



Report to the Policy Review Scrutiny Committee

Subject: Christmas Lights Scrutiny Report

Date: 25th March 2008

Author: Scrutiny Officer

1. 0 Purpose of the Report

To update Members on the progress of the working group's review into Christmas Lights.

2.0 Background

This review commenced in November 2007 and the final report was drafted in February 2008.

3.0 Proposal

That Committee Members read the attached report and endorse the recommendations made by the Chair and working group.

4.0 Recommendations

That this report and its recommendations be passed onto Cabinet for consideration for implementation.



Report to Policy Review Scrutiny Committee

Subject: Christmas Lights

Date: 25th March 2008

Author: Scrutiny Working Group

1.0 Purpose of the Report

1.1 To update members on the progress of the scrutiny working group's review into Christmas Lights.

2.0 Background

2.1 This working group comprises of Councillors S. Mason-Kempster (Chair), G. Tunicliffe, B. Miller, W. Doe, V. Bradley and M. Shepherd. Officers T. Lack (Scrutiny Officer), J. Evens (Technical Services Manager), M. Armstrong (Town Centre Manager).

3.0 The Scope of the Review

3.1 This working group was convened to scrutinise the Christmas Lights provided by Gedling Borough Council each year in the Arnold, Mapperley, Netherfield and Carlton Hill Town Centre's and Gedling Shopping Area. The working group's scope is attached at Appendix 1.

4.0. Information Gathering

4.1 The working group gathered various data relating to the installation and operation of Christmas Lights (including switch-on events) as organised by the Council in the Borough's main shopping areas. The working group also sought to canvass the opinions of some key businesses in the main town centres / shopping areas and the views of the Parish Councils in relation to their provision for Christmas lights. This included the following-

- 4.2 Timeline for Christmas Lighting
- 4.3 Christmas Lighting Budget: Expenditure and Income 07/08
- 4.4 The County Surveyors Society: Code of Practice for the Installation, Operation of Seasonal Decorations. Second Edition. Institute of Lighting Engineers 2005.
- 4.5 The Event Safety Guide: A Guide to Health, Safety and Welfare at Music and Similar Events. HSE Health and Safety Executive. Crown Copyright 2002.
- 4.6 Questionnaire and letter to Parish Councils (Appendix 2)
- 4.7 Letter to selected businesses / retailers (Appendix 3)
- 4.8 LITE- Lighting and Technology Experience Limited incorporating Woodside Festoon Lighting Co. Ltd. 2007 Edition (sales catalogue)

Blachere Illumination- Outdoor Festive and Christmas Lighting 2007 (sales catalogue)
- 4.9 Site visits
- 4.10 Report on Town Centre Christmas Lights Switch-on's- Mark Armstrong Gedling Borough Council's Town Centre's Manager (Appendix 4)

5.0 Findings

- 5.1 The working group are conversant with the 'Timeline for Christmas Lighting' document which details all the technical aspects involved in erecting and displaying Christmas Lights. The group note that there are many actions (at least twenty three) that need to be carried out over a twelve-month period. These arrangements include test lighting, an application to Nottinghamshire County Council, ordering trees and cranes and erecting lighting and barriers etc. The working group understand that all these various arrangements need to be implemented at various times in each of the twelve months and that these tasks underpin and accord with the 'events' type work being undertaken simultaneously by the Town Centres Manager's post; the comprehensive nature of which is reflected in the Town Centre Manager's report on 'Town Centre Christmas Lights Switch-on's' (Appendix 4). The working group recognise that without the close co-operation and coterminous working between the Town Centre Manager and the Direct Services Departments (not withstanding the N2 Projects and the Groundworks Contractors), the Christmas Lights

switch on events would fail to materialise every November.

- 5.2 When reviewing the 'Christmas Lighting Budget Expenditure and Income 07/08' document, the working group are aware that current funding only allows for the replacement of individual lights for 'as and when' they are broken and that there are no funds available for a wholesale replacement of the Council's Christmas Lights displays. The group understand that there would need to be an increase in the budget to allow for a programmed replacement of the Christmas Lights.

When considering whether the current budget for the allocation of Christmas Lights is sufficient, the working group understand that the Council overspend each year. The group acknowledge that in order to stay within budget, the Council will need to increase the budget by £5-10,000 per annum or decrease it's displays i.e. lose one of it's town centre displays.

- 5.3 The working group acknowledge the 'County Surveyors Society: Code of Practice for the Installation, Operation of Seasonal Decorations'. The group understands that this code of practice document underpins Nottinghamshire County Council's application process (to display Christmas Lights) and is used every year by Gedling Borough Council Officers. The working group acknowledge that the standards reflected in the code of practice are also referred to in Gedling Borough Council's contract with N2 Projects.

- 5.4 The working group note 'The Event Safety Guide: A Guide to Health, Safety and Welfare at Music and Similar Events'. The working group understand that this document provides health and safety guidance for Council Officers in terms of the public when planning and organising the annual Christmas Lights switch-on events. The group are aware that the code of practice document is revised regularly to reflect current legislation.

- 5.5 The working group recognise the good response rate they received back from the letter and questionnaire they sent out to the Borough's eleven Parish Councils (Appendix 2). Out of the eleven parishes eight responded detailing their various provision for and experiences of providing Christmas Lights to date. The working group noted that overall the majority of the parishes (who responded) provided Christmas Lights. These were typically funded by the Parish Councils themselves, some with contributions from businesses or a Councillor. The working group acknowledge that the Parish Councils reported spending between £200 and £2000+ on their Christmas Lights displays. The group understand there would probably be some

considerable variance in the quality and quantity of these Christmas Lights displays as these are organised separately by each Parish and as such they would not reflect any corporate commonality as seen in the Council's Christmas Lighting displays. Nonetheless, the working group felt it was commendable that the more modestly resourced Newstead Parish had managed to organise themselves and raised £2000+ to fund their tree and lights. The group understand that whilst this may reflect some initial start up / outlay costs the Newstead Parish had nonetheless very few businesses in their locality to appeal to.

The working group also noted from the Parish Council responses that none of them reported requiring a licence from the Highways Authority. The group recognise that the identified benefits of providing lights were that it brought the parishes and their respective communities and groups together and that quite a few of them made these social events with music etc. The working group also appreciate the more problematic aspects involved with organising these events, these were considered to be vandalism, health and safety concerns, technical issues with the fitting of lights and the erection and disposal of the Christmas trees and financial constraints. The working group acknowledge the views / suggestions offered by the Parish Councils which include the challenges of meeting time and paperwork constraints, and requests for practical help with the installation of lighting and trees and financial assistance.

