

**ASHFIELD DISTRICT COUNCIL**



Council Offices,  
Urban Road,  
Kirkby in Ashfield  
Nottingham  
NG17 8DA

## **Agenda**

### **Outward Focus Select Committee**

Date: **Thursday, 13th July, 2023**

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Time: **6.30 pm**

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Venue: **Committee Room, Council Offices, Urban Road,  
Kirkby-in-Ashfield**

For any further information please contact:

**Lynn Cain**

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01623 457317

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# Outward Focus Select Committee

## Membership

**Chairman:** Councillor Dave Shaw  
**Vice-Chairman:** Councillor Sarah Lewsey

**Councillors:**  
Jamie Bell  
Paul Grafton  
Lee Waters

Will Bostock  
Gordon Mann

## FILMING/AUDIO RECORDING NOTICE

This meeting may be subject to filming or audio recording. If you have any queries regarding this, please contact Members' Services on 01623 457317.

## SUMMONS

You are hereby requested to attend a meeting of the Outward Focus Select Committee to be held at the time/place and on the date mentioned above for the purpose of transacting the business set out below.



**Theresa Hodgkinson**  
**Chief Executive**

## **AGENDA**

**Page**

1. To receive apologies for absence, if any.
2. **Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests.**
3. To receive the minutes of the meeting of the Panel held on 9 February 2023. 5 - 8
4. Christmas Lights. 9 - 14

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## SCRUTINY PANEL A

Meeting held in the Committee Room, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Thursday, 9th February, 2023 at 7.00 pm

**Present:** Councillor Dave Shaw in the Chair;

Councillors Dale Grounds, Trevor Locke,  
Warren Nuttall, David Walters and  
Caroline Wilkinson (Vice-Chair).

**Apologies for Absence:** Councillors Lauren Mitchell.

**Officers Present:** Lynn Cain, Mike Joy and Shane Wright.

**In Attendance:**

### **SA.8 Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests**

No declarations of interest were made.

### **SA.9 Minutes**

RESOLVED

that the minutes of the meeting of the Panel held on 6 October 2022, be received and approved as a correct record.

In accordance with Minute No. SA.6, the Scrutiny Research Officer advised Members that no further updates had been received to date in respect of the publication of the Gambling Reform White Paper by Government.

### **SA.10 Scrutiny Review: Waste and Recycling**

The Scrutiny Research Officer presented the report and reminded Members that this was the last meeting of the Panel before the District Council Elections in May 2023. With the Waste and Recycling review topic still being in its infancy and work still needing to be done to compile a stronger evidence base, it was suggested that any final recommendations to Cabinet at this point in time would be premature.

At the introductory meeting, the Panel acknowledged the wide scope of the topic and to date Members had considered issues around:

- household waste
- recycling
- waste collection and legislation
- the Council's Waste Strategy and policies
- the Council's Corporate Plan priorities for waste and recycling
- the Spring Clean, Bulky Waste and Bag It campaigns.

At the last meeting the Panel had considered the importance of the Council offering quality volunteering opportunities within Ashfield which often overlapped with the Council's efforts for tackling waste and recycling related issues. Members had also requested further information in respect of the current Garden Waste Scheme and reasons as to why the Council's Waste Strategy had not been updated since 2013.

Members discussed the former Council Neighbourhood Charter and its potential for being invigorated and used as a communication tool for raising waste and recycling awareness in addition to setting standards for the service.

The supporting information was presented as follows:

#### Garden Waste Scheme

The scheme being offered by the Council was currently at capacity and had been a success with maximum take up by residents. Collections had been down in 2022 due to high weather temperatures and a lack of garden growth but the scheme was generally well used and at £28 cost per annum, it was competitively priced in comparison with neighbouring authorities.

#### Volunteering Opportunities

From April 2022 to January 2023 66 volunteering enquiries had been received with 114 being received within the same time frame the year before. The level of enquiries made was encouraging and the Council currently had 19 volunteers registered.

In respect of expanding volunteering opportunities within the Council, any volunteer programme was required to have a comprehensive support system working alongside it and with capacity and resources being limited within the Community Engagement Team, officers were more likely to signpost any potential volunteers to voluntary and community organisations that could offer more consistent support and supervision.

