

Agenda Item	11
Report No	CIA/27/19

HIGHLAND COUNCIL

Committee: City of Inverness Committee

Date: 30 May 2019

Report Title: Christmas Lighting and Decorations

Report By: Director of Community Services

1 Purpose/Executive Summary

- 1.1 Following previous approval by the Council of budget saving CS 16 (Communities to provide their own Christmas lights) and the reduction of the lighting budget this report confirms that Community Services is implementing the uniform policy that Communities are to provide their own Christmas Lights in 2019.
- 1.2 The report confirms the 2018 costs to install the City of Inverness Area Christmas Lighting and Decorations in 2018, it also confirms that guidance on Health & Safety and operational procedures are to be published to assist communities.

2 Recommendations

- 2.1 Members are asked to:-
 - i. Note that the Council has previously removed the £35,000 budget for the delivery of Christmas Lighting;
 - ii. Liaise with local Community Councils and/or Community Groups where communities wish to deliver Christmas lighting and decorations; and
 - iii. Note that Health & Safety and general guidance will be published for communities to enable the safe erection of Christmas Lighting and Decorations in the future.

3 Introduction

- 3.1 In February 2017 the Councils' Corporate Redesign Board received the final report on the review of the Street Lighting Service. The report identified various areas including Christmas lighting and decorations, where there are inconsistencies in respect of the approach taken, with some communities paying for provision whilst others do not.
- 3.2 At its meeting on 15 February 2018 the Council approved budget saving CS16 to remove funding of Christmas Lighting (Communities to provide their own Christmas lights). The full budget report is available at https://www.highland.gov.uk/meetings/meeting/3934/highland_council
- 3.3 In April 2018 the Lighting & Communications budget was reduced by £35,000.
- 3.4 Until 2018 the service installed and removed community Christmas decorations as follows; column mounted decorations, cross street catenary displays and the provision, erection and removal of 20ft and 40ft trees with some decoration.
- 3.5 During the summer of 2018 the service undertook a comprehensive review of Christmas decorations and lighting. This identified various levels of delivery across the Highlands.
- 3.6 The removal of funding means that in future the Service will not be able to undertake installation and removal of Christmas lighting decorations for those communities which have previously received a free service. Where the Councils Lighting Electricians assist in their own time free use of the Councils plant will be available.
- 3.7 In Wards 12, 13, 14, 15, 16, 17 and 19 the councils lighting service undertook the installation and connection of cross street catenary displays, column mounted figures and the supply of some community Christmas trees including decorations. The costs for these works have been identified for 2018 (see **Appendix A**) including those funded by the Inverness Good Fund.

4 Trees

- 4.1 Until 2017 the lighting service provided 20ft Nordic spruce trees supplied commercially by Forest Enterprise for some 30 communities in wards 12, 17, 18, 19 and 20. There are some 33 communities in wards 10, 11, 18, 20 and 21 that annually source trees locally at no cost to Highland Council
- 4.2 For 2019 all communities are being notified that they will be expected to provide their own trees where reasonably practicable. The service would only be able to secure trees where communities can provide all funding to cover the services full costs.

5 Implementation

- 5.1 The Lighting services resources are programmed for maintenance of existing lighting stock and delivery of the LED lighting programme. Installation and removal of Christmas lighting and decorations previously diverted 50% of the services operational, supervisory and technical resources between November and January. This diversion of resources reduces the rate of installation of LED units some 750 units per annum, reducing the potential energy saving by £15,000 per annum.

- 5.2 In 2018/19 the increased delivery of the LED programme enabled for 2018 only the service to provide some resources to undertake Christmas decoration work. To support communities it was agreed that the service would undertake installation whilst minimizing costs which have been recorded for each community. The recorded costs for Wards 12, 13, 14, 15, 16, 17 and 19 are shown in **Appendix A**.
- 5.3 The larger displays such as Inverness city centre include many cross street and specialist decorations, these require the use of platform access vehicles and licensed specialist trained operators. These are skills that communities could, with planning and support, be able to develop and secure (an example being Grantown-on-Spey). The service would be able to provide this facility where communities are able to fund the costs.
- 5.4 Following positive discussions with communities, in particular those in Beauly, Kiltarlity, Kirkhill, Cannich and Drumnadrochit where there has historically been more decorations and higher costs, fundraising has already been implemented by the communities in preparation for future Christmas Light provision. Fort Augustus community group following fund raising expanded their Christmas Lighting from 1 Christmas tree to approximately 14 column mounted decorations on the A82 trunk road, 5 decorations on the Canalside and pea-lights on some living trees. This was at a cost of £7,000 recharged to the community group but will mostly be one off costs for buying the decorations and having sockets and brackets installed in 2018 and estimated costs next year are considerably lower as shown in **Appendix A**.
- 5.5 For future years it is intended to arrange a framework tender. This would offer the Inverness Common Good and other communities a contracted facility for the erection and removal of Christmas lighting decorations.

6 Future Actions

- 6.1 All those identified communities (**Appendix A**) who have Christmas Lighting erected or who erect their own now need to be informed of the changes.
- 6.2 Members are asked to liaise with local Community Councils and/or Community Groups where communities wish to deliver Christmas lighting and decorations.
- 6.3 To enable communities to safely install their Christmas lighting decorations, the service will provide Health & Safety guidance and operational procedure documents. These are currently being finalised and will be published in the Spring.
- 6.4 For 2019 onwards communities will need to fund the costs for the service to make the final electrical connection, disconnection and safety checks. Additionally where a community requests Highland Council to install and take down decorations the community will need to fund the cost of this work. For 2018 these costs are shown in **Appendix A**. To manage costs to communities, the service will where practicable always look to incorporate visits with maintenance works.
- 6.5 At present the Council does not charge for electricity consumed by Christmas lighting the costs of which are low especially where LED Christmas lights are used. It is not currently intended to change this position; however this will be kept under review.

