

	Full Council
Date	14 September 2026
Agenda Item	7e

To consider extra costs relating to the Christmas lights

At the Events committee meeting on 24 August 2026, the installation of power points in the lampposts on the High Street for the Christmas lights was considered and agreed subject to the agreement of Highways. Up to now the Christmas lights on the High street had been lit through the cooperation and generosity of local businesses, who allowed the lights to be plugged into their supply. The new contractor has suggested it would be better to use the lampposts to provide the power. This is something which would be quite an expense this year but could then be used for at least 10 years.

The council has already been given a certificate by UK Power networks to be able to use the unmetered supply provided by the lampposts. The Clerk is in discussion with Essex Highways over the installation. As some of the lampposts are due for replacement, it may not be possible to install all the power points this year, but certainly it will be possible for those which are not about to be replaced.

26 To consider installing power points in the lampposts to professionalise the lights operation

Cllr Bond proposed, seconded by Cllr Fincken, that, subject to the agreement of Highways, the proposed installation of power points in the lampposts be noted. This was unanimously agreed.

Recommendation: That council agrees to the installation of power points in the lampposts to be used for Christmas lights.

Sarah Greateorex

Sarah Greateorex Town Clerk

JACKSON ELECTRICS

Christmas Lighting Power Points

Installation within existing lamp posts

Client-ready proposal for Halstead town center

PREPARED FOR The Client	PREPARED BY Jackson Electrics
PROJECT Christmas lighting infrastructure	PROPOSAL DATE 14 August 2026
LOCATION Halstead town centre, Essex	REVISION 01
MARKED LOCATIONS 11 (provisional)	UNIT RATE £535.00 + VAT per post

PROPOSAL SUMMARY

Jackson Electrics proposes to install controlled, protected power points within the existing lamp posts identified on the supplied town-centre drawing. The outlets will provide a practical connection point for seasonal Christmas lighting while keeping the equipment enclosed within the lamp-post access compartment.

PROVISIONAL CONTRACT VALUE £5,885.00 + VAT Based on eleven marked lamp posts at £535.00 per post

The final quantity and individual post identifiers will be agreed during the pre-start site walkover.

1. Project Understanding

The purpose of the works is to provide safe, accessible electrical connection points for temporary Christmas lighting at the lamp posts marked on the supplied aerial drawing. The indicated route extends through Halstead town centre and is shown as approximately 651.51 metres on the drawing. No new inter-post distribution route has been allowed for; each existing column is to be assessed as an individual installation point.

2. Proposed Scope of Works

Stage	Work item	Included activity
1	Pre-start verification	Jointly confirm each marked lamp post, ownership/access arrangements, available supply, internal space, earthing and the condition of the column before work starts.
2	Isolation and preparation	Safely isolate the relevant circuit, open the lamp-post compartment and prepare a suitable internal mounting arrangement without compromising the column or access cover.
3	Control and protection	Install a seven-day timer and an RCD-protected fused connection unit, using the quoted GreenBrook/BG equipment or an approved equivalent suited to the final arrangement.
4	Christmas-light outlet	Provide a robust connection point within the compartment for the seasonal lighting lead, with the final connector format agreed before procurement.
5	Wiring and identification	Complete the internal wiring, terminations, glands, protective bonding/earthing checks and durable circuit identification using equipment appropriate to the location.
6	Testing and handover	Inspect and test the completed work, demonstrate timer and RCD operation, record the agreed settings and issue the appropriate electrical certification.

The example installation photograph in Appendix B is illustrative. Final equipment positioning and connector selection will depend on the verified internal dimensions and condition of each lamp post.

3. Proposed Locations

The price is based on eleven proposed locations shown by arrows on the supplied drawing: posts 10, 07A, 6, 3, 7, 8, 13, 12, 18 and 19, together with one unnumbered western post. The drawing remains the controlling location reference until a signed site schedule is agreed.

4. Commercial Proposal

Description	Quantity	Unit rate	Amount
Install Christmas-light power point within existing lamp post	11 posts	£535.00	£5,885.00
PROVISIONAL TOTAL (EXCLUDING VAT)			£5,885.00

VAT will be added at the rate prevailing on the invoice date. The unit rate applies to the agreed scope and a verified existing supply within each lamp post.

5. Assumptions and Qualifications

Existing assets	Each lamp post is structurally serviceable, contains sufficient usable space and has a suitable existing electrical supply, earthing arrangement and protective device.
Access and permissions	The client will secure the lamp-post owner's consent, highway/local-authority approvals, parking suspensions and any third-party access permissions required for the works.
Working conditions	The price assumes normal weekday working, safe access to each column and a coordinated work area. Specialist traffic management, night working and out-of-hours attendance are excluded unless agreed in writing.
Condition-related work	Repairs to damaged columns, replacement access doors, asbestos-related work, supply upgrades, new feeder pillars, excavation, trenching and reinstatement are excluded.
Seasonal lighting	Christmas-light fittings, decorations, suspension systems, overhead catenary wiring and their annual installation/removal are excluded from this proposal.
Design confirmation	The final outlet type, timer programmed, load and protective arrangement will be confirmed following survey and coordination with the Christmas-lighting supplier.

