



## **Crowborough Town Council Christmas lights 2026- 2027- 2028**

### **Works Specification**

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The main elements of the work required will consist of the following:

- Obtain the Cherry Picker Permit licenses
- To present CTC with three display options each year
- To provide, install and take down decorations consisting of:
  - Lamp Column Frame Displays (Crowborough High Street)
  - Lamp Column Frame Displays (Jarvis Brook)
  - Across-Street Frame Displays
- Lighting scheme for a Christmas tree (approx. 26-30ft) and for a second tree at Jarvis Brook (approx. 12ft)
- Tree lights for Cloaks Corner
- Attendance at the annual switch-on event
- Testing of existing building fixings
- Electrical testing of lamp posts in September
- Potential callouts for issues
- Equipment to be safety checked on completion of works before being made live
- Provide fairy lights for the market stalls at the Christmas Fair
- Update all power supplies and timers for lighting

## **1. Lamppost and across street locations:**

Lampposts:

Crowborough Hill - Jarvis Brook:

Lamp 3 - Opposite Jarvis Brook Social Club

Lamp 4 - Animal Welfare Society

Lamp 5- MI Upcycle Home Furniture Shop

Lamp 6 - MI Cab & MI Van

Lamp 7 - Welat Kebab Takeaway Delivery

Lamp 8 - Opposite Sainsburys Local/ sign for Gentle Dental

Croft Road

Lamp 2- Donna Maria

Lamp 3 -Crowborough post office and Spar

Lamp 4 -Opposite Pusanon Thai

Lamp 5 –Social Club

Lamp 7- Leppard's Butchers Crowborough

Lamp 8- Recycling Centre

Lamp 9 - is Lamp 509 Next to unit 10 Croft Road

High Street

Lamp 1 -8

Across Street:

Croft Road - 2 x Across Street Displays

High Street - 3 x Across Street Displays

The Broadway - 3 x Across Street Displays

Cloaks Corner - 2 x String lights (installed into trees)

## **2. Obtain Cherry Picker Licenses**

Contact East Sussex Highways to obtain a Cherry Picker License. The application needs to be done online.

East Sussex Highways will require:

- Detailed plan/map of works.
- Exact road names of where the Cherry Picker will be placed
- The extent of works (if you will be working at one point or along the whole road)
- Traffic management proposed to use, and if you will be working on the footpath or the road
- Times of the day you will be working for each road

## **3. Display options**

Each year of the contract, the contractor shall present and advise on suitable displays for the town and assist with the decision on this if needed. A minimum of three suitable displays should be available each year. These should differ in design from previous years. This should

be done in a face-to-face meeting at the Council offices or online via a video conferencing link. Designs for the forthcoming year should be agreed upon between December and January. Once three designs have been produced, Council officers will present them to the Council members for a decision in February/ March, and the contractor will then be advised on which design has been approved.

As part of this tender, the contractor should provide digital illustrations of three design ideas to demonstrate their ability and what the council will receive for their money.

#### **4. Installation**

Installation of the lights should be done no later than one week before the annual lights switch-on event. The event is normally the last Friday of November.

While installing the light's, the contractor is responsible for ensuring they comply with all road traffic regulations and legislation.

At the same time, the installation of battery-operated lights for the tree at Jarvis Brook should occur.

#### **5. Switch on**

The contractor should be on-site from 10 am of the event day to test the equipment and to ensure it is working ahead of the event. Any concerns should be reported to the Events Manager.

The contractor is required to provide 100m of fairy/festoon lighting (low-wattage LED) and install it on market stalls. Installed in sections of 12-15m, a section of up to 6 sections of market stalls. Market stalls will not be in place until after 3 pm.

Christmas tree lights to be installed and decorated on the morning of the light switch-on event. (Including a star at the top)

The contractor is responsible for switching on the lights at 18:00 on the event day. There are multiple switch-on points for the event area.

#### **6. Dismantling**

Dismantling the Christmas lights should be completed in the first week of January. The contractor must inform Crowborough Town Council of the day it's planned for.

#### **7. Quote**

The contract is for the complete process of designing, procuring, installing, and switching the lights on.