When considering the Parish Council responses overall (including any suggestions and views), the working group understand that Gedling Borough Council would need to increase its overall budget for Christmas Lights to enable it to in anyway fund (or subsidise) Parish Council Christmas Lights displays. The group also recognise that the Council already has an insufficient budget allocation to replace its own Christmas Lighting displays (once these no longer function) as detailed in 5.2. Therefore, the working group acknowledge that perhaps one way the parishes could look to increase their funding for Christmas Lights would be for them to consider appealing to either their Ward or County Council Member/s who might choose to assist them by grant aiding them from their individual discretionary Member Pots.

When considering Parish Council requests for technical assistance, the working group believe that Gedling Borough Council could help with the challenges of form filling and the completion of application forms. This could be enabled through the formation of a working group comprising representatives from the Parish Councils and Council Officers, the latter of whom could help with individual applications. The working group understand that this would necessitate possibly three or

four meetings in the first year and then less in subsequent years when the parishes are more practised at completing application forms. The working group believe that Gedling Borough Council could also help in providing the parishes with maps to help with the application form details regarding the siting of Christmas Lighting etc. Further, Gedling Borough Council could help with erection of the Christmas trees and if properly co-ordinated then the costs could be shared with the hiring of one crane to pay for all tree erections. Lastly the working group believe that Gedling Borough Council has the capacity to order/organise all the Christmas trees (and crane hire) for both itself and the parishes (with reimbursement) so that costs can be reduced for all participants through economies of scale.

- 5.6 The working group acknowledge the very low response rate to the letters and response sheets they sent out to selected local businesses (Appendix 3). Overall the working group hand delivered approximately fifty-five letters (with pre-paid return envelopes) to various well established businesses and retailers across the Arnold, Carlton, Mapperley, Netherfield, Gedling and Rolleston Drive areas. As the working group only received two responses in total (Appendix 3), this would seem to indicate that none of the business / retailers felt that they had anything to offer in terms of working with the Council to provide Christmas Lights. Indeed, out of the two responses returned, neither party made any suggestions for co-working; they merely gave their opinions on what the Council provided in their locality. The working group can only deduce from the overall lack of response, that either the businesses do not feel there is a need to increase Christmas Lighting in their areas or that they are too financially constrained to invest funds or resources into an event which (whilst important in terms of profit margins) only lasts for a few weeks each year.

The working group also acknowledge that with the Town Centre Manager's post being vacant there is no dedicated personnel to liaise with the retailers and businesses both at present and in the foreseeable future. Therefore the group recognise that there is no potential to expand Christmas Lighting in conjunction with the business community in any of the Borough's Town Centres or Shopping Areas where Christmas Lights are currently displayed. Similarly, when exploring the potential for sponsorship from other sources (e.g. Europe) the working group are not aware of any grants that could be applied for within the 'technical' or 'events' fields associated with the installation and organisation of Christmas Lights. The working group also note that there is no mention of potential grant providers within the Town Centre Manager's report on 'Town Centre Christmas Lights Switch-on's' (Appendix 4).

However, the working group believe that in the event of any funds becoming available to extend a Christmas Light display in one of the Council's designated areas, then the retailers and businesses in that particular locality should be consulted to explore the potential for sponsorship.

- 5.7 The working group reviewed two sales catalogues 'LITE- Lighting and Technology Experience Limited' and 'Blachere Illumination'. The group understand that these promotional sales resources depicting Christmas Lights displays are sent out to Councils etc who in the main organise large-scale lighting displays in public areas. The group acknowledge that Gedling Borough Council normally gives a sales company representative a design 'brief' for a light display who will then usually superimpose a mock lighting display on a photograph of a given area in the Borough. The working group note that these drafts are then reviewed and modified in terms of what is wanted the Borough. The group have scrutinised some examples of these draft lighting displays. The working group are aware that some light displays are custom made but more of them are bought 'off the peg', and that most Councils choose to purchase light displays although these can be hired.
- 5.8 The working group undertook a tour / site visit of the five Gedling Borough Town Centre's and Shopping Areas where the Council displays its Christmas Lights. In addition the group also visited West Bridgford Town Centre (Rushcliffe Borough Council) to view their Christmas Light displays as a comparator local authority. The working group were unanimous in agreeing that they thought that Gedling Borough Council's Christmas Light displays were more expansive and of good quality. The group observed that the Christmas Lighting displays in the Borough were well co-ordinated. The group felt that Christmas tree and lights in Mapperley Town centre are particularly well displayed in a very attractive format this year and were a credit to the Council.

The working group believe that it would be difficult to improve upon the quantity and quality of the lights currently provided across the five Town Centres and Shopping Areas unless the Council significantly increases its budget. Therefore, the working group acknowledge that there is no potential to expand Christmas Lights out to other areas within the Borough. Indeed, the working group are aware that even if the Council remains within its current budget for Christmas Lights there are no funds available for a planned wholesale replacement of the existing lighting as indicated in 5.2. Similarly, the group also note that more stringent regulations are due to be coming into force next year which will necessitate some technical changes in relation to

electric sockets and Christmas Lighting and this too will further increase the cost of providing the lights.

The working group acknowledge that the Council's Christmas Lights are an attractive asset to the Borough and that they help bring patronage into its Town Centres and Shopping Areas. The group also note that the Christmas Lights all vary slightly as they are designed by the respective manufacturer so that they 'fit' with the particular geography and street lighting columns in each of the five localities. Therefore the working group appreciate that it would not be feasible to temporarily 'swap' Gedling Borough Council's Christmas Lights with other local authorities as a Council's lights are usually designed to fit with the necessary components and the physical constraints of its given and previously designated areas.

Having viewed the Council's Christmas Lights and when considering the design of Christmas Lights and any forms that future displays can take (subject to an increase in funding in the future)- the working group believe that any consultation around this should be more inclusive of other Members and not merely the province of the Portfolio Holder for Direct Services and Property.

Whilst undertaking a tour of Gedling Borough Council's various Christmas Light displays, the working group observed the many attractive domestic Christmas Light decorations displayed by residents on the outside of their homes and in their gardens. In particular the group noted a householder on Coppice Road (Arnold) who provides an extensive domestic Christmas Light display to attract public donations to raise money for charity.

- 5.9 The working group acknowledge the very detailed report written by the Council's former Town Centre Manager- M. Armstrong on 'Town Centre Christmas Light Switch-on's' (Appendix 4). The group understand that the Town Centre Manager wrote this report to (a) provide the Christmas Lights Scrutiny working group with all the timeline information and tasks associated with the organisation of the annual switch on events and (b) to provide practical guidance to whoever takes forward the 'events' element (i.e. the Christmas Lights tasks) associated with the former Town Centre Manager's post.

