

CROWBOROUGH TOWN COUNCIL

To all Members of the **COMMUNICATION AND EVENTS** Committee (with copies to all other members for information).

You are summoned to attend a meeting of the **Communication and Events Committee** on **Tuesday 21st February 2023 at 7.30pm** when it is proposed to transact the following business:

Caroline Miles, Town Clerk
15th February 2023

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC.

QUESTIONS FROM MEMBERS OF THE PUBLIC (15 minutes maximum)

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

3.1 Minutes of the meeting of 18th October 2022

4. FINANCIAL MATTERS

4.1 To **note** the finance report and **agree** any action

5. EVENTS

5.1 To **note** the officer's report on Events for 2022

5.2 To **note** the officer's report on events for 2023 and **agree** any action

5.3 To **note** the Xmas lights' tender pack and **agree** any action

5.4 To **note** the Fireworks tender pack and **agree** any action

6. POLICY REVIEW

6.1 Emergency Plan

7. CIVIC AWARD

7.1 to **note** the CONFIDENTIAL nomination and **agree** any action

8. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING



AGENDA ITEM NUMBER: 4

MEETING DATE: 21st February 2023

COUNCIL/COMMITTEE: Communications & Events Committee

TITLE: Finance Report

PURPOSE OF REPORT: This report covers C&E's current income and expenditure against budget and Earmarked Reserves (EMR) position. Only significant variances have been reported on.

SUPPORTING DOCUMENTS: Appendix A – Income & Expenditure Report
Appendix B - Earmarked Reserves

CONTACT OFFICER: RFO

OFFICER RECOMMENDATIONS:	
1	The Committee is RECOMMENDED to: (1) Note the Committee's current income and expenditure position. Appendix A. (2) Note this Committee's Earmarked Reserves and Consider any possible underspends to be EarMarked at year end. Appendix B.

4.1. Income and Expenditure

Attached as Appendix A is the Income & Expenditure report for this Committee for the financial year 2022/23. **Significant variances are reported in bold.**

Income

1011/305 Fireworks – Due to the event being cancelled income will not reach budget
1012/305 Summer Fair – Income has exceeded budget due to the larger event this year. This offsets an overspend on the expenses code 4203/305 where costs include last minute expenditure due to the heatwave forecast
1013/305 Sussex Day – Income has exceeded budget due to the larger event held this year to celebrate the Queen's Jubilee.

Expenses

4203/305 – as mentioned above expenses increased due to the unusual weather experienced during the weekend

4217/305 Special Events – expenditure relates to event planned Summer 2023 and this money will be journalled out at the end of the year so that it shows in the figures for 2023/24

4.2.1 Earmarked Reserves

This Committees EMR's are attached as Appendix B.

Committee is asked to consider if Earmarked Reserves are still required and if not, the amount will be transferred back to the General Reserve.

4.2.2 Committee is asked to consider whether any known underspends from 2022/2023 will be Earmarked towards future costs. Possible areas identified:

Account Code	Name	Left to spend	Notes
		£	
4109	Website	7,000	
4201	Christmas Lights	2,400	
4207	Sussex Day	2,400	

The earmarked funds recommended in this report will only be done if there are:

- a) sufficient underspends in the nominal code/ cost center / C&EC budget and
- b) there are sufficient underspends in the overall Council budget

Detailed Income & Expenditure by Budget Heading 08/02/2023

Month No: 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Communication & Events								
305 Communication and Events								
1005 Income-Poster Boards	666	702	900	198			78.0%	
1011 Income-Fireworks	385	0	350	350			0.0%	
1012 Income-Summer Fair	0	5,067	400	(4,667)			1266.7%	
1013 Income-Sussex Day	0	2,259	150	(2,109)			1506.1%	
1014 Income-Christmas Fair	468	580	400	(180)			145.0%	
Communication and Events :- Income	1,519	8,608	2,200	(6,408)			391.3%	0
4021 Stationery and Printing	425	369	420	51		51	87.9%	
4101 Newsletter	750	1,600	1,685	85		85	95.0%	
4102 Hospitality/Civic Functions	440	668	650	(18)		(18)	102.7%	
4104 Public Entertainment Licences	2,916	321	1,680	1,360		1,360	19.1%	
4106 Fireworks	21,661	21,969	22,500	531		531	97.6%	
4109 Website	750	329	7,500	7,171		7,171	4.4%	
4200 Twinning Reception	0	0	250	250		250	0.0%	
4201 Christmas Lights	10,846	11,011	13,500	2,489		2,489	81.6%	
4203 Summer Fair	0	18,928	15,000	(3,928)		(3,928)	126.2%	
4205 Boundary Walk	334	366	500	134		134	73.2%	
4207 Sussex Day	0	7,568	10,000	2,432		2,432	75.7%	
4208 Carol Service	1,092	1,541	1,800	259		259	85.6%	
4210 Christmas Fair	6,480	7,572	7,500	(72)		(72)	101.0%	
4211 Town Conference	0	88	400	313		313	21.9%	
4217 Special events	0	1,487	0	(1,487)		(1,487)	0.0%	
4255 Equipment	4,950	3,255	3,000	(255)		(255)	108.5%	
4605 Poster/notice boards	1,000	888	1,000	112		112	88.8%	
Communication and Events :- Indirect Expenditure	51,645	77,959	87,385	9,426	0	9,426	89.2%	0
Net Income over Expenditure	(50,126)	(69,352)	(85,185)	(15,833)				
906 Earmarked C and E								
9039 Notice Boards	2,063	0	0	0		0	0.0%	
9044 Festival	0	49,984	0	(49,984)		(49,984)	0.0%	49,984
Earmarked C and E :- Indirect Expenditure	2,063	49,984	0	(49,984)	0	(49,984)		49,984
Net Expenditure	(2,063)	(49,984)	0	49,984				
6001 plus Transfer from EMR	2,063	49,984						
Movement to/(from) Gen Reserve	0	0						
Communication & Events :- Income	1,519	8,608	2,200	(6,408)			391.3%	
Expenditure	53,708	127,943	87,385	(40,558)	0	(40,558)	146.4%	
Net Income over Expenditure	(52,189)	(119,335)	(85,185)	34,150				
plus Transfer from EMR	2,063	49,984						

Detailed Income & Expenditure by Budget Heading 08/02/2023

Month No: 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(50,126)	(69,352)						
Grand Totals:- Income	1,519	8,608	2,200	(6,408)			391.3%	
Expenditure	53,708	127,943	87,385	(40,558)	0	(40,558)	146.4%	
Net Income over Expenditure	(52,189)	(119,335)	(85,185)	34,150				
plus Transfer from EMR	2,063	49,984						
Movement to/(from) Gen Reserve	(50,126)	(69,352)						

