

## **Festive lights – review of provision and funding**

### **SUMMARY**

- 1.1 The Council currently provides a range of festive lights across the city throughout the year, to mark a number of occasions.
- 1.2 The cost of providing the lighting for these occasions is budgeted for each year at £114,000. In the 2014/15 to 2016/17 budget setting process consideration was given to stopping the provision of festive lights. In addition a reserve has been available over the past few years to enable replacement lighting displays to be purchased. In 2013/14 £37,000 was spent on replacement displays, but this was the last of the reserve funding.
- 1.3 The current budget proposals have delayed the budget saving for the festive lights until 2016/17. However it is still proposed that the Council seek to work with partners across the city to collectively look at how we can reduce the overall costs associated with festive lighting, as well as looking at how we might be able to encourage external contributions from across the city in an effort to reduce the dependence on the Councils budget for this discretionary service.
- 1.4 This report provides an update on the current situation.

### **RECOMMENDATION**

- 2.1 To note the content of the report and the proposed actions over the coming year.

### **REASONS FOR RECOMMENDATION**

- 3.1 To provide Members with information on the provision of festive lights and the proposal to work more closely with partners to reduce costs and to seek external contributions towards to the cost of such lighting.

### **SUPPORTING INFORMATION**

- 4.1 Across the city the Council provides festive lighting for a range of occasions throughout the year; Vaisakhi, Eid, Diwali and Christmas.

- 4.2 The lighting for Vaisakhi, Eid and Diwali is predominantly within the Normanton area, through the district centre. These lights are left in position for most of the year and illuminated at the appropriate times for the festivals. They are taken down once a year for maintenance checks and repairs to lights are carried out in preparation for the illumination of the lights.
- 4.3 The Christmas lights are displayed in the city centre area and Normanton. As well as lighting the Councils own buildings, we also put lights in the market place, the main thoroughfares and shopping streets. The Council also work in partnership with the two Business Improvement Districts (BID) in the city centre, which, over the last few years, have each paid for replacement lighting and additional lighting within their specific areas to enhance the displays.
- 4.4 The Council's annual budget for festive lighting, of £114,000 per year, includes the costs associated with the installations for the events, and the repair, maintenance and replacement of lights as required. In addition a reserve has been available over the past few years to enable replacement lighting displays to be purchased. In 2013/14 £37,000 was spent on replacement displays, but this was the last of the reserve funding.
- 4.5 Over the period 2010 to 2014 the Cathedral Quarter BID has invested £40,000 and between 2010 and 2014, the St. Peter's Quarter BID has invested over £34,000. This includes some installation and removal costs as well as replacement and new displays.
- 4.6 In the 2014/15 to 2016/17 budget review process the funding for the festive lights was proposed to be removed in 2015/16, with a view that the Council work to identify third party funding/ sponsorship to enable the budget reduction to be achieved, but the festive lights still be delivered across the city. This reduction is not now proposed, but the commitment to work with partners and to reduce the Councils funding in this area of discretionary spend is still a key area of work.
- 4.7 To date there have been a number of discussions with the project managers of the BID companies. The meetings have focussed on establishing a breakdown of costs for the current lighting provision, both in relation to Council funding and contributions from the BID companies. Appendix 2 sets out the costs that have been established to date for the different elements of festive light costs and funding.
- 4.8 The next stage is for us to review street maps showing the location of the displays and gain a more detailed understanding of the displays, the age, cost of maintenance for different types of lights etc. This will then start to inform the development of options looking at how we can consider different ways of providing festive lighting, and whether there are more efficient ways of providing appropriate and exciting displays, but at a lower cost.
- 4.9 It is acknowledged that the festive light displays provide an important contribution to the vibrancy of the city centre and Normanton district centre and the Council is committed to working with partners to develop and deliver a more sustainable strategy for festive lighting in future years.

