

**To receive an update on the Town's festive lighting provision and consider
any actions and associated expenditure**

Report to: Services Committee

Date of Report: 08.10.25

Officer Writing the Report: Acting Service Delivery Manager

Pursuant to: Services Committee held 17 July – minute number 40/25/26

Officers Recommendations

Members are asked to note the update and approve the additional expenditure required to complete the works requested by the Council, at a total cost of £880. This amount is to be allocated to budget code 6515 – Festive Lights Maintenance & Electricity.

Report Summary

Fore Street Festoon Lights and Christmas Lighting Infrastructure Update:

The Festoon and Christmas lighting infrastructure works were approved at the last Services Committee meeting, following recommendations from the Assistant Service Delivery Manager. However, the installation of daylight detection timers for the Festoon lighting system could not be carried out at this stage, as the associated costs exceeded the allocated budget.

These were based on findings from his electrical installation condition reports (EICR) and identified remedial actions. The works also agree to have all the high-level enclosures and socket outlets replaced with new IP68 rated equipment due to the existing ones having moisture ingress and upgrading the rusted and loose lamppost fixing brackets changed with a high-quality stainless-steel alternatives that match the decorative lamppost design.

Additionally, all high-level 16amp socket outlets along Fore Street have now been rewired to ensure they are independently supplied, separating them from the festoon lighting circuit. This upgrade ensures compliance with BS 7671 wiring regulations and significantly improves safety. A further benefit is the ease of fault identification and future maintenance, allowing faults to be identified and traced from ground level without the need for extensive cherry picker hire costs for basic fault finding and testing to save both time and resources while maintaining one of Saltash Town Council's most important infrastructures in the town.

Completion & Handover Notes

The installation works are now fully completed and ready to be handed over to the appointed Christmas light decorators to simply “plug and play”.

It is recommended that a final maintenance visit be scheduled shortly before the official switch-on event. This will allow for any required bulb replacements to be carried out accordingly, ensuring the Festoon lighting presents at its best on the day and over the Christmas period.

A number of Festoon lamps appear to be approaching the end of their service life. Some have become extremely dim and should be replaced at the same time while a cherry picker is on hire, to maintain a consistent visual effect.

Project over run:

It should also be noted that the works took an additional day and a half to complete.

This was due to adverse weather conditions arriving unexpectedly in the night and some additional faults were identified during high-level inspections, including several undersized cables and some damaged cable inside the main lighting columns that required urgent replacement, which unfortunately extended the programme of works, creating addition cost to the Council.

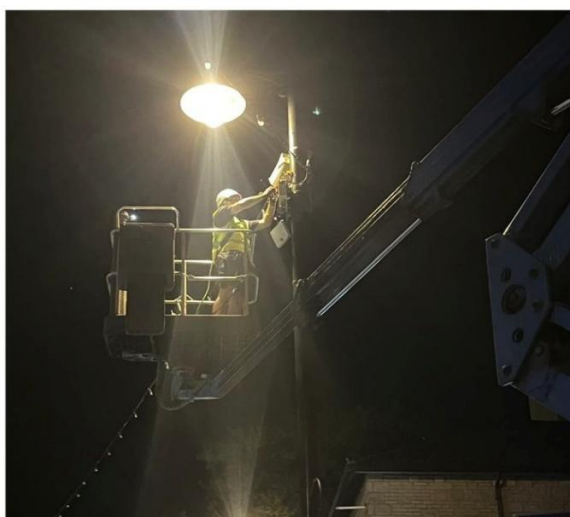
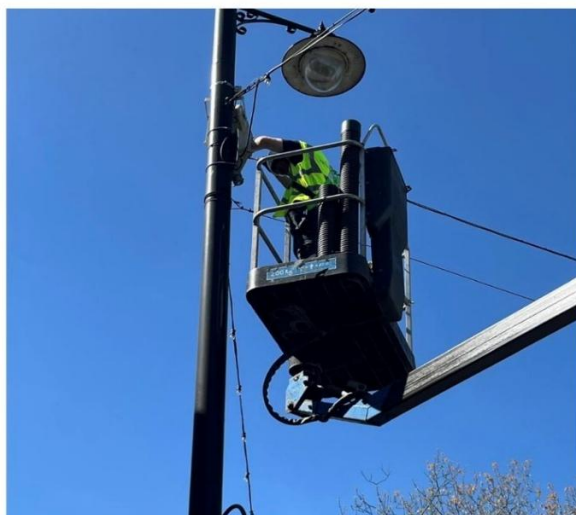
Additional cherry picker hire charges: £750.00 including VAT

Additional Materials: £140 +VAT

Total Additional Cost Accrued: £880.00

Report Images

Pictures of Assistant Service Delivery Manager completing Fore Street essential infrastructure electrical installation works.



Christmas Lights Install Update:

Following ongoing liaison between the Town Clerk and the appointed contractor, the installation of the Christmas lights is scheduled to begin on Thursday 9 October, with completion expected by Saturday 11 October. Contracts have been signed as instructed by the Council.

Members previously agreed via email not to include the projector in this year's display, due to its proposed location and associated costs. It was not considered cost-effective at this time, but may be revisited in future years, potentially delivered in-house.

During the ordering process from the supplier in France, ten motifs were unfortunately damaged by a forklift truck. The contractor contacted the Town Clerk urgently to request a decision on an alternative design to avoid delays to the installation schedule.

The Town Clerk consulted with the Chair and Vice Chair of the Services Committee, as well as the Mayor and Deputy Mayor.

Although the replacement motifs are more expensive than those originally ordered, the contractor has agreed to cover the additional cost, as the damage was not the fault of the Council.

Please note that the revised motif design applies only to Year 1 of the contract. The original design will be reinstated for Years 2 and 3.



Original design to be installed in years 2 and 3.



Budgets

Budget Availability: 2,728.

Budget Codes: 6515 Festive Lights Maintenance & Electricity

Signature of Officer:

Acting Service Delivery Manager