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Briefing Note

Christmas Lights

For Finance, Governance & Estates Committee 19th March 2026

Background

For the last few years, the Parish Council has been experiencing issues with the installation of our festive lights, including late delivery and faulty lights. In November 2025, we experienced a particularly disrupted year from our festive lighting contractor Merlin Lighting, which resulted in the Village Garden Christmas tree not being installed before the Santa Fun Sunday event, and an additional cost of £195 plus VAT to purchase boards to try and move everything forward due to the ground conditions becoming difficult to traverse. It is important to note that the ground was passable when the lights were due to be installed. There were other delays with other lights going up and several lights not working properly. Due to these issues, it has resulted in us receiving discounted final charges for several years:

In 2022/23 **£2,410 plus VAT** was paid (the agreed cost).
In 2023/24 **£1,500 plus VAT** was paid (£910 plus VAT discount).
In 2024/25 **£2,200 plus VAT** was paid (£210 plus VAT discount).
In 2025/26 **£1,800 plus VAT** was charged (£610 plus VAT discount).

We are yet to see what we will be invoiced for Winter 2025/26. With this poor level of unreliable service, quotes were sought with a view to replacing the current Christmas lighting contractor for winter 2026/7.

Quotes

Six festive lighting contractors were approached, with a specification for installing, removing, storing and testing all our festive lighting assets in Hurstpierpoint and Sayers Common each year (supporting information see appendix 1,2,3). Explaining the importance of our Christmas events in the villages and the need for lights to be installed ahead of time. Four of the companies responded saying they were unable to supply a quote, due to being out of our area or not supplying an installation service. We received two quotes from Contractor A and B:

Contractor A - **£2,899.00 plus VAT per annum**, plus anchor testing and certification of **£894.00 plus VAT** every 2 years.

Contractor B - **£6,250.00 plus VAT per annum**, plus anchor testing and certification of **£540.00 plus VAT** every 2 years.

The new contractor will need to collect the festive lights from Merlin Lighting and carry out testing on all the units and safety tests on the anchor points and catenary cables.

Recommendation

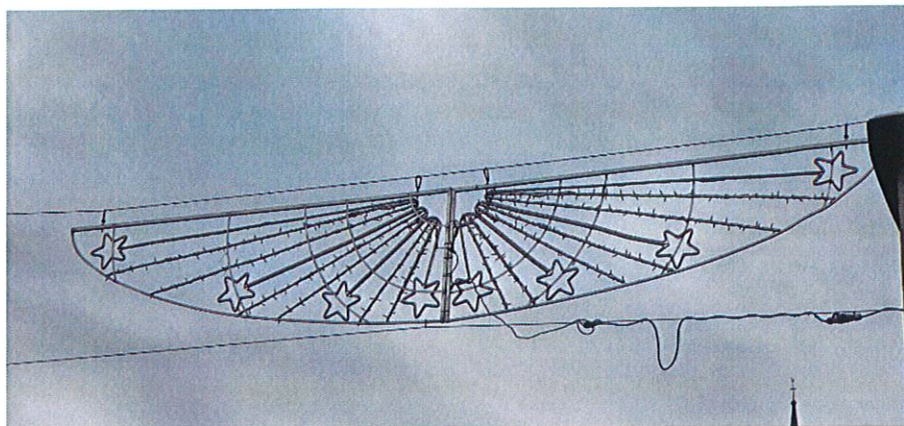
It is recommended to appoint Contractor A (Light Angels) to take over the Festive Lighting contract for a term of 3 years at an annual cost of **£2,899.00 plus VAT**. With an additional cost of **£894.00 plus VAT** every 2 years for the safety inspections of the anchor points and catenary cables on Hurstpierpoint High Street. There may be a need to repair some of the lights and they will provide us with a quote, once the lights have been inspected.

RECOMMENDATION: The Committee is asked to appoint Contractor A (Light Angels) to take over the festive lighting contract for a term of 3 years for an annual cost of **£2,899.00 plus VAT** and a cost of **£894.00 plus VAT** every 2 years including at the start of the contract.

High Street, Hurstpierpoint

3 x banners

Purchased in 2017 for a cost of £2,400 plus VAT.

