



The Old Courthouse,
Jaycroft Road,
Burnham on Sea,
TA8 1LE

23rd August 2023

To: All Members of the Town Council

YOU ARE HEREBY SUMMONED TO ATTEND an extraordinary meeting of the **TOWN COUNCIL** to be held on **29th August 2023** in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea, TA8 1LE at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

A handwritten signature in black ink, appearing to be "K Noble", written on a white background.

Katherine Noble
Town Clerk

Please contact the Town Council reception (01278 788088) if you need further information on this agenda.

Members of the Burnham and Highbridge Town Council

Councillor R. Baker
Councillor S. Barber
Councillor P. Clayton
Councillor A. Elrick
Councillor M. Facey
Councillor J. Flurry
Councillor G. Gudka
Councillor R. Keen (Mayors Rep)
Councillor A. Matthews

Councillor B. Metcalfe
Councillor L. Millard (Mayor)
Councillor A. Morgan
Councillor M. Murphy
Councillor S. Perry (Deputy Mayor)
Councillor C. Searing
Councillor B. Vickers
Councillor J. Warren
Councillor P. Wynn

Public participation

A public participation session will now be held before the meeting starts. Anyone wishing to speak on any matters is encouraged to give notice of the request and subject matter to the Town Clerk no later than midday on the last working day prior to the meeting. Public participation shall be restricted to the public participation session, unless directed otherwise by the Chair. In accordance with standing orders the public participation time will not exceed 15 minutes in total with no individual speaker exceeding 3 minutes.

Extraordinary Town Council Meeting Agenda

29th August 2023

110.0.T23 Apologies for absence

111.0.T23 To receive any declarations of interest on items included on this agenda

112.0.T23 To consider response to temporary licence application for 15 ornamental trees in barrels to be placed along the Esplanade

113.0.T23 To consider the Christmas lights contract report and approve the contractor for providing and installing the Christmas lights for Burnham-on-Sea and Highbridge for the next 3 years

114.0.T23 Date of next meeting

The next meeting of the Town Council is scheduled for 19th September 2023 at 7 pm at the Morland Hub.

Somerset Council

Bridgwater House, King Square, Bridgwater, Somerset, TA6 3AR

Telephone: 0300 123 2224

Website: www.somerset.gov.uk18th August 2023**License to place trees – The Esplanade**

We have been approached by Burnham Events for a license to place 15 ornamental trees in barrels along the Esplanade in the vicinity of the Barb building towards the slip way (see attached). This is a temporary license to commence from September 2023, duration to be considered. Somerset Council support this installation, however, would appreciate any comments you may have by 30th August 2023, to Michelle Fry, property.services.sedgemoor@somerset.gov.uk

Yours faithfully

Karen Barnes

Support Team Leader – Clean Surroundings



Report for councillors: Christmas lights contract

Issued to: Full Council – 29th August 2023

1. Purpose of Report

To approve the contractor for providing and installing the Christmas lights for Burnham-on-Sea and Highbridge for the next 3 years.

2. Background

This report provides an analysis of the tenders returned in response to enquiries sent for the design, supply, installation, removal, storage and operation of Christmas lighting. The equipment is to be hired for the duration of the contract. The scheme is for a 3-year period commencing November 2023 and terminating January 2026.

The report considers the submissions in terms of the compliance of the contractors submission with the Town Councils tender instructions, the financial assessment of the tenders and a technical assessment of the submissions. As the contract is design and build there is a wide variety of options and the final decisions will come down to which design offers the best value for money and most widely meets the Town Council's criteria.

The Town Council has assessed the fee bids through the use of a quality matrix weighted, 60% to the written submission and 40% to the interview. It is intended that this will allow the quality of the submissions to form part of the successful bid. The maximum score that can be achieved under the assessment process will be 100.

The contract was advertised on the Government Contract Finders website. Five companies expressed an interest in the contract, but only three submitted tenders.

The submitted tender documents were opened by Councillor Vickers and the Town Clerk. The tender documents were collated and assessed by Officers of the Town Council.

