



**ALFRETON TOWN COUNCIL (ATC)**

Rodgers Lane, Alfreton, Derbyshire DE55 7FF.

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**#**

**MINUTES OF THE CHRISTMAS LIGHTS COMMITTEE**

**HELD ON MONDAY 12th AUGUST 2024 at 6.00pm**

**ROOM 1, ALFRETON HOUSE**

**Present:**

Chair of Committee: Councillor Chloe Morcombe

Councillors: Marlene Bennett, Hannah Jowett-Frost, John Whetton

Staff: Deputy Town Clerk – V Johnstone

Councillor Scott Walker attended to complete the handover

**01/24c To receive apologies for absence**

Apologies were received from Councillors:

Jason Bate – Work commitment

Mary Kerry - Personal

David Taylor - Personal

**02/24c To receive any declarations of interest from Members**

There were none

**03/24c Public Participation**

1 person attended

**04/24c To consider any items which should be taken in exclusion of the press and public**

There were none

**05/24c To complete a handover with Councillor S Walker (Previous Lead Member)**

**Issues to be aware of:**

New Bengal – shop frontage has been removed, Christmas lights infrastructure on the floor. Potential remedy - approach solicitors for permission to use their building

Breath of life – Lucy pillar due to be installed Sept 24

Bus station – replacement columns as part of regeneration project

**Installation plan**

Three phase installation of lights completed after the end of British summer time (end of Oct)

Phase 1 – Displays on shops King St/High Street

Phase 2 – Cross streets on Institute Lane

Phase 3 – Alfreton House

Snagging done live

Previous years faults reviewed

**Switch on**

Trial switch on conducted the week of the lights switch on event

Friday night prior to switch on – SW would complete a trial switch on

Saturday daytime – two checks during the day – 1. Alfreton House once market/stage etc in place

A further test of the ‘switch on zone’ at 3:30pm to check time clocks etc

Real switch on at 5:30pm

Slight delay on Alfreton House trees and cone tree switching on, recommended turn on at 1 of the countdown

SW inspects entire display every night, inform office & contractor

Spreadsheet log of faults

Scheme taken down from 2nd January

Office co-ordinates removal of real tree

Lights to be turned off in Alfreton House

Early February – Lessons learnt meeting held with contractor to discuss

what’s gone right, what could we do differently, what was the performance like

Lights are on for 8 hours per day – if light off more than 4 hours recorded as off

Expansion plans – lights in trees, hall street, cross streets. Lead time for new lights approx. 8-10 weeks.