

## **STRONGER COMMUNITIES COMMITTEE**

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**Date:** Monday, 19 July 2021

**Title:** Christmas Lights Display Tender

**Contact Officer:** Operations & Estates Advisor - John Hickman

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### **Background**

Councillors awarded the 2021/2022 Christmas lights contract to Lighting Illumination Technology Experience Limited (LITE). Councillors also requested that the Operations and Estates Advisor ask LITE to provide a cost to alter the suggested lighting on Church Green from Column Mounts on 4 x Lamp Posts to lighting between the trees to St Mary's Church.

### **Current Situation**

The Operations and Estates Advisor when viewing the tender documents at a later date noted that the tendering company had tendered for existing bespoke frame mounts on the Buttercross that Witney Town Council do not own or hold.

At the first site meeting with LITE the Operations and Estates Advisor requested that LITE provide a costing to the current tender to change the Lamp Post Mounts on Church Green to be changed to lighting between the trees from the war memorial up to St Marys Church between the trees. Lite suggested this could be maxi LED festoon lighting - a mockup picture of the suggested lighting is provided for Councillors consideration. There would be an additional cost to council if this alteration to the tender were agreed.

The Operations and Estates Advisor also asked that LITE provide a costing to provide a suitable display for the 3 sides of the Buttercross for council consideration. A mock-up of the suggested Buttercross display is provided for Councillors' consideration. There would be an additional cost to council if this alteration to the tender were agreed.

Should Council decide not to accept this display and cost, it would be possible to place 3 of the children's lights that would normally go above the COMO Lounge and Sue Ryder onto the Buttercross as last year however this would reduce the display on those two locations.

Contractors are expected to start testing, repairs and installation of any additional timer devices to the power connections in the next month.

The two 21ft Christmas Trees have been ordered with the same supplier as last year, given the quality of the trees provided last year.

Councillors' are requested to confirm the timing of the Christmas Lighting, the tender currently says the lighting should operate at the following times 06:00 – 09:00 and 15:30 – 23:00.

Christmas Lights switch on in previous years has been on the last Friday of November at 18:00, however no switch on event was held last year and the lights were simply switched on by the Mayor at 16:00 in order to avoid crowds. In order that the Christmas Lights & trees installation and timings can be programmed in correctly, is it Council's/Rotary's intention to hold the switch on event again this year on Friday 26<sup>th</sup> November with switch on at 18:00?

### **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. The fitting and use of timing devices and LED lights will reduce the council's electrical consumption in regards to these illuminations.

### **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. There are no current risks associated with this.

### **Financial implications**

Associated costs for original display and display with additional items provided on a separate sheet.

### **Recommendations**

Member are invited to note the report and consider the following:

1. The alterations to the suggested display on Church Green.
2. The alterations to the display on the Buttercross.
3. Timings that the Christmas Lights are Operational.
4. Confirmation of Christmas Lights Switch on Date and Time.