<u>Nominal Code</u>	<u>Cost Centre</u>	<u>Earmarked Reserves</u>	<u>Opening Balance</u>	<u>In</u>	<u>Out</u>	<u>Balance as at</u>	<u>Committed</u>	<u>Projected</u>
			<u>01/04/2022</u>			<u>08/02/2023</u>		
317		<u>Communications & Events</u>						
9040	906	Website	4,250			4,250		4,250
9043	906	Eco-Exhibition	10,000		3,000	7,000		7,000
9044	906	Festival	45,000	3,000	48,000	0		0
317		C & E Total	59,250	3,000	51,000	11,250	0	11,250

To go towards 23/24 budget under Eco-Hub



AGENDA ITEM NUMBER: 5.1
MEETING DATE: 21st February 2023
COUNCIL/COMMITTEE: Communication and Events
TITLE: Events
PURPOSE OF REPORT: To provide members with feedback on events
SUPPORTING DOCUMENTS: N/A
OFFICER CONTACT: Events Coordinator

OFFICER RECOMMENDATIONS:	
1	
2	

Feedback on 2022 events from September to December

Firework Display (5th November 2022)

The Fireworks event was cancelled in 2022. Due to the extreme wet weather and waterlogging the Operations Manager and the Grounds team were monitoring the site closely on the week running up to the event. The team looked at various ways to mitigate the risks and to run the event. A Health and Safety assessment was carried out and it was very clear that if the event went ahead, it would pose a risk to public safety. Therefore, the decision to cancel the event was made. The events team have had conversations with an insurance broker regarding events insurance, specifically for the Fireworks event as this is the event that is most likely to be cancelled. Insurance companies can only provide a quotation within 30 days of the event, therefore this will be revisited in September.

Pyrovision kindly agreed to reinstate part of the fireworks display by running a small display at the Kings Coronation in May.

Armistice Day (11th November 2022)

The working relationship between Crowborough Veterans & Supporters Association and the Town Council is working really well. The event was well attended and attracted a mixed audience including nursery and school children. It has been estimated that over 200 people attended the event.

Remembrance (13th November 2022)

A successful and smooth-running parade with a great turn out at Chapel Green War memorial for the Wreath laying ceremony. The increased staff attendance along the parade route made it work flawlessly.

For 2023, if permission is granted from Wealden, the parade assemble will take place across the road from Waitrose at the carpark rather than on the actual street. This is to ensure cars coming up from Croft Road into the carpark do not risk running into the parade whilst assembling.

Christmas Fair (25th November 2022)

Successful event with a great turn out. Lots of positive feedback from the public, stall holders and others involved. The decision to keep the event open for an extra 30 min seemed to have been well received. The decision to move all stalls away from Croft Road worked well and it was an easier and safer for the land train to get through.

All of the performers on the stage did a great job and attracted a mixed audience. Crowborough Players did a fantastic job switching the lights on at 6pm which lit up the High Street in white bright snowflakes.

Santa's Grotto was busy as usual all the way to the end. The Girl guides did a fantastic job running it. Unfortunately, we were unable to secure a volunteer for the role of Father Christmas which was disappointing and meant part of the budget had to be used for the role.

All 30 stalls were used and there was a good mix of charities and commercial business. The issue with the current stalls, people finding them difficult to get in and out from remains. Instead of replacing them all there will be an area / section allocated to those who wish to bring their own gazebo and set up in 2023.

The council received several complaints about the Christmas lights not always working. Officers, together with Festive Decorations, have been investigating this and the timer switches on some of the lampposts need to be replaced. In the past they have been swiftly replaced by the Christmas lights contractor, but this work must now be carried out by Highways.

Civic Carol Service (7th December 2022)

The Civic Christmas Carols event went very well. 266 people attended in total which is an increase since last year where 230 people were in attendance. Positive feedback has been received. The reception was open to all that attended the service.

AGENDA ITEM NUMBER: 5.2
MEETING DATE: 21st February 2023
COUNCIL/COMMITTEE: Communication and Events
TITLE: Events
PURPOSE OF REPORT: To provide members with an update on planning to date
SUPPORTING DOCUMENTS: N/A
OFFICER CONTACT: Events Coordinator

OFFICER RECOMMENDATIONS:	
1	
2	

Planned events for 2023

Town Conference (1st March 2023)

- United Church Crowborough has been booked.
- Timings confirmed: The Surgery Tables will operate between 18:45 and 19:30pm after which the conference will commence.
- Mike Cooke from Crowborough Food Bank is confirmed as the guest speaker.
- The Mayor's charities will receive the funds raised in 2022/23

Kings Coronation (6th May 2023)

- The original idea of having an "outdoor cinema set up" has had to be modified due to the great cost of hiring a large screen and not having the timings for the actual coronation yet.
- The event will take place at the top field at Goldsmiths recreation Ground, this way the playpark can be utilised as well as the kiosk.
- The event will open to the public at 14:00 and close with a short firework display at approximately 20:15
- A stage will be installed to accommodate a range of performances. Confirmed to date are: SO Dance Academy, Mike Wilton with his band and the Crowborough Players.
- Inflatables, Messy play, Punch and Judy and face painting will be free for children.
- There will be food vendors attending on site. Currently in the process of confirming a bar.
- There will be shading tents / cover tents to accommodate different weathers. Tables and chairs will also be available for people to use, especially useful for those who decide to bring their own picnics.

Boundary Walk (14th May 2023)

- As per last year, the Boundary Walk event will have an open staggered start from 9am to 10:30am.
- This year there will be more signage to minimise the risk of people getting lost on route. The map will be updated, and the refreshment stop will be clearly marked out.

Sussex Day (16th June 2023)

- As per last year, Sussex Day will be marked by having the Sussex flag raised at the Memorial Gardens at All Saints Church, Chapel Green at 9am followed by a 4pm Town crier ringing his bell and reading out the Sussex Charter.

Summer Fair (15th July 2023)

- The event could take place at Goldsmiths Recreation Ground's top field rather than area one. There are many benefits to hold the event at the top field such as, level surface, close to other facilities like the playpark and the kiosk. It also opens up the possibility to use area one as a car park, which will be beneficial to not have a knock-on effect on the leisure centre. Other benefits such as holding the event further away from the main road and having children further away from the carpark and moving vehicles has also been considered when deciding the event location.
- The event will start as usual at 13:00 and will close at 18:00 rather than at 17:00 to make the most of the summer day light.
- There will be arena entertainment and other children's activities onsite as well as a variety of food vendors and bar.
- There will be 40 pitches available for stallholders to book. Stallholders will be asked to bring their own gazebo, tables, and chairs. This is a change from past years as the cost of the marquees has increased. It would now cost the Council approximately £100 per pitch for the marquees. This would impact greatly on the budget for the event as the Council have never charged for charity stalls and only charges £20 for commercial pitches.
- The stall holders will be able to drive right up to their pitch and keep their cars onsite throughout the event, but vehicles cannot be moved until the event has closed and the public have left the site.
- The ECO Hub will have an allocated marquee.

