

**To receive a report from the Christmas Lights Working Group and consider
any actions and associated expenditure**

Project Specification

Project Title: Saltash Town Council Christmas Light Switch On 2026

In-house or External Appointment: External Appointment

Contractor Name: To be confirmed upon quotes / appointment

Contact Information (telephone/email): To be confirmed upon appointment

Date Issued: To be confirmed upon appointment

Scope of Work

Event Overview

The Saltash Town Council Christmas Lights Switch-On event is scheduled to take place on **Friday 13 November 2026**, with the official lights switch-on planned for **6:30pm**.

Blachere Illuminations are proposed to install the Christmas lights by **Friday 6 November 2026** at the latest. This timeline allows sufficient contingency to identify and resolve any unforeseen issues in advance of the switch-on event. Confirmation is currently awaited as to whether this installation date can be accommodated.

Diverse Events have been provisionally booked to deliver a comprehensive event management service in line with the agreed project specification. Subject to formal appointment, the **Town Clerk** will act as the single point of contact, ensuring clear, consistent communication and delivery in accordance with the instructions of the Town Council.

The following will not form part of **Diverse Events'** remit should they be appointed:

- Event promotion
- Event cancellation decisions
- Event alterations that are not health and safety related

All three will be managed directly by the Town Clerk liaising with the Working Group for guidance. However, it is recognised that **Diverse Events** insurance may not cover certain situations i.e. adverse weather therefore the process is to liaise with the Town Clerk not to directly cancel or amend the event programme (**Diverse Event** have confirmed that if their risk assessments, insurance, and experience deem an event unsafe to run, they won't put their staff or organisation in danger. This aligns with "ensuing strict adherence to health and safety standards").

Key partners contributing to the event include:

- Rotary
- Local primary schools
- Local traders
- The Chamber

Choir and Parade Formation:

- Local primary schools to be invited (Bishop Cornish, Brunel, Burraton, St Stephens and Fountain Head)
- Each school to perform one short song, maximum two verses, coordinated between schools
- Schools to confirm number of participating children at least a month prior to the event
- Schools to be asked not to bring all pupils to join the parade; they should assemble in Fore Street instead. (limit to their choirs, 20 max per school and supervised by teacher)
- **Cllr Martin** to hold a brief Teams meeting with the schools to confirm arrangements reporting back at the next WG meeting
- **Mayors Secretary** to email the elf flyer to the schools to form part of the school newsletters

Sound and Technical Requirements:

- **Diverse Events** to be responsible for the operations of the loudspeaker system on the night
- Backing tracks required for all choir performances and parade music through the loudspeakers – **Cllr Martin** to obtain and share with Diverse Events.
- “Walking in a Winter Wonderland” to be played on the sleigh and loudspeakers during the parade (clarification to be provided to **Diverse Events** as to how two bits of music will sound when played simultaneously, as they won’t start at the same time) – **Cllr Martin** to obtain and provide.
- **Diverse Events** to arrange an early sound check / trial (loudspeakers) together with the working group to fix any issues ahead of the event (Diverse Events reported that the speaker at Belle Vue Road has always been faulty, sometimes it works and sometimes it doesn’t). **WG to sign off on the operation of the loudspeakers.**

Road Closures by **Diverse Events** and positioning:

- Full road closure on Fore Street and associated side streets for the duration of the event commencing at 4pm because many vehicles will still be in the road.
- Closure of Belle Vue at 3pm – to allow parking of stage and setup of stage lighting etc (this will require a separate diversion to Fore Street, so additional signage required)
- Full road closure on Lower Fore Street and Station Road from 5pm until the sleigh and parade are safely in Fore Street (re-open upon sleigh moved to Fore Street, **Diverse Events** to manage) If this road closure last longer than 15 minutes, it will require a diversion, with additional signage.

- Picket fence required to manage crowd separation from the stage and where photos are taken with the characters – **Diverse Events** to provide and install – **WG to obtain the measurements of the size of space for the stage and photo location for Diverse Events to quote for a picket fence**
- Sleigh positioned outside the Memorial Peace Garden (MPG) from 5:30pm; Station Road for the Mayor to onboard, parade to form behind - **Rotary**
- Sleigh departs MPG at 6pm heading towards the no entry road to Lower Fore Street
- Event lights switch on followed by the parade and choirs (6.30pm) by the **Mayor and Characters**
- Stage (hired from the Chamber) to be placed in between Superdrug and Boots – **Cllr Miller** (The drop kerb should be left clear, or a pedestrian diversion with temporary ramps in place should be used. Diverse Events is not convinced the stage will fit between the two buildings without blocking the pavements, or being right next to Fore Street, effectively providing a 10m semicircle of viewing area. Cable ramp and power will also need to be sourced). **WG to further consider.** Additionally, Diverse Events advised that if the stage lacks a PA system and relies on the loudspeakers and the stage is located on Belle Vue Road, there will likely be an echo-y delay, similar to a football ground's PA. **WG to further consider.**

Parade Theme & Organisation:

- Theme: Winter Wonderland.
- **Library** to run themed activities running up to the event and link with Scrapstore for materials to make placards. Also offer outside of arranged activities i.e. Saturday morning so that we are as inclusive as possible
- **Community Hub Team Leader** to coordinate with schools to create winter wonderland placards or fancy dress
- **Mayor's Secretary** to issue confirmation letters once choir details are finalised
- **Saltash Ambassadors** to undertake the role of parade marshals contracted through **Rotary**
- **Rotary** to support parade formation and ensure public safety
- **Rotary** to deliver a safety briefing at the Guildhall for the section of the event that is the sleigh forming outside the MPG, parading up to Fore Street and for securing the sleigh outside what used to be the Fire and Power shop
- Sleigh to park outside what used to be the Fire and Power shop for photos to be taken on the sleigh with Santa.
- Santa to walk through the crowds chatting to people after the sleigh arrives