#### **8. Safety**

The contractor must provide a method statement and full risk assessment of the works before any contract is accepted. The contractor must ensure that it protects its employees, any council staff and any members of the public visiting the area.

The contractor must always use appropriate PPE in accordance with regulations.

No item is to be left that could result in a slip, trip, or fall to any person. All equipment used must conform to PUWERS 1998 regulations.

The contractor must provide a safe and suitable work area. All work must be carried out in such a way as to ensure that no employees, council staff or any members of the public visiting the site are exposed to any risk of falling objects. Also, that no escape routes are blocked, or access is limited in any way.

## **9. Lighting Equipment and Sustainability Requirements**

The contractor must ensure:

- All lighting used must be energy-efficient LED (minimum A++ rated or latest equivalent standard).
- Components must be IP-rated for outdoor use, with a minimum IP65 rating for exposed elements.
- Timers, dimmers, and remote control systems should be incorporated where practical to reduce overnight power consumption.
- All lighting should operate on low voltage systems where possible and avoid incandescent or halogen products.
- All display materials should be reusable or recyclable, and no single-use plastics used in mountings, fastenings, or wrapping.
- Contractors should provide annual carbon footprint estimates of the proposed installation and a plan for minimising energy use.

## **10. Tree Light Specification**

The contractor shall supply, install, and maintain Christmas tree lighting at three distinct locations. Each tree has specific height, power availability, and visual requirements. The lights must be commercial-grade, IP-rated, and suitable for repeated outdoor use during the winter months.

### **1. Crowborough High Street - Main Christmas Tree**

- **Tree Size:** Approx. 26-30 feet (natural cut tree)
- **Power:** Mains powered - dedicated 230v supply provided at the base
- **Lighting Style:**
  - Warm white commercial-grade fairy lights
  - Uniform spiral wrapping pattern from base to top
  - Light spacing must allow full tree coverage with no shadow zones
- **Minimum Specification:**
  - **Voltage:** 230V mains
  - **IP Rating:** Minimum IP65 for all bulbs, cables, and connectors
  - **Light Type:** LED, low energy, A++ rating or equivalent
  - **Cable Colour:** Dark green to blend with branches
  - **Fixing Method:** Weatherproof clips or ties (no permanent damage to branches)
- **Durability:** Lights must be suitable for reuse.
- **Timer Control:** Must be fitted with a programmable timer

## 2. Jarvis Brook Christmas Tree

- **Tree Size:** Approx. 12 feet (natural cut tree)
- **Power:** Battery-operated only - no mains access
- **Lighting Style:**
  - Warm white battery-operated LED fairy lights
  - Compact wrapping to give consistent brightness
- **Minimum Specification:**
  - **Battery Type:** Replaceable or rechargeable battery pack with waterproof housing
  - **Run Time:** Minimum 6 hours per night for 6+ weeks
  - **Light Type:** LED, warm white, low voltage
  - **IP Rating:** IP65 or above
- **Controls:** Automatic dusk sensor or timer functionality
- **Durability:** Lights and battery pack must be rated for repeated seasonal use

## 3. Cloaks Corner Trees (x2 established trees)

- **Tree Size:** Approx. 20 feet (established trees)
- **Power:** Mains powered via nearby lamp post with 16A commando socket
- **Lighting Style:**
  - Warm white LED fairy lights, suitable for outdoor tree dressing
  - Spiral or canopy wrap for even illumination
- **Minimum Specification:**
  - **Voltage:** 230V
  - **Light Type:** LED, commercial grade
  - **IP Rating:** Minimum IP65
  - **Cable Colour:** Green or black
  - **Power Access:**
    - A catenary wire must be installed from the lamp post to the trees to support the power cable safely
    - Cable must be securely tied to the catenary and routed to avoid contact with pedestrian routes or traffic
- **Safety & Clearance:**
  - Minimum 2.5m vertical clearance over footpath
  - All fixings and catenary points must be rated and tested in accordance with BS 8539

## General Requirements (All Tree Installations)

- All tree lighting installations must:
  - Be turned on and fully operational for the switch-on event in November
  - Be securely installed to resist winter weather (wind, rain, frost)
  - Be removed carefully post-season and stored/reused where viable
- Contractor must confirm annual PAT testing for all plug-in lighting systems
- Any anchor points, power extensions, or catenary wires must be detailed in a technical drawing upon awarding the tender.