Firework Display (4th November 2023)

- Pyrovision's contract has now expired, and the tendering process will commence early 2023.
- Path closure applications have been submitted. (From Plimer Road down to the campsite)

Armistice Day (11th November 2023)

- Road closure applications have been submitted.

Remembrance (12th November 2023)

- Road closure applications has been submitted.

Christmas Fair (24th November 2023)

- The contract for the Christmas lights has now expired, and the tendering process will commence early 2023.
- Road closure applications has been submitted.

Civic Carol Service (7th December 2023)

- All Saints Church on hold
- Brass band and catering are both on hold for this date.



AGENDA ITEM NUMBER: 5.3

MEETING DATE: 21st February 2023

COUNCIL/COMMITTEE: Communication and Events

TITLE: To note the Christmas Lights tender pack

PURPOSE OF REPORT: To provide members with Christmas Lights tender pack.

SUPPORTING DOCUMENTS: Appendices 1.2. 3. 4. 5.

OFFICER CONTACT: Events Coordinator

OFFICER RECOMMENDATIONS:	
1	
2	

Christmas Tender pack

Members are asked to review and approve the Christmas Lights Tender Pack.



CROWBOROUGH TOWN COUNCIL,
Council Offices, Pine Grove, Crowborough,
East Sussex, TN6 1DH
www.crowboroughtowncouncil.gov.uk

INVITATION TO TENDER

Christmas Lights Switch-on

Crowborough Town Council is seeking quotes for the hire, installation/dismantling, and maintenance for the festive lights for the town.

Full specification for this work and details about how to submit a tender can be obtained via the government's Contracts Finder website: www.gov.uk/contracts-finder or by emailing info@crowboroughtowncouncil.gov.uk

For any enquiries relating to this tender, please contact:

Mia Kelly
Events Coordinator
Crowborough Town Council
Council Offices
Pine Grove
Crowborough
East Sussex
TN6 1DH
events@crowboroughtowncouncil.gov.uk

CLOSING DATE for receipt of tenders is 12noon, **TBC**



Crowborough Town Council

Christmas lights

Works Specification

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

- Obtain the Cherry Picker Permit licenses
- To present CTC with display options at the Council offices
- To provide, install and take down decorations consist of:
- Lamp Column Frame Displays (Crowborough High Street)
- Lamp Column Frame Displays (Jarvis Brook)
- Across-Street Frame Displays x 9 (Crowborough High Street)
- Lighting scheme for a Christmas tree (approx. 30ft)
- Attendance at the annual switch-on event
- Testing of existing building fixings
- Potential callouts
- Equipment to be safety checked on completion of works before opening switch on
- Provide fairy lights for the market stalls at the Christmas Fair

Lamp locations

Crowborough Hill:

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 9 -is Lamp 509 Next to unit 10 Croft Road

Lamp 7- Leppard's Butchers Crowborough

Lamp 8- Recycling Centre

London Road

Lamp 1 - Cubitt & west Estate Agents

Lamp 3- Tester and Jones

1. Obtain Cherry Picker Licenses

Contact East Sussex Highways to obtain a Cherry Picker Licenses. Application needs to be done online.

East Sussex Highways will require:

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

2. Display options

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. This should be done in a face-to-face meeting at the Council offices if possible.

3. Installation

Installation of the lights should be done no later than one week prior to the annual lights switch on event. This 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.

4. Switch- on

Contractor should be onsite from the morning of the event day to test the equipment and to ensure its 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 up to 6 sections of market stalls.

Christmas tree lights to be installed and decorated on the morning of the light switch on event.

The contractor is responsible to switch on the lights at 18:00 on the event day.

5. Dismantling

Dismantling the Christmas lights should be completed in the first week of January. Contractor must inform Crowborough Town Council of the day its planned for.

6. Quote

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

7. 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 limited in any way.



Crowborough Town Council

Christmas Lights

Invitation to Tender

Crowborough Town Council is seeking quotes for the annual Christmas Lights.

Crowborough Town Council organises an annual Christmas Fair, where the Christmas Lights are switched on. This tradition has been held in Crowborough for years and is seen as an important part of the Christmas fair event as well as marking the beginning of the Christmas celebrations. The event itself attracts over 1000 people from all over Crowborough covering all ages and backgrounds. The event also creates a great space for local business to showcase their products and services. The event is greatly valued by young families, and it really sets the scene for the beginning of the festive season.

Crowborough Town Council is seeking quotes for the hire, installation/dismantling, and maintenance for the festive lights for the town. The contract will be awarded for a period of three years commencing 2023.

The installation of the lights will be within November before the light switch on event. They will remain in place until January.

Invitation to Tender Document

Contents

Instructions for Tendering

1. Invitation to Tender
2. Tender submission closing date and time
3. General Tendering Information
4. Confidential Nature of Tender Documentation
5. Preparation and Completion of Tender
6. Contract Price
7. Site Visits
8. Mandatory Additional Information
9. Tender Evaluation
10. Acceptance of Tender
11. Tender Validity
12. Contract Start / Completion Dates
13. Submission of Tender

Appendices

1. Appendix A: Certificate as to Canvassing of Members, Employees and Advisers
2. Appendix B: Tender Certificate
3. Appendix C: Form of Tender Instruction

INSTRUCTIONS FOR TENDERING

1. Invitation to Tender

Crowborough Town Council, hereinafter referred to as CTC, invites tenders for the Christmas Lights on Crowborough High Street, Croft Road, Crowborough Hill and The Broadway.

**TENDERS MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING INSTRUCTIONS
TENDERS NOT COMPLYING WITH THESE INSTRUCTIONS IN ANY PARTICULAR WAY MAY
BE REJECTED BY THE COUNCIL WHOSE DECISION IN THE MATTER SHALL BE FINAL.**

While every attempt has been made to provide all the necessary and correct information, it is the responsibility of the tenderer to satisfy themselves that during site visits, discussions, and examination of all the documents, they understand and take account of the full extent and nature of the works as described.

CTC will not accept liability for any incorrect or missing information.

The council's **Contact Officer** for this tender is:

Mia Kelly

Events Coordinator

Crowborough Town Council, Council Offices,

Pine Grove, Crowborough, East Sussex, TN6 1DH

www.crowboroughtowncouncil.gov.uk

Email: evetns@crowboroughtowncouncil.gov.uk

Tel: 01892 652907

2. Tender Submission Closing Date and Time

Tenders should be sent by **registered post, recorded delivery, or delivered by hand** using an addressed envelope as below and marked **Crowborough Christmas Lights** in the top left corner of the envelope so as to arrive:

NOT LATER THAN 12noon ON TBC

Tender Delivery Address

Mia Kelly

Events Coordinator

Crowborough Town Council, Council Offices,

Pine Grove, Crowborough, East Sussex, TN6 1DH

Where tenders are delivered other than by post to the tender delivery address stated above, they must be delivered during normal working hours which are **09:30 to 16:30 Monday to Friday**, and a tender delivery receipt should be obtained.

