



BOGNOR REGIS TOWN COUNCIL

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CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON THURSDAY 26th OCTOBER 2006

PRESENT:

Cllr. R. Gillibrand (Chairman) (during Min. 55.2),
Cllrs: Mrs. S. Olliver and K. Scutt (during Min. 55.2)
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)
Paul Beckerson (Projects Officer) (to Min. 60)

As it was not possible to commence the Meeting through lack of a quorum, the Hub Centre Manager, Christer Aberg was asked to make a report to those present on the Swedish Festival - "The Festival of Light" - Lucia.

It was noted that this is a Christmas Festival that is celebrated in Sweden on December 13th each year and starts the Christmas season. A girl is chosen as Lucia and she wears a crown of electric candles in a wreath on her head and is dressed in a white gown. Lucia also has handmaidens who carry a candle and star boys who carry stars on sticks and wear tall paper cones on their heads. These too are dressed in white gowns. Every year, a national Lucia is proclaimed while every town and village also chooses its own Lucia. On Lucia Day, Lucia and her attendants visit places like schools, hospitals, offices and churches and sing traditional songs like Sankta Lucia. They may also bring coffee, gingerbread biscuits and saffron buns. Alongside Midsummer, the Lucia celebrations represent one of the foremost cultural traditions in Sweden, with their clear reference to life in the peasant communities of old: darkness and light, cold and warmth. Lucia is an ancient mythical figure with an abiding role as a bearer of light in the dark Swedish winters.

Those present discussed in some detail whether this was something that the Sub-Committee wished to pursue this year as the Festival is held on 13th December which left very little time for arrangements to be put in place. It was generally felt that this should be investigated further for next year to allow more time for the Sub-Committee to give it proper consideration. The possibility of investigating other cultures in subsequent years was also suggested as a way forward.

52. APOLOGIES FOR ABSENCE

Apologies were noted as being received from Cllrs. Gillibrand and Scutt who would both arrive late. Apologies had also been received from Cllr. Mrs. Warr.

53. 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.

Those present noted that there were no Declarations of Interest made at this point in the Meeting.

54. TO APPROVE THE MINUTES OF MEETING HELD ON 9th OCTOBER 2006

As a quorum was not present, this item would be dealt with later in the meeting.

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

55.1 9th October - Min. 39.2 New Displays

The Deputy Town Clerk reported that clarification had now been received from The Festive Lighting Company advising that the Council would be charged for sending the lights back to them each year at £100.00 and The Festive Lighting Company then deliver them back to the Town Council. Confirmation had also been received that in the event of emergency repair being required whilst the motifs are displayed, providing the product is at fault, the Festive Lighting Company would liaise with the Town Council's Electrical Contractor to get the motif repaired at their cost. The Hire Agreement would therefore be amended to reflect this prior to being signed and returned to the supplier.

55.2 9th October - Min. 44 Use of London Road Banner Site

Following agreement at the last meeting that discussions should be held with the theatre on future use of the site and the cost implications, it was recommended that the Chairman and Vice-Chairman should meet with representatives of the theatre to discuss this matter. A meeting would therefore be arranged as soon as practicable.

55.3 Cllrs. Gillibrand and Scutt arrived at 7.30pm during the discussion on the previous item. As a result of their arrival a quorum was now present so the Meeting could proceed.

55.4 The Chairman, Cllr. Gillibrand took the Chair.

55.5 9th October - Min. 47.1 Switch-on Entertainment - Ice Rink

In answer to a query about the running costs of a proper ice rink, the Events Officer confirmed that she had been investigating the hire of a synthetic rink.

55.6 9th October - Min. 48 Delivery date for New Displays

It was noted that a delivery of motifs was expected by The Festive Lighting Company tomorrow and it was hoped that the Town Council's new displays would form part of this consignment. Arrangements would also need to be made to insure the new displays at their full value once these had been delivered to the Town Council's lock-up.

