

# APPENDIX Bi

## Christmas working group

In attendance Cllrs Buxton, Neal, Woodley

Issues outstanding from the Christmas 2018 illuminations.

- Last years display revealed some deficiencies in our infrastructure and power supplies which needed correcting as a matter of urgency now before the Christmas 2019 lights are installed. The power supplies outside Hudson's Cottage and the Mermaid Fish Bar fill with water when it rains and the lights fuse. The lamppost outside Flores house bends under the weight of the strings. Is this still safe to use and acceptable? Power supply outside Crown Walk is not working.
- Damage to the light outsider the Hornblower pub was cause by a Wilco's lorries. Responsibility for compensation has not been resolved as far as I know. Could a bracket be installed to raise the strings by about a foot.
- We may want to consider decorating Mill Street and using our own decals to illuminate Cutts Close either this year or in future.

Since that meeting, the following issues have been resolved by Oakham Town Council:

- Power supplies outside Hudson's Cottage / Mermaid Fish Bar have been replaced.
- The lamp post outside Nelsons has been replaced — the office has contacted Rutland County Council for permission to install a 32AMP plug.
- Structural testing of the street lightening columns has been carried out — awaiting report.
- Invoice has been sent out to Wilko's for reimbursement of damaged lights
- Licence has been applied for the cherry picker for install/removal
- A Traffic Management has been instructed

**ESTIMATE FOR OAKHAM TOWN - SUBJECT TO SURVEY - COLOURED FESTOON LIGHTS - WITH COST REDUCTION OPTIONS**

		DETAILS				Quantity	length	Unit Cost	Purchase	3 yr rental per year	Revised Cost
<b>DECORATIVE LIGHTS</b>											
Coloured Festoon bulbs 1 per metre		30 LEDs - twinkling Red/Green/Blue/Gold	350	1148	25	8750	5836				
20ft Cone tree		Illuminated / Decorated	1	20	4500	4500	3002				
Change of tree lights and baubles year 2		IF NO CHANGE THEN IGNORE					250				
Change of tree lights and baubles year 3		IF NO CHANGE THEN IGNORE					250				
Street Signs		DESIGN TO BE FINALISED - BUDGET PRICE	12		480	5760	3842				
Fixings			24		15	360	240				
Drapes OR - ICICLE LIGHTS - 6 strings		S/D ICE White 10% Twinkling	6	250	10	2500	1668				
Blanking Cables		ONLY IF REQUIRED	12	10m	9.5	114	76				
<b>SUB-TOTAL - CHRISTMAS DECORATIONS</b>						<b>21984</b>	<b>15163</b>				
<b>INFRASTRUCTURE COSTS</b>											
<b>OUTSOURCED SPECIALIST SERVICES</b>		<b>ALL AT COST - TO BE CONFIRMED</b>									
ALLOWANCE FOR INSTALLATION OF OTC DECALS - 2 ONLY		INSTALL AND DE-RIG				100	100				
ALLOWANCE FOR CHECKING / REPLACING EYEBOLTS		LABOUR./ MATS/ ACCESS EQUIPMENT			2365	2365	2365				
Straining Wire for High Street		5mm - 7 x19 strands - Stainless Steel	350	350	1.2	420	280				
Connectors for High Street Wiring		5mm Wire grips	60		1.04	62.4	42				
Fixings for Market Street			14		1.04	15	10				
ALLOWANCE FOR ACCESS EQUIPMENT		OUTSOURCED AT COST 1-2 DAYS X 2	2		400	800	800				
<b>SUB-TOTAL - ALLOWANCES FOR INFRASTRUCTURE</b>							<b>3596</b>				
<b>TOTAL - EXCL VAT - WITHOUT COST REDUCTIONS</b>						<b>25746</b>	<b>18760</b>			<b>18760</b>	
<b>OPTIONS TO SAVE</b>											
Market Place/ Square		Change from Icicle to C9 lights	76.2		8	595	397			<b>18363</b>	
High Street		Reduce C9 lights by 10%					584			<b>17779</b>	
Market Place		Reduce C9 lights by 10%					108			<b>17671</b>	
Adjustment as agreed							31			<b>17640</b>	
High Street		Reduce Street signs from 12 to 10	2		480	960	640			<b>17000</b>	
<b>FINAL COST (EXCL VAT) INCLUDING COST REDUCTION OPTIONS</b>										<b>17000</b>	