3. General Tendering Information

Tenders shall be submitted in accordance with these instructions. Any Tenders that do not comply may be rejected.

This Invitation to Tender does not constitute an offer or contract, and the council does not undertake to accept the lowest tender or any other tender.

The council reserves the right to accept a tender in part, rather than in full.

The council will not reimburse any costs incurred in completing and submitting tenders.

Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with the Contact Officer as soon as possible. If the Contact Officer considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all tenderers on the tender list.

4. Confidential Nature of Tender Documentation

Documentation in relation to this Invitation to Tender and any tenders received by the council in response to it shall be treated as private and confidential.

Tenderers shall not:

- Discuss the invitation or the tender they intend to make or release any information relating to the invitation and/or the tender that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the tender.
- The tenderer shall not canvass for the acceptance of their tender with any other supplier, councillor, council officer, or any consultant employed by the council connected with the tender or its preparation.
- Failure to comply with the above instructions will result in the council rejecting the tender. Furthermore, the council may decide not to invite the supplier to tender for future work.

5. Preparation and Completion of Tender

No alteration or addition shall be made by tenderers to any part of the Invitation to Tender.

Tenders shall not be subject to any pre-condition or otherwise qualified or accompanied by statements which might be construed as rendering the tender equivocal. Only unconditional tenders will be considered. The council's decision as to whether or not a tender is in an acceptable form will be final and the tenderer concerned will not be consulted.

Tenders and supporting documents shall be written in English and any Agreement subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the laws of England and Wales.

6. Contract Price

Pricing must be a fixed price and be fully inclusive of all overheads, general risks, liabilities and obligations.

All items are to be individually priced expressed to 2 decimal places.

Tenderers should note that due to financial constraints it may be necessary to reduce or remove elements of the proposed works. Any such adjustments shall be notified to the tenderers prior to award of contract.

All rates and prices must be, and will deem to have been, tendered exclusive of VAT.

A maximum of £54,000.00 is assigned to this tender for the three-year contract.

7. Site Visits

Tenderers shall be deemed to have visited the site and to have satisfied themselves as to the nature of any operational limitations of the site that affect execution of the works. Tenderers must consider any limitations in delivering plant, equipment and materials to the site and within the site in a safe manner without damage to the existing fabric of the site.

No claims will be entertained due to unfamiliarity with the site and the site access and restrictions on the size of delivery vehicles.

Tenderers wishing to carry out site visits can do so without any prior arrangement.

8. Mandatory Additional Tender Information

In support of your tender, you are required to give a detailed response indicating:

- The methods of work and safety procedures you will employ on site
- The resources you will employ for this contract including sub-contractors details and intended work scopes

Failure to supply the additional tender information detailed above may result in the council rejecting the tender.

9. Tender Evaluation

Tenderers are advised that all tenders will be evaluated by the Communications and Events Committee.

All Tenders shall be assessed for price, quality, experience and health & safety consideration.

Successful contractors may be invited for a post tender interview where final details will be confirmed and assessed.

10. Acceptance of Tender

Until the execution of a formal agreement, Crowborough Town Council's written acceptance of a tenderers signed offer on the Form of Tender shall form a binding agreement between Crowborough Town Council and the successful tenderer.

If and when CTC accepts a tender, written notification will be sent to each of the Tenderers.

11. Tender Validity

Tenderers are required to state that your tender will remain open and valid for acceptance by CTC for a period of **90 days** after the closing date of submission of tenders.

12. Contract Start / Completion Dates

The contract start date and completion dates will be agreed as a programme of works with CTC at tender award or as soon as practicable thereafter.

The start date will be once the contract is awarded, this will then be valid for a total of three displays or three years.

13. Submission of Tender

The following documents must be submitted with your tender:

- Specification and Schedule of Works Pricing Sheets
- Additional tender information including examples of work and references
- Completed certificates (Appendices A, B and C)

PART D

Appendix A

CERTIFICATE AS TO CANVASSING OF MEMBERS, EMPLOYEES AND ADVISERS

Tender for Christmas Lights, Crowborough, East Sussex.

We hereby certify that I/we have not canvassed any Members, employee or adviser of Crowborough Town Council in connection with the award of the contract to perform the Service and that no person employed by us or acting on our behalf has done any such act.

We further hereby undertake that I/we will not canvass any Member, employee or adviser of Crowborough Town Council in connection with the award of the contract to perform the Service and that no person employed by us or acting on our behalf has done any such act.

Signature

Firm or Company

Dated

PART D

Appendix B - TENDER CERTIFICATE

To: Chairman of the Council

Crowborough Town Council
Council Offices
Pine Grove
Crowborough
East Sussex
TN6 1DH

Dear Sir,

Tender for Christmas Lights, Crowborough, East Sussex.

I/We recognise that the essence of this tendering exercise is that Crowborough Town Council shall receive bona-fide competitive tenders from all those tendering.

In recognition of this principle, I/we certify that this is a bona-fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person. I/We also certify that I/we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- (a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- (b) Enter into any agreement or arrangements with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted
- (c) Offer or pay or give or agree to pay any sum or valuable consideration directly or indirectly to any person for doing or having done or causing to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons or any body or association, corporate or non- corporate, and "any agreement or arrangement" includes such transaction, formal or informal, and whether legally binding or not.

Signature

Firm or Company

Dated

PART D

Appendix C - Form of Tender instruction

Contractors are required to express their tender in the following terms:

“To Crowborough Town Council”

re: **Tender for Christmas Lights, Crowborough, East Sussex.**

Having carefully examined and considered the Invitation to Tender including, without limitation, the Works Specification, the instructions for tendering and the conditions of contract and in consideration of the Council considering this Tender, we:

1. Offer to provide the works required to meet the Works Specification and to enter an agreement with the Council in the Council's form of Contract for the **FIXED PRICE SUM OF:**

£ _____

(amount in word) _____

2. Confirm that we are able to provide the works required to meet the Works Specification and that we have read all of the conditions of contract and are satisfied as to our abilities and experience to satisfy the requirements of the Contract Documents.
3. Confirm that, if our Tender is accepted, we will upon demand:
Produce evidence that the relevant insurances and compliance certificates with relevant legislation and policy are held and are in force; and
Execute and deliver the required contract documents to the Council as set out in the Invitation to Tender;
4. Agree that this Tender shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of 90 days from the date of this Tender without the Council's prior written consent and if the Council accept this Tender we will be bound to contract with the Council on the basis of the submissions made in this Tender.
5. Agree that in consideration of the Invitation to Tender being sent to us and by submitting our Tender we confirm we are bound by the conditions of this Tender as set out in the Invitation to Tender including but not being limited to the obligations of confidentiality.

We understand that the Council is not bound to accept any Tender that it receives.