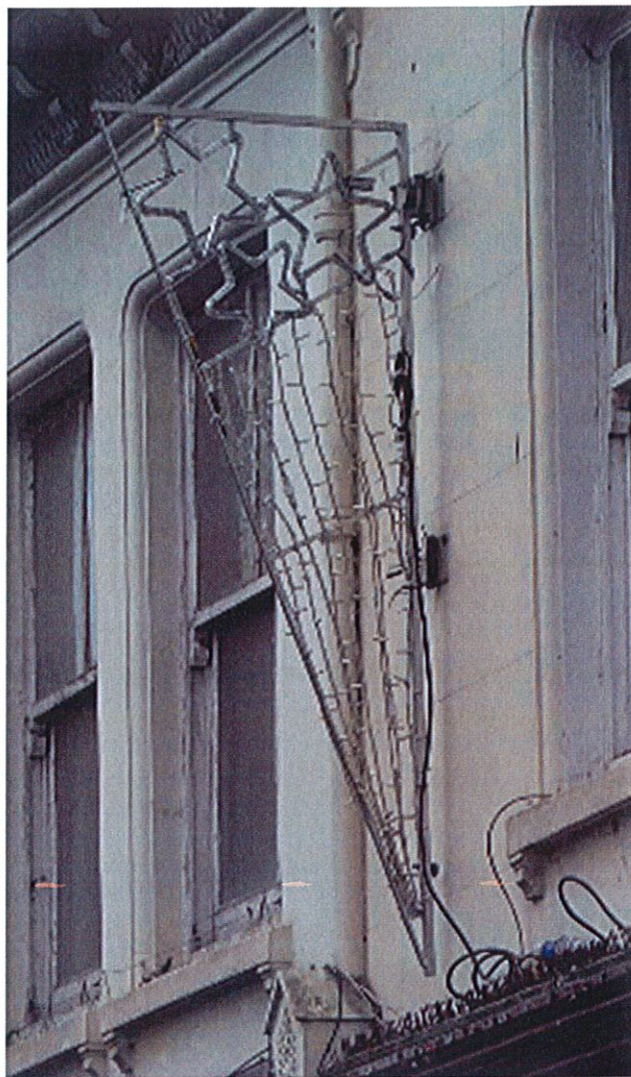


6m x 1m Leblanc Janyce motif in warm white/bright white sparkle

(Map Ref. 1,5,6)

2 x wall mounted

Purchased in 2017 which replaced previous motifs, we do have brackets for 4 motifs. At a cost of £580 plus VAT.



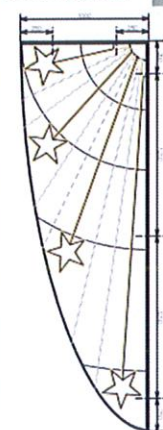
glittering 230V

120.170141

Technical data

Tension	230 V
Power	34 W
Class / IP	Classe II / IP 44
Weight (kg)	9 kg
Size L x H x D	3 x 1 m
Type of cable	
Connecting	Connecting Box
Number of fastenings	
Type of fastenings	Eye hooks
Main material	Aluminium
Extendable	
Cable color	White
Animation	Self-glittering
Animator	
Technology	LED
Bright points (light)	434
BP/Power Ratio	12.76
Luminosity (Lumen)	1410.50 lm
Colors	Warm White and White
Dominant color	White / Warm White
Sockets number	
Sockets type	
Bulbs	LED
Decorative material	
Conditioning	Plastic film
Type	Street scene
Class	Candelabra Crossing
Brand	Chromex

Technical diagram



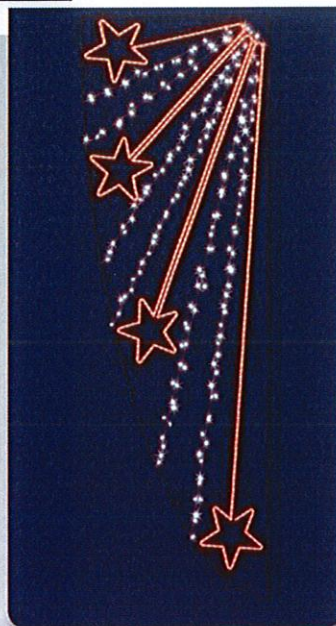
ENVIRONMENTAL REPORT

Total surface area :	3 m²
Surface area :	0.40 m²
Rh0 (Air) :	1.225 kg/m³
Cx estimated :	0.41
SCx :	0.16
Equivalent CO ₂ :	37.47 kg*

*Environmental impact for 8 hours gridan during 60 days

Lamp columns decoration "Janyce" H:3 L:1m LED "Warm white/white" glittering 230V

The product information are provided for information only and are subject to change.