- 55.7 13th September - Min. 32.1 Christmas Trees**
The Deputy Town Clerk confirmed that the Christmas trees had now been ordered and the cost had increased slightly compared to last year as the JCB lifting service had gone up by £10.00. Mr. Hay confirmed that Frank R. Hay & Sons would be happy to sponsor the Christmas tree at the Railway Station again this year. Mr. Hay was thanked for his kind offer.
- 55.8 13th September - Min. 32.2 Herras Fencing**
The Sub-Committee was pleased to note that Brandon Hire had kindly agreed once again to supply the Herras fencing on a sponsorship basis to protect the tree at the Railway Station following installation.
- 55.9 9th October - Min. 39.1 Children's Competition**
Mr. Hay reported on the current position with the frames for the children's competition. The Electrical Contractor advised that he had investigated the possibility of locating these displays on the Staffurth and Bray building but this would not be possible owing to the lack of available wall space. He was aware that a couple of the offices at the top of the Arcade were vacant and he would make contact with the manager of the building to ascertain whether he would be happy for the displays to be hung in front of the windows of these empty units during the festive period.
- 56.** It was **RESOLVED** to alter the order of business and consider item 9 on the Agenda as the next business.
- 57. CONSIDERATION OF CHARGE FOR A.D.C. HOLIDAY AT HOME CAMPAIGN BANNER - REFERRED FROM LAST MEETING - PROJECTS OFFICER TO REPORT**
- 57.1** The Projects Officer reported that the Holiday at Home Campaign was all part of the tourism strategy and helped to promote the town. It was aimed at encouraging people to stay with their relatives in the area in return for discount vouchers for retail premises. Following some discussion, it was felt that no charge should be made for the display of this banner in full support of this initiative. This was **RESOLVED**.
- 57.2** The Projects Officer suggested that an item be placed on the next agenda so that a decision could be taken about how best to deal with charging for banners. The Sub-Committee may wish to consider allowing a discount rate for charity organisations, full rate for commercial organisations and no charge for the display of banners relating to promotion of the town. It was **AGREED** that this item be placed on the next agenda to enable a policy to be decided upon.
- 57.3** In answer to a query about the London Road Banner site the Projects Officer updated Councillors on his recent discussion with the theatre about use of this site. It was noted that arrangements were to be made for the Chairman and Vice-Chairman to discuss this matter with the theatre to reach an amicable agreement over future use of the site.
- 57.4** The Electrical Contractor confirmed that he would look at upgrading some of the existing wall plates after the festive period to allow more sites to be used for banner displays than are currently available.
- 58.** It was **RESOLVED** to alter the order of business and consider item 10 on the Agenda as the next business.

59. ALDWICK CHRISTMAS TREE - CONSIDERATION OF PROVISION OF TOWN FORCE TIME FOR PREPARATION OF AREA WHERE TREE IS TO BE LOCATED PRIOR TO INSTALLATION

The Projects Officer advised that a verbal enquiry had been received from the Clerk of Aldwick Parish Council requesting the assistance of Town Force in preparing the area at Rose Green shopping parade where their Christmas tree was to be located. The Clerk had been asked to put this request in writing detailing exactly what works would be required. Unfortunately this had not yet been received so the Sub-Committee was unable to consider this request further at this time.

60. *The Projects Officer gave his apologies and left the Meeting at 7.45pm.*

61. TO APPROVE THE MINUTES OF MEETING HELD ON 9th OCTOBER 2006

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 9th October 2006 as a true and accurate record of the proceedings and the presiding Chairman signed them.

62. CONSIDERATION OF LOCATIONS FOR DISPLAYS - REPORT FROM ELECTRICAL CONTRACTOR

62.1 The Electrical Contractor advised that it was his intention to carry out the testing of the current displays at the Shripney Road lock-up rather than moving them all to his premises and risk possible damage. He would then be able to ascertain what was available and working. He recommended that the white displays be used in the High Street again this year and the coloured displays could be used for the new wires in the Queensway. The Electrical Contractor would take pictures of the displays and bring these to the next meeting to allow the Sub-Committee to make the decision on the final locations. Following some discussion as to the need for the Sub-Committee to be involved in this process, it was **AGREED** that the Electrical Contractor should liaise directly with the Chairman regarding this matter.

62.2 The Electrical Contractor reported that the flasher units on some of the original displays had caused problems last year as these were not reliable in the rain. Some of these units were not replaced last season when they failed and this did not appear to affect their visual appearance. The Electrical Contractor queried whether the Sub-Committee wished him to replace all the faulty units again this year. It was generally felt that if this could be achieved within the current maintenance budget then the flasher units should be replaced. It was also suggested that if some of the animated displays were in a better condition than others then these should be repaired first owing to the limited budget.

63. UPDATE AND CONSIDERATION OF BEST USE OF SPONSORSHIP IN KIND FROM O2 FOR SWITCH-ON (IF FURTHER INFORMATION AVAILABLE)

63.1 The Deputy Town Clerk advised that unfortunately no further details had been forthcoming.

63.2 The Electrical Contractor advised that he had made enquiries concerning the cost of a snow machine for the event and had emailed O2 regarding possible sponsorship but had received no reply. Other alternatives were discussed and it was **AGREED** that the

Events Officer should investigate this further and proceed, providing that any expenditure could be met from the entertainment budget.