Signed for the Contractor

Name:

Title:

Company:

Date:

Signed for the Contractor

Name:

Title:

Company:

Date:

Tender Evaluation

Project Title	Christmas Lights
Tenders Received	

Tender Evaluation Criteria/ Matrix

MEAT	Overall Weighting	Category	Category Weighting	Element	Element Weighting		
PRICE	25%	Financial	25%	Cost/ Competativeness	Price Evaluation Matrix		
QUALITY	75%	Technical	9%	Capability of company to carry out the specified works	4%		
				Health and Safety	15%	Materials manufactured in house or readily available.	3%
						Programme of works provided and in line with timescales requests.	4%
		Service Delivery	10%			Relevant accreditations in H&S and as required for trades used. E.g NICEIC	4%
				Detailed working practices and procedures/ emergency procedures	4%		
				Appropriate Health and Safety Policy provided or available via website.	4%		
				Competent contractor with experience, training and qualifications.	4%		
		Quality	15%	Company history and experience in the required trades.	3%		
				References provided of previous work and received satisfactory responses.	3%		
				Communication structure, provides a responsible person for contact during works	4%		
				Ability to complete works on time.	3%		
				Insurance Cover in place sufficient	3%		
		Environment	14%	Customer Care	4%		
				Quality of previous work from references/ local projects viewed.	3%		
				Professional Membership/ Accreditation	3%		
		Experience on similar projects	5%				
		Aftercare provided	3%				
		Environment	14%	Policy/ Commitment to reducing greenhouse gases	3%		
				Distance from site to company for travel during project. Target of 40 miles.	3%		
				Materials supplied impact. E.G recycled vs primary manufacture process.	4%		

		Waste Management and disposal methods/ recycling	4%
--	--	---	----

Scoring System		
Excellent	Exceeds the required standard. Response answers the question with precision and relevance. Includes improvement through innovation/ added value	5
Good	Meets the standard required. Comprehensive response in terms of detail and relevance to the question.	4
Acceptable	Meets the standard in most aspects but fails in some areas. Acceptable level of detail, accuracy and relevance.	3
Limited	Fails the standard in most aspects but meets some. Limited information/ inadequate/ only partially addressess the question.	2
Inadequate	Significantly fails to meet the standard. Inadequate detail provided/ questions not answered/ answers not directly relevant to the question.	1
Not Eligible for Consideration	Completely fails to meet the standard. Response significantly deficient/ no response	0

Pricing Evaluation

Quote	Percentage Rating	Value of Quote	
	25%	£	44,000.00
	24%	£	44,500.00
	23%	£	45,000.00
	22%	£	45,500.00
	21%	£	46,000.00
	20%	£	46,500.00
	19%	£	47,000.00
	18%	£	47,500.00
	17%	£	48,000.00
	16%	£	48,500.00
	15%	£	49,000.00
	14%	£	49,500.00
	13%	£	50,000.00
	12%	£	50,500.00
	11%	£	51,000.00
	10%	£	51,500.00
	9%	£	52,000.00
	8%	£	52,500.00
	7%	£	53,000.00
	6%	£	53,500.00
	5%	£	54,000.00
	0%		

Tender Evaluation

Project Title Christmas Lights

Tenders Received

Tender Evaluation Criteria/ Matrix

MEAT	Overall Weighting	Category	Category Weighting	Element	Element Weighting		
PRICE	25%	Financial	25%	Cost/ Competativeness	Price Evaluation Matrix		
QUALITY	75%	Technical	9%	Capability of company to carry out the specified works	4%		
				Materials manufactured in house or readily available.	3%		
				Programme of works provided and in line with timescales requests.	4%		
				Health and Safety	15%	Relevant accreditations in H&S and as required for trades used. E.g NICEIC	4%
						Detailed working practices and procedures/ emergency procedures	4%
						Appropriate Health and Safety Policy provided or available via website.	4%
						Competent contractor with experience, training and qualifications.	4%
				Service Delivery	10%	Company history and experience in the required trades.	3%
						References provided of previous work and received satisfactory responses.	3%
						Communication structure, provides a responsible person for contact during works	4%
						Ability to complete works on time.	3%
						Insurance Cover in place sufficient	3%
				Quality	15%	Customer Care	4%
						Quality of previous work from references/ local projects viewed.	3%
						Professional Membership/ Accreditation	3%
						Experience on similar projects	5%
						Aftercare provided	3%
				Environment	14%	Policy/ Commitment to reducing greenhouse gases	3%
						Distance from site to company for travel during project. Target of 40 miles.	3%
						Materials supplied impact. E.G recycled vs primary manufacture process.	4%

		Waste Management and disposal methods/ recycling	4%
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Scoring System		
Excellent	Exceeds the required standard. Response answers the question with precision and relevance. Includes improvement through innovation/ added value	5
Good	Meets the standard required. Comprehensive response in terms of detail and relevance to the question.	4
Acceptable	Meets the standard in most aspects but fails in some areas. Acceptable level of detail, accuracy and relevance.	3
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Inadequate	Significantly fails to meet the standard. Inadequate detail provided/ questions not answered/ answers not directly relevant to the question.	1
Not Eligible for Consideration	Completely fails to meet the standard. Response significantly deficient/ no response	0

Pricing Evaluation

Quote	Percentage Rating	Value of Quote	
	25%	£	44,000.00
	24%	£	44,500.00
	23%	£	45,000.00
	22%	£	45,500.00
	21%	£	46,000.00
	20%	£	46,500.00
	19%	£	47,000.00
	18%	£	47,500.00
	17%	£	48,000.00
	16%	£	48,500.00
	15%	£	49,000.00
	14%	£	49,500.00
	13%	£	50,000.00
	12%	£	50,500.00
	11%	£	51,000.00
	10%	£	51,500.00
	9%	£	52,000.00
	8%	£	52,500.00
	7%	£	53,000.00
	6%	£	53,500.00
	5%	£	54,000.00
	0%		

Evaluation 1

Company Name

Kompan

		Quote A	Quote B	Quote C
Price Quality	30%			
	70%			
	Total			

Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

Quotes Received & Scoring

		Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 125,000.00	15%	57.20%	72.20%

Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	9%	6.40	Capability	3	2.40	4
			Materials	2	0.80	2
			Programme	4	3.20	4
Health and Safety	15%	12.00	Accreditations	4	3.20	4
			Working Practice	3	2.40	4
			H&S Policy	4	3.20	4
			Competence	4	3.20	4
Service Delivery	10%	8.40	History	2	1.60	4
			References	2	1.60	4
			Communication	2	1.60	4
			Start Date	2	2.00	5
			Insurance	2	1.60	4
Quality	15%	8.80	Customer Care	4	2.40	3
			Quality	3	0.00	
			Memberships	2	1.60	4
			Experience	4	3.20	4
			Aftercare	2	1.60	4
Environment	14%	12.00	Policy	3	2.40	4
			Distance	3	2.40	4
			Materials	4	4.00	5
			Waste Management	4	3.20	4
Design factors	12%		Play Factor	3	2.40	4
			SEN	3	3.00	5

