

RECORD OF CHRISTMAS LIGHTS TASK & FINISH GROUP MEETING: 29.06.26

Present: Cllrs Braithwaite, Davies and Griffiths

In attendance: C&E Manager and Community Engagement Officer

TERMS OF REFERENCE

1. Purpose

To investigate possible Christmas lighting schemes, evaluating innovative options whilst being mindful of practical and resource restrictions. The results of this preparatory stage will be taken into consideration by officers during any further discussions with potential contractors and when submitting options to C&E Committee for decision.

2. Scope and Objectives

- Assess general options and agree a theme.
- Assess budget options.
- Liaise with relevant stakeholders.
- Ensure that impactful yet affordable options for new lighting schemes are presented to C&E Committee for consideration and decision

As the decision makers, councillors cannot be privy to details of quotations prior to the committee meeting at which they will be considered. This avoids any possibility of pre-determination relating to the awarding of contracts. Only officers will know which companies have been contacted and have had prior sight of any quotations received.

3. Group Membership

- Cllrs Braithwaite, Davies and Griffiths.
- The C&E Manager will be an ex-officio member to provide administrative support and guidance.

4. Timeline/Milestones

Preliminary meeting	By 30 June
Liaison with stakeholders	By 15 July
Agreement of priorities	By 30 July
Options to be presented to C&E	By early August

The group considered the current specification in order to understand present provision, both in terms of decorations provided and locations, and to assess the opportunities and limitations of the various locations. Current budget allocation was also reviewed.

The C&E Manager was requested to discuss Parkgate options with CWaC Cllr Barker.

The C&E Manager was requested to assess options for additional anchor bolt points in the town centre, identify property owners and seek permission for installation at all necessary locations. The C&E Manager agreed to pursue whether CIL would be an appropriate source of funding for the additional anchor bolts.

The group agreed that a variety of options should be considered by the C&E Committee, including options for hire and/or purchase.

In order to remain affordable, the group decided to recommend that provision of decorations be centred on High Street and The Parade.

It was decided that no further T&F group meetings would be required.