In particular the working group appreciate how the report is structured to reflect a chronology of all the actions required over a calendar year to ensure that the Boroughs 'Christmas Lights switch on' events happen. The group are aware that these switch on events have become a regular feature in the borough's Town Centres and that the public enjoy these festive events which are organised in conjunction

with either local Christian Churches or community forums. The working group understand that these 'quality of life' events have become more successful each year and have been organised from 2002 - 2007, with Gedling Borough Council paying all the costs. The group note the cost of the switch on events for 2007 was £10,716.73, and recognise the overspend as the budget allocation is only £10,000.

The working group appreciate that significant key actions that have to be instigated throughout the year, in particular in January, at Easter, in May and at Summer in order to see the switch on plans come to fruition. The group acknowledge within the report (Appendix 4) the necessary liaison required not only with the Council's Direct Services Department but also the Police and Ambulance Services and the associated risk assessments that need to be carried out. The working group understand that traffic management and road closure measures have to be enacted in order to ensure the public's safety at these events. Ultimately, the working group realise that a multitude of planning and preparation goes into the four individual switch-on events. These include locality publicity i.e. maps, flyers and song sheets etc, which all underpin the event's 'running order' which is compered by a local radio station and opened by the Council's Mayor.

- 5.10 Whilst the working group acknowledge that the Town Centre Manager's post is currently vacant, they recognise the value of the 'events' element of this post and the enjoyment derived by the Borough's public at the annual Christmas Switch-on events. The working group feel strongly that this 'events' work should be 'picked up' by a department within the Council and should continue with the same coterminous working with the Direct Services Department.

6.0 Recommendations

- 6.1 That the 'events' element of the former Town Centre Manager's post concerning the organisation and provision for Christmas Lights Switch-on activities (as detailed in Appendix 4) should continue in some form in one of Gedling Borough Council's Departments.
- 6.2 That the Direct Services and Property Portfolio Holder consider a budget bid in the next financial year in order to fund the maintenance and renewal of Christmas Light displays within the Borough.
- 6.3 That if a scheme is proposed to extend a Christmas Light display in a designated Town Centre or Shopping Area that retailers and businesses are consulted in that locality to explore the potential for sponsorship.

- 6.4 That Members are consulted in conjunction with the Portfolio Holder for Direct Services and Property about the design/form that any new future light displays take in their particular ward areas.
- 6.5 That the Council consider organising a competition each year for the householders within the Borough who choose to display Christmas Lights on the outside of their homes and in their gardens. This could be judged by the Mayor with a small prize given for the most attractive property / garden.
- 6.6 That Gedling Borough Council write out to Parish Councils to explore the feasibility of establishing a working group to assist with the completion of application forms and to determine the benefits of sharing costs over Christmas tree purchases and crane hire (cherry picker).
- 7.0 Acknowledgement**
- 7.1 The working group wishes to thank everyone who made themselves available to provide information and support this review.

Scope

Scrutiny committee: Policy Review

Working Group: Christmas Lights

Chair of group: Councillor S. Mason - Kempster

**Working group members: Councillors B. Miller, G. Tunicliffe,
V. Bradley, M. Shepherd, W. Doe**

Portfolio holder/s: Councillor R. Nicholson

(1) Scope

Why this review is being undertaken...

(list the specific outcomes)

To scrutinise the Christmas Lights organised by Gedling Borough Council each year in Arnold Town Centre, Mapperley Town Centre, Netherfield Town Centre, Carlton Hill and Gedling shopping area.

Aims

The specific issues to consider/examine are...

The quality of the Council's Christmas Lights at the annual switch-on-event

The allocation of Christmas Lights across the various town centres/ districts and to consider whether or not there is any potential for expansion of these

The programme of replacement for the Christmas Lights

The design of the Christmas Lights and any forms that future displays could take

The current budget for the allocation of Christmas Lights i.e. is it sufficient?

To consider opportunities for contributions from local businesses and other for sponsorship i.e. statutory sources e.g. Europe

The promotion of Christmas Lights events and how this might be improved to attract shoppers from outside of the Borough

To consider the future management of Christmas Lights

(2) Timetable

The review will commence in: November 2007

Milestones: None

The review will report in: March 2008

Committee dates: 29th January, 25th March 2008

Frequency of meetings: every 2-3 weeks

(3) Information gathering and consultees

The working group has requested the following information:

The code of practice for the installation, operation and removal of seasonal decorations published by the institute of lighting engineers.

To note the contract that the Council currently has with N2 Projects (2006-2010) to install the Borough's Christmas Lights. (The lights are supplied by Remco).

What are the main questions to be asked and of what parties?

Gedling Borough Council Officers:

To outline how the Council organises its annual Christmas Lights Events

What improvements can be made to the both the quantity and quality of Christmas Lights.

Is there any potential to swap Christmas Lights reciprocally with other authorities?

The working group will be inviting the following persons/organisations to one or more meetings to help with the review:

Parish Councillors: To ascertain their views and practice with regard to displaying Christmas Lights (questionnaire).

Visits

The working group might need to consider a visit to:

Various localities within the borough where Christmas Lights are displayed.
Neighbouring (and comparable) districts to review their Christmas Light provision

(4) How the community will be consulted, informed and involved

The working group wishes to consult through:

Chamber of Commerce and Local businesses i.e. Arnold Area Forum - to explore any areas where there may be potential for mutual partnership working.

(5) Resources

The working group is supported by:

Tracy Lack - Scrutiny Officer (For project management and administration)
Mark Armstrong - Town Centre Manager (As lead officer for Christmas Lights)
John Evens – Technical Services Manager (For professional and technical advice)
Christopher Brown - Facilities and Engineering Technician (For technical advice)

(6) How the effectiveness of the review will be measured

After the initial review the working group will....

Have the conclusions and recommendations addressed the outcomes of the scope

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Arnold, Nottingham NG5 6LU

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Email: pod@gedling.gov.uk
Our Ref:
Your Ref:

21 May, 2013

Dear Clerk of Parish Council,

Re: Christmas Lights Working Group

I am writing to you on behalf of Councillor S. Mason-Kempster- Chair of the Gedling Borough Council Christmas Lights working group.

Councillor Mason-Kempster and some other members are currently undertaking a review looking into the provision of Christmas Lights within the Borough's Town Centres and shopping areas. With the support of Council officers, this working party plan to explore the quality of the Council's Christmas Lights at the annual switch-on-events, the allocation of Christmas Lights across the various town centres and to consider whether or not there is any potential for expansion of these etc. Please see the working group's scope (terms of reference) attached to review the full aims and objectives of this review. At the end of this working party review the Chair- Councillor Mason-Kempster will write a report which could include proposals for improvements to the provision of and future management of Christmas Lights. As part of this review (and in accordance with the scope) the working group are keen to seek the views of all Parish Councils to help give them the widest possible 'picture' of what is happening across the borough in relation to Christmas Lights. Therefore we would be grateful if you could complete the short questionnaire attached to this letter and return this to the Scrutiny Officer- Mrs Tracy Lack (in the pre-paid envelope included) by Monday 14th January 2008 the latest please. Thank-you.