Design factors	12%	9.60	Age groups	3	2.40	4
			Low Maintenance	3	1.80	3
Totals	75%	57.20		75	57.20	

Evaluation 1

Company Name

Sutcliffe Play

	Quote A	Quote B	Quote C
Price	30%		
Quality	70%		
	Total		

Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

Quotes Received & Scoring

	Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 129,999.14 5%	53.40%	58.40%

Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	9%	7.60	Capability	3	2.40	4
			Materials	2	2.00	5
			Programme	4	3.20	4
Health and Safety	15%	13.40	Accreditations	4	4.00	5
			Working Practice	3	3.00	5
			H&S Policy	4	3.20	4
			Competence	4	3.20	4
Service Delivery	10%	3.20	History	2	0.40	1
			References	2	1.60	4
			Communication	2	0.40	1
			Start Date	2	0.80	2
			Insurance	2	0.00	
Quality	15%	9.60	Customer Care	4	2.40	3
			Quality	3	2.40	4
			Memberships	2	1.60	4
			Experience	4	3.20	4
			Aftercare	2	0.00	0
Environment	14%	9.40	Policy	3	2.40	4
			Distance	3	0.60	1
			Materials	4	4.00	5
			Waste Management	4	2.40	3
Design factors	12%		Play Factor	3	2.40	4
			SEN	3	2.40	4

Design factors	12%	10.20	Age groups	3	3.00	5
			Low Maintenance	3	2.40	4
Totals	75%	53.40		75	53.40	

Evaluation 1

Company Name

Wickstead

		Quote A	Quote B	Quote C
Price Quality	30%			
	70%			
	Total			

Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

Quotes Received & Scoring

		Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 126,365.00			

Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	9%	0.00	Capability	3	0.00	
			Materials	2	0.00	
			Programme	4	0.00	
Health and Safety	15%	0.00	Accreditations	4	0.00	
			Working Practice	3	0.00	
			H&S Policy	4	0.00	
			Competence	4	0.00	
Service Delivery	10%	0.00	History	2	0.00	
			References	2	0.00	
			Communication	2	0.00	
			Start Date	2	0.00	
			Insurance	2	0.00	
Quality	15%	0.00	Customer Care	4	0.00	
			Quality	3	0.00	
			Memberships	2	0.00	
			Experience	4	0.00	
			Aftercare	2	0.00	
Environment	14%	0.00	Policy	3	0.00	
			Distance	3	0.00	
			Materials	4	0.00	
			Waste Management	4	0.00	
Design factors	12%		Play Factor	3	0.00	
			SEN	3	0.00	

Design factors	12 %	0.00	Age groups	3	0.00	
			Low Maintenance	3	0.00	
Totals	75%	0.00		75	0.00	

Evaluation 1

Company Name

HAGS

		Quote A	Quote B	Quote C
Price Quality	30%			
	70%			
	Total			

Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

Quotes Received & Scoring

		Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 120,000.00	25%	61.80%	86.80%

Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	9%	7.20	Capability	3	2.40	4
			Materials	2	1.60	4
			Programme	4	3.20	4
Health and Safety	15%	14.20	Accreditations	4	3.20	4
			Working Practice	3	3.00	5
			H&S Policy	4	4.00	5
			Competence	4	4.00	5
Service Delivery	10%	7.20	History	2	1.60	4
			References	2	2.00	5
			Communication	2	2.00	5
			Start Date	2	1.60	4
			Insurance	2	0.00	
Quality	15%	12.00	Customer Care	4	3.20	4
			Quality	3	2.40	4
			Memberships	2	1.60	4
			Experience	4	3.20	4
			Aftercare	2	1.60	4
Environment	14%	10.40	Policy	3	2.40	4
			Distance	3	2.40	4
			Materials	4	3.20	4
			Waste Management	4	2.40	3
Design factors	12%		Play Factor	3	3.00	5
			SEN	3	3.00	5

Design factors	12%	10.80	Age groups	3	2.40	4
			Low Maintenance	3	2.40	4
Totals	75%	61.80		75	61.80	

Overall Evaluation

Quote A		Repaint surface and replace court equipment			
Price Quality		Kompan	Sutcliffe Play	Wickstead	HAGS
	25%	15.0%	5.0%	0.0%	25.0%
	75%	57.2%	53.4%	0.0%	61.8%
	Total	72.2%	58.4%	0.0%	86.8%



AGENDA ITEM NUMBER: 5.4

MEETING DATE: 21st February 2023

COUNCIL/COMMITTEE: Communication and Events

TITLE: Fireworks tender pack

PURPOSE OF REPORT: To provide members with Fireworks tender pack.

SUPPORTING DOCUMENTS: Appendices 1. 2. 3. 4. 5. 6

OFFICER CONTACT: Events Coordinator

OFFICER RECOMMENDATIONS:	
1	
2	

Christmas Tender pack

Please review and approve the Firework Tender pack for submission.



CROWBOROUGH TOWN COUNCIL,
Council Offices, Pine Grove, Crowborough,
East Sussex, TN6 1DH
www.crowboroughtowncouncil.gov.uk

INVITATION TO TENDER

Fireworks Display

Crowborough Town Council is seeking quotes for designing the Fireworks installation as well as the running of the Fireworks display, on the 5th November at the Towns Fireworks night.

Full specification for this work and details about how to submit a tender can be obtained via the government's Contracts Finder website: www.gov.uk/contracts-finder or by emailing info@crowboroughtowncouncil.gov.uk

For any enquiries relating to this tender, please contact:

Mia Kelly
Events Coordinator
Crowborough Town Council
Council Offices
Pine Grove
Crowborough
East Sussex
TN6 1DH
events@crowboroughtowncouncil.gov.uk

CLOSING DATE for receipt of tenders is 12noon, **TBC**



Crowborough Town Council

Fireworks display

Works Specification

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

- Design and build a Fireworks display to music
- Design a show to last for approximately 20 minutes
- Design a display that is suitable for all ages
- A display to be suitable for up to 10.000 people
- Installing a sound system for the music in two locations so the show can be heard from all viewing points at Goldsmiths
- Attendance in the morning of the Fireworks to install and set up the show
- Manage the show throughout the length of the display
- Clear “set off” area from debris and waste
- Hire a skip if needed to dispose waste and debris
- To agree with CTC a fitting music theme no later than September
- Equipment to be safety checked on the day prior to the show

1. Design and build a Fireworks display

A fireworks display should be created to music that is suitable for all ages and a crowd up to 10.000 people. The show should last for approximately 20 minutes in length.

2. Music themes options

The contractor shall present and advice on suitable music themes for the show, which needs to be suitable for all ages. This needs to be presented no later than September month to give the Council the opportunity to promote the event.