## 11. Anchor and Catenary Wire Testing & Load Requirements

The contractor is responsible for the safe installation and annual testing of all anchor points and catenary (overhead) support wires used to suspend lighting across Crowborough High

Street. These span multiple building elevations and are critical to public safety and structural integrity.

### **Anchor Points - Inspection & Certification**

- All wall-mounted anchor points (eyebolts, bracketry, masonry fixings) must:
  - Be individually tested annually by a competent person.
  - Be rated to withstand a minimum safe working load (SWL) of 500kg per point.
  - Have been installed using resin-fixed or heavy-duty mechanical anchors, suitable for brick, stone or concrete depending on substrate.
- Contractors must:
  - Visually inspect and physically test all wall fixings each year before installation.
  - Submit a report certifying each fixing, its location, fixing type, load tested, and pass/fail result.
  - Replace or remediate any anchor showing signs of corrosion, cracking, or movement.
- All tests must be performed in accordance with BS 8539:2012 (Code of practice for the selection and installation of post-installed anchors in concrete and masonry).

### **Catenary Wires - Specification and Tensioning**

All overhead wires spanning the highway between buildings must meet the following criteria:

- Wire Type: Galvanised or stainless steel catenary wire, minimum 5mm diameter, with a breaking load  $\geq 1000\text{kg}$ .
- Fixings: Must use tensioners and eyebolts rated to match or exceed the wire capacity.
- Sag Allowance: Catenary wires must be tensioned to allow a safe sag curve; vertical clearance must always exceed 5.8 metres over the carriageway (as per UK highway clearance regulations).
- Wind Loading: The installation must factor in wind loading on lighting frames and banners; contractor must confirm maximum load weight per span and demonstrate calculations upon request.

### **Documentation Requirements**

- A formal Catenary Load and Safety Certification Report must be submitted before each year's installation, including:
  - Anchor and wire test results
  - Building owner consent (where applicable)
  - Diagrams of span location and fixing points
  - Certificate of compliance signed by a qualified structural or installation engineer

## **12. Upgrading of Electrical Supplies**

The contractor shall supply and install two complete, independent radio-controlled electrical control systems for the Christmas lighting displays:

- System A: 12 seasonal lighting power supplies (lamp columns and across-street displays - Town Centre)
- System B: 5 seasonal lighting power supplies (lamp column displays - Jarvis Brook Location)

Each power outlet must include overcurrent and earth leakage protection and be individually controlled via a radio receiver, linked to a shared master time clock transmitter.

### **Supply Requirements for Each System**

For each system (A and B), supply and install:

- **Radio-Controlled Power Outlet Kit (x12 and x5 respectively):**
  - IP-rated enclosure (minimum IP66)
  - Radio receiver compatible with master transmitter and handheld remote
  - 6A-10A MCB (based on load design)
  - 30mA RCBO or RCD for earth leakage protection
  - External override switch or serviceable connection point if required
- **1x Master Radio Time Clock Transmitter** per system:
  - 7-day programmable digital timer
  - Automatic daylight saving correction
  - Signal range: minimum 300 metres, line of sight
  - Antenna included and externally mountable if needed
  - Power failure backup battery (minimum 3 years)
- **1x Handheld Radio Remote** per system:
  - Manual override (ON/OFF)
  - Signal indicator
  - Range minimum 100m
  - Durable casing with storage box or pouch

### **Installation, Testing & Handover Requirements**

- Install all equipment to BS 7671 standards and in accordance with street lighting authority protocols.
- Provide the following for each control system:
  - Electrical Installation Certificate (EIC) for each power point
  - Earth loop and insulation resistance test results
  - Functional test confirming reception, timing control, and manual override
  - Unique system ID tags and labelling for each column location
- Submit a full O&M Manual including:
  - Timer programming guide
  - System wiring and layout map
  - Manufacturer data sheets
  - Warranty and service contact details

### **13. Electrical Testing of Lamp Columns**

All lamp columns used to supply power to lighting installations must be electrically tested in September each year before any installations occur.