## OTHER OPTIONS CONSIDERED

- 5.1 For the Council to continue to fund festive lighting at the current budget levels; this is not considered viable in the long term considering the other priorities that the Council has to fund.

This report has been approved by the following officers:

<b>Legal officer</b> <b>Financial officer</b> <b>Human Resources officer</b> <b>Estates/Property officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	   Philip Derbyshire  Greg Jennings
<b>For more information contact:</b> <b>Background papers:</b> <b>List of appendices:</b>	Christine Durrant 01332 642437 <a href="mailto:christine.durrant@derby.gov.uk">christine.durrant@derby.gov.uk</a> None Appendix 1 – Implications

<b>IMPLICATIONS</b>
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**Financial and Value for Money**

- 1.1 The current annual Council budget for festive lights is £114,000. The current Medium Term Financial Plan delays the previously agreed saving until 2016/17.

**Legal**

- 2.1 None arising from this report.

**Personnel**

- 3.1 None arising from this report.

**IT**

- 4.1 None arising from this report.

**Equalities Impact**

- 5.1 None arising from this report.

**Health and Safety**

- 6.1 None arising from this report.

**Environmental Sustainability**

- 7.1 None arising from this report.

**Property and Asset Management**

- 8.1 None arising from this report.

**Risk Management**

- 9.1 None arising from this report.

**Corporate objectives and priorities for change**

- 10.1 The provision of festive lights contributes to;
- Providing a vibrant programme of events, performances and festivals making Derby a great place to live, visit and relocate.
  - Working with our partners to attract more visitors to Derby and increase how much money people spend in the city through targeted research and marketing.

## Festive Decorations Budget Summary

### General information

The council has historically funded festive lights in the city centre and in Normanton. The costs included within this report are based on the actual cost for the provision of festive lights in 2013. All figures exclude the Property Design and Maintenance fees associated with providing this service.

The works involved in providing and maintaining festive lights consists of a number of operations involving qualified NICEIC (The National Inspection Council for Electrical Installation Contracting) electricians who are IPAF (The International Powered Access Federation) qualified to use various forms of access equipment.

The displays are installed and removed using specialist access equipment including cherry pickers and a crane for the erection of the main Christmas trees.

390 Eye bolts are utilised to suspend and support the displays. These are tested annually using a 4 KN load test using specialist company and access equipment.

Light displays are pre-tested before installation. Pre-installation repairs are undertaken and include stripping, cleaning and rebuilding of displays, re-lamping, repairs to light frames replacement wiring and junction boxes.

Installations of the displays are carried out in accordance with County Surveyors Code of Practice for the installation, operation and removal of seasonal decorations 2010.

Their installation will also be undertaken in accordance with the Construction (Design and Management) Regulations 2007 (CDM) which involves the appointment of a CDM Co-ordinator and provision of detailed risk assessment and method statements.

Normanton Lights	£34,189
Christmas Lights located on DCC Buildings/Land	£24,915
Christmas Lights City Centre	£95,946
<b>Total Cost</b>	<b>£155,050</b>
One-off replacement display costs	£36,445
Annual installation and on-going maintenance and repair costs	£118,605

The above total cost of the provision of festive lights has been broken down further in the following tables based on the following headings for the ease of comparison:

- 1) Installation; including preparation of lights, erection and removal
- 2) Repair and maintenance of Christmas lights, including minor replacement of defective fittings, on-going repairs and provision of skips

- 3) Vandalism/ wind damage average cost
- 4) Replacement Displays
- 5) Electricity costs, to run the displays

### **Other Funding for Christmas Lights**

Over the period 2010 to 2014 the Cathedral Quarter BID has invested £40,000 and between 2010 and 2014, the St. Peter's Quarter BID has invested over £34,000. This includes some installation and removal costs as well as replacement and new displays.

### **Dates for Festive Lights Installation**

#### **City Centre Christmas lights**

The city centre lights are installed in September and finished within January/ 1<sup>st</sup> week in February.