The tenders have been analysed and checked, in accordance with the criteria of the Town Council. This report will analyse the quality of the submissions and present the information assessed to aid the Town Council to make a final decision and appoint a contractor to work with for the design, supply and installation of the Christmas lights in Burnham-on-Sea and Highbridge.

Design Submission

The specification issued to the contractors for the design, supply and installation of the Christmas lights gave a detailed list of requirements both as a design brief and

also with regard to the information requested to be provided with the tender submission.

The design brief provided to the contractors is set out in section 3 of the tender document and is reproduced below:-

Requirements

Overview

The vision for the Christmas Lighting Scheme is that it should enhance and reflect the seaside town heritage and atmosphere in the conservation area.

A colour co-ordinated scheme of bright, vibrant colours and white lights at Jubilee Gardens. All lights must be new at commencement of the contract and not reconditioned.

LED or low energy use products are required.

Design Approach

The designer should have regard for all potential users of the space and is to demonstrate the inclusivity of their design with regard to the available space and budget.

The tenderer must demonstrate within their submission how the proposed design promotes a traditional Christmas atmosphere while offering innovative and inclusive options.

Clients Requirements

The client's requirements for the successful design and installation will incorporate the key elements set out below

- *The design can make use of the existing street furniture and features such as natural trees, lighting columns and walls to mount decorations.*
- *The design is to include cross street suspended decorations, building mounted decorations, column mounted decorations and decoration of natural trees.*
- *The design would ideally include cross street decorations at both ends of the High Street in Burnham-on-Sea and one cross street decoration in Highbridge.*

Section 5 contains a plan of the lighting areas and an inventory of a previous building mounting points for information.

Specification

The trees within Jubilee Gardens in Highbridge have been used in previous schemes and provided a good focal point.

The trees located in the identified areas may be included in the Scheme. If these are used any connecting electrical wires to lamp posts and between trees must be installed each season and removed following switch-off of the scheme.

The existing wall brackets have previously had permission from building owners for their locations and this may limit the size of decoration that can be fitted. Some properties have wall mounts for small Christmas trees. The tenderer is strongly recommended to visit the towns prior to submission of the tender. The Council will confirm permissions to use these positions for the new contract if required by the contractor. If new locations are required, the tenderer will be responsible for gaining the required permission from the building owners.

The existing electrical infrastructure and bracket locations are listed within this document. Street lighting lamp columns can be used within the areas together with cross street decorations subject to the necessary consents, which the tenderer will be responsible for gaining from the relevant body.

All outdoor lighting and electrical installations will be a minimum of IP66 rated.

The tendering company will be responsible for inspecting the condition and adequacy of any of the existing infrastructure if it is to be used in the new scheme, and include for any associated costs in replacing or repairs to such infrastructure within its tender.

Lighting decorations will be installed ready for the switch on events in November (dates to be confirmed) and must be installed no later than 5 days prior to the switch-on dates and removed by 16th January.

All lights will be on timers operating daily during the lights display from 6.30am until 9.00am and 3.00pm until 11:30pm unless advised differently and will operate until 6th January.

Area

The main areas of Burnham-on Sea town centre that are to be included within the tender to be illuminated include: High Street, Victoria Street, Princess Street, Pier Street and College Street.

The main areas of Highbridge Town centre that are to be included within the tender to be illuminated include: Church Street and Market Street, Huntspill Road and Jubilee Gardens.

A plan identifying the areas is included in this document.

As the town centre is a mix of commercial, accommodation providers and residential the contractor must be mindful when programming the installation and removal of the lighting display on buildings. Any works on or near accommodation providers must not be undertaken during the following hours: 11.00pm – 7.00am.

Burnham on Sea Carnival is held early in November every year, no works to install illumination over the roads that could affect the Carnival route can be undertaken prior to the Carnival, the contractor will be responsible for ascertaining the carnival dates in future years.

