

<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.

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