#### Waste Strategy

Officers continued to be aware that the Council's Waste Strategy was out of date but were awaiting long delayed key documents and policies from the Government (such as the Environment Bill 2021), before any refresh work could be undertaken.

#### Guidance for Disposal of Waste Types

The Council does not currently provide this information on its website but instead, relies upon Nottinghamshire County Council to provide the information through a variety of its media platforms.

Following the update, Members discussed the review and considered amongst other things:

- a 'voucher for returns' system operated in Germany which enabled users to return bottles/cans via an automated machine. The procedure not only crushed and recycled the bottle/cans but also dispensed a credit note voucher for the user to redeem when purchasing further beverages

- the importance of the draft Waste Strategy being submitted to the Scrutiny Panel at an early stage to enable Members to work with officers and contribute towards the document refresh exercise
- new and upcoming technology in relation to the disposal of food waste and how this might be incorporated into the Council's weekly bin collections in the future
- the volunteers that serve Ashfield and how the Council could possibly expand its numbers whilst being mindful to the provision of adequate health and safety protection and guidance as required
- a suggestion that the Council's volunteering policy and procedures could be a potential topic for a scrutiny review within the next municipal year
- a suggestion that Members could be more proactive in spreading the word regarding volunteering within Ashfield and offering support and advice to any residents that wish to do so.

To conclude the Scrutiny Research Officer summated on the comments and views raised within the meeting and advised that he would speak to the Council's Senior Community Engagement Officer and seek to obtain some further information regarding the Council's plans for supporting a volunteering service going forward and the levels of training and safety support that might be offered as part of the arrangement.

#### RESOLVED

that having considered all the evidence to date but being mindful of the District Council Elections in May 2023 and the potential introduction of new Members to the scrutiny process, evidence and information gathered as part of the Waste and Recycling review be carried forward and incorporated into considerations for the 2023/24 Scrutiny Work Programme.

The meeting closed at 7.37 pm

Chairman.

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<b>Report To:</b>	<b>OUTWARD FOCUS SELECT COMMITTEE</b>
<b>Date:</b>	<b>13 JULY 2023</b>
<b>Heading:</b>	<b>CHRISTMAS LIGHTS</b>
<b>Executive Lead Member:</b>	<b>NOT APPLICABLE</b>
<b>Ward/s:</b>	<b>NOT APPLICABLE</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>NO</b>

### **Purpose of Report**

The purpose of this report is to present the Outward Focus Select Committee with information relating to the Christmas Lights topic added to the Select Committee Work Programme 2023/24 by the Principal Select Committee in June.

### **Recommendation(s)**

The Outward Focus Select Committee is recommended to:

- a. Note the information contained in this report relating to the Council's Christmas Lights provision.
- b. Identify key factors that need to be considered as the Council looks to procure a new Christmas lights contract in the New Year.

### **Reasons for Recommendation(s)**

Christmas Lights was added as a topic to the Select Committee Work Programme 2023/24 by the Principal Select Committee in June 2023. It was then decided that the topic be delegated to the Outward Focus Select Committee for review.

### **Alternative Options Considered**

No alternative options have been considered at this stage of the review process.

## **Detailed Information**

### **BACKGROUND**

At the meeting held in June 2023, the Principal Select Committee approved Christmas Lights as a topic to the Select Committee Work Programme 2023/24.

Members decided to include the item as the Council's current contract for the provision of Christmas lights in the District is due to expire in the New Year.

The topic has been added with the intention that the Outward Focus Select Committee will conduct a review to identify key factors that need to be considered as the Council undertakes a procurement exercise to agree a new contract.

### **FESTIVE LIGHTS CONTRACT**

The Council currently has an agreement with Lighting and Illumination Technology Experience (Lite Ltd) for the supply, installation, removal, and storage of leased festive lighting displays and decorations.

As per the Council's public Contract Register, the contract start date was 16/09/2019 and the contract end date is 30/01/2024. Again, as per the Council's public Contract Register, the total contract value is £250,000.

