

Public Document Pack

Witney Town Council

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21 February 2020

To: Members of the Christmas Sub Committee - *J Aitman, T Ashby, D Butterfield, O Collins, J King and R Smith*
(and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **Christmas Sub Committee** to be held in the Gallery Room, The Corn Exchange, Witney on **Thursday, 27th February, 2020 at 4.00 pm** for the transaction of the business stated below.

RECORDING OF MEETINGS

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography. As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

AGENDA

All Council Meetings are open to the public and press, unless otherwise stated.

1. **Apologies for Absence**

To consider apologies and reasons for absence.

2. **Declarations of Interest**

Members are reminded to to declare any disclosable pecuniary interests in any of the items under consideration at the meeting.

3. **Minutes** (Pages 3 - 6)

- a) To adopt and sign as a correct record the minutes of the meeting held on 21 October 2019.
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress on any item).

4. **Future Options for Christmas Lights Display** (Pages 7 - 14)

To receive and consider the report of the Operations and Estates Officer concerning the future provision of Witney's Christmas Lights.

5. **Update on Switch On Event from Rotary**

To receive a verbal update from a representative of the Rotary Club of Witney if appropriate.

6. **Update on Advent Fayre** (Pages 15 - 16)

To receive and consider the report of the Cemeteries & Projects Officer on the Witney Town Council Advent Fayre.



Town Clerk

**CHRISTMAS SUB COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 21 October 2019

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor J Aitman (Chair)

Councillors:	T Ashby D Butterfield	J King R Smith
Officers:	Nicky Cayley Tracy Minns John Hickman	Democratic Services Officer Cemeteries & Projects Officer Operations & Estates Officer
Others:	2 members of the public.	

418 **APOLOGIES FOR ABSENCE**

An apology for his absence was received from Cllr Owen Collins.

419 **DECLARATIONS OF INTEREST**

There were no declarations of interest in matters to be discussed at the meeting.

420 **MINUTES**

The Committee received and considered the minutes of the meeting held on 1 July 2019.

There were no matters arising.

RESOLVED: that the minutes of the meeting held on 1 July 2019 be confirmed as a correct record and signed by the Chairman.

421 **UPDATE ON CHRISTMAS LIGHTING DISPLAY**

The Sub Committee received and considered the report of the Operations and Estates Officer.

Members discussed the environmental impact of the Christmas Lights being continually on and estimated that they could save half of the carbon emissions if they were only on from 2pm – 2am, for example. However, it was noted that at this stage in the contract it would not be sensible to fit timers, and therefore this should be something required in the next tender.

RECOMMENDED:

1. that the report be noted;

2. that the Committee notes that it is aware of the carbon footprint of the Christmas Lights and that timers will be looked at when the contract is retendered.

422 **UPDATE ON SWITCH ON EVENT FROM ROTARY**

The Committee welcomed Mr Tony Carter from Rotary and Mrs Dianne Parks from Witney Wonderland.

From a Rotary perspective, preparations were going well and the event would follow the same format as the previous year.

A new addition would be a lantern parade in conjunction with Witney Wonderland. Mr Carter and Mrs Parkes explained that the two organisations had been working well together. Mrs Parks said that there had been a huge surge towards the Church at the end of the switch on which had overwhelmed Witney Wonderland and therefore this year, no events would begin until 6.30pm, giving a half an hour transition period. She suggested that the Town Crier could be used to gather people together for the lantern procession

The Operations and Estates Officer raised concerns about the safe passage of pedestrians without a road closure at the end of Corn Street, as he felt it had been somewhat dangerous last year when everyone had turned to go down to the Church. Mr Carter replied that Rotary could apply for a road closure and put members in fluorescent jackets at points on Corn Street to advise motorists. They could also put marshals on the zebra crossing on Langdale Gate to help traffic and pedestrian management.

A member commented that he felt that a press release should be issued asking people not to use cars on the night of the switch on.

RECOMMENDED:

1. that the update from Rotary be noted;
2. that the update from Dianne Parks of Witney Wonderland be noted;
3. that Rotary applies for an additional road closure for the end of Corn Street (where it meets the High Street) between 6 and 6.30pm to ensure crowd safety when the Switch On ends and the crowds disperse to the church – marshals should be stationed along Corn Street to advise motorists that there is no through road; additionally marshals should be stationed at the zebra crossing on Langdale Gate to allow traffic and pedestrians to use the road in turn.

423 **UPDATE ON ADVENT FAYRE**

The Committee received and considered the report of the Projects Officer.