Testing must be conducted by a qualified electrician in accordance with BS 7671 (IET Wiring Regulations).

A formal Electrical Installation Condition Report (EICR) must be submitted for each column, detailing:

- Voltage output stability
- Socket condition and integrity
- Protective device function (RCBOs, breakers)
- Evidence of annual PAT testing for lights connected to each column

Any lamp column failing the inspection must not be used until remedial works have been completed.

### **Potential Callouts During Display Period**

The contractor shall respond to callouts for faults, safety issues, or damaged displays during the operational period (late November to early January).

- A named 24-hour contact must be provided to the Council for urgent callouts.
- Faults reported must be attended to within 48 hours (24 hours for safety risks).
- Emergency response to hazards (e.g., falling fixings or exposed cables) must be available within 4 hours where public safety is compromised.

- The contractor must maintain a basic callout log and submit it post-season to the Council.

### **Safety Checks Prior to Energising Displays**

No display shall be switched on until it has passed the following checks:

- Visual inspection of each light fitting, plug, connection, and cable for damage or loose fixings
- Confirmation that all plug-in elements have valid PAT test labels (within 12 months)
- Secure catenary wires and lamp column fixings confirmed
- Operational test run of each circuit, confirming correct fuse protection and no tripping
- A checklist must be submitted to the Council confirming all checks were completed and signed off by the installer

### **Christmas Fair - Market Stall Lighting**

The contractor is required to provide and install 100m of commercial-grade, low-wattage LED festoon/fairy lighting for the market stalls during the Christmas Fair event.

- Lights must be warm white, waterproof (IP65), and safe for public handling.
- Supplied in lengths of 12-15m, linked or separated depending on stall layout (up to 6 segments).
- Must be installed between 3-4pm on event day, in coordination with stall setup.
- Power will be supplied by the Council from a mobile generator or mains power supply. Contractor to provide suitable adaptors and cabling.
- All equipment must be PAT tested and low voltage where possible (e.g., 24V transformer-fed).

## **14. Waste Management and Environmental Sustainability**

The Council places high importance on the environmental impact of the Christmas lights contract. As such, the contractor is expected to demonstrate a strong and structured approach to sustainable operations, waste management, and product lifecycle responsibility.

### **Contractor Waste Management Responsibilities**

The contractor must provide a comprehensive waste management plan covering:

- End-of-life processing of lighting products and fixings after their intended use.
  - All lighting components must be designed for reuse or must be recyclable under WEEE regulations.
  - Any decorations or frames no longer suitable for installation must be returned to the supplier or sent to a registered recycling centre, with no lighting waste sent to landfill.
  - All plastics, wires, or power units removed must be separated and disposed of according to appropriate waste categories (metal, plastic, electronic).
- Packaging waste:
  - Packaging from new products must be removed from site immediately and disposed of via a certified recycling stream.
  - Use of single-use plastic packaging or unrecyclable wrapping is strongly discouraged.
- On-site waste reduction:
  - Contractors must operate a “clean as you go” policy to avoid leaving material waste at installation or dismantling locations.
  - Contractors are responsible for removing any cable ties, damaged lighting, or incidental waste from lamp columns, trees, or building fixtures.
- Waste reporting:

- A basic waste log must be submitted post-dismantling, outlining:
  - Quantity of material removed
  - Volume reused/recycled
  - Disposal destinations (e.g. recycling centre, reuse warehouse)

### **Company-Wide Sustainability Practices**

The contractor must also provide an overview of their organisation's environmental operations, including:

- Whether the company has a formal Environmental Management Policy or ISO 14001 accreditation.
- Internal office and depot practices to minimise environmental impact (e.g. recycling schemes, paper-free operations, low-emission vehicles).
- Supplier relationships that prioritise sustainability (e.g. sourcing from UK manufacturers, low-carbon supply chains).
- Energy use reduction efforts across business operations.