3. Quote

The contract is for the complete process of designing and running the Fireworks display on the 5th November at Crowborough Town Council’s annual Fireworks Night. (Date subject to change if falling on a Sunday)

4. 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.

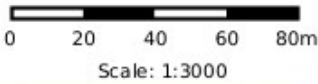
The contractor must always use appropriate PPE in accordance with regulations.

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.

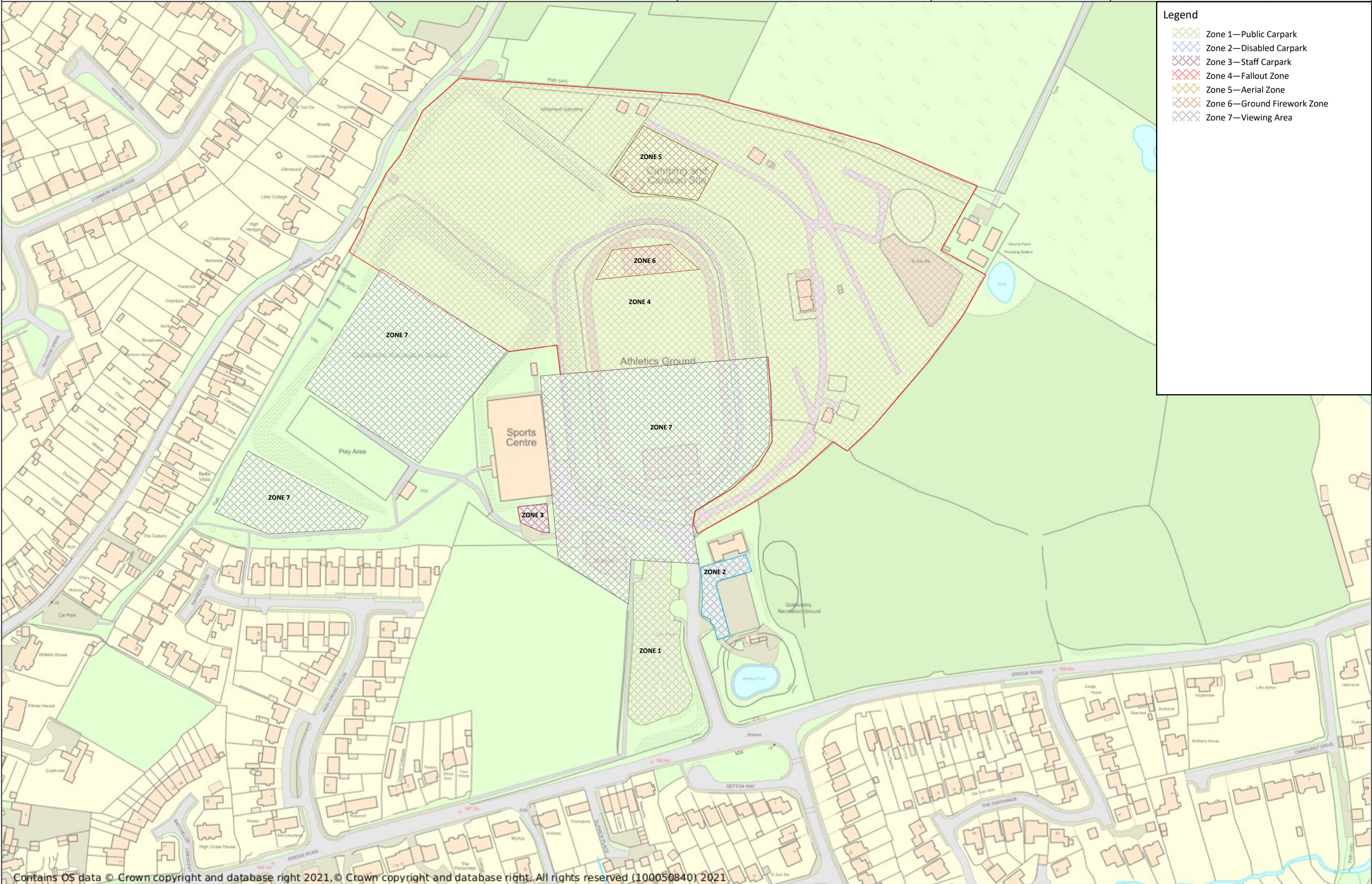
The contractor must provide a safe and suitable work area. All work must be carried out in such a way as to ensure that no employees, council staff or any members of the public visiting the site are exposed to any risk of falling objects. Also, that no escape routes are blocked, or access limited in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

Author: Peter Cunningham

Date: 14/09/2022



- Legend
- Zone 1—Public Carpark
 - Zone 2—Disabled Carpark
 - Zone 3—Staff Carpark
 - Zone 4—Fallout Zone
 - Zone 5—Aerial Zone
 - Zone 6—Ground Firework Zone
 - Zone 7—Viewing Area





Crowborough Town Council

Fireworks display

Invitation to Tender

Crowborough Town Council is seeking quotes for the annual Fireworks display.

Crowborough Town Council organises an annual Fireworks display on the 5th November. This extraordinary annual event has an exciting new display theme every year and is always very popular. This tradition has been held in Crowborough for years and is seen as an important part of the Crowborough Town Council's events programme. The event itself attracts up to 10.000 people from all over Crowborough covering all ages and backgrounds. The event is greatly valued by young families, and it really sets the scene for the beginning of the festive season.

Crowborough Town Council is seeking quotes for the designing the Fireworks installation as well as the running of the Fireworks display, on the 5th November at the Towns Fireworks night. The contract will be awarded for a period of three commencing 2023.

Invitation to Tender Document

Contents

Instructions for Tendering

1. Invitation to Tender
2. Tender submission closing date and time
3. General Tendering Information
4. Confidential Nature of Tender Documentation
5. Preparation and Completion of Tender
6. Contract Price
7. Site Visits
8. Mandatory Additional Information
9. Tender Evaluation
10. Acceptance of Tender
11. Tender Validity
12. Contract Start / Completion Dates
13. Submission of Tender

Appendices

1. Appendix A: Certificate as to Canvassing of Members, Employees and Advisers
2. Appendix B: Tender Certificate
3. Appendix C: Form of Tender Instruction

INSTRUCTIONS FOR TENDERING

1. Invitation to Tender

Crowborough Town Council, hereinafter referred to as CTC, invites tenders for the Fireworks display at Goldsmiths Recreation Ground.

**TENDERS MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING INSTRUCTIONS
TENDERS NOT COMPLYING WITH THESE INSTRUCTIONS IN ANY PARTICULAR WAY MAY
BE REJECTED BY THE COUNCIL WHOSE DECISION IN THE MATTER SHALL BE FINAL.**

While every attempt has been made to provide all the necessary and correct information, it is the responsibility of the tenderer to satisfy themselves that during site visits, discussions, and examination of all the documents, they understand and take account of the full extent and nature of the works as described.