**N.B. ALL COSTS QUOTED ARE EXCLUSIVE OF VAT**



OAKHAM TOWN COUNCIL - CHRISTMAS LIGHTS 2018

	2018						2019	
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Finalise Specification	TCD/OTC							
Confirm contract etc	TCD/OTC							
Order Lights (3 mnth lead time)	TCD							
Finalise Site survey	TCD/OTC							
Liaise with 3rd Pty contractors	TCD/OTC							
Prepare sand Confirm RAMS/ MS	TCD/OTC							
Order Cone Tree	TCD							
Order other UK based Components	TCD							
Receive and check all goods	TCD							
Briefing for assembly	TCD							
Fit support wires	TCD							
Lights installation	TCD							
Switch on'	TCD/OTC							
Monitor progress	TCD							
Take down Lights	TCD							
Carry out client review.	TCD/OTC							
Confirm changes for 2019	TCD/OTC							

OAKHAM TOWN COUNCIL

CHRISTMAS LIGHTS 2019

The following items are included in the current 3 year rental contract

- Provision of Risk Assessment and Method Statement for work to be carried out •  
Third party specialist safety checks on all agreed anchor bolts and replacement as necessary
- Installation of catenary wires across High Street/ Market Place for festoon lights
- Installation of festoon lights — 23 strings
- Installation of 12 street lights to lamp posts
- Installation of metal cone tree and lights
- Installation of OTC light units at either end of town
- Hire of cherry picker (MEWP) for above
- Take down of all above decorations, storage and maintenance

What is not included

- Stress testing lamp posts (N.B. lamp post outside Flores)
- Test and repair/ renewal of the power sockets required (at least three are non functioning)
- Application for licence from RCC for use of Cherry Pickers on the Highway — both for installation and take down.
- Traffic management costs

PA/July 2019

## OAKHAM TOWN COUNCIL

### CHRISTMAS LIGHTS 2018

### INTERIM CONDITION REPORT

#### REPORT OBJECTIVES

To provide an outline review of the Installation and De-Rig of Christmas lights for Oakham Town Centre and any issues arising.

#### TIMING

Installation took place between 25th and 27th November 2018.

De-Rig of street lights took place on 12th and 13th January 2019. The Tree was separately dismantled on 8<sup>th</sup> January.

Risk Assessment and Method Statements were circulated and approved in advance of both operations.

Mejor Incidents: None

#### INFRASTRUCTURE CHECKS AND ACTION TAKEN PRIOR TO INSTALLATION OF LIGHTS

##### Anchor Bolt Testing

A third party specialist contractor was engaged by The Christmas Decorators to check all anchor bolts in High Street / Market Place which would be used to suspend steel cable and lights and replace if necessary. Two anchor bolts were found to be loose and tightened. Three anchor bolts failed and were replaced.

The Certificate for Test and Examination is attached. It is proposed that the same procedure is carried out by the same company in advance of next installation.

ACTION: Approval by OTC

Confirmation and implementation by TCD

##### Electrical Testing

OTC arranged for their electrician to check all light sockets and rectify as necessary. OTC will have the relevant documentation. One street lamp outside Crown Hotel in High Street was non functioning and the power socket inoperative. We were able to arræ-lge a temporary work

Christmas<sup>THE</sup>

Decorators



around by taking power across the High Street but corrective action needs to take place before next Christmas. - ACTION OTC

Two lamp post based power sockets failed resulting in no power to the street lights (outside Hudsons Cottage and Mermaid Fish Bar) The power sockets were found to be full of water, and require replacement.

It is recommended that ALL power sockets are re-inspected during the summer and replaced as necessary — ACTION: OTC

## SUMMARY OF ACTIVITY AND OUTCOMES

### Traffic Management

Although TCD had secured quotations for independent traffic management services it was deemed unnecessary for the installation process. Unfortunately, the co-incidence of work to the rail network and subsequent road closure for white lining the nearby roads caused considerable congestion on the Sunday 25th November. Consequently we made much slower progress than planned on the Sunday, resulting in additional man hours for the project. It also posed unplanned H&S risks which were discussed and addressed by OTC, RCC and TCD. Consequently it was decided to use third party traffic management company to assist the operation of the De-Rig. The firm which carried out the work — Oneway TM - provided vehicles, signage and manpower and performed their duties excellently.