She added that she was still looking for a Father Christmas if anyone knew of anyone that might help. Mr Carter replied that he would ask his fellow Rotary members as they may be able to help out on this.

RECOMMENDED:

1. that the report be noted;
2. that the Project Officer makes contact with Tony Carter from Rotary to see if a Father Christmas could be sourced from Rotary members;
3. that the Chair would speak to fellow members about volunteering for the Advent Fayre;
4. that the Chair would come back to the Project Officer with craft ideas.

The meeting closed at: 6.35 pm

Chair

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CHRISTMAS SUB COMMITTEE REPORT

Date: Thursday 27th February
Title: Future Options for Witney's Christmas Lights Display.
Contact Officer: Operations and Estates Officer – John Hickman

BACKGROUND

Councillors are aware the current Christmas Lights display contract was terminated on 31 December 2019.

CURRENT POSITION

Officers are preparing to draw up the new tender specification for the future provision of the Town's Christmas Lights display and requires direction from Council as to what areas they would wish covered in the displays.

Councillors should be aware that in recent years requests have been made to Council by businesses to extend the display further down the High Street to the Bridge, with one company offering to sponsor lighting in their location on the High Street side of the Bridge.

The location of all the items in the current display have been provided on a separate sheet.

Officers would request Councillors give direction on specifications for the new Christmas Lights Display to guide companies tendering for the contract.

Items to consider

1. Solar Lights these have been tried previously attached to LP's they were ineffectual Council received many complaints regarding these trees.
2. Town Centre Tree, keep, improve, replace/artificial or statement piece.
3. Large Christmas tree or statement piece to front of Corn Exchange in Existing socket?
4. Extending current display further down the High Street current display is limited to 6 LP Motifs and 1 x Wall motif between Welch Way and the Bridge. Additional lighting on the lower High Street may require additional LP connections cost per additional connection installed approx. £750 per connection.
5. Possible installation of timing devices to all LP connections.
6. Not installing LP column motifs especially close to trees as many ineffectual due to surrounding trees.
7. Continued display in trees to Town Centre and Corn St, Welch way.

8. Continued use of Icicle lights to buildings? covers large areas at reasonable cost.
9. Improve Church Green Display current display is very limited, possible move from light harnesses to lights in trees.
10. Inclusion of Penalty Charges in Contract.
11. Total annual budget for display. Including a contingency fund and a further sum for provision of infrastructure works during the term of the contract. Previous initial tender sums were £25k annual budget however further sums were added to this during the contract for extensions to the initial display. £5k Contingency per annum. £8k for infrastructure works during the time of the contract.
12. Any other suggestions councillors may have regarding the display.

ENVIRONMENTAL IMPACT

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates. Council should consider the environmental impact of the consumption of power used by the display but also the associated environmental impact of the installation un-install annually, production of the display, felling of the Christmas tree, disposal of the lights display at end of life.

FINANCIAL IMPLICATIONS

The final invoice for the contract was for a total of £28,731.25 ex VAT. WTC reduced this sum by the amount agreed by council for penalty clauses and missing products resulting in a payment of £17,181.18 incl. VAT.

The current years budget was £35,000. The budget agreed for 2020/21 is £40,000.

RISK

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability. Companies will be expected to abide by County Surveyors Society Code of Practice.

RECOMMENDATIONS

Member are invited to note the report and consider the detail for tendering the Christmas lights contract as listed 1-12 above in order to direct Officers.

Christmas Lighting Locations

Church Green

- Tree harness first 8 trees up from war memorial 2 light lines and snowflake motifs.
- Christmas Tree + lights socket Market Square car park.
- Buttercross 3 sides light frames.

Langdale Gate

- 2 X 2m Wall Motifs A Plan insurance
- 2 X 2m Wall Motifs to wall of Robert Dyas
- 1 X 3m LP Motif LP 2
- 1 X 3m LP Motif LP 3
- 1 X 12m Cross Street made up from 4 X motifs

Corn Street

- Sue Ryder 3 X sets curtain lights and previous years children's motifs in spaces valuable.
- LP 3 3m motif
- LP4 3m motif
- LP5 3m motif
- LP6 3m motif
- 8 X trees with 10 X each Boas
- LP8 3m motif
- LP9 3m motif
- LP12 3m motif
- LP13 3m motif
- LP14 3m motif
- LP15 3m motif

