

**25 March 2015**

**Community Committee**

**Festive Lights 2015**

**Report of:** *Ashley Culverwell, Head of Borough Health, Safety and Localism*

**Wards Affected:** *All Brentwood Borough Wards*

**This report is:** *Public report*

## **1. Executive Summary**

- 1.1.** A report was presented to Community Committee on 21 October 2014 (min ref 197) which set out the current festive light provision across Brentwood Borough and to look at ways in which the festive lights and activities could be enhanced in and around the Town Centre and in Shenfield. It is proposed to put out to tender the lighting contract to test the current lights, purchase any new replacement lights required, install and, dismantle them in accordance with the current specification as attached in Appendix A.

## **2. Recommendation**

**That Members agree to:**

**2.1 Officers putting out to tender the Lighting contract to purchase any new replacement lights, test, install and dismantle them as indicated in the specification set out in Appendix A.**

**2.2 Delegate authority to the Head of Borough Health, Safety and Localism in consultation with the Chair of Community Committee to appoint the successful bidder.**

## **3. Introduction and Background**

- 3.1.** A previous report to Community Committee on 21 October 2014 (min. ref. 197) set out the current lighting provision across the Brentwood Borough and to considered ways in which the festive lights and activities could be enhanced in and around the Town Centre and in Shenfield.

- 3.2.** The existing lights budget is for the provision of lights/trees in Brentwood Town Centre and Shenfield only as these are the main shopping towns in the Borough of Brentwood and will attract the majority of visitors and residents. Festive activities in the Parished areas of the Borough, can be additionally supported by Members if they wish through the Council's funded ward budget allocation.
- 3.3.** Additional lights were purchased in 2014 to enhance the area around Shenfield and also the Brentwood Station area.
- 3.4.** The rope lights that are currently in place in Kings Road and St Thomas' Road will be replaced with the same branch lights installed in Shenfield in 2014 as set out in Appendix A specification to provide more attractive lighting in these two areas.
- 3.5.** In addition the Council currently supplies and delivers small Christmas trees to Ingatestone Parish Council which are then erected by their own contractor along Ingatestone High Street. In 2014 the cost for the supply of 43 trees was £409.79

#### **4. Issue, Options and Analysis of Options**

- 4.1** The current budgets for festive lights and trees is £28,000. This includes the current contract to check the lights, erect the lights and dismantle them, and to replace any faulty lights. It also includes the supply and delivery of the large and small Christmas trees; the unmetered supply for the lights during the festive period; ancillary replacement of lights where necessary; stress testing of lamp columns and relevant permissions and licences.
- 4.2** It is proposed to put out to tender the lighting contract for a three year period which will include the checking of existing lights, the installation and dismantling of the lights to both lamp columns and the trees to enable efficiencies and savings through a competitive tendering process.

#### **5 Reasons for Recommendation**

The Council has an established working group which includes Members, local traders, voluntary and community organisations as part of the planning of the Lighting Up Brentwood and Shenfield events which together with residents comments at the events provides valuable feedback to officers for the planning and delivery of future events. It is also an opportunity to deliver

value for money for the Council and to support local traders and businesses in the run up to Christmas.

## **6 References to Council Priorities**

The festive lights support the Council's Prosperous Borough and Localism priorities.

## **7 Implications**

### **Financial Implications:**

**Name & Title: Phoebe Barnes, Finance Officer**

**Tel & Email : 01277 312839 phoebe.barnes@brentwood.gov.uk**

The financial implications are set out in Appendix D and are allocated from existing budgets.

### **Legal Implications**

**Name & Title: Christopher Potter, Monitoring Officer and Head of Support Services**

**Tel & Email: 01277 312860 christopher.potter@brentwood.gov.uk**

All relevant permissions and licenses are applied for in relation to the festive lights.

## **8 Appendices**

Appendix A –Map of lighting

Appendix B – Specification for lighting contractor and schedule of works to be completed

Appendix C – Proposed festive lighting contract

Appendix D – Festive lights associated costs

### **Report Author Contact Details:**

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