It is proposed that the same company provide traffic management services for both installation and de-rig next Christmas 2019

ACTION: Approval by OTC

Confirmation and implementation by TCD

### Steel Cabling across the Main High Street and Market Place.

This was an 8mm multi strand steel cable connected by turnbuckle and carabiners to the respective anchor bolts. These worked perfectly adequately and will be repeated for 2019.

The coloured festoon bulbs worked to plan and remained intact except across three strings (two running across the street from lamp post outside Admiral Hornblower public house and one running across the street from the lamp post outside Flores House). Damage was caused by high sided vehicles bearing the Wilko name. These are exceptionally higher than other road traffic and they consistently knocked against the lights as witnessed by members of the

team. We approached one driver and asked him to relay this to Wilko offices on High Street. The

Town Clerk also visited these offices to report the issue and was advised by the manager that iyers were not permitted to use the High Street. Nevertheless, around a dozen of the festoon hts have been damaged and will require replacement. (Precise numbers to be confirmed ze the damage report has been completed).

#### DPOSED ACTION:

- TCD prepare a Damage Report, and cost for replacement Lights. This cost is not covered by TCD as it took place outside our control, and falls within the OTC liability.
- OTC review the report
- Forward costs to Wilko offices?
- Consider raising the anchor bolt heights for these two locations.

#### Street Lamp post Decals

These all worked satisfactorily except in the two locations above where the power supply failed.

#### Christmas Tree

This worked as planned. There was an incident around Christmas when someone attempted to climb the tree. Several baubles and garland were dislodged and the illuminated star on the top of the tree was distorted and damaged and will need to be replaced.

Of greater concern is that the individual concerned was attempting to remove an installation powered by cable at 240v which could have caused severe injury or fatality if the cable had been damaged. Consideration needs to be given how to prevent a re-occurrence.

ACTION: OTC and TCD

Lights in Market Place appeared to work well and the additional power points avoided in any disruption to the local market traders.

#### SUMMARY

Overall the process of installation and de-rig went smoothly and to plan. We are not aware of any deficiencies or complaints against the installations and are indebted to the members of Oakham Town Council and RCC who helped facilitate the process.

As well as consideration of the action points above it should be noted that there were some blank points along the High Street which could have accommodated additional festoon lights and street lamp post decals. This is dependent upon OTC arranging for permissions for suitable anchor points and power supply. TCD could arrange installation.

Christmas<sup>THE</sup>  
Decorators

A meeting to discuss all these points would be welcomed.



# RENTAL AGREEMENT FOR THE SUPPLY AND INSTALLATION OF CHRISTMAS LIGHTS FOR OAKHAM TOWN.

This rental agreement is between Oakham Town Council, Victoria Hall, 39 High Street, Oakham, Rutland, LE15 6AH (The Council) and First Product Ltd T/A The Christmas Decorators, 147 St Mary's Road, Market Harborough, LE16 7DT, Leicestershire (The Contractor).

The purpose of the agreement is to confirm the terms under which The Christmas Decorators will supply, install and take down Christmas Decorations in Oakham town centre for Christmas periods 2018, 2019, 2020. The installations remain the property of The Contractor throughout.

This document should be read in conjunction with the Terms & Conditions of Trading for The Christmas Decorators, a copy of which is appended as Schedule 1.

## 1.0 GENERAL DESCRIPTION OF SERVICES TO BE PROVIDED BY THE CONTRACTOR

- 1.1 Out of season storage of all Christmas lighting displays in secure, fully enclosed and insured premises to include delivery to and from site. This to exclude any materials owned by the Council-
- 1.2 Annual PAT Testing of all Christmas Lighting Displays owned by the Contractor after year 1 as deemed appropriate by the contractor.
- 1.3 Annual Anchor Testing of all anchor bolts (est- 55) This activity is to be carried out by a third party specialist contractor and recharged to the Council.
- 1.4 Annual inspection and testing of electrical infrastructure to be carried out as necessary by a third party specialist contractor and recharged to the Council.
- 1.5 Erection of all lighting displays in specified locations on a date to be notified to the Council.
- 1.6 Annual attendance at Christmas Lights "Switch On" event on a date to be specified by the Council and agreed by both parties
- 1.7 Supply, erection, decoration and removal of an artificial cone Christmas Tree in 2018, 2019 and 2020.
- 1.8 Removal of all lighting displays on a date to be notified by the Council and agreed by both parties