(Map Ref. 3 and 7)

1 x string lights



(Map Ref. 4)

Village Garden

1 x Flagpole tree

Purchased in 2020 for £2,445 plus VAT however it was hired the previous year in 2019.

Double cone tree lighting display, including base, upper crown and LED lights.



(Map Ref. 2)

B2218, Sayers Common

9 x streetlight lights

Purchased in 2021 for a total cost of £3,285 plus VAT.

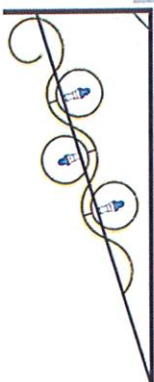


Lamp columns decoration "Perle Scintillante 2 x 0.8" H:2m L:0.85m LED steady 230V outdoor use

120.170038

Technical data	
Tension	230 V
Power	34 W
Class / IP	Classe II / IP 44
Weight (kg)	7.50 kg
Size L x H x D	2 x 0.8 m
Type of cable	
Connecting	Connecting Box
Number of fastenings	
Type of fastenings	Rapid Fix + Eye hooks
Main material	Aluminium
Extendable	No
Cable color	White
Animation	Animatable
Animator	
Technology	LED
Bright points (light)	226
BP/Power Ratio	6.65
Luminosity (Lumen)	735 lm
Colors	Warm White and White
Dominant color	White / Warm White
Sockets number	3
Sockets type	
Bulbs	LED
Decorative material	
Conditioning	Plastic film
Type	Street scene
Class	Candelabra Crossing
Brand	Chromex

Technical diagram



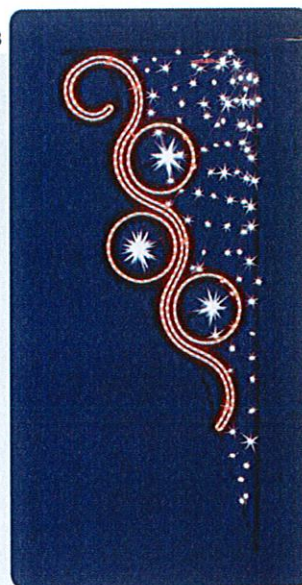
ENVIRONMENTAL REPORT

Total surface area :	1.60 m²
Surface area :	0.33 m²
RmD (Air) :	1.225 kg/m³
Cx estimated :	0.41
SCx :	0.14
Equivalent CO ₂ :	31.47 kg*

* Environmental impact for 8 hours operation during 10 days.

Lamp columns decoration "Perle Scintillante 2 x 0.8" H:2m L:0.85m LED steady 230V outdoor use

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Contract Specification

Admin

- To provide the Parish Council with HERS certificates and £10 Million Pound Public liability insurance documentation, valid during the installation and collection dates by 25th September each year.
- To provide the Parish Council with a annual quote for the storage, installation, collection, service and testing of the Parish Council Festive Lights.
- Notify the Parish Council of any additional costs or increases to the quoted costs each year.
- To inform the Parish Council of any faults and the costing to repair or replace faulty lights, allow a minimum of 3 month's notice, to allow time for new equipment to be purchased or repaired.
- Lights to be tested annually, to ensure all lights are working
- To provide the Parish Council a quotation to carry out a pull test inspection of all the High Street brackets every 2 years, allowing time for any repairs to be completed before the lights are install by the end of November.

Timeframe

- All festive lights to be stored from the 6th January to 23rd November.
- To ensure the High Street lights are installed before the end of November for the Santa Fun Sunday event. the Village Garden tree, must be a priority.
- To inform the Parish Council when the installation of the Village Garden tree, so the parish Council can prepare the site, by removing the flag and unlocking the electric box.
- To install the Sayers Common Lights by the end of November after the Hurstpierpoint High Street is completed.
- To take down all Festive lights after the 6th January each year, within a 2 week window maximum.
- To ensure that the flag topping and rope are reachable after the Village Garden tree is removed in January.