Stage, Speeches & Character Activities:

- All speeches to take place from the trailer stage
- **Mayor's** speech to be kept short
- **Cllr Martin** to request Redeemer Church lighting for the stage
- Event characters to be chosen closer to the date. Town Council office to make the appointment
- Two dedicated photo areas:
 - Photos with event characters
 - Photos with Santa and the sleigh

- **Diverse Events** to operate loudspeakers (if the music can be provided on a device with an AUX/3.5mm port at the request of **Diverse Events**) and to be provided with a USB to include (**Diverse Events** are content with a USB):
 - School backing tracks (**Cllr Martin** to obtain from schools and pass to **Diverse Events**)
 - Parade music (**Rotary** to provide music from sleigh to be played through speakers)
 - Diverse to setup microphone
 - Music to be provided to **Diverse Events** no later than **30 October 2026**

Business Participation & Late-Night Shopping:

- **Saltash Town Council** and the **Chamber** to encourage businesses to contribute on-street activity and take part in late-night shopping
- **Cllrs Bullock and B Samuels** to promote shop window decorations, elf themes, and late opening
- **Development and Engagement Manager** to design promotional flyers
- Meet Your Cllr stall in Sept–Oct to distribute only the flyer for the light switch on
- **Cllr B Samuels** to liaise with the Chamber regarding a possible “Tenner” shopping promotion to support the traders

Light Switch-On Safety Measures:

- **Town Clerk** – arrange for a secure barrier to be in place to surround the lamp post light-box area during the switch-on. To be removed upon lights displayed
- **Services Team** to provide support leading up to as required and on the night
- **Town Clerk** to ensure the lighting infrastructure to support the festoon and Christmas lights has been serviced ready for the night – festoon bulbs to be replaced as needed

Elf Hunt:

- Elf Hunt begins Friday 13 November and ends Friday 20 November at 4pm.
- Winner to be announced at Meet Your Councillor Session on Saturday 21 November – **Service Delivery** to ensure the loudspeakers are operational for announcement.
- **Cllrs Bullock and Mortimore** to lead the event, with **Cllr Mortimore** sourcing sponsorship for prizes.
- **Development and Engagement Manager** to create standalone promotional material
- **Mayor and Deputy Mayor** to review the returned elf forms at the Guildhall
- Treat bags to be handed out on the night to include clementines, banana and a chocolate coin. **Cllr B Samuels** to speak to the local fruit supplier at the industrial estate re the fruit. **Rotary** to provide the bags. **Town Council** to provide the chocolate coins and I love Saltash stickers

Budget and Payment Details

Quote Provided by Contractor:

TBC

Total Project Cost:

To be confirmed upon appointment

S106:

Town Clerk to submit a S106 application to cover the running cost of the event

Town Council budget:

To be determined at Committee

Procurement:

The office to obtain three quotes as per financial regulations upon confirmation of event schedule subject to that being possible

Payment Terms:

To be confirmed upon appointment

Purchase Order (PO) Number:

Administration Officer to raise upon appointment

Invoicing Details:

Invoices to be issued directly to accounts@saltash.gov.uk for processing

Quality Expectations:

Diverse Events and Rotary to be responsible for ensuring strict adherence to health and safety standards throughout all planning, preparation, and delivery stages of the event.

Risk Assessments and Method Statements to be provided to the Town Clerk prior to the event to form part of the Town Council's due diligence working with contractors and partners.

Contractor's Responsibilities:

Refer to the main section of the specification for details.

Restrictions:

All activities and decisions will be governed by current Health and Safety requirements and regulations. Robust Risk Assessments to be provided.

Project Requirements & Specifications

Materials/Resources Provided by Contractor:

Quote for white picket fencing.

Materials/Resources Provided by Town Council:

Loudspeakers, stage, Christmas lights and switch on material such as treat bags

Health & Safety Requirements:

Risk assessment / method statement to be produced by the contractor and Rotary prior to the event proceeding

Permits & Licenses:

Contractor to obtain road closure permit

No licence for music as royalty free to be used through loudspeakers

Communication and Reporting

Point of Contact:

Saltash Town Council

Named Point of Contact:

Town Clerk

Reporting Committee:

Services Committee

Terms and Conditions

Contract Duration:

December 2026

Insurance & Liability:

To be confirmed upon appointment – Contractor and Rotary

To check with the Town Council insurers that cover is included in the main policy and to ask if they define a limit for when weather is considered extreme or unsafe, as this is likely the main concern for cancellation.

Approval & Signatures

Contractor's Signature:

To be confirmed upon appointment

Officer's Signature:

To be confirmed upon appointment

Project Deliverables:

- Increase town centre footfall during the event and in the lead-up to Christmas. Support and promote local businesses through increased visibility and opportunities for trade.
- Enhance community engagement by providing a free, inclusive public event.
- Boost the town's festive atmosphere with high-quality lighting and entertainment.
- Strengthen partnerships with local organisations, schools, charities, and traders.
- Promote the town's profile through coordinated marketing and media activity.
- Ensure a safe and well-managed event with appropriate traffic, crowd, and risk management in place.
- Deliver value for money through efficient planning and use of council resources.
- Encourage repeat visitation to the town centre throughout the festive season

END

Working Group – Cllrs Bullock, Mortimore, Martin, B Samuels, P Samuels

Supported by the Town Clerk, Cllrs Miller and Stoyel