



# **BOGNOR REGIS TOWN COUNCIL**

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

**HELD ON WEDNESDAY 13<sup>th</sup> SEPTEMBER 2006**

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

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

*The Meeting opened at 7.04pm.*

### **24. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr. Mrs. J. Warr. Apologies had also been received from Mr. Adrian Hay.

### **25. 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.

### **26. TO APPROVE THE MINUTES OF MEETING HELD ON 9<sup>th</sup> AUGUST 2006**

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

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

**27.1 19<sup>th</sup> July - Min. 7 Children's Competition**

The Deputy Town Clerk reported that although a letter had been sent to all the infant schools in the greater Bognor Regis area with details of the competition, no response had been forthcoming. The closing date for entries had been set as 2<sup>nd</sup> October and it was suggested, to allow further time for entries to be received, that this be extended by one week to 9<sup>th</sup> October. As the original letter had been sent out to the schools prior to the summer holidays, a further letter would be sent as a reminder and details of the competition would also be posted on the Town Council's notice boards. It was suggested that a Press Release should also be issued to the local newspaper in the hope that they would publicise the competition. Mr. Brooks confirmed that he would make contact with Staffurth and Bray to clarify the details regarding displaying the winning entry on their wall during the festive period.

**28. UPDATE ON SPONSORSHIP PROPOSAL FROM O2 FOR SWITCH-ON**

The email from O2 Retail Marketing in connection with their sponsorship proposals for the Switch-on was noted. Blue lighting for a tree, battery operated candles for processions, blue glowsticks, giveaways for the night of the event and prizes for competitions were all available if required. Members discussed the possibility of providing an additional tree within the town. Locations such as London Road near the new sculpture, Aldwick Road shopping centre, outside Mothercare in London Road and the entrance to the Arcade were all suggested as possibilities. Following further discussion, it was AGREED by the Sub-Committee that they would like to accept O2's kind offer of sponsorship in kind, particularly as the new displays for London Road were being based on a blue and white theme this year. The Deputy Town Clerk was asked to contact O2 to register the Council's interest and obtain further details to enable the Sub-Committee to discuss how this sponsorship would be used at the next meeting.

**29. CONSIDERATION OF QUOTATIONS FOR INSURANCE COVER FOR LEADERBOARD SPORTS (UK) LTD. FOR USE OF THE CHERRY PICKER DURING THE CHRISTMAS PERIOD - MIN. 18.4 REFERS**

Quotations had been obtained by the Electrical Contractor as requested. The Sub-Committee noted that a price of £525 had been quoted for the additional £5 million Public Liability cover. Fully Comprehensive insurance, which would allow Leaderboard Sports (UK) Ltd. to drive and operate the Cherry Picker over a three-month period to allow for installation and removal of the lights, would be an additional £165. It was noted that this had been funded previously as part of the Town Council's main insurance and not through the Sub-Committee's budget. However, Zurich Municipal was no longer able to offer this type of short term insurance so alternative arrangements were required. Members spoke in support of funding this expenditure to enable the Electrical Contractor to undertake the work on the Christmas lights on the Town Council's behalf. Following further discussion, it was **RESOLVED** unanimously to approve that the £690 be paid so that the necessary insurance cover could be put in place.

**30. CONSIDERATION OF QUOTATION FOR MATERIAL COST ONLY OF STAINLESS STEEL WALL PLATES - MIN. 18.2 REFERS**

The quotation from Frank R. Hay and Sons Ltd. for the material cost only for the new stainless steel wall plates at a cost of £41.00 each excluding VAT was noted. Members were reminded of Mr. Hay's kind offer at the last meeting that his company would meet the labour cost for the production of the wall plates as part of their sponsorship towards the Christmas lights. The Deputy Town Clerk advised that 20 new wall plates would be required initially for the new projects in Station Road, High Street and the Queensway. Further plates would be required at a later date as part of the rolling programme of replacement and when the new project at the top of London Road went ahead. Following some discussion on this being the best value option, the Sub-Committee **RESOLVED** to proceed with the purchase of the 20 new stainless steel wall plates required for the new projects at a cost of £820 excluding VAT. The purchase of further plates would be considered as and when these were required.

**31. UPDATE ON PROGRESS WITH NEW PROJECTS INCLUDING COST OF INSTALLATION OF NEW SEB POWER SUPPLIES, FURTHER INFORMATION ON WHETHER A POWER SUPPLY ALREADY EXISTS IN THE QUEENSWAY, CORRESPONDENCE RECEIVED REGARDING PERMISSION FOR NEW WIRES AND BRACKETS FROM OWNERS OF VARIOUS PREMISES AND CONSIDERATION OF RELOCATION OF NEW DISPLAY IN STATION ROAD**

**31.1** The Projects Officer reported that the costs for the installation of the new SEB power supplies were still awaited.

