



# Christchurch Town Council

Old Town Hall  
30 High Street  
Christchurch  
Dorset, BH23 1AY

## Full Council Agenda

### Tuesday, 19 July 2022, at the close of the Planning Committee meeting (approximately 6.45pm)

You are summoned to attend an **extraordinary** meeting of the **Christchurch Town Council** to be held at Christchurch Library, Room 14, High Street, Christchurch, BH23 1AW **on Tuesday, 19 July 2022 at the close of the Planning Committee at approximately 6.45pm.**

#### Membership:

Mayor: Cllr A E Coulton

Deputy Mayor: Cllr V Charrett

Cllr Mrs S Bungey

Cllr F J M Cox

Cllr M Cox

Cllr L Dedman

Cllr H Farrell-Jarvis

Cllr S Fotheringham

Cllr C A Gardiner

Cllr W Grace

Cllr P Hilliard

Cllr G R Jarvis

Cllr D C Jones

Cllr T Lane

Cllr R D Luscombe

Cllr S J McCormack

Cllr G E E Polson

Cllr Mrs S Spittle

Cllr M J Tarling

The business to be transacted is set out overleaf

A handwritten signature in blue ink, appearing to read 'Daniel Lucas'.

Daniel Lucas

**Town Clerk**

13 July 2022

For further information please contact Daniel Lucas on 01202 022479 or email [townclerk@christchurch-tc.gov.uk](mailto:townclerk@christchurch-tc.gov.uk)

## **Agenda**

**1. Apologies for Absence**

To receive apologies for absence

**2. Declaration of Interests**

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

**3. Christchurch Christmas Lights**

Members to decide upon the submitted tenders and preferred contractor following the tender process for the Christmas lights.

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

**Full Council**

**Agenda Item 3**

**Christmas Lights**

<b>Report Type:</b>	Public Report for Information
<b>Purpose of Report:</b>	Members to decide upon the submitted tenders and preferred contractor following the tender process for the Christmas lights.
<b>Recommendations:</b>	<b>It is RECOMMENDED that:</b> <ul style="list-style-type: none"><li>a) <b>Members consider the report and approve the decision from the working group to appoint company 3 as the preferred contractor</b></li><li>b) <b>Members consider the term options available to CTC and decide whether to enter into a 3, 4 or 5 year contract with the preferred contractor</b></li><li>c) <b>Members give authority to the Christmas lights working group to decide the best use of the £20k from the unspent fund to develop the 'Additional Offer' with the preferred contractor</b></li><li>d) <b>To allow up to £10k of CIL monies to be spent on the infrastructure of installing power to locations to display Christmas Lights</b></li><li>e) <b>Delegates to Town Clerk/Officers to complete the contracts awards notice on CTC website/Government procurement site, write to the non-successful companies and begin discussion with the preferred company</b></li></ul>
<b>Wards:</b>	All Wards
<b>Contact Officer:</b>	James Atkinson – Projects Officer

**1. BACKGROUND**

- 1.1. Following the creation of Christchurch Town Council in 2019 and the end of the Christchurch Borough Council's Christmas lighting agreement CTC in 2021 arranged a one year contract for the hire, install and removal of the Christmas lights.

Following this hastened process, a working group met to agree on a specification for a Tender for a 3, 4 or 5 year contract.

The Specification was informed by community feedback that received over 1100 engagements.

During the Resources Committee meeting it was resolved.

**RESOLVED that:**

- (a) Members considered the report and the attached Procurement document as Appendix 1; and**
- (b) agreed to proceed with a procurement process to find best value for the Christmas Lights.**

Proposed by: Cllr P Hilliard

Seconded by: Cllr L Dedman

Voting: unanimous

- 1.2. The Tender was published using the Government procurement site, each company conducted a site visit, the Tender was very specific which was down to the pre-work of the working group. It was created in a way that gave companies the ability to price and design against a 'Core Offer' that was the historical offer across the Town.
- 1.3. The Tender that was agreed has a scoring matrix of 60% price, 40% quality – the scoring was against the 'Core Offer'
- 1.4 In addition to the 'Core Offer' and 'Additional Offer, gave companies the ability to price against additional schemes across the town, this included for example lighting the Bandstand on the Quomps and placing 3D objects on Fountain roundabout.
- 1.5 The financing of this additional offer has been agreed following the Full Council meeting on 28<sup>th</sup> June 2022

**RESOLVED that:**

- a) The committee considered the proposals to earmark monies to Earmarked Reserves from the unspent General Fund of those projects identified; and**

**b) Christmas light Additional offer- allocate £20k to earmarked reserves for the additional offer for the festive season 2022/2023.**

Proposed by: Cllr Spittle

Seconded by: Cllr Jones

Voting: unanimous

## **2. TENDER RESULTS**

2.1. Following submission from the six companies the Tender returns have been scored based on a three year contract.

2.2. The scores out of 100 based on 60% price and 40% quality are detailed in Appendix 1 and the highest scoring tender was company 3. Company 3 produced the lowest cost for the 'Core Offer', furthermore the Working Group felt it scored highly on quality due to:

- (a) The high street designs
- (b) There is no call out charge if there are any problems
- (c) Experienced lighting provider with specialist knowledge and a local installer
- (d) It delivered a brand-new scheme that Christchurch could be proud of

2.3. Following this it is the recommendation that Company 3 are appointed.

## **3. CONTRACT TERM**

3.1. Members have a choice of contract period; savings can be made if a longer term is decided. The options are 3, 4 or 5 year contracts.

