

Service Delivery Manager - Christmas Lights – Report 2021

Brief overview of the decorations and works provided for the year 2020:

Install, take down and storage of 10 x Lamppost Dressings, 3 x Cross street features and maintenance of Fore Street catenary lighting.

Supply and install a 20' lit fresh tree in Victoria Park with fence surrounding it.

Install Lights to 10 feature trees in Fore Street and trees in front of the Slot Machine Company - decorate with string light and snowfalls.

Catenary wire and power supply to Lamppost R009, then Snowfall lighting dressed into tree.

Snowfall lighting to trees by middle cross street dressing (by Oggy Oggy Pasties)

To install 3 x Cross street motifs for Fore Street

Equipment owned by STC in storage and available for future use:

10 x 2m Lamppost Motifs

3 x New Cross Street Motif Dressing

3 x Old Cross Street Motif Dressing

All other Christmas Light decorations installed into the Town Centre were owned by the contractor and rented by STC

Quotes for 2021 decorations:

Please note: The quotes are based on installing and provisions identical to the year 2020 with the addition of fortnightly maintenance visits.

Company A

Specification:

- *Installation of All Christmas Lights is to be completed by 19th November 2021, prior to the Christmas Lights Turning on Ceremony.*
- *All lights installed, including the existing Festoon lighting in Fore Street and Lower Fore Street to be turned off on the 7th January 2022*
- *Dismantle (and storage of appropriate items) to be undertaken no earlier than the 7th January 2022 and no later than the 21st January 2022*
- *Inspections and repair visits, including replacing any non-functioning bulbs of all light installations in Fore Street, Victoria Gardens and Waterside, including ALL of the existing Festoon Lighting to be undertaken on a two weekly frequency from Installation date to the 7th January 2021. The first Inspection undertaken after the installation MUST be completed before the Christmas Lights Turning on Ceremony (date to be advised)*

Items:

- 1. Install and then take down and storage of 10 x Lamppost Dressings in Fore Street £500*
- 2. Install and then take down and storage of 3 x Cross Street features in Fore Street £400*
- 3. Inspection and maintenance / repair / replace catenary wire in Fore Street and Lower Fore Street Inspection £400, then £80 per hour plus cost of replacements.*
- 4. Inspection and maintenance / replace non-functioning bulbs with matching of the existing Festoon lighting in Fore Street and Lower Fore Street*
- 5. Inspection and maintenance / replace non- functioning bulbs with matching to ALL lamppost Dressings and Cross Street Features in Fore Street and Lower Fore Street*
- 7. Inspection and maintenance / repair / replace non-functioning bulbs to the Christmas Tree and Fence and lights in Victoria Gardens*
- 12. Inspection and maintenance / repair / replace no functioning bulbs with matching of the Festoon lighting at Waterside Green and Jubilee Green.*

Nos: 4, 5, 7, & 12. Would be combined in fortnightly visits £400 per visit (first 2 hours) then £80 per hour plus cost of replacement products. (estimate 4 inspection/maintenance visits throughout the festive period therefore a total of £1600)

- 8. Lights to 10 feature trees in Fore Street and trees in front of Slot Machine Company decorated with string light and snowfalls. £900*
- 9. Catenary wire and power supply to Lamppost R009, then Snowfall lighting dressed into tree £800*
- 10. Snowfall lighting to trees by middle cross street dressing (by Oggy Oggy Pasties) £500*
- 11. Inspection and maintenance / repair/ replacement of Catenary Wire at Waterside Green and Jubilee Green £200 inspection then £40 per hour plus cost of replacements.*
- 13. Storage of 10 x 2m Lamppost Dressings and 6 x Cross Street Dressings (possibly reduced to 3 Cross Street Features) £400 per year.*

Cost: £5700.00 (plus any additional hours for inspection/repairs plus any parts/bulbs required)

Company B

Cost: declined verbally 17/06/2021

Company C

Cost: declined opportunity email 17/06/2021

Company D

Cost: declined opportunity email 16/06/2021

Recommendation:

It is recommended Company A be appointed to carry out the above Christmas decoration works for the year 2021 at a cost of £5,700.00 (plus any additional hours and parts/bulbs required)

Total Available Budget for Festive Lights (expenditure code 6572) is £10,582.00

For the year 2022 it is recommended the Council undertakes a formal tendering process in plenty of time for the Christmas Light Installation and Maintenance.

Christmas Tree for Victoria Gardens:

SDM has researched undertaken this item within the SDD. Sourcing the 20ft Christmas Tree, exterior string lighting and some picket fence panels

For the Christmas tree to be supplied two companies were asked for quotations:

Contractor E - price for large Nordmann Fir trees is £10.00 / foot (no VAT to be applied) – total of £200.00

Contractor F – unable to supply a tree of this size.

100m of Exterior LED White String lights with 1000 lights and a transformer can be purchased on line at a cost of £254.15 + VAT

Picket Fence panels 1800mm x 1000mm can be purchased at a local DIY merchant for £23.10 plus VAT each. Estimate to use 6 panels

Fence Posts 1800mm x 45mm can be purchased at a local DIY merchant for £3.14 + VAT. Estimate to use 7 posts

Service Delivery Department – to supply, install and display a 20 foot Nordmann Fir Christmas tree with lights and fencing will be £614.73 + VAT

NB: the lights and fencing can be reused in future years.

Note: The Waterside Christmas Tree could be purchased at the same time.

Company A

6. Supply and Install and then take down a 20' lit fresh tree in Victoria Park with fence at a Cost of £1,500.00 + VAT

Recommendation:

It is recommended that the works to display a Christmas Tree in Victoria Gardens is undertaken by the Service Delivery Department at a cost of £614.73 + VAT.

Total Available Budget for Festive Lights (expenditure code 6572) is £10,582.00

Christmas Trees displayed above Fore Street Shop Fronts – SDM contacted two local suppliers regarding the supply of small Christmas Trees for Fore Street, and for the supply of the large Christmas Tree for Victoria gardens, with a possibility of supplying the tree for the waterside.

Contractor A - price for small Nordmann Fir trees is £3.90 / foot (no VAT to be applied)

NB: delivery and wrapping are available

Contractor B – unable to supply trees this year

Recommendation:

It is recommended appointing Contractor A as they are offering the best value.

Total Available Budget for Festive Lights (expenditure code 6572) is £10,582.00

Guildhall Wash Lights – The lights were purchased in November 2020 with the new Town Centre Christmas Lights and Jubilee Green Festoon lights, with the intention to install on the external walls of the Guildhall so that the building could be lit in different colours for events. However, due to the Guildhall being a Grade II Listed the lights could not be installed without Planning permission. Planning permission was applied for in the early part of 2021, unfortunately the planning application remains undecided and the Building Consultant continues to work with the Planning Officer to come to a fair and reasonable outcome.

Consideration has been made as to whether the lights could be installed internally in the Long Room windows. It is felt this would be impractical considering the use of the long room for events and meetings.

It may be possible to use the lights for another building or asset. It may be that Members wish to install on the station building, please be mindful this is adjacent to a railway line, and may require GWR approval.

The Library is another possibility where ground mounting is a possibility to the West façade.

If, however there is not a building or asset that the lights can be used on, Cllrs should consider whether to keep the lights in storage, or to sell the lights

3 x Old Cross Street Motif Dressings – the decorations are in need of refurbishment if they are to be used in the future. Estimated cost of the refurbishment is similar to the price to replace. Replacement Cross Street Decorations were purchased in 2020. There is currently no infrastructure in Fore Street to install more than 3 Cross Street decorations.

Recommendation:

It is recommended that the items are disposed of.

END OF REPORT