

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive Member for Leisure and Community for Decision 23 January 2018

<b>Portfolio:</b>	Leisure and Community
<b>Subject:</b>	<b>Fareham Town Centre New Festive Lighting Scheme</b>
<b>Report of:</b>	Head of Leisure and Corporate Services
<b>Strategy/Policy:</b>	Leisure Strategy
<b>Corporate Objective:</b>	Leisure for Health and for Fun

**Purpose:** The purpose of the report is to seek approval to allocate up to £150,000 to procure a new festive lighting scheme for Fareham Town Centre.

#### **Executive Summary:**

Responsibility for the organisation and management of events in Fareham Town Centre comes under the Leisure & Community portfolio following the dissolution of the Fareham Town Centre Partnership in 2016.

Part of these responsibilities include the organisation of the Christmas lights switch on which takes place towards the end of November each year. This event sees the Mayor of Fareham turning on the Christmas lights as the culmination of a series of events and activities that take place beforehand.

The contract for setting up and maintaining the festive light display expires in January 2018. This was initially a five-year contract, that was then extended by a further 12 months in January 2017. The contract included the purchasing of lights, setting up and taking down the display and maintenance whilst the display is in situ. There was also provision to add a small number of new lighting arrangements to the scheme each year.

The value of this contract was £107,764. This amount included a capital cost of £43,150 to provide the lighting which was spread over the term of the contract and an annual revenue amount of £10,769 to cover the testing and maintenance each year.

Consideration is now being given for the procurement of a new scheme. The value of the contract will be up to £150,000 and will be funded from the reserves in the

Town Centre Management budget.

It is anticipated that there will be a residual value to the existing festive lighting scheme which will be a factor in the evaluation of the tenders. Tenderers will be asked to provide a price for the purchase of the existing lights which will be offset against the tender price submitted.

The intention is to issue a tender with a specification for the new scheme, including maintenance, with an option for outright purchase or lease. The evaluation will include a comparison of the options.

The formal tender will be issued In March 2018 with the contract award made by the Executive at the meeting in July 2018.

**Recommendation:**

To approve the: -

- (a) allocation of up to £150,000 from the reserves in the Town Centre Management budget for the provision of a new festive lighting scheme in Fareham Town Centre; and
- (b) procurement of a festive lighting scheme including an option for outright purchase or lease.

**Reason:** To procure a new festive lighting scheme for Fareham Town Centre.

**Cost of Proposals:** The budget provision is up to £150,000 but this could be spread over a number of years depending on the payment option selected. There is budget provision in the Town Centre Management reserves.

**Risk Assessment:**

There are no significant risks associated with this report.