



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON MONDAY 9<sup>th</sup> OCTOBER 2006**

**PRESENT:** Cllr. R. Gillibrand (Chairman), Cllrs: Mrs. S. Olliver (From Min. 42.2), K. Scutt and Mrs. J. Warr  
Mr. Jim Brooks, Mrs. S. Hardy, Mr. A. Hay and Mr. A. Holmes  
(co-opted members)

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

*The Meeting opened at 7.05pm.*

### **36. APOLOGIES FOR ABSENCE**

Apologies had been received from Mr. P. Beckerson, Projects Officer.

### **37. 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.

### **38. TO APPROVE THE MINUTES OF MEETING HELD ON 13<sup>th</sup> SEPTEMBER 2006**

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 13<sup>th</sup> September 2006 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

**39.1 13<sup>th</sup> September - Min. 27.1 Children's Competition**

In answer to a query, Mr. Brooks advised that he had not made contact with Staffurth and Bray yet to clarify the details regarding displaying the winning entry on their wall during the festive period. However, he would do this prior to the next meeting.

**39.2 9<sup>th</sup> August - Min. 18.1 New Displays**

The Deputy Town Clerk reported that copies of the Hire Agreement from The Festive Lighting Company for the new lighting displays had now been received. A couple of items had arisen from the paperwork, which needed further clarification relating to annual delivery and collection charges for the lights and details of the emergency repair agreement that would be set up the Town Council's Electrical Contractors. Contact had been made with Mr. Day at The Festive Lighting Company who had advised that delivery of the lights to the Town Council would be at no charge, however a charge of approximately £100 would be made for their collection at the end of the festive period. This was noted. (**NOTE:** correspondence had now been received from Mr. Day to advise that this charge would be £200). It was noted that confirmation of the arrangements in the unlikely event of product failure were still awaited. Once this information had been received the Hire Agreement would be signed and returned.

**40. UPDATE AND CONSIDERATION OF BEST USE OF SPONSORSHIP IN KIND FROM O2 FOR SWITCH-ON**

The Deputy Town Clerk advised that although she had contacted O2 and advised of the Council's interest in their sponsorship in kind offer, no further details had been forthcoming. This would therefore be referred to the next meeting when it was hoped that further information would be available.

**41. CHILDREN'S COMPETITION - CONSIDERATION OF ENTRIES AND PLANS FOR INDIVIDUAL SWITCH-ON**

The Sub-Committee was delighted to note that the competition had been very well supported and entries had been received from Rose Green Infant School, Nyewood C E Infant School and Edward Bryant School. A Councillor suggested that letters should be sent to all the participating schools expressing the Council's appreciation for their support. This was AGREED. Members noted that it was intended to hold a separate Switch-on ceremony for the winning design just prior to the main event and the child with the winning entry would be invited to take part. The Sub-Committee AGREED that in view of the length of the Agenda, they would defer consideration of the entries until the end of the meeting and then choose the winning design.

**42. UPDATE ON PROGRESS WITH NEW PROJECTS INCLUDING**

**42.1 Consideration of cost of installation of new SEB power supplies**

In the absence of the Projects Officer, the Deputy Town Clerk detailed the costs of the new power supplies for High Street and Station Road to provide power for the two new displays in these areas. These were noted as £767.00 excluding VAT for High Street and £713.00 exclusive of VAT for Station Road. The Electrical Contractor advised that it might be that an existing power supply could be used to power the new display in the High Street although he was unable to confirm this until

he had investigated this further. The Sub-Committee was mindful that the Switch-on event was only about six weeks away, it would therefore be necessary to reach a decision regarding this expenditure this evening to allow time for the work to be carried out. Following some discussion, it was **RESOLVED** to accept the quotations for the installation of power supplies in High Street and Station Road at £767.00 and £713.00 excluding VAT. It was further **RESOLVED** that acceptance of the quotation for the installation of the power supply in the High Street would not be sent to SSE Power Distribution until the Electrical Contractor had confirmed that this supply was definitely required. Approval from The Station Public House and the owner of the Chinese restaurant to fix the new brackets to their premises would also be required before acceptance of the quote for the supply in Station Road could be sent off.