Yours Sincerely

Councillor Sally Mason-Kempster
Chair of the Christmas Lights Working Group

Parish Council Christmas Lights Questionnaire

Parish Councils:

- [A] Bestwood S. Albans ✓
- [B] Burton Joyce
- [C] Calverton ✓
- [D] Colwick
- [E] Lambley ✓
- [F] Linby ✓
- [G] Newstead ✓
- [H] Papplewick
- [I] Ravenshead ✓
- [J] Stoke Bardolph ✓
- [K] Woodborough ✓

**(1) Do you provide Christmas Lights displays within your parish? YES / NO
(please delete as appropriate)**

If YES please detail what you provide

- [A] Yes- The Parish Council set up a separate Committee made up of Councillors, members of the public and business people. As this was the Bestwood village's first year for Christmas lights and tree, the group was tasked with the fund raising and the organization. This was undertaken in only three months. 6 sets of lights £48 each. 180 coloured lights donated.
- [C] Yes- We provide a Christmas tree with Christmas lights on annually.
- [E] Yes- Christmas tree lights. Three other tree's lights.
- [F] Yes- Christmas lights, Festive lights
- [G] Yes- Christmas tree, Lights.
- [I] No- No previous financial or practical provision.
- [J] Yes- One Christmas tree on the village green with lights.
- [K] Yes- Lights in trees in Governor's field in the centre of the village

**(2) If you do provide Christmas Lights displays within your parish can you
briefly outline please how you fund your Seasonal Light displays?**

- [A] Donations.
- [C] The Christmas lights are wholly funded by the Parish Council via the precept / and or Parish rates, and with help from Councillor Spencer and locals.
- [E] From council budget.
- [F] Parish Council funding, Millennium fund, Local Business donation
- [G] From budgeted funds, from business donations
- [I] Parish Council will support financially any practical and financial provision from Gedling Borough Council.
- [J] Initial outlay for lights came from Capital fund.
- [K] Budgeted in Parish account.

(3) If you do provide Christmas Lights displays within your parish can estimate please how much the parish spends on this each year?

[A] This is the first year and as Businesses in the area gave so much in the way of donations and time in erecting the lights, it cannot be quantified. However, the Parish Council donated £250.

[C] £200-300 for the installation of the tree and lights and removal. The tree has been provided free of charge in the last two years by the County Councillor Mark Spencer.

[E] £500

[F] Lights have been purchased over several years. £500 per annum for last three years. Christmas tree £100 + donations.

[G] This was the first year. Total cost for tree, lights, electricity connections and tree support was gross £2109.27

[I] Parish Council would seek to match fund if necessary and Gedling Borough Council provision. Gedling Borough Council expertise however is paramount to any successful provision.

[J] Christmas tree purchased each year approximately for £200

[K] This year £140 for the hire of cherry picker (lorry with platform) to help install lights (initial cost 3 years ago of lights £1000)

(4) If you do provide Christmas Lights, do any of the decorations you provide require a licence from the Highway Authority, if yes how easy did you find this process?

[A] No, at present they are only displayed in the Bestwood Social Club grounds.

[C] No licence required.

[E] The process is very complicated.

[F] No

[G] No

[I] N/A.

[J] No

[K] No

(5) What do you see are (or would be) the benefits of displaying Christmas Lights within your parish?

[A] Organising the lights and tree for the village had brought the community and businesses closer together. On the evening of the switch on 200 people attended and the church organised carols, the Bestwood Black Diamond Band played and the Male Voice Choir sang. The Bestwood Social Club the land and electricity. The event brought the community together over the Christmas period.

[C] Calverton parish Council provides Christmas lights and a Christmas tree to celebrate Christmas and the birth of Christ. We do not provide lights at any other time and have no complaints from the very few non-Christians in the village. We gather around the tree to sing Carols and we do our best with very limited funds to provide a good display for our parishioners. However many people feel we deserve better, especially as Arnold

and Mapperley have such lovely decorations.

[E] It bring the village together when the event for the switch on is taking place.

[F] Centre for annual carol service. Draws community together. Involvement of Parish Council, church, schools.

[G] The provision was welcomed by the community. It was a focal point, a topic of conversation and has brought the community together.

[I] To enhance and enrich the community. Foster a feel good factor in the ward.

Enhance the use of local business facilities; keep some retail spending in the borough that would otherwise go to Mansfield or Nottingham.

[J] Provides a sense of community spirit when lights are switched on and brings pleasure to the people of the village.

[K] Strong feedback from residents that these are appreciated.

(6) What do you see (or would perceive to be) the problems in displaying Christmas Lights within your parish?

[A] Sadly vandalism.

[C] We cannot afford to provide anything better and indeed without the help of Councillor Spencer and the generous support of local people we should have a poorer display.

[E] None.

[F] Disposal of tree.

[G] Possible health and safety issues. Possible vandalism. Erection of display and removal.

[J] Expense and health and safety.

[I] The main shopping precinct is privately owned and some negotiation with the owners would be necessary if the lighting was to be secured against or upon their property. I have already canvassed the views of the local retailers who are enormously supportive of the idea as are the Parish Council and local Borough and County Councillors.

[K] None

(7) Have you any other views or suggestions you would like the working group to take into account in terms of your parish's experience of organising and displaying Christmas Lights?

[A] The whole event was organised in a very short space of time; the Committee found it quite stressful bringing everything together in time, which they managed very well. The one disappointment was that the Police did not turn up to help with traffic on the night. They had been asked some two months earlier to attend.

[C] Ideally we would like to re-site our tree and expand our Christmas lights to encompass St Wilfreds Square but this would cost a lot of money to lay on an electricity supply. Were we to have some financial help from yourselves this could become a reality.

[E] Too much paperwork for safety and you have to have a great knowledge of electrics to fill in the forms for Highways.

[F] Gedling Borough Council could fund part of the event.

[G] Gedling Borough Council could help with finance and the erection and removal of tree as Parish Council has no appropriate equipment.

[I] None.

[J] Perhaps more funding and assistance with the practicalities of setting up the lights.

[K] (no comment)

Thank-you for completing this questionnaire

Name of Parish Council-----

I do / do not wish to receive a copy of the Gedling Borough Council Scrutiny Christmas Lights report when published. (Please delete as appropriate).

