



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON WEDNESDAY 9<sup>th</sup> AUGUST 2006**

**PRESENT:** Cllrs: R. Gillibrand, K. Scutt and Mrs. J. Warr  
Mr. Adrian Hay and Mr. Jim Brooks (co-opted members)

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

*The Meeting opened at 7.45pm.*

### **15. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr. Mrs. S. Olliver. Apologies had also been received from Pip Frederick, Alan Holmes and John Stamp.

### **16. 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.

### **17. TO APPROVE THE MINUTES OF MEETING HELD ON 19<sup>th</sup> JULY 2006**

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 19<sup>th</sup> July 2006 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

**18.1 19<sup>th</sup> July - Min. 8 New Displays**

The Sub-Committee noted that the order for the new displays and the lights for the Christmas trees had now been placed. Enquiries had been made regarding whether the strobe lights in the new displays could be replaced with twinkling bulbs as an alternative, but Mr. Day had suggested that the Sub-Committee proceed with the strobe lights initially and if these were found to be unsatisfactory he would be happy to change them. A letter confirming the details of the Hire Agreement and advising of the expected delivery date would arrive in due course.

**18.2 19<sup>th</sup> July - Min. 9.3 Stainless Steel Wall Plates**

The Deputy Town Clerk advised that she had approached Frank R. Hay and Sons for a quotation for the stainless steel wall plates. Mr. Hay who was present at the meeting queried the need for stainless steel as this would be a more expensive option. The Electrical Contractor advised that stainless steel had been highlighted as the preferred option as this was a more suitable material for a seaside location. Discussion in connection with the dimensions of the new plates and whether these would be fixed with two or four bolts took place. The Electrical Contractor confirmed that fixing with four bolts would be preferable and the wall plates needed to be of a similar size to those currently used, the wider the better particularly as more sites were being used for banner displays than before. Mr. Hay confirmed that Frank R. Hay and Sons would be happy to cover the labour costs for producing the stainless steel wall plates as part of their sponsorship of the Christmas lights if the Town Council covered the cost of the material. Members thanked Mr. Hay for his kind offer and requested that he supply details of the cost in time for consideration at the next meeting.

**18.3 19<sup>th</sup> July - Min. 10 New Projects**

The Deputy Town Clerk reported that letters seeking permission to attach the wall plates and catenary wires to various buildings in the areas where the new projects were being considered had now been sent out and responses were awaited. Letters had not been sent to the owners of the premises at the top of London Road however, as clarification was needed from the Electrical Contractor as to which premises would be used. The Projects Officer confirmed that only three additional buildings would be required as fixing points for the lights in this area and he would pass this information to the Deputy Town Clerk. It was noted that once the Sub-Committee had agreed to proceed with the project, the letters seeking the necessary permissions would be sent out.

**18.4 19<sup>th</sup> July - Min. 12 Use of Cherry Picker and installation of Christmas tree in Aldwick**

As a result of the enquiry regarding use of the Cherry Picker by the Electrical Contractor for the installation of a Christmas tree at Aldwick, Zurich Municipal had advised they would no longer be able to provide the additional Public Liability or Comprehensive Insurance cover for the Electrical Contractor to use the Cherry Picker under the Town Council's insurance. Zurich Municipal no longer deals with this type of short period insurance and had suggested the Electrical Contractor contact his own insurance broker regarding suitable cover. The Deputy Town Clerk had therefore requested that the Electrical Contractor seek quotations from his own insurance company for the cover required and recommended that the Sub-Committee consider assisting with this additional cost. It was noted that this had been part of the Council's insurance in the past and this level of cover was not required by the Electrical Contractor to carry out his normal daily business. It was only necessary whilst

working on the Highway installing the Christmas lights on behalf of the Town Council. Members were mindful that work on the new catenary wires and testing etc. needed to get underway fairly soon and spoke in support of funding this expenditure providing the quotations for the cover required were not excessive. Following further discussion, it was AGREED that further details should be obtained for consideration by the Sub-Committee at the next meeting. A Councillor suggested that if the Cherry Picker was used to install the Christmas tree at Aldwick, the donation that Aldwick Parish Council would be requested to make could be used to offset some of the cost of the additional insurance.

**19. UPDATE ON SPONSORSHIP PROPOSAL FROM O2 FOR SWITCH-ON (IF FURTHER INFORMATION AVAILABLE)**

The Sub-Committee noted that there was no further information available at present.