64. UPDATE ON PROGRESS WITH NEW PROJECTS INCLUDING

64.1 Update on availability of power supply in the Queensway - report from Electrical Contractor or Mr. Hay and consideration of cost of new SEB power supply if required

Mr. Hay confirmed that he had made enquiries and had been advised that the original Christmas Illuminations Committee had arranged for the electric meters and a power supply to be installed some years previously in the Queensway. Access now needed to be gained to Gordon House and Queensway House to confirm that these supplies were still available. Details of the acting caretaker had been obtained from the managing agents and this information would be passed on to the Electrical Contractor and Mr. Hay who would meet on site to investigate this further.

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

The Deputy Town Clerk reported that permission had now been received from Scottish and Newcastle Pub Enterprises to enable the new display to be attached to The Station Public House. Unfortunately, a response was still awaited from the Jasmine House. This project could therefore not proceed until their permission had been received. The possibility of being able to get the required electricity supply installed prior to Switch-on was also unlikely at this late stage. If agreement could not be reached with the Jasmine House in the very near future, it was suggested that this project be put on hold for this year.

Permission had also now been received in connection with Bonmarche Ltd. so the new wire for the High Street could now be installed. It was noted that the Electrical Contractor had confirmed that following investigation it would not be necessary to install a power supply for the new display in the High Street as this could be fed from the existing adjacent supply.

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

It was noted that this had been discussed under the previous heading.

65. TO NOTE AMENDMENT TO BUDGET RECOMMENDATION FOR 2007

The Sub-Committee noted that following discussions with the Town Council's Accountant, it appeared that a lot of the Sub-Committee's expenditure in this current year and next year would be capital expenditure rather than revenue. The budget allocations had therefore been amended to reflect this with the Sub-Committee's budget being reduced to £9,000 and £10,000 being set aside for capital expenditure to be funded from the Rolling Capital Programme.

66. UPDATE 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 that the shops that had been approached so far about late night opening had been very positive. Only one or two had advised that they would not be remaining open. Mrs. Hardy spoke of the difficulties being experienced in finding anyone to run the Christmas Grotto. An approach had therefore been made to the theatre offering them use of the equipment if they were prepared to run it. A reply was still awaited. Mrs. Hardy also referred to the problems being experienced by Max

Cole with obtaining the necessary permissions to enable him to provide some of his rides in London Road.

67. SWITCH-ON ARRANGEMENTS AND ENTERTAINMENT - UPDATE FROM EVENTS OFFICER INCLUDING CONSIDERATION OF COST OF BANNER TO ADVERTISE EVENT

67.1 The Events Officer advised that the cost for the banner to advertise the Switch-on event would be £79.20 plus VAT. This would be a single sided banner and would be displayed in the centre of the town. This expenditure was **RESOLVED**. The Sub-Committee noted that the lamp post banners were already in position and the event would also be advertised in the local press. Arrangements were also being made for a Press Release about the Children's Competition. The Events Officer advised that she was negotiating with the Chamber to have some leaflets produced that could be given away by the local retailers to shoppers in the week leading up to the event. These would be funded by advertising.

67.2 The Events Officer updated the Sub-Committee on the various entertainments that had been arranged. She had been liaising with the Chamber regarding Father Christmas and also the theatre in connection with Santa's Grotto. The theatre would be arranging for the coach from the pantomime to be moved into the town on the Friday and some of the pantomime characters would also be available for the Switch-on event. Comment was made that the Rotary Club sleigh can be quite noisy with the generator and the Christmas carols that they play. The Events Officer agreed to liaise with the Rotary Club to ensure that this did not clash with the other musical entertainment being organised.

67.3 The Electrical Contractor requested that the Town Council's P.A. system be available for the Switch-on event and that two 500 watt halogen lights be hired to illuminate the stage area. In answer to a query the Events Officer confirmed that the stage would be positioned in the same location as last year, in front of the Arcade.

67.4 The Chairman queried the possibility of the lights being turned on in sequence rather than all together but it was generally felt that this would not be as effective. Following further discussion on this matter it was **AGREED** that the lights would be lit altogether following the Switch-on of the children's displays. The suggestion of organising a local band to perform a drum roll to build the atmosphere to the count down would be investigated by the Events Officer.

67.5 It was suggested that the Electrical Contractor should investigate the costs to computerise the Switch-on for future years and bring further details to a future meeting to enable the Sub-Committee to give consideration to this proposal.

68. CORRESPONDENCE

68.1 The Sub-Committee was pleased to note receipt of a cheque from the former Bognor Regis Christmas Illumination Committee of £363.82 towards the Christmas Illuminations, being the balance of their funds as the group has now disbanded.

68.2 Lumalite - new price list and catalogue for September 2006

69. DATE OF NEXT MEETING

It was AGREED that it would not be necessary to hold another meeting prior to the Switch-on event. A meeting would therefore be arranged at a future date to be advised.

The Meeting closed at 8.43pm.