**42.2 Update on availability of power supply in the Queensway - report from Electrical Contractor**

Mr. Hay reported that he had made some initial enquiries and it was believed that the power supplies still existed in this location. The Electrical Contractor and Mr. Hay agreed to visit the site to clarify the situation and would report back to the next meeting.

**42.3 Update on permissions for new wires and brackets from owners of various premises**

The Deputy Town Clerk advised that despite having written again to the Managing Agents of Bon Marche and the Commercial Manager of Scottish and Newcastle Pub Enterprises regarding The Station Public House, replies were still awaited. The Deputy Town Clerk would now pursue this as a matter of urgency. The Electrical Contractor advised that it was his intention to start work on the Christmas lights on 21<sup>st</sup> October, weather permitting and he requested that the Deputy Town Clerk contact him as soon as the necessary permissions had been received to enable this part of the project to progress.

**42.4 Update on relocation of new display in Station Road - report from Projects Officer**

The Sub-Committee noted that the Projects Officer had not be able to make contact with the owner of the Chinese restaurant in Station Road to seek his agreement to fix the wall plates and catenary wires for the new display to his premises, as had been suggested at the last meeting. Mr. Hay advised that he did not feel that the owner would have any objection to this proposal and he agreed to try to seek his agreement within the next few days. He would then report back so that the Deputy Town Clerk could update the Electrical Contractor.

**43. CONSIDERATION OF CHARGE FOR A.D.C. HOLIDAY AT HOME CAMPAIGN BANNER**

The Deputy Town Clerk advised that the Projects Officer had requested that the Sub-Committee consider this item. Unfortunately as the Projects Officer was not able to be present, no information was available. The Deputy Town Clerk suggested that this item be deferred until the next meeting as it was unclear what was being requested. Members queried whether the enquiry might be related to whether a charge should be made for displaying the District Council's banner. If this were the case then further details regarding the banner would be required before a decision could be taken. Comment was made that any banners erected at this time would need to be removed within a few weeks and certainly prior to Switch-on to allow time for the Contractor to visually inspect the wires and erect the new displays. In the circumstances, this item would be put on the Agenda for the next meeting.

**44. CONSIDERATION OF USE OF LONDON ROAD BANNER SITE BY HOTHAM ARTS CENTRE**

**44.1** The Sub-Committee noted that the banner advertising 'The Festival of British Music' event at The Hotham Arts Centre had now been removed from the London Road banner site and it had been replaced with a banner advertising the Christmas pantomime. The Sub-Committee had approved the display of the original banner as a goodwill gesture in support of the theatre at no charge. The Electrical Contractor commented that the wires at this site were maintained and insured by the Town Council and that the wall plates had been replaced last year as they had failed the Hilti test. Members spoke for and against whether any charge should be made to the Hotham Arts Centre for use of this site for the pantomime banner and for advertising future events at the theatre. A Councillor stressed that discussions about future use of this site needed to take place with the theatre to clarify the situation. It was noted that the banner would have to be removed in early November to allow time for the erection of the new lighting displays. Following further lengthy debate, it was **RESOLVED** that no charge should be made for the display of the pantomime banner on this occasion in support of the theatre and that discussions on future use of the site and the cost implications should be held with the theatre in the near future.

**44.2** *Cllr. Mrs. Warr requested that her abstention be noted.*

**45. CONSIDERATION OF BUDGET RECOMMENDATION FOR 2007**

The Sub-Committee agreed that there was a need for a small increase in the budget next year to allow for more funding to be used for the Switch-on entertainment. Following some discussion, it was **RESOLVED** to **RECOMMEND** to the Environment and Leisure Committee that £16,500 be allocated for Christmas illuminations in 2007/2008.

**46. REPORT FROM CHAMBER OF COMMERCE REPRESENTATIVE ON ARRANGEMENTS BEING PUT IN PLACE FOR LATE NIGHT OPENING AS A JOINT EVENT WITH THE CHRISTMAS LIGHTS SWITCH-ON**

Mrs. Hardy advised the Sub-Committee that the Chamber were approaching the shops to enquire whether they wished to stay open on the evening of the Switch-on. This would be the decision of the proprietors and was purely a personal choice. It was suggested that maybe the shops would be prepared to stay open a little later than normal on the night, maybe 7.00 or 7.30pm rather than 8.00 or 9.00pm.