**20. FURTHER CONSIDERATION OF NEW PROJECTS INCLUDING CATENARY WIRES FOR THE QUEENSWAY, COST OF INSTALLATION OF NEW SEB POWER SUPPLIES AND EXTENDING THE LIGHTING AND REPLACEMENT WITH LED AT THE TOP OF LONDON ROAD INCLUDING CONSIDERATION OF THE REVISED QUOTATION FROM PATHLIGHT - REFERRED FROM LAST MEETING MIN. 10**

**20.1** A detailed budget breakdown was available for those present, which detailed the income and expenditure committed so far.

**20.2** The Projects Officer confirmed that quotations from the Electricity Board for the new power supplies were still awaited so a final cost for the new projects being considered could not be confirmed.

**20.3** Mr. Hay queried whether the Sub-Committee should be considering proceeding with all three of the new projects at this time and suggested that it may be better to put one of the projects on hold until next year.

**20.4** Some discussion took place on the possibility that there may already be a power supply in the Queensway and Mr. Hay agreed to investigate this and report back. Members discussed whether enough funding was available in the current budget to proceed with the installation of the three new pairs of catenary wires in the Queensway at a cost of £1,497.00 plus VAT. It was noted that the cost for the 12 stainless steel wall plates required for this project and the SEB supply if required would be in addition to this cost. Following some discussion, the Sub-Committee **RESOLVED** to proceed with this project subject to the necessary permissions from the owners of the premises in the Queensway being received. An approach would also be made to the businesses in the Queensway to try to obtain some sponsorship for the Christmas lights. It was suggested that to enhance this area further consideration could be given to installing LED lights under the balconies. It was agreed that this should be investigated as an option for the future.

**20.5** It was noted that an amended quotation had now been received from Pathlight which was detailed. In view of the level of expenditure that would be required to undertake the new LED lighting at the top of London Road, the Sub-Committee AGREED that to proceed with this project at this time would push the expenditure over the budget available unless a substantial amount of sponsorship could be secured from the businesses in this area. Following further discussion, the Sub-Committee

**RESOLVED** to put this project on hold for the time being and investigate the sponsorship options as a possible way forward for the future.

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

**21.1** The Events Officer reported on the meeting she had attended with the Continental Market organisers and although they had seemed very positive, unfortunately they already have three markets booked in for other locations during the weekend of the Switch-on and a large market the following week in Dublin. The Events Officer advised that they appeared to be an extremely professional organisation who would undertake all the necessary risk assessments and management plan required and would arrange meetings with Environmental Health and the Health and Safety Executive prior to the market taking place to ensure everyone was happy with the set up. Members noted that it was unlikely that an alternative suitable organisation could be booked at this late stage and it was suggested that if the Sub-Committee wished to set a date for the Switch-on for next year, the Events Officer would approach the organisers to ask if it would be viable for them to come to Bognor Regis and subject to their response, book the market for next year. The Sub-Committee agreed that the date for the Switch-on for next year should be 16<sup>th</sup> November 2007 and requested that the Events Officer approach the Continental Market organisers to try to confirm a booking.

**21.2** Members discussed alternative entertainment for this year and it was suggested that Bognor Hospital should be approached as it was believed that they had a number of stalls that could be hired/borrowed with the view to local organisations taking a stall and having a form of Christmas bazaar. Comment was made that this would involve a large amount of organisation and it was suggested that contact be made with the French Market organiser to see if he would be available. Children's rides, Christmas carols playing through loud speakers and the possibility of a Jazz band were also discussed as possible options. The Events Officer to report back to the next meeting.

**21.3** The Electrical Contractor requested that the Council make a further approach to W.S.C.C. to press for the orange lighting in the town to be replaced with white as this would only help to enhance the Christmas lights.

**21.4** In answer to a query the Projects Officer confirmed that W.S.C.C. had investigated the leaning tree in the High Street and had confirmed that this was quite safe. The pea-lights could therefore now be replaced.

**22. CORRESPONDENCE**

No correspondence had been received.

**23. DATE OF NEXT MEETING**

It was AGREED that the next meeting would be held on Wednesday 13<sup>th</sup> September 2006 at 7.00pm subject to the availability of the Council Chamber.

*The Meeting closed at 8.58pm.*