Please return this questionnaire to Tracy Lack- Scrutiny Officer by Monday 14th January 2008 in the pre-paid envelope provided. Thank-you

Civic Centre, Arnot Hill Park
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Minicom: (0115) 901 3935
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Our Ref:
Your Ref:

21 May, 2013

Dear Manager,

Re: Christmas Lights Review

Gedling Borough Council's Policy Scrutiny Committee is currently carrying out a review into the provision of Christmas Lights. A working party comprised of Elected Members and Officers has been established to review the display of and annual switch-on-events associated with Christmas Lights. The working party are also reviewing the allocation of Christmas Lights across the various town centres and considering whether or not there is any possibility for expansion etc. We are writing to you to ascertain whether there would be any potential for us to work together in partnership to enhance and extend the existing Christmas lights provision within the Gedling Borough and in particular within the town Centre or shopping area adjacent to your business / shop. The display of Christmas Lights is a regular feature within the Gedling Borough and helps attract people into the main retail areas who benefit from increased patronage. If you have any ideas for how you could possibly work in tandem with Gedling Borough Council to enhance the existing Christmas Lights provisions could you please detail this information on the sheet provided and return this in the pre-paid envelope to Tracy Lack Scrutiny Officer at Gedling Borough Council by Friday 11th January 2008. Thank-you.

Yours Sincerely

Tracy Lack
Scrutiny Officer
On behalf of Councillor S. Mason-Kempster
Chair of the Christmas Lights Working Group

Gedling Borough Council Christmas Lights Review – Policy Scrutiny Committee

Please detail any suggestions you might about how you could work in partnership with

Gedling Borough Council to enhance Christmas Lights in your area. Please return this slip in the prepaid envelope attached by Friday 11th January 2008.

Thank-you.

Name : M. Reeve

Position: Funeral Arranger

Business: Co-operative Funeralcare

Contact details: Michelle 9879008

Gedling needs more festive lights there isn't enough. A Xmas tree in Carlton Square for carol singing to take place.

More flowers and hanging baskets in the spring and summer.

Gedling should be lit up like Arnold is.

Name: Paul Willey

Position: Advisor

Business: IFA Property and Mortgage Services

Contact details: 9611666

Xmas Lights were attractive but a little sparse.

A tree would be welcome and there is an area at the bottom of Westdale Lane / Main Street Gedling to place it.



Report to Christmas Lights Scrutiny Working Group

Subject Town Centre Christmas Lights Switch-on's

Date 12 December 2007

Author Mark Armstrong - Town Centres Manager

INTRODUCTION

The following detail has been achieved through doing switch-on events across the four town centres of Arnold, Mapperley, Carlton and Netherfield for six years from 2002 until 2007. In partnership with the various organisations we have learnt from areas of weaknesses and built on the successes. Attendance at each of the events has consistently increased with each year. Arnold and Netherfield have the largest attendance whilst Mapperley Top and Carlton Hill are tradition family switch-on's. Each of the venues has reached audience capacity due to their restricted size. The events are almost a 'travelling circus' moving across the boroughs town centres.

The switch-on's are organised in partnership with a different church group or Forum across the four main town centres.

With each of the partner church groups or forum it is understood that this is a partnership Civic event and the Mayor of Gedling leads the countdown to the switching on of the Christmas tree lights. The event on the stage is lead by the partner and agreed with Officers at Gedling Borough Council who will reasonably facilitate what it is they would like to ensure the event is a success. Gedling Borough Council has traditionally paid all costs incurred for these events.

The event is worked on throughout the year but does have some lengthy quiet periods. A brief description of the timeline and actions is detailed as follows.

EARLY JANUARY 2008

Contact John Evens and/or Chris Brown, Direct Services and agree 'draft' proposed dates for the light switch-on events in 2008, which are traditionally as follows.

1. Arnold – always the last Thursday in November (27 November 2008)
2. Mapperley Top – the following day, last Friday in November (28 November 2008)
3. Carlton Hill – the following Thursday, first Thursday in December (4 December 2008)
4. Netherfield – following day, first Friday in December (5 December 2008)

The draft dates need to be established this early as it has implication later in the year for Direct Services and their contractors who work on the lights throughout the year.

EASTER 2008

Arnold: Complete Section 287, Highways Act 1980 Temporary Closure of Road Application Form and returned to Mandy Pollard-Ward at Nottinghamshire County Council. Tel: 878 6050. Email: mandy.pollardward@nottscc.gov.uk

The road closure is for the whole of the pedestrianised area of Front Street. The area extends from outside Argos / Wilkinsons up to the Methodist Church, including the area at the side of the Market. It needs to be enforced from 08.30am - 10.00pm to allow the area to remain vehicle free and for the safe installation and removal of the stage after the event.

Netherfield: Agree location of tree with John Evens and/or Chris Brown of Direct Services, Lorna Mellors (Netherfield ABI Co-ordinator in the Neighbourhoods Team), local Councillors and the Netherfield Forum. The tree was traditionally in the town centre between the fruit and vegetable shop and Bianco's Italian restaurant but was moved to the St George's Centre as it was constantly being vandalised. Now that CCTV is present in the area it could return to the area between Bianco's Italian Restaurant and the fruit and vegetable shop, opposite the Co-op then an application form will also need to be completed for the pedestrianised area between the Co-op and Bargain Booze.

John and Chris will need to carry out a feasibility test to see if the electricity supply, tree pit, etc., can accommodate the tree if it is to move back to its old location in the town centre.

Mapperley: The event is organised with Mapperley Christian Council who install their nativity crib on the Precinct and connect it to the electrical supply facilitated by Direct Services. Mapperley Christian Council have agreed, in principle, to make a one-off payment contribution (approx. £500) to have an independent dedicated electricity supply installed for the nativity crib for 2008 onwards. They need to be contacted to start arrangements for this supply to be installed by Chris Brown and/or John Evens in Direct Services.

Mapperley Christian Council main contact - Reverend Philip Thomas, St Mark's Church, De Vere Gardens, Woodthorpe.

Tel: 926 7859. Email: thomas.philip@ntlworld.com

The Precinct at Mapperley is privately owned therefore contact needs to be made with the owners appointed property management agents to agree the event. The details are as follows:

Nigel Wilson BSC MRICS, Strettons Chartered Surveyors, Central House, 189-203 Hoe Street, London, E17 3SZ.

Tel: 020 8509 4447. Email: nigel.wilson@strettons.co.uk

Also contact The Patco to check if they are available and provisionally book the dates with them for the switch-on's with Kevin Jackson for provision of the stage with canopy, PA system, lighting, generator, etc. The Patco provide staging, Pa system, lighting, etc. for the vast majority of outdoor events across Nottinghamshire including Nottingham City Council, Broxtowe Borough Council, Rushcliffe Borough Council, etc. The Patco, formerly Nottinghamshire County Council's County Supplies, are about the only supplier of a small stage in the East Midlands region.