The lights are switched-on on the 15<sup>th</sup> November then have to be switched off on January 6<sup>th</sup> in line with the 12 days of the Christian Christmas.

#### **Normanton festive lights**

The Normanton lights installation takes place in April and they are removed in the following February for checking and repairs.

The festivals that this covers are;

- 1) Eid, there are two festivals starting around 14<sup>th</sup> July
- 2) Diwali this starts around 17<sup>th</sup> October
- 3) Vaisakhi this starts around mid-April
- 4) Christmas this starts around 15<sup>th</sup> November

The time scales for the various festivals will alter year on year.

#### **Normanton lights**

Normanton decorations are located along Normanton Road (cross street garland and post feature), Pear Tree Road (cross street garland and Post feature's), Stanhope Street (post feature's).

The lights consist of;

- 1) Cross street garland with coloured caps and lamps.
- 2) Post features are coloured rope light and Led lamps with coloured caps.

- 3) Various trees which have P light sets.

<b>Normanton lights</b>		
1	Installation includes preparation of lights, erection, removal and renewal of garland wrap which decorates the lights.	£16,200
2	Repair and maintenance of lights, including minor replacement of defective fittings, on-going repairs and provision of skips	13,289
3	Vandalism/ wind damage average cost	£1,000
4	Replacement lighting displays	£3,700
5	Electricity costs (included in street lighting costs unmetered)	unknown
<b>Normanton Lights Sub Total</b>		<b>£34,189</b>

### **Christmas Lights break down**

The Christmas Lights figures can be split down between the lights on the council's buildings and other city centre lights

### **Christmas Lights located on DCC Buildings/Land**

Includes the following displays:

- 1) Council house trees and lights to civic entrance
- 2) Assembly rooms (rope light snow flakes, led animated globes, led curtain lights to the front)
- 3) To purchase and erect the Market place Christmas tree and 12 council house trees and install the P lights (the main Christmas tree has led lamps with coloured caps and animated sparkles).
- 4) Central library p lights within trees

<b>Christmas Lights located on DCC Buildings/Land</b>		
1	Installation, Includes preparation of lights, erection, removal, and provision of Christmas trees, CDM Co-ordinator, access equipment and testing of installations.	£13,485
2	Repair and maintenance of Christmas lights, including minor replacement of defective fittings, on-going	£6,330

	repairs and provision of skips	
3	Vandalism/ wind damage average cost	£500
4	Replacement lighting displays/fittings	£4,600
5	Electricity costs (included in building electricity costs)	unknown
	<b>Christmas Lights located on DCC Buildings/Land Total</b>	<b>£24,915</b>

### City Centre Christmas Lights Excluding those on DCC Buildings/Land

<b>City Centre Christmas Lights Excluding those on DCC Buildings/Land</b>		
1	Installation, Includes preparation of lights, erection, removal, and provision of Christmas trees CDM Co-ordinator, access equipment and testing of installations.	£41,772
2	Repair and maintenance of Christmas lights, including minor replacement of defective fittings, on-going repairs and provision of skips	£17,050
3	Vandalism/ wind damage average cost	£1,500
4	Replacement lighting displays/fittings	£28,145
5	Electricity costs (included in street lighting costs unmetered)	£2,000
6	First Aid/Ancillaries for the Christmas City Centre lights switch on	£5,479
	<b>City Centre Christmas Lights - Total</b>	<b>£95,946</b>

### Typical Costs of New Displays

<b>Display Type</b>	<b>Cost Per Display</b>
Across Street Display	£3200
Across Street Neon Display	£2200
Sphere & Ribbon Display	£1800
Curtain Lights & Animated Snow Flakes Display	£5000
Neon Display Across Street (LED and ROPE)	£1800
Lamp post display	£400 to £750
Neon post display	£450 to £900
Animated Snow Flake Displays	£2400
P lights branch rap	£480
Flood Light in Tree	£450

Report produced by Property Design & Maintenance Division.



