



BOGNOR REGIS TOWN COUNCIL

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CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON WEDNESDAY 19th JULY 2006

PRESENT: Cllrs: R. Gillibrand, Mrs. S. Olliver and K. Scutt

IN ATTENDANCE: Glenna Frost (Deputy Town Clerk)
Paul Beckerson (Project and IT Officer)
Jim Brooks and Alan Holmes (Electrical Contractors)

The Meeting opened at 7.24pm.

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

1.1 CHAIRMAN

It was proposed and seconded that Cllr. Gillibrand be nominated Chairman of the Christmas Illuminations Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Gillibrand be duly elected Chairman.

1.2 VICE-CHAIRMAN

It was proposed and seconded that Cllr. Mrs. Olliver be nominated Vice-Chairman of the Christmas Illuminations Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Mrs. Olliver be duly elected Vice-Chairman.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. Mrs. J. Warr. Apologies had also been received from John Stamp, Mrs. Shirley Hardy, Pip Frederick and Mrs. Sue Holmes.

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.

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 for those Councillors present in order that they can personally record their interests - both Prejudicial and Personal. At the end of the meeting, these forms should be returned to the Deputy Town Clerk 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.

4. **RATIFICATION OF APPOINTMENT TO SUB-COMMITTEE OF CO-OPTED NON-VOTING MEMBERS**

The Sub-Committee **RESOLVED** to confirm the appointment of Mr. Adrian Hay, Mr. Pip Frederick, Mr. John Stamp, Mr. Jim Brooks and Mr. Alan Holmes as co-opted non-voting members of the Sub-Committee. It was noted that Mrs. Shirley Hardy would attend as a reserve representative for the Chamber of Commerce in the event of Mr. Stamp being unable to attend a meeting.

5. **TO APPROVE THE MINUTES OF MEETING HELD ON 29th MARCH 2006**

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 29th March 2006 as a true and accurate record of the proceedings and the presiding Chairman signed them.

6. **TO ENDORSE THE RECOMMENDATIONS MADE TO THE ENVIRONMENT AND LEISURE COMMITTEE IN THE NOTES OF THE MEETINGS THAT WERE NOT QUORATE HELD ON 26th APRIL AND 7th JUNE 2006**

The Sub-Committee noted that there had not been a quorum present for the meetings scheduled to be held on 26th April and 7th June 2006. It was **RESOLVED** to endorse the Notes containing the recommendations made to the Environment and Leisure Committee by the Councillors present. A copy of both sets of Notes would be appended to these Minutes as **Appendix 1 & 2**.

7. **MATTERS ARISING FROM THE MINUTES AND NOTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

26th April - Note 6.2 and 6.3 Children's Competition

The Sub-Committee was pleased to note that Staffurth and Bray had confirmed in principle that they would be happy to have the winning entry displayed on their wall during the festive period, subject to further information being received. Mr. Brooks agreed to make contact with Staffurth and Bray to clarify the details. It was further noted that letters had been sent to all the infant schools in the greater Bognor Regis area with full details of the competition seeking the schools support in encouraging the children to enter.

8. **RATIFICATION OF THE FINAL QUOTATION FROM THE FESTIVE LIGHTING COMPANY FOR THE NEW DISPLAYS**

The Sub-Committee noted the final quotation received from The Festive Lighting Company. The Deputy Town Clerk reported that the design of Snowflake Shower originally chosen by the Sub-Committee was not available in LED rope light. An alternative suggestion had been put forward, which was almost identical and this would be available in LED with strobe lights. The Sub-Committee also noted that the price previously quoted by the Sales Manager for the Snowflake Arches was incorrect however he had kindly agreed that he would honour this price as this had been his mistake.

Some concern was raised in connection with the strobe lights and it was queried whether these could be replaced with bulbs that twinkled rather than flashed. It was agreed that this should be raised with The Festive Lighting Company when the order for the lights was placed. The Sub-Committee agreed however that if the strobe light was the only option then the order should still proceed.

Following further discussion, the Sub-Committee **RESOLVED** to accept the quotation from The Festive Lighting Company as detailed below at a total cost of £10,500.00. This would be set up as a three year Hire Agreement with the annual cost being £3,500.00 per year.

1. 6 x FLC1062L LED Snowflake Arches @ £1,450 each (Blue and White)
2. 3 x 1189.A2 Snowflake Shower @ £600 each (Blue and White)

9. **RATIFICATION OF QUOTATION FROM LEADERBOARD SPORTS (UK) LTD. FOR INSTALLATION AND REMOVAL OF THE CHRISTMAS DISPLAYS FOR 2006 INCLUDING: ALL TESTING AND INSPECTION WORKS REQUIRED TO BE UNDERTAKEN AND APPROVAL OF ESTIMATED EXPENDITURE FOR REPLACEMENT LUMALITE AND PARTS**

9.1 In answer to a query, Mr. Brooks advised that it was probably not necessary to undertake Hilti testing this year as all the wires were checked last year. A visual inspection would however be undertaken and all the new catenary wires being installed would be tested and certified. The Sub-Committee noted that the new displays that were being ordered for London Road were aluminium and these were not as heavy as some of the original displays used in this area previously. The strain on the wires should therefore be minimalised.