The Patco can be contacted as follows.

Kevin Jackson, Patco Hire, 23 Gladstone Avenue, Gotham, Nottinghamshire, NG11 0HN. Tel: 914 9690. Mobile: 07816 082 472. Email: kevin@thepatco.co.uk

MAY 2008

Contact Mayors Office and inform the Mayors Secretary of the provisional dates to be included in the new Mayors diary as the switch-on events are a major Civic event.

The Mayor always switches the Christmas tree lights on and leads the countdown.

SUMMER 2008

Make contact with each of the partner Church groups and Forum to start the process of organising the events with a series of meetings to facilitate what is going to happen at each event. The partners contact details for each town centre are as follows.

Liaise with Communications about the dates of the switch-on's being included in the winter Contacts Magazine if it is being distributed prior to the events.

Arnold

Chair of Arnold Churches Together (2008–2011 to be confirmed/elected) and Reverend Alastair Bolt of Arnold Methodist Church, Front Street, Arnold.

Tel: 926 6828

Arnold Churches Together nominate a member Church leader each year to deliver their Christmas message on the stage, who need to be included in the organisation of the event.

Mapperley Top

Organised in partnership with Mapperley Christian Council.

Main contact - Reverend Philip Thomas, St Mark's Church, De Vere Gardens, Woodthorpe. Tel: 926 7859. Email: thomas.philip@ntlworld.com

The Precinct at Mapperley is privately owned therefore contact needs to be made with the owners appointed property management agents to agree the event.

The details are as follows:

Nigel Wilson BSC MRICS, Strettons Chartered Surveyors, Central House, 189-203 Hoe Street, London, E17 3SZ.

Tel: 020 8509 4447. Email: nigel.wilson@strettons.co.uk

The date of the switch-on event needs to be confirmed with Mapperley Christian Council so that they can facilitate the installation of their nativity crib on the Precinct and the connection to the electrical supply by Direct Services. They have agreed, in principle, to make a one-off payment contribution to have an independent dedicated electricity supply installed for the nativity crib for 2008 onwards.

Carlton Hill

Organised in partnership with Carlton Hill Top Churches.

Lead: Reverend Peter Blackband of Dales United Reform Church, Tel: 9404 048 and Reverend Wakeling, St John's Church, Standhill Road, Carlton. Tel: 926 7065

Netherfield

Organised in partnership with the Netherfield Forum represented by Steve Goode (Chair), Richard Hailes (Vice Chair) and Cath Robertson (Warden at Britannia Court which is across the road from the St George's Centre and Church). Netherfield Forum is at St George's Centre, 91 Victoria Road, Netherfield. Tel: 911 3302.

Lead for the local Churches is Reverend Robert Chapman, St George's Church – he lives in the Vicarage next door to the St George's Centre, Victoria Road, Netherfield. Tel: 961 5566. Email: robertsarah@talktalk.net

Agree the dates with the partner organisations, obtain price quotations and confirm the bookings of the stage with canopy, PA system, generator, lighting, etc with Kevin Jackson of The Patco.

The Patco

Stage Hire, PA System, generator, lighting, etc.

Kevin Jackson

Tel: 0115 9149690

Mob: 07816 082 472

Email: kevin@thepatco.co.uk

LOCATION OF EVENTS

The success of each of the events is determined by the weather on the night but they have always been very popular and increasingly well attended year by year.

Arnold

Eagle Square, Front Street, Arnold – the stage is located outside Argos and Peacocks, in front of the three lighting columns. The stage faces up Front Street towards the Methodist Church.

The tree was moved back to Eagle Square in 2007 after a temporary concrete container was constructed.

Contact needs to be made with Chris Brown and/or John Evens in Direct Services to co-ordinate the concrete container being installed at Eagle Square to secure the tree in place. Frank Key Building Supplies (across the road from the Civic Centre) collected the container from the GBC Depot and transported it to Eagle Square. The hole left by Severn Trent Water following the flood elevation works a few years ago at Eagle Square is not sufficient to hold the tree so needs the heavy duty concrete container to brace it in position. For a couple of years it was moved to the forecourt of the Methodist Church, adjacent to the Market and a concrete container buried in front of the Small Hall until the tree could be moved back to Eagle Square. The area underneath Eagle Square is a 60foot deep concrete tank so cannot have a container buried in the roof of it. A 15 foot tall tree was supplied and decorated by GBC in 2007 as a 'thank you' for helping us for a couple of years by allowing us to place the tree on their forecourt.

Arnold Methodist Church opens immediately after the stage switch-on event where all those attending are invited back for free hot drinks and mince pies. This has always been very well attended. All of the activities in the Church are organised by the Church themselves, Gedling BC staff have not traditionally been involved with this.

The event in Arnold is very popular and has attracted up to 4,000 – 5,000 people but the average will be about 2,000.

Mapperley Top

Mapperley Top Shopping Precinct, Mapperley Plains - stage located against the sidewall of Paul's Flowers on the Precinct area.

The Precinct is privately owned and managed on behalf of the owners by the following. Contact needs to be made with their agents to inform them of the event, details are as follows.

Nigel Wilson BSC MRICS, Strettons, Chartered Surveyors, Central House, 189-203 Hoe Street, London, E17 3SZ. Tel: 020 8509 4447.

Email: nigel.wilson@strettons.co.uk

Arrangements need to be made with Direct Services to have the bench nearest to Paul's Flowers needs to be temporarily removed for the switch-on event to allow better vehicles access and the construction of the stage as it causes an obstruction.

During the event it is key to ensure that the public not attending the switch-on car still pass freely along the pavement adjacent to the road, as it gets very busy in the confined space of the Precinct. It also gets very busy outside the Nottingham Building Society, Birds, etc. and the doorways can get blocked.

The audience is mainly parents with children and attracts an audience of approximately 500.

The event on stage is organised by Mapperley Christian Council, they arrange the local school choir and prepare the Christmas message.

Carlton Hill

The Christmas tree is located in the centre of the Garden for the Blind at the corner of Carlton Hill and Albert Avenue. The stage is erected in the adjacent children's play area, in the corner near the main entrance. At the 2007 event a fence panel separating the garden and the play area was removed. This was to allow better access as the pavement along Albert Avenue is narrow and guest attending where walking in the middle of the road to get past quicker.

The audience was predominantly parents with children and attracts between 300-500 in the small confined space of the children's play area.

