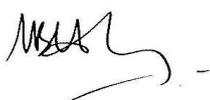




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|--|---|--------------|--------------|
| Report to: | Sutton South, Cheam and Belmont Local Committee | Date: | 2 July 2015 |
| Report title: | Christmas Lighting | | |
| Report from: | Mary Morrissey, Strategic Director, Environment, Housing, and Regeneration | | |
| Ward/Areas affected: | Cheam and Belmont | | |
| Chair of Committee/Lead Member: | Councillor Tony Shields | | |
| Author(s)/Contact Number(s): | Martin Furtauer-Hayes, Town Centre Manager (0208 770 5125) Shane O'Donnell, Programme and Project Office Manager (0208 770 5749) | | |
| Corporate Plan Priorities: | <ul style="list-style-type: none"> An Open Council | | |
| Open/Exempt: | Open | | |
| Signed: |  | Date: | 12 June 2015 |

1. Summary

- 1.1 This report asks for the Sutton South, Cheam and Belmont Local Committee's approval of funds to implement Christmas lights in 2015 at Cheam and Belmont.

2. Recommendations

The Sutton South, Cheam and Belmont Local Committee is asked to:

- 2.1 Approve the funding of Christmas lights for Christmas 2015 to the value of £16,140 (£13,520 plus a contingency of £2,620) funded from the Public Realm for 2015/16 in the following locations (subject to confirmed costs from the contractor):

- The Broadway, High Street, Station Way and Ewell Road, Cheam
- Upper Mulgrave Road, Cheam
- Station Road, Belmont

3. Background

- 3.1 Implementation of Christmas lighting in 2014 resulted in a number of issues and concerns. As a result a more detailed cost analysis for 2015 is provided that includes a contingency budget.
- 3.2 A tender is currently being carried out for the procurement of a single provider for all Christmas lighting schemes throughout the borough.
- 3.3 The procurement is being progressed by the Town and District Centre Manager, who will also support the co-ordination and installation of displays whilst promoting value for money.



Procurement for 2015

- 3.4 The current contract for Christmas lighting displays has expired. In order to prepare a tender for Christmas lighting displays required for the 2015 Christmas season, Local Committees are asked to commit budget and to approve the locations for displays.
- 3.5 Following a paper taken to the Local Committees in 2013 a decision was made that in order to achieve best value for money, Christmas lights should be hired instead of purchased. This was based on there being no suitable Council owned storage facilities. In addition, lighting displays that are left in situ all year are subject to rapid deterioration and would require regular repair, resulting in additional costs. Hiring Christmas lights allows the Committee to benefit from a Christmas lighting scheme with the latest designs and lighting technology.
- 3.6 In order to avoid damage to lamp columns and to ensure safety, only contractors approved by the London Borough of Sutton are permitted to erect displays on London Borough of Sutton lamp columns. Approved contractors undertake all activities in a safe manner through controls on suitably qualified staff, risk assessments and application of recognised standards.
- 3.7 Where lighting displays are requested on private property, such as the Housing Association premises, permission must be sought from the landowner and the lamp columns tested for safety. For cases where displays are requested on Transport for London owned and operated Red Routes, permissions and licenses must be sought from Transport for London.
- 3.8 LBS is tendering for the supply of Christmas Lights on a one year, plus one year, plus one year basis, i.e. a one year contract is placed but it can be extended for two years before the contract terminates. This will save operational resource in future years and achieve continuity for the local area. Financial commitment will be sought on a yearly basis.

4. Issues

- 4.1 Any additional funding for new locations (over and above those stated in this report) will require approval at subsequent committee meeting. Approval of implementation of Christmas lights at new locations cannot be confirmed without a binding offer from the contracted supplier on costs and timescales.
- 4.2 The Town and District Centre Manager's survey of the Local Committee area showed no existing timer, trip switch and bayonet fitting infrastructure are available to support Christmas lighting other than those stated in 2.2.
- 4.3 The Yew Tree Christmas Lights (part of the Station Road, Belmont, next to the War Memorial) cannot be installed unless Hyundai authorise LBS's supplier to use power from the showroom. Further discussion will be undertaken with the support of the Belmont & South Cheam Residents' Association.

5. Options Considered

- 5.1 No Christmas Lights in the Sutton South, Cheam and Belmont Local Committee area.



5.2 Christmas lights at The Broadway, High Street, Station Way and Ewell Road, Upper Mulgrave Road, Cheam & Station Road, Belmont.

6. Impacts and Implications

Financial

6.1 Cost estimates for Christmas lighting schemes for Sutton South, Cheam and Belmont Local Committee area are based upon a similar scheme undertaken last year.

6.2 The breakdown of costs are tabled below:

| Area | Product Hire | Unit Cost | No of units | Total Costs (£) |
|-----------------------|---|-----------|-------------|-----------------|
| Cheam | 2 x natural trees dressed with Pea-Lights (branch wrapped) (1 x Lloyds Bank & 1 x John F Ford Bridle Shop) - The Town Centre Manager confirmed that these 2 existing tree lights are faulty and need replacing. | £960 | 2 | £1,920 |
| | 15 x 3m framed column with design motif 'A La Belle Etoile' (4 x The Broadway, 4 x High Street, 4 x Station Way and 3 x Ewell Road) | £390 | 15 | £5,850 |
| | 9 x 2m framed column with design motif 'A La Belle Etoile' in Upper Mulgrave Road | £340 | 9 | £3,060 |
| Belmont | Testing of 10 x 1m motifs are owned by LBS. | £300 | 1 | £300 |
| Across Committee area | 12 x Testing of existing electrical & mechanical infrastructure within location. (Provisional sum see notes). | £30 | 12 | £360 |
| Across Committee area | Installation and removal of lights | £1,000 | 2 | £2,000 |
| Across Committee area | TFL application fee | £30 | 1 | £30 |
| | Sub Total: | | | £13,520 |
| Across Committee area | 2 x timer switch and sockets (Provisional sum for possible equipment failures see notes). | £350 | 2 | £700 |
| Across Committee area | 2 x tree lights including installation. (Provisional sum for possible equipment failures see notes). | £960 | 2 | £1,920 |
| | TOTAL (including contingency) | | | £16,140 |



- 6.3 A contingency cost of £700 is included for two replacement timer switches and sockets across the Local Committee area.
- 6.4 A contingency of £1,920 is included for replacement of two tree lights across the Local Committee area.
- 6.5 Should there be unforeseen additional costs, Officers will work with contractors to minimise the impact upon the budget and prevent the scheme exceeding the amount of funds allocated. In exceptional circumstances this could result in some lights not being installed.
- 6.6 This cost of £16,140 will be funded from the Public Realm budget in 2015/16.

Legal

- 6.7 LBS procurement policy is to be followed in procuring a borough wide Christmas Lights

7. Appendices and Background Documents

| Appendix Letter | Title |
|-----------------|-------|
| None | |

| Background Documents |
|----------------------|
| None |

| Audit Trail | | |
|----------------------------------|-----------------|---------------------|
| Version | Final | Date: 2 June 2015 |
| Consultation with other officers | | |
| Officer | Comments Sought | Comments checked by |
| Finance | Yes | Tony Cooke |
| Legal | No | |