6. Program, Validity and Acceptance

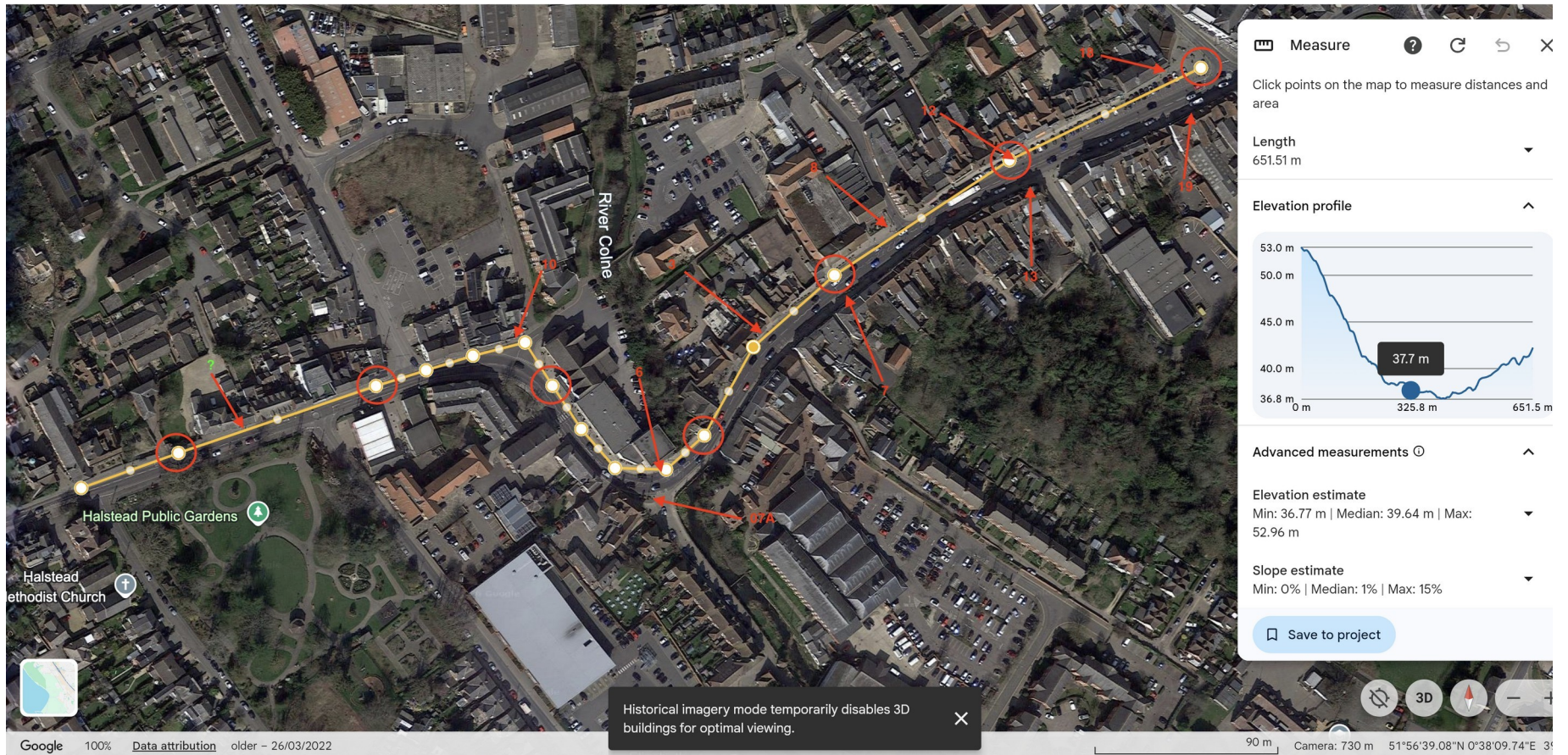
Programmed	The program will be agreed once the locations, permissions and equipment selections are confirmed. Procurement and installation remain subject to material availability.
------------	--

Validity	Open for acceptance for 30 days, subject to a satisfactory site survey and supplier price confirmation. Additional work will be agreed as a written variation before it is undertaken.
----------	--

CLIENT ACCEPTANCE

Client / organization	Name and position	Signature and date

Appendix A - Proposed Lamp-Post Locations



Supplied marked drawing. Eleven proposed locations are indicated by arrows; the western location marked with a question mark requires confirmation during the site walkover. The displayed route length is approximately 651.51 metres.

Appendix B - Indicative Internal Arrangement

The photograph below illustrates the intended principle: control and protection equipment, together with a seasonal-lighting connection point, mounted inside an existing lamp-post access compartment. It is not a construction detail and does not fix the final equipment selection or positioning.



Important: The actual installation will be finalised only after the post, supply, load, earthing and available internal space have been verified.