7 Implications

- 7.1 Resource – The Lighting service would be able to allocate resources to undertake the installation and removal works where communities are able to fund.

- 7.2 Legal - The authority has no statutory duty to provide decorations. Where it chooses to provide decorations it has a statutory duty to protect the public and must ensure all works including third party works in public spaces are undertaken in a safe manner and remain electrically safe at all times.
- 7.3 Community (Equality, Poverty and Rural) - For those communities providing, installing and maintaining their own Christmas Lighting there are no implications. For those communities who historically have received a free service from Highland Council they will need to find alternative ways to provide their Christmas lighting.
- 7.4 Climate Change / Carbon Clever - there are no implications arising from these proposals.
- 7.5 Risk – there is a risk that the local community may not be able to secure sufficient funding to enable self-delivery of the installation of Christmas lighting.
- 7.6 Gaelic - there are no Gaelic implications arising from these proposals.

Designation: Director of Community Services

Date: 14 May 2019

Author: Robin Pope, Policy and Programmes Manager
John Allan, Lighting and Communications Manager

Background Papers: [Budget savings booklet 2018 for CS16](#)

APPENDIX A

CITY OF INVERNESS (WARDS 12, 13, 14, 15, 16, 17 &19)
COMMUNITIES CHRISTMAS LIGHTING/DECORATIONS 2018/19

VILLAGE/TOWN	WARD	CHRISTMAS DECORATIONS		DECORATION OWNERSHIP	COSTS CHARGES – 2018/19		2019/20 HC Budget	2019/20 Estimated community funding required
		TREE	LIGHTS		Lighting costs as of 31 March 2019	CC RECHARGE (Invoiced)		
INVERNESS CITY	13, 14 & 15	HC	HC	Inverness Common Good	£59,293.94 ERI7753 Under Budget due to scaffolding works on Academy and Castle Streets preventing all decorations being erected	Inverness Common Good Fund £59,293.94	£0	ICGF budget of £72,000 to include APT&C costs
INVERMORISTON	12	COMMUNITY	HC	COMMUNITY	£144.33 ELL7362	£0	£0	£150
DRUMNADROCHIT	12	COMMUNITY	HC	COMMUNITY	£529.24 ELL7363	£0	£0	£500
FORT AUGUSTUS	12	COMMUNITY	HC	COMMUNITY	£0	£0	£0	£300 BEAR A82 costs
DORES	12	COMMUNITY	HC	COMMUNITY	£150.52 ELL7364	£0	£0	£150
GORTHLECK	12	COMMUNITY	HC	COMMUNITY	£150.52 ELL7365	£0	£0	£150
FOYERS	12	COMMUNITY	HC	COMMUNITY	£1,192.00 ELL7366	£0	£0	£150

VILLAGE/TOWN	WARD	CHRISTMAS DECORATIONS		DECORATION OWNERSHIP	COSTS CHARGES – 2018/19		2019/20 HC Budget	2019/20 Estimated community funding required
		TREE	LIGHTS		Lighting costs as of 31 March 2019	CC RECHARGE (Invoiced)		
BALNAIN	12	COMMUNITY	HC	COMMUNITY	£250.76 ELL7367	£0	£0	£150
CANNICH	12	HC	HC	COMMUNITY	£953.67 ELL7368	£0	£0	£750
TOMICH	12	COMMUNITY	HC	COMMUNITY	£131.01 ELL7369	£0	£0	£150
KILTARLITY	12	COMMUNITY	HC	COMMUNITY	£1,143.63 ELL7370	£0	£0	£1150
BEAULY	12	HC	HC	COMMUNITY	£1,748.93 ELL7371	£0	£0	£1750
KIRKHILL	12	HC	HC	COMMUNITY	£1,843.64 ELL7372	£0	£0	£1000
ARDERSIER	17	COMMUNITY	HC	COMMUNITY	£123.44 ELL7373	£0	£0	£150
CROY	17	HC	HC	COMMUNITY	£380.53 ELL7374	£0	£0	£150
BALLOCH	17	HC	HC	COMMUNITY	£363.35 ELL7375	£0	£0	£150
CULLODEN	17	HC	HC	COMMUNITY	£416.68 ELL7376	£0	£0	£150

VILLAGE/TOWN	WARD	CHRISTMAS DECORATIONS		DECORATION OWNERSHIP	COSTS CHARGES – 2018/19		2019/20 HC Budget	2019/20 Estimated community funding required
		TREE	LIGHTS		Lighting costs as of 31 March 2019	CC RECHARGE (Invoiced)		
INSHES PARK	19	LIVING TREE	HC	COMMUNITY	£79.12 ELL7381	£0	£0	£100
MILTON OF LEYS	19	LIVING TREE	HC	COMMUNITY	£118.14 ELL7383	£0	£0	£100
CAULFIELD	19	HC	HC	COMMUNITY	£422.05 ELL7386	£0	£0	£150
WESTHILL	19	HC	HC	COMMUNITY	£211.29 ELL7387	£0	£0	£150
TOMATIN	19	HC	HC	COMMUNITY	£170.57 ELL7388	£0	£0	£150

Inverness Common Good Fund budgeted costs include repairs, some replacement decorations and 3 Christmas trees. All other estimated funding is for plant and labour costs and does not include any repairs that may be required to any damaged, vandalised or faulty decorations or supply of any Christmas trees. 15ft Christmas trees may be available at an approximate cost of £200 including delivery subject to supplier availability. Repair costs were included in the above 18/19 costs.