

To receive a report on Christmas Lights and the Christmas Lights Switch On Event 2022 and consider any actions and associated expenditure

Update From The Assistant Service Delivery Manager

The Christmas Lights display for the year 2021 had various issues mainly associated with the electrical infrastructure, such as a few circuit breakers and the module timers being faulty and water ingress playing a major part in the problems encountered.

The appointed contractor at the time was extremely helpful and responded in an efficient and timely manner to resolve certain issues. Subsequently provisional plans for the summer of 2022 are in place for the lighting infrastructure to be tested & inspected and any defects to be repaired so that any similar issues are avoided in the future.

From the last committee report, it was noted that the current Christmas display light equipment had not been updated for several years. Additional 'Cross Street Motifs' are not a possibility due to the fact there are no vacant poles in place to do so. It is possible though, to update the 10 lamppost hangers and the Fore Street Tree Snowfall Lights. Also changing the River of Lights to warm white instead of cool white, if so desired. However, the cost to do so all at once will be high. Therefore, I would recommend phasing them out when the existing bulbs fail. The mixed colours of warm and cool white should not cause much disadvantage to the overall display effects, as the bulb changes would be random throughout the river of lights in the town and waterside.

The photos below were included in last year's report. So following on as already mentioned is the Christmas light displays in our neighbouring towns. Which could be a consideration for future ideas to update our Saltash display if Members feel this is still a requirement. However, please note the lights are in good condition for their age and look fabulous once the infrastructure is working correctly to display them.

It may be possible for the 'spheres' and 'snow fall' lights shown in the photos below, to be added on the existing fittings to our River of Lights throughout Fore Street and Waterside. Note that this will require further investigation and sourcing the fitting/luminaires needed.

Barbican, Plymouth



Swanage, Dorset

Station-Road-at-Night



Sphere' close up



'Snowfall' close up



Members Consideration

1. To research future displays in regard to updating the existing display by means of purchasing of new equipment or on a hire agreement. The River of Lights (Festoon Lighting), Cross Street Motifs and Tree Snow Fall Lights and the associated cost to be reported back to next year's Services Committee for Members consideration?
2. To appoint a Christmas Light Contractor. Unfortunately, The Christmas Light Decorators, who the Town Council have used for many years, have confirmed they do not want to be involved with the storage or installation of the Christmas lights moving forward. Following this, I have only received one quotation from a contractor with interest to undertake the Christmas light contract for the year 2022. With the other contractor deciding not to quote due to the demand of the work involved.

Quote received from contractor A:

1. Annual cost for storage of the Christmas lighting
£400.00 + vat
 2. To install and take down:
 1. 3 x Cross Street Motifs.
 2. 10 x Lamppost Motifs.
 3. Snowfall lighting onto tree by Lamppost R009.
 4. Snowfall lighting onto three trees by Oggie Oggie pasties.**£2,750.00 + vat**
 3. The week prior to switch on, a complete check on all Fore Street and Waterfront festoon lighting to take place and replace bulbs as necessary.
**£400.00 for first 2 hours (includes lift hire) and then £80.00 per hour.
Plus £2.40 per lamp as required.**
 4. Two further visits whilst the Christmas lights are up to undertake checks on all Fore Street and Waterfront festoon lighting and replace bulbs as necessary. Cost below is per night visit.
**£400.00 for first 2 hours (includes lift hire) and then £80.00 per hour
£2.40 per lamp**
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Do Members wish to appoint contractor A to store, install, take down and maintain the Town Council's Christmas decorations for the year 2022 as per the above cost?

Contractor A also quoted for changing the colour of river of lights:

1. To consider changing the colour of the river of lights to warm white?

There are two options to do this, first is - replace all in one go, which means, discard working cool white bulbs or alternatively, phase them out by replacing them as required when they need changing. (£2.40 per lamp)

The Cost for lamps is approximately £3,800.00 as there is around 1600 bulbs in Fore Street + Installation costs (as mentioned above)

Please advise of the installation date for the X2 20ft Christmas trees?

In addition, would Members like to approach local businesses to help towards sponsoring the Town Council Christmas trees?

Would Members like to approach the local schools to help towards decorating the Town Council Christmas trees?

We are awaiting one more quote but the cost of the trees are in the region of **£220 each**.

Please advise of the main date for the Christmas light switch on in Fore Street/Waterside and over what period are the lights to remain active?

Finance:

Budget: 6572 SE EMF Festive Lights

Available Budget: £14,967 for the years 2022-2023

Maintenance Schedules

1. Festive Light Infrastructure to be tested & inspected annually. Any repairs to be undertaken during the summer, way in advanced of the holiday season.
2. All electrical points supplying individual circuits for the lights to be protected by devices such as RCBO's so each circuit is individually protected and with a suitable means of isolation to each section individually. This would also be a means of simplifying testing and inspection and fault finding tasks. (Note this is already the setup at supply point 6)
3. PAT testing to be carried out on all Christmas light decorations including the small LED lights for the two 20ft Christmas trees in Victoria Gardens and the Waterside sites.

4. Electricity supply point at Victoria Gardens to be upgraded with a new consumer unit and protective devices to BS7671. To include a new digital timer to supply the 20ft Christmas tree.
5. The recent installed Guildhall wall wash lights were not operational as sold. There is an issue with the main controller and the software needs to be re-programmed to function with the lights installed. We would need to appoint an IT person who specialises in this type of equipment to amend the issue. The main disadvantage now is we need to manually change the colours and turn them on and off as required without the full use of the timer settings. More time is required to investigate what exactly needs amending on it.

Service Delivery Department Key Involvement and Scheduled Works For the Christmas year 2022

1. Victoria Park 20ft Christmas tree install including the picket fence and decorating the lights.
2. Waterside Brunel Green 20ft Christmas tree install including the picket fence and decorating the lights.
3. Installing the Christmas flags throughout Fore Street.
4. Changing the colour on the monuments around the town, such as the Cornish Cross, Brunel Bust and the recently installed Guildhall wall wash lights.
5. PAT testing all required items (not including the main street equipment this is done by the appointed contractor)
6. Install Town Council premises Christmas decorations and bits as required.
7. Being on standby if required for town or civic events at discretion of the Town Council i.e. light switch on etc.

End of Report
Assistant Service Delivery Manager.