Welsh Way from Woodford Way end

- LP across road from college 3m motif
- 3 Trees twinkling light lines
- LP outside college 3m motif
- LP across from Library 3m motif
- Across from Library 4 X trees twinkling light lines
- LP outside Library 3m motif
- Outside Nuffield health centre 5 X trees twinkling light lines
- Across from Nuffield health centre 4 X trees twinkling light lines
- Across from Nuffield health centre LP 3m motif
- Outside community mental health unit by Zebra crossing LP 2m motif
- Outside Costa Coffee LP 3m motif
- Outside shops 6 X trees twinkling light lines.
- Outside Entertainer LP 3m motif.
- Outside Congregational Church LP 3m motif

Lower High Street below Welsh Way

- LP 35 3m motif
- LP39 3m motif
- 3 X trees 10 X each Boas
- LP41 3m motif

- LP45 3m motif
- LP46 3m motif

Witan Way

- LP1 2m motif should be 3m
- LP2 2m motif should be 3m

High Street from Welsh Way to Cross Keys

- Nat West Bank 2m motif
- Mint Velvet icicle lights
- Royal Oak 2m motif
- Jack Wills, Jigsaw, Carphone Warehouse, Grape Tree, White Stuff, Pound land, Sixteen, Opticians, Oxfam, Clarke and Boots icicle lights
- COOP 2m motif
- Pound land 2m motif
- Terrace Let 2m motif
- Denton 2m motif
- COOP, Timpsons, Boots Opt, Terrace Lett, and Denton icicle lights.
- Boots 2m motif
- 12 Trees 10 X each Boas
- Waterstones 2m Motif
- LP26 3m motif
- LP27 3m motif
- LP28 3m motif
- LP29 3m motif

Market Square

- Shoe Zone, Nationwide, Wellworths and M&Co icicle lights. Shoe Zone have yet to be installed this year.
- Tree Outside entrance to Woolgate 10 x Boas.
- 5 X trees Market Square 10 x each Boas
- Waterstones & D C Lea icicle lights 3 sides 30m
- Corn Exchange curtain lights to front facade.
- Smarts 14m icicle lights to lower level.
- Corn Exchange Lakeland passage way ceiling of lights.
- Town Hall curtain lighting to 3 sides of council chamber.
- Town Hall current child's motif that year middle window council chamber High Street side.
- Town Hall star motif to Buttercross end council chamber.
- Tree alongside Undercroft wrapped with twinkling lights.
- COOP Lounge 3 X previous years children's motifs.
- Sue Ryder 2 X sets curtain lights.

Hanging christmas trees

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Developed in addition to our unique and popular Solar Powered Christmas Trees for lamp posts.



Benefits

- Fits any sturdy hanging basket bracket
- Advanced solar panels
- Completely self-sufficient – no wiring or electricity bills
- In-built timer
- All component parts made from recyclable materials
- Saves time and money
- Charges even in ambient winter conditions
- Available on a rental-only basis, our costs include delivery, installation, a full seven-day back-up service and removal at the end of the season

Hanging Christmas Trees



Specification:
• 850mm x 440mm
• Weight: 9.5kg

REF: PXH1/Hanging

Please Note: All measurements are approximate



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lamp post christmas trees

enjoy a totally green christmas!

Everyone loves seasonal illuminations, they provide pleasure and cheer up any location. The Plantscape® solar powered Christmas Tree with lights offers just that, but with none of the hassle.

Our completely self sufficient trees all come with their own battery pack which charges throughout the day and illuminates your streets at night. Available on a rental only basis, our costs include delivery, placement, a full back up service available 7 days a week and removal at the end of the season.

Weighing no more than your summer floral displays they fit onto our standard Holestar Bracket, which means that no drilling of Lamp-Post or buildings is necessary, and because the lights are solar powered it means not only no increase in your electrical bills, but also no wiring or electrical certification is needed!

Benefits

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- All component parts made from re-cycled materials
- Fit onto our standard Holestar brackets – no drilling required!
- Weight is the same as standard hanging basket
- Available for hire only – costs include delivery, placement, a full back up service available 7 days a week and removal
- No cutting down Christmas Trees