Netherfield

St George's Centre OR return to the town centre in 2008. A number of the community have started to comment on the Christmas tree returning to the old location, as it is more prominent and better for the community. Comments have expressed concern that the view of the tree at the St George's Centre is restricted by the surrounding trees and it is a town centre switch-on event and therefore should be in an appropriate town centre location.

Liaison with John Evens and/or Chris Brown at Direct Services needs to be made about the future location of the tree. It was traditionally in the town centre between the fruit and vegetable shop and Bianco's Italian restaurant but was moved to the St George's Centre as it was constantly being vandalised, but now that CCTV is present in the area it could return to the old location between Bianco's Italian Restaurant and the fruit and vegetable shop, opposite the Co-op.

John and Chris will need to carry out a feasibility test to see if the electricity supply, tree pit, etc., can accommodate the tree if it is to move back to its old location in the town centre.

Netherfield Forum has led the organisation of a fete in the Hall at the St George's Centre. This event has been very successful for the past few years and gets very busy. It attracts the full mixed age range from across Netherfield with an audience of 1,500+ in the small area outside the St George's Centre.

PUBLICITY

Liaise with Communications about the dates of the switch-on's being included in the winter Contacts Magazine, on the front page of the GBC website and intranet site.

3-4 Weeks prior to event:

Each event has its own full colour poster prepared by Roger Crooks (Publications Officer). They are produced on A1, A3 and A4 size. All posters need to be approved by the local community partners and radio station, etc. to ensure accuracy. Every business across the four town centres is hand delivered a standard letter (copy attached) informing them of the event. A mix of A3 and A4 posters are produced and laminated for each of the town centres, they are fixed to railings, barriers, etc. with cable ties across each of the four town centres.

The posters have proved successful and have been adapted and edited each year and can be accessed by Roger as follows.

G drive / DTP / Clients / Cabinet Office / Town Manager / Christmas Poster 2007

Each appropriate domestic house in the vicinity of the switch-on is also hand delivered the same letter to inform them of the event.

Arnold Town Centre – the businesses on the pedestrianised area of Front Street are all hand delivered a separate letter explaining the temporary road closure, it can affect their deliveries and cash collections to the front of business during this busy retail period. It is also prudent to inform Shopmobility as the disabled access onto Front Street is also removed for the day so they could get extra requests for service.

Contact Caroline McKenzie (ext. 3611) and email the details of the requirement to book Direct Services Operatives to deliver the safety barriers to each of the venues.

The use of the safety barriers needs to be agreed and booked with Lorraine Brown in Leisure Services on ext. 3602.

Agree removal of the fence panel between the Garden of the Blind and children's play area to allow better access. If this is not done it will cause a serious problem with pedestrian flow between them. The temporary removal was a massive contributing factor to the success of the 2007 switch-on event.

Inform all Councillors of the dates, times, locations, etc. of the switch-on's with a letter poster in their pigeon holes in the Members Room. Liaise with the Members Information Officer about getting the information published in the Members Newsletter.

Gedling Borough Council prints and folds all of the carols sheets for each of the events, quantities to be agreed with each group. A4 sheet folded in half to form a booklet. For Arnold Churches Together GBC has produced a booklet and flyer for the '12 Days of Christmas' and/or Christmas Church Services to be handed out on the night.

Day of the event:

It is vital to the success of the event to promote it on the day of the event. We have employed highly visual street entertainers to start working in each of the town centres

from mid-day to engage with the lunchtime school kids and workers by doing balloons and handing out flyers. For the past few years this has been done by The Joker.

The Joker has always provided copies of Criminal Records (CRB) Certificates for each person working the events and their current valid public liability insurance certificate. They have provided a high quality service by mixing their themed costumes, stilt walkers, balloon artists and face painters to make it appear that there are more street entertainers. GBC produces the flyers, 4 from a sheet of A4 paper to be handed out. For Arnold we produce approx. 2,000 flyers from 500 sheets of paper. This is done at each of the events and works as a reminder to the public that the event is that evening. Copy of the flyer attached.

The Joker

Martin Heaton

Tel: 07961 884 973, Email: martin@the-joker.co.uk

www.the-joker.co.uk

Arnold – the road closure needs to be in place from 09:00am to 10:00pm for safety and ensure that no vehicles park where the stage is to be erected. This has happened in the past and the owner could not be found for a couple of hours and almost compromised the erection of the stage in sufficient time. Safety barrier, traffic cones and 'No Entry' or 'Road Closed' signs need to be placed at the start of the pedestrianised area at Nottingham Road/Front Street at about 08.30am to restrict vehicle access. It is also advised that barriers are placed at the side of the Market as vehicles have accessed the pedestrianised area at this point to try and park outside Argos/Peacocks area. The remainder of the barriers need to be delivered before the stage arrives at approximately mid-day.

Mapperley – there needs to be sufficient barriers to secure the stage as well as line the edge of the pavement

Carlton – the area on the road around the main gate to the children's play area needs to be secured in the morning with barriers and road cones. Enough space needs to be saved to ensure that there is a sterile space for the van to deliver and erect the stage, PA system, lighting, generator, etc.

Netherfield – this will depend on where the tree is going to be placed in 2008.

IMPORTANT – there is a dummy light switch-on button, which is given to the Mayor as they walk on stage to give the impression that they switch the lights on with it. Please note that only the tree lights are switched on. It is not possible to switch-on all of the lights across the town centre at the same time as each lighting effect attached to the street lighting columns are wired in the each column independently. The dummy button is currently stored in the office storage room with a large quantity of high-vis jackets and tabards with the Neighbourhoods Team.

EVENT MANAGEMENT

The following needs to be detailed in the summer to ensure that it is booked in to work patterns and so that it does not clash with any other possible projects.

Police and PCSO's: Contact needs to be made during the summer, normally initially email to the two Local Area Commanders (Police Inspectors) at Arnold and Carlton Police Stations but include the Beat Manager Sgt's. Include as much detail about the events as possible – date, time, location, who is involved, etc. They have always replied promptly and tasked a Beat Manager and a number of PSCO's to attend each event.

Inform David Jayne, Community Partnerships Manager and ask to include on the Crime and Disorder Reduction Partnership meetings agenda to inform all partner organisation of the major events.

Neighbourhood Wardens: Organised with Kevin Nealon and Andy Callingham in Environmental Protection and detailed in an email of each event, time, date, location, etc. This needs to be completed

Council Staff: a number of staff has kindly helped out on the day/evening of the events by wearing high-vis jackets and acting as stewards. They have also handed out carol sheets, programmes, etc. It must be stressed to the partner organisations that this is a bonus and the staff are not there to deal with issues like anti-social behaviour, first aid, etc. The attendance of staff has to be agreed with their Line Manager and/or Head of Service as they will accrue time-in-lieu.