3.2. If a term over 3 years is decided there is an option to switch the theme and/or colours on the core offer to keep the display fresh.

3.3. There is also options each year to increase the 'Additional Offer' subject to council approving budget.

3.4. The costs for each option are below:

	3 year option	4 year option	5 year option
<b>Annual TOTAL</b>	<b>£21,017.00</b>	<b>£17,897.50</b>	<b>£16,292.00</b>
<b>Contract TOTAL</b>	<b>£63,051.00</b>	<b>£71,590.00</b>	<b>£81,460.00</b>

3.5. As members will see a 4 year contract gives 15% savings against a 3 year contract and a 5 year contract delivers 22% savings. It is therefore for members to decide on the term length.

#### **4. ADDITIONAL OFFER**

- 4.1. Following the mandate from Council £20k has been reserved from the unspent fund to develop the 'Additional Offer'. This can include lighting areas of the town that have not been previously.
- 4.2. For example:
  - (a) Tree Wraps on the Quomps
  - (b) Additional lights in Bargates
  - (c) Lighting the Bandstand and Riverside walk
- 4.3. Example of visuals can be seen in Appendix 2 – please note these are representative of the concept and not final designs.
- 4.4. Members are asked to give the mandate to the working group to finalise these designs along with the preferred contractor.
- 4.5. Additional infrastructure is required at certain locations to give power to areas not previously used for Christmas decorations, it is proposed that CIL money is used for infrastructure installations. Costs are dependent on the scheme decided but example costs are:
  - (a) 14 x Column Infrastructure on Riverside Walk = £4200
  - (b) 3 x Column Infrastructure on the Quomps = £1050
  - (c) 4 x Infrastructure installs at locations across suburbs = £3600
- 4.6. It is there for recommended that to give the best possible lighting display CIL monies is used for the infrastructure and not the £20k earmarked reserve.
- 4.7. The CIL budget currently has c.£60k and it has been confirmed that the Council are able to use it for the purpose it is intended (Infrastructure)
- 4.8. To this effect it is for members to consider giving authority for CIL money up to £10k for infrastructure associated with the 'Additional Offer'

#### **5. IMPLICATIONS**

##### **Legal**

- 5.1 The Town Council will enter into a supply/customer contract. value will be greater than £25k over the contract period so a public procurement was necessary.
- 5.2 This has been conducted and it is now for members to consider the recommendations.

##### **Environmental**

- 5.3 Consideration has been given to the make up of the Christmas decorations and will consider recycled materials to include the installation of a plastic tree using recycled materials rather than a real one.

- 5.4 This will be for the working group to decide when setting out the 'Additional Offer'

### **Financial and Risk**

- 5.5 The project is working to the following time frame to give sufficient time to agree a new contractor

Task	Q1	Q2	Q3	Q4
Project Approval from Committee				
Design and Specification accepted.				
Procurement process on Option 1 or Option 2				
Decision to award				
Contract to commence				

- 5.6 This procurement exercise has been taken to achieve best value.
- 5.7 Project costs for the 'Core offer' have also come under the initial annual revenue budget set at £24,000 this shows the influence a competitive Tender can give.

### **Equalities**

- 5.8 None

### **Consultation and Engagement**

- 5.9 None at this stage but it is worth noting that a switch on event is planning for 26<sup>th</sup> November to tie in with other festivities across the town.

## **6 CONCLUSION**

- 6.2 Members are asked to consider the report and to approve the recommendations outlined.

### **Appendices:**

Appendix 1 – Scoring Matrix

Appendix 2 – Examples of 'Additional Offer'

## Appendix 1

Company 1 price	£73,90 8.00	Company 2 price =	£74,42 2.33	Company 3 price =	£63,05 1.00	Company 4 price =	£70,95 3.00	Company 5 price =	£66,99 9.36	Company 6 price =	£63,54 0.00
price score =	85.31	price score	84.72	price score	100.00	price score	88.86	price score	94.11	price score	99.23
60% x 85.3 =	51.19	60% x 84.7 =	50.83	60% x 100.0 =	60.00	60% x 88.9 =	53.32	60% x 94.1 =	56.46	60% x 99.2 =	59.54
quality score	60.00	quality score	40.00	quality score	70.00	quality score	40.00	quality score	70.00	quality score	70.00
40% x 60.0 =	24.00	40% x 40.0 =	16.00	40% x 70.0 =	28.00	40% x 40.0 =	16.00	40% x 70.0 =	28.00	40% x 70.0 =	28.00
Total Score	75.19	Total Score	66.83	Total Score	88.00	Total Score	69.32	Total Score	84.46	Total Score	87.54
Ranked	4	Ranked	6	Ranked	1	Ranked	5	Ranked	3	Ranked	2



## Appendix 2

