out and this had now arrived. As soon as the windy conditions subside and it is safe to use the Cherry Picker then more repairs will be undertaken. The Electrical Contractor confirmed that they had done as much as they could to keep the displays alight. The repairs are part of Leaderboard's sponsorship towards the lights and they have to be fitted in around their other work. It was noted that two catenary wires had broken in the recent high winds. One at Iceland's which was non load bearing and one at the Post Office. These will both be replaced with new wires as soon as the weather permits. As a result of the bad weather a visual inspection of all the wires has been undertaken and the Electrical Contractor reported

that there were only two displays that have no new wires in London Road and only one in the High Street. He confirmed that he would ensure that these sites had at least one new wire fitted as part of the rolling programme of replacement.

The Electrical Contractor apologised that no progress had been made with the new displays in the Queensway. On investigation, it appeared that the walls of the buildings on one side of the road are clad and it will therefore require a structural engineer to investigate this before they can proceed with erection of the catenary wires. It may be worth investigating using brackets to fix displays to the balconies or alternatively new LED light strings from Pathlight could be used. Some additional electrical work will also need to be undertaken in this area.

A Councillor congratulated Mr. Brooks and Mr. Holmes for all their hard work in the recent adverse weather conditions and spoke of the numerous comments that had been made to her by residents on how wonderful the lights were. In view of these conditions it would have been unreasonable not to expect that there may be problems with the lights. The Switch-on event had been lovely with the snow and with the winners of the children's competition being at the event to be able to light their own displays.

Comment was made about the Queensway being a wind tunnel and how it may be better to consider having displays on the balconies rather than erecting wires across the road.

Members agreed that the new displays were much more sophisticated and looked excellent. A Councillor commented about the level of lights that failed shortly after the Switch-on. The Events Officer confirmed that all the lights had been on the week after the event however the bad weather did show up the faults and there were some sections that did go out. The Chairman commented that this just highlighted how much the Sub-Committee needed to replace all the old lights as soon as it was possible. The Electrical Contractor commented how disappointed he was that some of the displays had failed so quickly but weather permitting he hoped to have them all back on and working again tomorrow.

The Electrical Contractor reported that the Manager of the Abbey had raised concern with him that one of the Children's displays had been erected over their office window which was restricting their natural light. Following some discussion, the Manager had agreed to the display remaining in position for the Christmas period. The Sub-Committee AGREED that a letter of thanks should be sent to the Manager thanking him/her for their understanding and kindness in this matter.

The Sub-Committee extended a vote of thanks to Frank R. Hay and Sons and Leaderboard Sports UK Ltd. for all their hard work on the children's designs. Every effort had been made to reproduce the children's drawings as closely as possible and the Sub-Committee agreed that everyone involved had done a wonderful job. Cllr. Mrs. Olliver advised that she had received a thank you card from one of the winners. The Electrical Contractor advised that he would ensure the power supply to light the children's displays would be rerouted as it is currently being shared by Max Cole for his Christmas stall.

Discussion took place regarding the lighting in Little High Street not being lit. The Electrical Contractor confirmed that he had been in to the Unicorn and had managed to get the lighting switched on at the time clock. However, unfortunately the timing on the clock is wrong and he has been unable to reach the time switch to alter this

without additional assistance. He confirmed that arrangements would be made as soon as possible to rectify this situation.

The Electrical Contractor advised that Mr. Hay had been working on two new star frames and new Christmas tree frames that could be considered for use in the Queensway. He stressed the need for a structural engineer to investigate the makeup of the walls before any displays could be erected. The Sub-Committee noted that the extra catenary wire that had been purchased for this area is being used to replace the wires that had broken recently in the bad weather. The 8mm stainless steel wire that it had been suggested should be used had proved to be too thick and this had now been returned to the supplier and exchanged for 6mm.

The Projects Officer reported that a quotation had now been received to install new weather proof socket outlets to Queensway House south, Gordon House north and Kinrara House north. The work also included wiring and connecting new mains, supplying and fitting new meters, and fitting a new RCD main unit complete with circuit breakers to supply new circuits at a cost of £1,348.00.

Members considered whether it was worth progressing with this project at this stage as it was so close to Christmas. Following some discussion, it was **RESOLVED** to approve the quotation for the electrical works to be carried out so that this was all in place and put the rest of the project on hold until the New Year. This would allow the Sub-Committee time to consider the various options and decide how they wished to proceed for next year.

The Deputy Town Clerk would write to the Managing Agents to advise them that the project had been put on hold until 2007.