- 1.9 All installations, testing and dismantling of the displays and associated infrastructure is to be determined by the Contractor and carried out by appropriately approved personnel and, where applicable, to industry specified standards. All specialist infrastructure work to be outsourced and recharged to the Council.
- 2.0 LENGTH OF AGREEMENT
- 2.1 The Rental Agreement is for the three year period, 2018, 2019 and 2020
3. PRICE OF RENTAL
- 3.1 2018 — Lights rental and infrastructure costs total £ 8,760.00  
2019 — Lights rental and infrastructure costs total £ 8,760.00  
2020 — Lights rental and infrastructure costs total £ 8,760.00  
N.B. All above prices are subject to VAT at the standard rate
- 3.2 Should additional lighting be purchased or rented the above prices may be altered by agreement between the two parties
- 3.3 50% of the total annual rental price (plus VAT) is payable on confirmation to proceed. The balance including any agreed additions will be paid once the "Switch On" event has been completed subject to any early payment scheme agreed.
- 3.4 DOCUMENTATION TO BE SUPPLIED BY THE CONTRACTOR AND 1 OR SUB-CONTRACTORS
- 4.1 Risk Assessment and Method Statement (RAMS) for the Installation and dismantling of the displays to be provided by the Contractor and signed off by the Council's 'Competent Person' prior to installation. If individual specialist contractor's work requires RAMS it will be provided by them prior to work being carried out.
- 4.2 Copies of Employers' Public Liability Insurance and Employers' Liability Insurance to be provided by the Contractor to the Council. All specialist contractors to be required to have their own Employee and Public Liability Insurance up to a value of not less than 2 Million Pounds. A copy of each to be lodged with the Council prior to any work being carried out.
- 4.3 Copies of appropriate certification for all employees and 1 or sub-contractors carrying out the work, if requested.
- 4.4 Annual PAT Testing Report for all lighting displays after year 1 if deemed appropriate by the Contractor
- 4.5 Annual Anchor Test Report for all points tested by the Contractor or its specialist subcontractor

4.6 Annual Report of all electrical infrastructure points tested (est- 20) by the Contractor or its specialist sub-contractor

4.7 A 24hr emergency call out number

## 5. FAULT REPORTING

5.1 The Contractor or personnel acting on behalf of the Council are expected to report any faults with any of the items tested under Clause 1 to the Council's representative, Ms Allison Greaves, Clerk to the Council.

5.2 Repairs and/or replacement are not to take place without their prior authorisation which will not be unreasonably withheld-

## 6. CALL OUTS

6.1 The Contractor may be called out by the Council's representative to remedy any issues with the installation of the displays- Where this is agreed to be the responsibility of the Contractor these will be carried out at no charge-

6.2 Where an issue is not deemed to be the responsibility of the Contractor the Council undertakes to pay the agreed costs associated with remedying the problem. See Schedule 2 for scale charges.

6.3 Where an incident occurs and it is identified as a Public Safety concern the Contractor should attend the site as a matter of urgency to make safe the displays. This to be at a rate agreed with the Council's representatives prior to attending- See Schedule 2

## 7. INSTALLATION

7.1 Where an installation has not been completed to agreed standards the Contractor is to remedy the issue at no cost to the Council-

7.2 'Agreed Standards' to be specified by the Council and agreed in advance of installation

7.3 The Council to remain responsible for all its own equipment and materials.

## a. MONITORING

8.1 The Council will make regular checks to ensure that all duties are carried out.

## 9. NON - PERFORMANCE OF DUTIES

9.1 The Council reserves the right to withhold or reduce payment if any of the duties detailed in Clause 1 above are not carried out to its satisfaction, subject to contract and specification.

10. TERMINATION OF AGREEMENT

10.1 This agreement shall continue and be binding on both parties unless either party terminates it by serving written notice of at least six months duration on the other. Early termination of the rental agreement will incur cancellation fees of 50% of the outstanding contract rental balance.

11. GENERAL

11.1 It is expected that both parties will act reasonably in all matters relating to the Contract.

Signed on behalf of Oakham Town Council



- Signature

Ms Allison Greaves.....-.-..... Print Name

Clerk to the Council..... Position

9-8-18..... Date

Signed on behalf of The Christmas Decorators



Mr Phillip Angell.....

Signature

Print Name

Director..... - Position

9-8-18..... Date