In answer to a query, Mrs. Hardy confirmed that she would make contact with Max Cole to request he provide some rides in London Road as in previous years.

The Events Officer enquired whether the Chamber would be organising a Grotto this year, but Mrs. Hardy advised that unfortunately to date no one had volunteered to undertake this task.

**47. SWITCH-ON ARRANGEMENTS AND ENTERTAINMENT INCLUDING**

**47.1** **Update from Events Officer**

The Events Officer advised that she had investigated the possibility of hiring an ice rink for the Switch-on event. However, having looked at London Road as the most suitable location, with the ice rink in situ this would not leave enough clearance in the road for emergency vehicles. Alternative locations such as the car park or the Place St. Maur had been considered, but it was felt this could possibly have an adverse effect and draw people away from London Road and the Switch-on event. Comment was made that if the local shops were not going to support the Switch-on event then consideration could be given to moving the Switch-on event back to Saturday. The ice rink might then be located on the Place St. Maur. Comment was made about this clashing with the Saturday market and it was suggested that the organisers could be approached about changing the market to the Friday instead. The Events Officer highlighted the problems that would arise if these changes were made this year. After further consideration, it was AGREED that this should be considered as a possible option for next year.

The Events Officer had made enquiries about borrowing the stalls from Bognor Hospital for a Christmas market, but unfortunately as some of the stalls had come back damaged when they had been lent out before, the Hospital were not prepared to lend them out anymore. The possibility of hiring stalls had also been investigated although the cost of £300 to £600 was felt to be quite high and would result in organisations having to pay a high rental charge, which they would need to recoup on the day before making any profit.

A Councillor requested that the Events Officer investigate the cost of a marching band for the Switch-on event. The Events Officer agreed to look into this and report back to the next meeting.

The Events Officer advised that Spirit FM had been in contact to find out whether the Sub-Committee required them to bring their vehicle along and do an outside broadcast at the event again this year at a cost of £350.00. This was **RESOLVED**.

Mr. Hay confirmed that the Rotary Club would be happy to attend the event with Father Christmas and his sleigh as they had been unable to attend last year.

**47.2 Consideration of cost to amend existing banner to advertise event and cost of Lamp Post banners**

The Events Officer reported that the cost to amend the banner was still awaited. This would be referred to the next meeting. The cost for the Lamp Post banners had now been received from A.D.C. and it was reported that this would cost £248.00. This was **RESOLVED**.

**47.3 Consideration of allocating additional budget - Min. 33.2 refers**

In view of the level of expenditure committed so far from the £1,000 entertainment budget, it was **RESOLVED** that the Events Officer should be allocated a further £500.00 to spend on the entertainment/advertising etc. for the Switch-on event.

**48.** The Deputy Town Clerk was asked to include an item on the next agenda so that the Sub-Committee could consider the locations of the Christmas displays. It was also suggested that contact be made with The Festive Lighting Company regarding the proposed delivery date for the new displays.

**49. CORRESPONDENCE**

- 49.1** Email from Blachere Illumination UK with details of a special offer on Sparklight micro-bulb PVC garlands.
- 49.2** Lumalite - new price list and catalogue for September 2006

**50. DATE OF NEXT MEETING**

It was AGREED that the next meeting would be held on Thursday 26<sup>th</sup> October 2006 at 7.00pm. As the Council Chamber is not available on a Thursday evening the meeting will be held at **The Hub, in Canada Grove** subject to availability.

- 51.** The Sub-Committee considered the competition entries and owing to the exceptionally high standard of entries received the Sub-Committee **RESOLVED** to choose two entries as joint winners of the competition.

It was noted that the winners would be announced during the second week of November and both children would be invited along to take part in the Switch-on event and receive their prize. The winning designs would both be transformed into Christmas illuminations by Frank R. Hay and Sons and Leaderboard Sports Uk Ltd. as part of their sponsorship of the Christmas illuminations and would then be displayed on the Staffurth and Bray building in the High Street during the Christmas period. Cllrs. Mrs. S. Olliver and K. Scutt have also kindly agreed to donate £20.00 each being the prize money to be presented to the joint winners on the evening.

***The Meeting closed at 8.55pm.***