9.2 The Sub-Committee noted the interim quotation from Leaderboard Sports (UK) Ltd. which included the cost of installation/switch-on/removal and repairs to the existing displays prior to installation at a cost of £3,350.00 plus VAT. All parts to be supplied by the Town Council and it had been suggested that an allocation of £1,000 plus VAT be set aside for this purpose. Again as last year, Leaderboard would sponsor the maintenance/repair of the displays during the six weeks festive period and carry out this work free of charge. In the event of any repairs being necessary to the new displays, the cost of this work would be the responsibility of the supplier. The Sub-Committee noted that Leaderboard had also agreed to wire the Children's Competition winning design free of charge as part of their sponsorship in conjunction with Frank R. Hay and Sons Ltd.

9.3 The Deputy Town Clerk reminded Councillors that the Electrical Contractor had highlighted in his report to the Sub-Committee earlier in the year the need for some of the existing wall plates to be replaced with stainless steel ones and also that some of the wires needed to be replaced. There would also be a need for new stainless steel wall plates to be purchased for the new projects if these were to proceed. In the circumstances it was suggested that the recommended allocation of £1,000 for parts be increased by a further £500 to cover this additional expenditure. It was noted that an estimated 30 stainless steel wall plates would be required including those needed for the new projects and quotations would need to be sought. It was suggested that an approach be made to Frank R. Hay and Sons Ltd. to see if they could assist.

9.4 Following further discussion, the Sub-Committee **RESOLVED** to approve the quotation from Leaderboard Sports (UK) Ltd. which included the cost of installation,

switch-on and removal of the Christmas Displays for 2006 and repairs to the existing displays prior to installation at a cost of £3,350.00 plus VAT. It was further **RESOLVED** that an allocation of £1,500 plus VAT be set aside for parts.

10. FURTHER CONSIDERATION OF NEW PROJECTS INCLUDING CATENARY WIRES FOR STATION ROAD, HIGH STREET AND THE QUEENSWAY, INSTALLATION OF NEW SEB POWER SUPPLIES AND EXTENDING THE LIGHTING AND REPLACEMENT WITH LED AT THE TOP OF LONDON ROAD DISCUSSED AT THE LAST MEETING - MIN. 10 REFERS

10.1 The Projects Officer advised that he estimated the cost of the new SEB supplies that would be required for the new projects to be in the region of £300.00 each. The Electrical Contractor had now liaised with the Projects Officer regarding locations for the new supplies and he would obtain quotations for consideration at the next meeting.

10.2 The Deputy Town Clerk gave a breakdown of the budget available including the Earmarked Reserve and the banner income received so far this year. The list of expenditure committed was also detailed. Concern that the proposed expenditure for the three new projects was in excess of £5,300 exclusive of VAT and did not include the cost of the additional stainless steel wall plates, the new electricity supplies and new LED lighting for the project in London Road was expressed. Members agreed that in view of the level of expenditure already committed and as costs for the wall plates, electricity supply and new LED lighting were still awaited, they were not in a position to give the final approval for all of the projects to progress at this stage. It was therefore **RESOLVED** to proceed with the installation of two new pairs of catenary wires in Station Road and the High Street at a cost of £866.00 plus VAT. It was noted that the cost for the eight stainless steel wall plates required for this project and the SEB supply would be in addition to this cost. The other two projects would be referred to the next meeting for further consideration when it was hoped that the additional costs awaited would have been received.

11. SWITCH-ON ENTERTAINMENT INCLUDING UPDATE ON CONTINENTAL MARKET IF FURTHER INFORMATION IS AVAILABLE - EVENTS OFFICER TO REPORT

The Projects Officer confirmed that the Events Officer would be meeting with the Continental Market organisers on 27th July 2006 and she would report back to the next meeting on the viability of this event.

12. FURTHER CONSIDERATION OF USE OF THE CHERRY PICKER BY LEADERBOARD SPORTS (UK) LTD. FOR INSTALLATION OF CHRISTMAS TREE IN ALDWICK - MIN. 12 REFERS

The Deputy Town Clerk reported that a response was still awaited from the Town Council's Insurance Company in connection with this matter. Following some discussion, the Sub-Committee **RESOLVED** to agree in principle to Leaderboard using the Cherry Picker for the installation of the Christmas tree in Aldwick, if they are asked to undertake this work. This however, would be subject to clarification being received from the Insurance Company regarding cover. It was further **RESOLVED** that rather than making a charge for the use of the Cherry Picker, it would be suggested that a donation to the Town Council's Christmas Illuminations be made.

13. CORRESPONDENCE

13.1 The Projects Officer reported on the correspondence he had received from one of the Pevensey Project volunteers to enquire whether as a Community Project focusing on an area of extreme social deprivation they would be entitled to any discount on the banner display charge to advertise the forthcoming Pevensey Festival. Members discussed this in some detail and it was AGREED to allow a 50% discount to the Festival organisers. However it was stressed that this would only apply on this one occasion. Any similar requests from this or any other organisation in the future would be considered on a case by case basis and they would not automatically be entitled to a similar reduction in the fees.

13.2 Blachere UK - email detailing special prices on LED tree lights with green cable

13.3 Email from O2 Retail Marketing expressing a wish to get involved with the Christmas lights switch-on and being a sponsor of the event. Members AGREED that contact should be made with the company and a representative should be invited along to a meeting to discuss this idea in further detail before any agreement could be reached.

14. DATE OF NEXT MEETING

It was AGREED that the next meeting would be held on Wednesday 9th August 2006 at 7.00pm subject to the availability of the Council Chamber.

(PLEASE NOTE: The start time for this meeting has been changed to 7.30pm)

The Meeting closed at 8.39pm.