The attendance of GBC staff is a bonus and should not be relied upon so the Church groups and/or Forum must provide an appropriate number of their own stewards for each event.

Volunteers: Each of the community or church groups provides a varying amount of stewards each year and for each event. They need to be advised to provide as many as possible and it must be reiterated that the Police, PCSO's and Neighbourhood Wardens are there for dealing with anti-social behaviour, crowd control, etc. and not for distributing carol sheets, flyers, etc.

First Aid: East Midlands Ambulance Service, Cliff Ward – Events Manager
Tel: 0780 2270 104, Email: cliff.ward@emas.nhs.uk or paul.moffat@emas.nhs.uk
They provide a qualified Paramedic with fully equipped ambulance and radio contact to their Control Room.

Event Safety: The safety barriers need to be delivered by Direct Services in the morning of the event. The number of barriers varies between each event.

Large groups - School Choir / Brass Band, etc: Each of the events has traditionally allowed a local primary school choir to perform a couple of carols. The school choir always helps attract a large proportion of the audience as each child will often bring with them a large number of friends and family. This has always been organised by the Church group but it must be clarified before the event the number of children attending and what equipment they will be bringing. The numbers have varied between 15 pupils up to 50+ with a teacher and keyboard on the stage. This can cause a problem as the size of the stage is limited.

Carlton Brass Training Band has performed at Netherfield where 30+ players attended on the night with their instruments and insisted on them all being on the stage together. They must stress how many are attending so that arrangements can be made to accommodate.

Back stage management: it is important to appoint someone to manage the smooth transition of the various acts on/off the stage to ensure the event is seamless to the audience. This is more important in Arnold and Netherfield where there have been a variety of acts to get through in a short amount of time and in a confined space.

Running Order: for Arnold and Netherfield we have always produced a running order for the stage event. This has also acted as the briefing note and is distributed about a week for the event.

Carlton and Mapperley – as these two are smaller events the carol sheets are used as both a briefing note and running order.

Event Briefing Session: on the day of the event about an hour before each event it has always been helpful to brief all of the acts so that any last minute problems can be resolved. This is also the time that the musicians can be introduced to The Patco and handover backing music, install equipment, etc.

The radio station compères like to use this time to gather more information about each act to use on stage in their introductions.

LOCAL RADIO STATIONS

The events have got to a position that they are now so successful that they have each requested meetings in January 2008 so that they can each attempt to secure all of the switch-on events for their radio presenters and ground patrol crew to attend. Each of the radio stations have been allowed to place their promotional banners on the barriers in front of the stage and securely fixed pull-up banners at the back of the stage. They have also displayed their ground patrol vehicles in a safe prominent position at each event. They have been allowed to park on the pedestrianised area in Arnold, on the Precinct at Mapperley and one vehicle at the side of the Church in Netherfield.

Arnold: Radio presenters to act as compère for each act, open the stage event and welcome the crowd.

Mapperley Top: Ground Patrol Crew to hand out free goodies to the children attending.
Carlton Hill: Ground Patrol Crew to hand out free goodies to the children attending.
Netherfield: Radio presenters to act as compere for each act, open the stage event and welcome the crowd.

Event times

Arnold: 6.30pm start – show length 45-55 min.
Mapperley: 4.45pm start – show length 25-30 min.
Carlton Hill: 6.00pm start – show length 25-30 min.
Netherfield: 6.30pm start – show length 45-55 min.

Heart 106FM

Main Contact: Melanie Wills, Marketing Assistant, City Link, Nottingham, NG2 4NG.
Tel: 9106 100, Mobile: 07795266505, Email: Mel.Wills@heart106.com

Trent FM

Main Contact: John Stratton, East Midlands Events Manager, GCap Media plc.,
19-21 St Edmunds Road, Northampton, NN1 5DY.
Tel: 024 7686 8229, Mobile: 07970 226222, Email: John.Stratton@gcapmedia.com

BUDGET

There has never been a specific allocated budget for the switch-on's. The payments of the events have always been taken from the Town Centres Managers Projects and Activities budget (4375 R1332 3135).

To facilitate all of the events in the future it would need to be allocated a specific budget of **£10,000**.

This gives a cost per event of approximately £3,000 for Arnold and Netherfield and £2,000 for the smaller events at Mapperley and Carlton.

Arnold and Netherfield cost a bit more than Mapperley and Carlton as they are bigger events with more acts, due to the space available to accommodate the audience. The fixed costs for each event are mainly the stage, PA system, generator, lighting etc. and the promotional work by the street performers.

The payment for the Hawthorn lighting effect was later cancelled and returned as it did not work sufficiently on the first night and could not be used at the remaining three events.

The concrete base for the tree in Arnold was a one-off cost as it can be used for a number of years.

The detail does not include the costs incurred for Direct Services delivery/collection of safety barriers and high-vis jackets for staff and volunteers. It also does not include the £120 cost to purchase 5,000 glow sticks handed out at all four events to support the theme of 'light', which proved a huge success.

Please note that the costs detailed below are as per the price quotation give and could vary slightly when invoiced for final payment.

Christmas light switch-on's 2007

| | |
|---|------------------|
| Xmas lights switch on tea & coffee | 8.40 |
| Base for Xmas Tree – Arnold | 525.00 |
| N Hallam Netherfield Lights - singer | 150.00 |
| N Hallam Arnold Lights – singer | 150.00 |
| Patco Arnold lights - stage, PA system, etc. | 1,055.00 |
| Patco Netherfield lights - stage, PA system, etc. | 875.00 |
| Patco Mapperley Lights - stage, PA system, etc. | 875.00 |
| Patco Carlton Lights - stage, PA system, etc | 1,045.00 |
| A&P Inflatables - Netherfield, large bouncy slide | 200.00 |
| M Heaton Street Entertainment – Netherfield | 1,280.00 |
| | |
| M Heaton Street Entertainment – Mapperley | 660.00 |
| M Heaton Street Entertainment – Arnold | 1,380.00 |
| M Heaton Street Entertainment – Carlton | 660.00 |
| East Midlands Ambulance Service - First Aid Cover | 459.58 |
| Frank Key - install Arnold tree base | 50.00 |
| Carlton Brass Training Band – Carlton | 100.00 |
| Patco – generator | 160.00 |
| Steel Band – Netherfield | 250.00 |
| Waynes Guitar Shack - Netherfield, singer | 150.00 |
| | |
| Pop Divas – Arnold | 100.00 |
| Hawthorns - lighting effect | 433.75 |
| Arnold Methodist Church Room Hire | 150.00 |
| | |
| | |
| TOTAL FOR YEAR 2007 | 10,716.73 |