The award of the contract is evidenced through an Executive Decision Record accessible through the Council's website. The Executive Decision Record includes the following details:

*The Council followed a compliant procurement process to set up a contract for the provision of services in respect of supply, installation, maintenance, removal, and storage of leased festive lighting displays and decorations.*

*The contract covers the provision of festive lighting decorations to be displayed in the three town centres, Hucknall, Kirkby-in-Ashfield, and Sutton-in-Ashfield.*

*The Council is responsible for providing festive lighting decorations across the three town centres and considers this to be important in supporting the local economy, particularly the build up to the Christmas period where the respective Christmas Lights Switch-on ceremony is an important feature in the Council's event calendar.*

*Value of decision: £250,000 (£50k per year, includes three year contract, with an option to extend for a further two years).*

*Each town will have its own unique display which include a large 3D feature (polar bear, giant snowman, and a walk through bauble). Street trees will be lit up and decorations provided on lamp columns, with cross street displays and an 8 metre high artificial tree.*

***Extract from the Executive Decision Record relating to the festive lighting contract.***

Lite Ltd feature lighting projects they have undertaken on their website, and have a page dedicated to the lighting projects implemented in Ashfield. The page includes a gallery of photographs and a

synopsis of the projects in each area of Kirkby-in-Ashfield, Sutton-in-Ashfield, and Hucknall as follows in italics:

### Kirkby-in-Ashfield

*The star of the show in Kirkby was undoubtedly the 5m high polar bear named by some locals as “Charlie”. Stars and snowflakes formed the remainder of the scheme, some as column displays, others being hung in deciduous trees. Even the artificial Cone tree was decorated with snowflakes and stars. A gold and silver colour scheme was selected which provide an elegant and attractive look to the display.*

### Sutton-in-Ashfield

*A bauble theme was created for Sutton which started with a giant three dimensional walkthrough bauble. There were bespoke crossings again featuring baubles installed in the main shopping area, as well as a giant 7m high artificial Christmas tree as a focal point for the main switch-on event. Most passers by would not have been aware that the tree was artificial, as it was produced to a very realistic specification and means that no more trees will need to be chopped down for the foreseeable future for Sutton’s Christmas celebrations.*

### Hucknall

*The highlight in Hucknall was the giant 5m high three dimension snowman who stood proudly in front of the church and at a point where he could be observed from many directions. A blue theme was selected to go with the Snowman. This consisted of lots of hanging snowflakes in deciduous trees as well as lots of street crossings featuring the same. Even the giant artificial Christmas tree was decorated with a mix of 4,000 blue and cool white lights which were greatly appreciated by all.*

### **Area specific summaries for projects in each area from Lite Ltd.**

## **FESTIVE EVENTS**

Alongside the wider Christmas lights provision, the Council arranges Christmas light switch-on events in Kirkby-in-Ashfield, Sutton-in-Ashfield, and Hucknall. As per a news article shared by the Council in October 2022, Christmas Lights events were organised in Sutton, Kirkby, and Hucknall in November 2022. All three events featured funfair rides, an entertainment stage featuring performances from local talent, free face painting, and Santa and his sleigh. The three events also featured Christmas markets with food and drink, as well as local businesses and residents selling gifts and crafts.

In 2022, the events took place on the following dates:

- Thursday 17 November 2022 – 4.30pm – 7.30pm, Market Place Car Park, Sutton
- Thursday 24 November 2022 – 4.30 – 7.30pm, Kirkby Plaza & Ellis Street, Kirkby
- Wednesday 30 November 2022 – 4pm – 7.30pm, Hucknall Market Place Car Park and High Street, Hucknall

## **Implications**

### **Corporate Plan:**

The Council is committed to providing a visually attractive destination for residents and visitors during the festive period, in line with wider Corporate Priorities of Economic Growth and Place and Health and Happiness.

### **Legal:**

There are no direct legal implications resulting from the recommendations within this report.

### **Finance:**

There are no direct financial implications resulting from the recommendations within this report.

### **Risk:**

No risks have been identified at this stage of the review process. Any risks identified by the Outward Focus Select Committee will be reported to Cabinet as part of a final report.

### **Human Resources:**

There are no direct human resources implications resulting from the recommendations within this report.

### **Environmental/Sustainability:**

There are no direct environmental/sustainability implications resulting from the recommendations within this report.

### **Equalities:**

There are no direct equalities implications resulting from the recommendations within this report.

### **Other Implications:**

There are no other implications resulting from the recommendations within this report.

### **Reason(s) for Urgency**

None.

### **Reason(s) for Exemption**

None.

### **Background Papers**

None.

## **Report Author and Contact Officer**

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