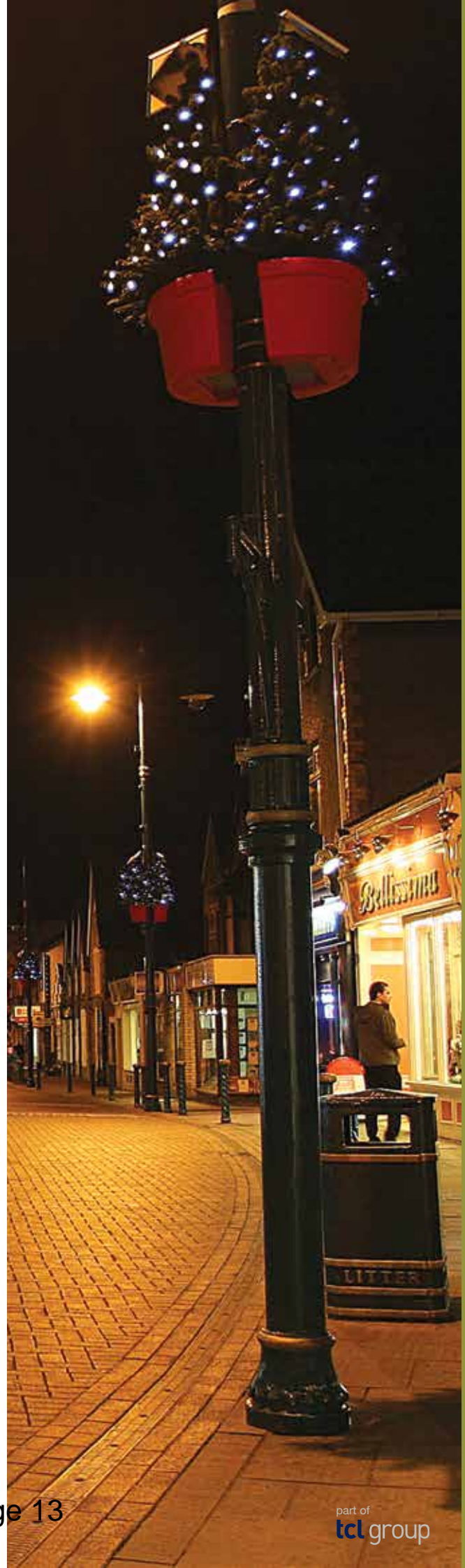
Lamp Post Christmas Trees



Specification:
• 1400mm x 650mm x 320mm
• Weight: 13kg per half unit

REF: PXT1

Please Note: All measurements are approximate



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Christmas –Sub Committee

Date: 27th February 2020

Title: Advent Fayre

Contact Officer: Project Officer – Tracy Minns

Background

The purpose of this report is to update and inform Councillors on the annual Advent Fayre hosted by WTC for the children and families in Witney.

The Advent Fayre was held in the Corn Exchange on Sunday 1st December 2019 from 11am through to 3pm.

Activities are mainly craft based enabling children to make a variety of things to take home. In addition to this last year we introduced a few new ideas to keep the event fresh. These consisted of face painting, photo booth and a free to ride fairground rides which all proved to be popular.

Having declared a Climate Emergency in June 2019, at least fifty percent of the activities were based on sustainable materials and this was well received.

The Advent Fayre is traditionally a Councillor led activity however last year with the exception of two Councillors and one of their spouses there was no other attendance or help. The Advent Fayre was totally reliant on the goodwill of the Air Cadets.

Finding a Father Christmas for the Advent Fayre 2019 was difficult despite appealing to voluntary groups. A solution was found last minute with the kind donation of a borrowed costume from a previous Mayor and the loan of the current deputy Mayors husband and although he did a great job this arrangement is not an ideal way to provide this important role.

The Fayre is aimed at children between the ages of 3 and 12 and local primary schools are included in the Christmas competition to design a poster for the Advent Fayre which is then used to promote the event via social media, around the town on notice boards and on WTC vehicles.

The Advent Fayre can only take place with the help of volunteers as this is not an Officers function. The Project Officer organises the event and is the only Officer who attends therefore we are reliant on the goodwill of the Air Cadets and Councillors to help run the various activities.

Financial Implications

The budget is set at £2,000 for this year and does restrict the addition of extra attractions or activities such as a professional Father Christmas.

There is the additional cost of the hire of the Corn exchange, plus the additional hours for the caretaking duties.

Recommendation

Members of the Sub-Committee are invited to note this report and consider the future of the Advent Fayre for 2020 and beyond, and in particular the following, which proved to be an issue in 2019 if Members are keen for its continuation:

- 1) A commitment from Councillors to participate
- 2) A Father Christmas (if required) will need to be found either a volunteer or hired in – including the costume.
- 3) Ideas for crafts or attractions not already included.
- 4) If Members decide to not continue with the Advent Fayre they may wish to consider an alternative event in its place.