**75. UPDATE ON NEW DISPLAY FOR STATION ROAD**

The Projects Officer confirmed that he was still trying to obtain a signature of approval from the Jasmine House. As soon as this had been received contact would be made with Southern Electric Power Distribution plc to make arrangements for the new supply to be installed. It is possible that the new supply will not be in position in time for a display to be erected this year but it was agreed that it was important to get the ground work done so that the site would be ready for use next year.

**76. REPORT FROM EVENTS OFFICER ON SWITCH-ON EVENT AND RATIFICATION OF ADDITIONAL EXPENDITURE RESULTING FROM RESCHEDULING OF SWITCH-ON DUE TO WEATHER CONDITIONS**

The Events Officer advised that it had been necessary to postpone the original Switch-on due to the bad weather conditions. The following Friday evening had still been windy but had remained dry during the event. The stage had been repositioned in London Road as this area was more sheltered from the wind. The Sub-Committee noted that it had been difficult to rearrange all the different elements of the event. Butlins had been unable to help out with Billy Bear and the Salvation Army Band had not been available. The snow machines had to be returned to the supplier following the postponed event but they had kindly agreed that providing the Council could arrange collection and return of the machines there would be no additional charge for the rehire. The Events Officer detailed the entertainment expenditure and advised that she had agreed to pay £60 towards the cost of Santa Claus, the remaining cost would be met by the Chamber of Commerce. Owing to the short notice of the cancellation of the Switch-on event on the first Friday a lot of children turned up at the theatre to

visit Santa's Grotto. Rather than cause disappointment, Santa was available, which created additional cost. The Chamber of Commerce is unable to fund this unexpected additional expenditure so the entertainment budget had been exceeded by £51 to cover this. The support from the Chamber towards the Grotto had been minimal with most of the work being done by the theatre and the staff of the Town Council. The theatre had fully supported the Switch-on event with the pantomime coach and various pantomime characters in attendance. The snow had been wonderful and it had created a lovely atmosphere.

Discussion took place about the future of Switch-on events on a Friday night. Comment was made that the Saturday Switch-on at 4.00pm had always been a good event and well supported by people shopping in the town. Members agreed that the Friday night event as part of late night shopping had been tried for two years and had not really been successful. Following further debate it was **RESOLVED UNANIMOUSLY** to return to a Saturday afternoon Switch-on event next year to be held on the last Saturday in November at 4.00pm.

**77. REQUEST FROM TRADER FROM ALDWICK ROAD TO BE CO-OPTED ON TO THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE**

The Sub-Committee AGREED that they would be pleased to welcome Ms. D. Hughes to join the Christmas Illuminations Sub-Committee and fully supported her co-option.

**78. CORRESPONDENCE**

**78.1** Spirit FM - letter in connection with misunderstanding regarding Outside Broadcast of Switch-on event.

**78.2** Festive Lighting Company - details of refurbishment service

**78.3** Balchere Illumination UK - complimentary 2007 wall planner

**78.4** The Projects Officer and the Events Officer reported to the Sub-Committee on an enquiry that had been received from the Health and Safety Executive following receipt of a complaint from a member of the public.

**79. CONSIDERATION OF PURCHASE OF ADDITIONAL CHRISTMAS LIGHTS - CHAIRMAN TO REPORT**

The Deputy Town Clerk advised that following the concern that had been raised about some of the displays not working she had been asked by the Chairman to investigate the availability of displays from the Festive Lighting Company. Unfortunately they had no stock left therefore enquiries had been made with other companies and details of the displays available were noted. Members discussed the feasibility of purchasing new lights as it was so close to Christmas. Following some debate, it was **RESOLVED** that as no decision had been taken at this stage regarding the design and colour of the new displays for the High Street next year, which were to be purchased as part of the three year rolling programme of replacement, that no further purchases would be made at this time. It was noted that repairs would be undertaken by the Electrical Contractor to the existing displays as soon as possible.

The Deputy Town Clerk requested that the Electrical Contractor supply her with the required information to send to the electricity company regarding wattage for each

display, the period of connection and number of hours per day the displays are illuminated. The Electrical Contractor confirmed that he would supply the information. He commented that significant savings had been made by the Switch-on being delayed by one week and the new displays were more energy efficient.

The Sub-Committee noted the Electrical Contractor's request for a percentage payment for the work undertaken so far and agreed that payment should be made.

**80. DATE OF NEXT MEETING**

It was AGREED that the next meeting would be held on Wednesday 24<sup>th</sup> January 2007 at 7.15pm in the Council Chamber subject to availability.

**(Please Note:** Owing to the Council Chamber being booked on this evening the meeting will now be held on **Wednesday 31<sup>st</sup> January 2007 at 7.15pm.**)

*The Meeting closed at 8.38pm.*