Services Required

Provision of the following services:

- a. Full site survey, including detailed measurements of heights.*
- b. Photographic simulations of lighting in situ.*
- c. Detailed description of lighting scheme proposal.*
- d. Comprehensive installation and removal service.*
- e. The Switch-on events in Burnham on Sea and Highbridge will be confirmed, these usually occur in late November (or as advised) at a times to be advised and attendance is required at the event to facilitate this. The Council works with local groups to organise this very popular community event. The Contractor must provide at least two members of staff to assist with the switch-on events and all lights must be tested to ensure that they are fully operationally prior to the switch-on date, with final checks being made on the day. The Contractor's staff must make themselves available a minimum of 2 hours before switch-on to receive final briefing of the timings of the event. All peripheral lights to the main switch-on area must be switched-on within 1 hour of the main switch-on event. Staff contact numbers must also be made available prior to the switch-on event.*
- f. Stress testing of wall brackets and inspection of all connection points on an annual basis.*
- g. Checking all lighting equipment and undertaking any repairs to ensure full working order prior to installation.*
- h. Installation and maintenance of electrical infrastructure to serve the lighting scheme including timers.*
- i. 24 hour on call service throughout the display period. All reported lighting repairs / faults require a 24 hour response to undertake remedial repairs unless it is reported as an emergency call out due to the fault posing a danger to the public in which case a 2 hour response must be achieved.*
- j. A dedicated account manager.*
- k. Safe storage of lights by the contractor throughout the period of the contract.*
- l. Liaison with building owners in respect of cable / fixings etc.*
- m. Reuse if and where possible of existing fixings.*
- n. Indemnify Burnham on sea and Highbridge Council of any builder's work repairs relating to the contract.*

Location of Christmas Decorations

The areas of Burnham on Sea Town center are highlighted blue on the map below.



The areas of Highbridge Town center are highlighted blue on the map below.



The contractors were also provided with a list of the bracket positions of previous Christmas light displays.

All of the tender submissions include drawings and sketches to illustrate the scheme proposed. These have been fully assessed as part of the interview process which fully assessed the aesthetics of the scheme.

The contractors all submitted written submissions that met the criteria set out above, although some where in more detail than others.

Financial Submission

The contract is to operate within a fixed price to reflect the funding provided by the Town Council, the budget of 21,000.00 plus VAT per year with a total contract value of £63,000 over the three year period. All of the submissions are within this budget, although some omit elements of the work requested within the tender documentation.

The instructions to tender issued to the contractors for the design, supply and installation of the Christmas lights gave a detailed list of requirements both as a design brief and also with regard to the information requested to be provided with the tender submission.

Companies A and C did come in below budget, they did state this was to allow adjustments to the design and number of lights installed. Company B came in on budget.

The tender figures are shown on the assessment summary sheet in Appendix A.

Technical Submission

A review of the technical information included within the tender has been undertaken, the scoring allocated to this section is included within Appendix A, outline comments are detailed below.

All three of the companies submitting tenders are experienced and competent designers and installers of Christmas lights displays, they have all provided references for Authorities they are currently working for who will provide references and outline details of the schemes they are undertaking.

The contractors all appear to have the relevant training and certification to undertake the works required.

One of the contractors undertake the installation in house and two of the contractors use a sub-contractor to install. Should a contractor be selected that uses a subcontractor to install then further information should be requested prior to entering contracts.

The three contractors have had their written submissions assessed and scored; the points awarded were: -

<u>Company</u>	<u>Points</u>
Company A	46
Company B	45
Company C	45

Interview

The Town Council has assessed the fee bids through the use of a quality matrix weighted, 60% to the written submission and 40% to the interview. It is intended that this will allow the quality of the submissions to form part of the successful bid. The maximum score that can be achieved under the assessment process will be 100.

Interviews were undertaken on Thursday 17th August 2023 and the contractors were assessed by a panel of Councillors using a series of formal weighted questions together with supplementary questions to clarify any points that arose.

Representatives from both the Burnham-on-Sea and Highbridge Chambers of Trade and Commerce were also in attendance at the interviews. The Town Clerk and Deputy Town Clerk were also present.