**31.2** It was noted that Mr. Brooks the Electrical Contractor had spoken with Mr. Hay who had advised that he had been unable to establish yet whether there was already a power supply in the Queensway. Mr. Hay and Mr. Brooks had therefore agreed to meet on site to investigate this and would report back to the next meeting.

**31.3** The Deputy Town Clerk reported on the correspondence received so far regarding the permission required from the owners of the various premises where the Town Council wished to fix new wires and brackets. It was noted that approval had been received for the three new wires in the Queensway and from the Worx hairdressers, although confirmation was still awaited from Bon Marche. Unfortunately permission had not been given by the owner of the premises in Station Road who had been approached, owing to concern that the lights may cause a nuisance to the occupier of the flat. Confirmation was also still awaited from The Station Public House. In view of the time scale, the Deputy Town Clerk would contact the owners who had so far not responded and would report back to the next meeting.

**31.4** The Projects Officer suggested that the Chinese restaurant in Station Road could be looked at as an alternative location for the new display in this area. Members agreed that this was worth investigation and requested that the Projects Officer approach the owner to seek his agreement and report back to the next meeting.

**32. PURCHASE OF CHRISTMAS TREES**

**32.1** The Sub-Committee **RESOLVED** to approve the purchase of one 20ft tree for the Town Hall balcony and one 30ft tree for the Railway Station forecourt as had been supplied last year from Goodwood Estate. These would need to be delivered the week commencing 13<sup>th</sup> November 2006.

- 32.2 Enquiries would also be made with Brandon Hire to see if they would be willing to supply Herras fencing as they had kindly done in previous years on a sponsorship basis to protect the tree at the Railway Station following installation.

33. **SWITCH-ON ENTERTAINMENT - EVENTS OFFICER TO REPORT**

- 33.1 The Events Officer reported that as requested she had approached the Continental Market organisers to try to confirm a booking for the Switch-on next year, but unfortunately she had not been successful as they were already booked up. With regard to the event this year, contact had been made with a couple of French Market organisers, but they were not available. The possibility of holding a Farmers' Market as a one off special was now being investigated and contact had also been made with Bognor Hospital regarding use of their stalls, which could be offered to the various charities/organisations in the area to hold a form of Christmas bazaar.

- 33.2 The Events Officer reported on the various forms of entertainment that she had been investigating and advised the Sub-Committee that the £1,000 budget that had been set aside for publicity, entertainment and promotion of the event was proving to be insufficient. Publicity in the local newspaper and on Spirit FM was expected to cost in the region of £500. There would also be the additional cost of the lamp post banners and the cost for amending the banner to display in London Road to advertise the event. This would only leave a small amount for entertainment unless the Sub-Committee would consider allocating further funds towards this from their budget. Those present suggested various other types of entertainment and it was agreed that costs should be investigated and details brought to the next meeting for further detailed consideration. An up to date Income and Expenditure breakdown would be prepared by the Deputy Town Clerk so that the Sub-Committee could consider at that meeting whether additional funds may be available to boost the entertainment budget.

- 33.3 The Events Officer confirmed that she would now submit the necessary Entertainment Licence and Road Closure applications that would be required for the event.

34. **CORRESPONDENCE**

- 34.1 The Sub-Committee noted that a banner advertising 'The Festival of British Music' at The Hotham Arts Centre from 15<sup>th</sup> to 23<sup>rd</sup> September had been erected by Town Force on the catenary wire in London Road that was originally installed some years ago by the theatre. The Electrical Contractor confirmed that this wire was now maintained by the Town Council and as such was covered by the Town Council's insurance. The Deputy Town Clerk queried whether the Sub-Committee were happy that the banner be displayed as a goodwill gesture in support of the theatre at no charge or whether they wished an invoice to be raised. Members **RESOLVED** that they fully supported the theatre and that on this occasion no charge should be made.

- 34.2 Letter of appreciation from the Pevensey Project for the reduction in the cost to display a banner in London Road to advertise the Pevensey Festival event.

- 34.3 Details from Lumalite of their 30% discount offer available until 31<sup>st</sup> August 2006.

- 34.4 Blachere Illuminations UK - details of special offers.

- 34.5 Lamps and Tubes Illuminations Ltd. - new 2006-2007 price list and catalogue.

- 34.6** The Electrical Contractor again requested the support of the Town Council in pressing W.S.C.C. to provide white lighting in and around the town. He spoke about the new lamp that had been installed recently outside the Town Hall, which had been installed as an orange light and stressed that in his opinion the design of the lamp was not at all suitable for this area.

**35. DATE OF NEXT MEETING**

It was AGREED that the next meeting would be held on Monday 9<sup>th</sup> October 2006 at 7.00pm subject to the availability of the Council Chamber.

*The Meeting closed at 8.12pm.*