The panel comprised:-

Cllr Clayton
Cllr Facey
Cllr Vickers
Cllr Warren

The scores awarded during this process are set out below:-

<u>Company</u>	<u>Points</u>
Company B	21
Company C	21
Company A	13

Summary

Within this report the results of both the technical assessment of the written submissions and the interview process have been assessed, the points awarded are set out below:-

<u>Company</u>	<u>Points</u>
Company B	66
Company C	66
Company A	59

Companies B and C both scored the same points on both assessments. Company A did score highest in the technical assessment, but it did not score as well as the others in the interview.

The Town Council will need to enter into formal agreements for the placement of the Christmas Lights on the various buildings throughout Burnham-on-Sea and Highbridge from the property owners. Both Chambers of Trade and Commerce and Commerce have offered help in gaining permissions.

Financial Assessment

As the Town Council did not have the necessary paperwork to confirm the current infrastructure was in good order. Testing and any repairs to existing infrastructure will be an additional cost to the Council.

Company B plan on using existing brackets where possible,

Company C have included the supply and installation of brackets.

Company A have not included the supply and installation of brackets. Company A would only cover the charges for call outs due to manufacturing faults, all other call outs would be charged to the Town Council.

Technical Assessment

All three of the companies have demonstrated their competence and experience with the design, supply, installation and maintenance of Christmas lighting. There are variations between the companies with regard to their emergency and routine response times to maintenance works, but all offer a service that would meet the needs of the Town Council.

Design Assessment

Company A have proposed the highest number of lights and fittings out of all of the contractors, but this would be taken from existing stock, so some options may not be

available. They have included cross street motifs in Burnham-on-Sea and making a feature of prominent buildings e.g. Highbridge Community Centre.

Company C offer a well thought out design, there are less fittings and lights spread through the Town centres, however, the lamppost motifs are larger for more impact. This proposal did not include lighting of Jubilee Gardens in this price.

Company B have submitted designs that are based on the existing brackets and lighting layouts used in previous years, with a few additional motifs in Highbridge and Victoria Street. They have also included up lights for Jubilee Gardens, that change colour and a cross street motif in Burnham-on-Sea and make a feature of prominent buildings e.g. Highbridge Community Centre.

3. Recommendation

Companies B and C both scored the same. However, Company B is able to offer a full remote-controlled switch-on service, whereas both Companies C and A would be manual, which would require a number of volunteers to help and this would be more of a soft switch-on e.g. not all the lights will come on at the same time.

All of the companies have confirmed their flexibility to amend and adjust their proposals to ensure they reflect the requirements of the Town Council and local residents. The company selected should be appointed on the basis that the design will be reviewed and amended to meet these requirements.

The Christmas Light Working Group recommend that Company B is approved as the selected contractor and invited to a meeting with the Working Group to review, amend and finalise the design.

Once the design is finalised the Town Council should enter into a formal contract for the design, supply, installation, maintenance and annual hire of the Christmas Lights.

Appendix A – Tender Evaluation Matrix – Summary Sheet

Tender Assessment Summary Sheet			
	Company A	Company B	Company C
Tender submitted by 12 noon 23/07/20	In accordance with tender instructions	In accordance with tender instructions	In accordance with tender instructions
H&S Check	Pass	Pass	Pass
Tender Check			
Form of tender submitted	Yes	Yes	Yes
Tender Figure - Annual (plus VAT)	£20,826.38	£21,000.00	£16,628.70
Tender Figure - Contract Period (plus VAT)	£62,479.14	£63,000.00	£48,659.00
Budget Breakdown Included	Yes	Yes	Yes
Information requested supplied	Yes included with electronic submission	Yes with electronic submission	Yes with electronic submission
Interviews			
Cllr Warren	20	32	32
Cllr Vickers	16	23	26
Cllr Clayton	18	28	27
Cllr Facey	12	24	22
Subtotal (interview Points)	66	107	107
Percentage of points	33.00%	53.50%	53.50%
Interview Points Awarded	13	21	21
Technical submission			
Technical Points Awarded	46	45	45
Summary			
Interview points	13	21	21
Technical points	46	45	45
Total	59	66	66
-	-	-	-