CTC will not accept liability for any incorrect or missing information.

The council's **Contact Officer** for this tender is:

Mia Kelly

Events Coordinator

Crowborough Town Council, Council Offices,

Pine Grove, Crowborough, East Sussex, TN6 1DH

www.crowboroughtowncouncil.gov.uk

Email: evetns@crowboroughtowncouncil.gov.uk

Tel: 01892 652907

2. Tender Submission Closing Date and Time

Tenders should be sent by **registered post, recorded delivery, or delivered by hand** using an addressed envelope as below and marked **Fireworks display** in the top left corner of the envelope so as to arrive:

NOT LATER THAN 12noon ON THURSDAY 23rd February 2023

Tender Delivery Address

Mia Kelly

Events Coordinator

Crowborough Town Council, Council Offices,

Pine Grove, Crowborough, East Sussex, TN6 1DH

Where tenders are delivered other than by post to the tender delivery address stated above, they must be delivered during normal working hours which are **09:30 to 16:30 Monday to Friday**, and a tender delivery receipt should be obtained.

3. General Tendering Information

Tenders shall be submitted in accordance with these instructions. Any Tenders that do not comply may be rejected.

This Invitation to Tender does not constitute an offer or contract, and the council does not undertake to accept the lowest tender or any other tender.

The council reserves the right to accept a tender in part, rather than in full.

The council will not reimburse any costs incurred in completing and submitting tenders.

Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with the Contact Officer as soon as possible. If the Contact Officer considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all tenderers on the tender list.

4. Confidential Nature of Tender Documentation

Documentation in relation to this Invitation to Tender and any tenders received by the council in response to it shall be treated as private and confidential.

Tenderers shall not:

- Discuss the invitation or the tender they intend to make or release any information relating to the invitation and/or the tender that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the tender.
- The tenderer shall not canvass for the acceptance of their tender with any other supplier, councillor, council officer, or any consultant employed by the council connected with the tender or its preparation.
- Failure to comply with the above instructions will result in the council rejecting the tender. Furthermore, the council may decide not to invite the supplier to tender for future work.

5. Preparation and Completion of Tender

No alteration or addition shall be made by tenderers to any part of the Invitation to Tender.

Tenders shall not be subject to any pre-condition or otherwise qualified or accompanied by statements which might be construed as rendering the tender equivocal. Only unconditional tenders will be considered. The council's decision as to whether or not a tender is in an acceptable form will be final and the tenderer concerned will not be consulted.

Tenders and supporting documents shall be written in English and any Agreement subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the laws of England and Wales.

6. Contract Price

Pricing must be a fixed price and be fully inclusive of all overheads, general risks, liabilities and obligations.

All items are to be individually priced expressed to 2 decimal places.

Tenderers should note that due to financial constraints it may be necessary to reduce or remove elements of the proposed works. Any such adjustments shall be notified to the tenderers prior to award of contract.

All rates and prices must be, and will deem to have been, tendered exclusive of VAT.

7. Site Visits

Tenderers shall be deemed to have visited the site and to have satisfied themselves as to the nature of any operational limitations of the site that affect execution of the works. Tenderers must consider any limitations in delivering plant, equipment and materials to the site and within the site in a safe manner without damage to the existing fabric of the site.

No claims will be entertained due to unfamiliarity with the site and the site access and restrictions on the size of delivery vehicles.

Tenderers wishing to carry out site visits can do so without any prior arrangement.

8. Mandatory Additional Tender Information

In support of your tender, you are required to give a detailed response indicating:

- The methods of work and safety procedures you will employ on site
- The resources you will employ for this contract including sub-contractors details and intended work scopes
- A proposed programme of works
- A suggested design for the allocated area

Failure to supply the additional tender information detailed above may result in the council rejecting the tender.

9. Tender Evaluation

Tenderers are advised that all tenders will be evaluated by the Communications and Events Committee.

All Tenders shall be assessed for price, quality, experience and health & safety consideration.

Successful contractors may be invited for a post tender interview before acceptance.

10. Acceptance of Tender

Until the execution of a formal agreement, Crowborough Town Council's written acceptance of a tenderers signed offer on the Form of Tender shall form a binding agreement between Crowborough Town Council and the successful tenderer.

If and when CTC accepts a tender, written notification will be sent to each of the Tenderers.

11. Tender Validity

Tenderers are required to state that your tender will remain open and valid for acceptance by CTC for a period of **90 days** after the closing date of submission of tenders.

12. Contract Start / Completion Dates

The contract start date will be for 2023. The contract will last for three years or three displays. E.g. 2023, 2024 and 2025.

13. Submission of Tender

The following documents must be submitted with your tender:

- Specification and Schedule of Works Pricing Sheets
- Additional tender information including examples of work and references
- Completed certificates (Appendices A, B and C)

PART D

Appendix A

CERTIFICATE AS TO CANVASSING OF MEMBERS, EMPLOYEES AND ADVISERS

Tender for Fireworks display, Crowborough, East Sussex.

We hereby certify that I/we have not canvassed any Members, employee or adviser of Crowborough Town Council in connection with the award of the contract to perform the Service and that no person employed by us or acting on our behalf has done any such act.

We further hereby undertake that I/we will not canvass any Member, employee or adviser of Crowborough Town Council in connection with the award of the contract to perform the Service and that no person employed by us or acting on our behalf has done any such act.

Signature

Firm or Company

Dated

PART D

Appendix B - TENDER CERTIFICATE

To: Chairman of the Council

Crowborough Town Council
Council Offices
Pine Grove
Crowborough
East Sussex
TN6 1DH

Dear Sir,

Tender for Fireworks display, Crowborough, East Sussex.

I/We recognise that the essence of this tendering exercise is that Crowborough Town Council shall receive bona-fide competitive tenders from all those tendering.

In recognition of this principle, I/we certify that this is a bona-fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person. I/We also certify that I/we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- (a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- (b) Enter into any agreement or arrangements with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted
- (c) Offer or pay or give or agree to pay any sum or valuable consideration directly or indirectly to any person for doing or having done or causing to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons or any body or association, corporate or non- corporate, and "any agreement or arrangement" includes such transaction, formal or informal, and whether legally binding or not.

Signature

Firm or Company

Dated

PART D

Appendix C - Form of Tender instruction

Contractors are required to express their tender in the following terms:

“To Crowborough Town Council”

re: **Fireworks display, Crowborough, East Sussex.**

Having carefully examined and considered the Invitation to Tender including, without limitation, the Works Specification, the instructions for tendering and the conditions of contract and in consideration of the Council considering this Tender, we:

1. Offer to provide the works required to meet the Works Specification and to enter an agreement with the Council in the Council’s form of Contract for the **FIXED PRICE SUM OF:**

£ _____

(amount in word) _____

2. Confirm that we are able to provide the works required to meet the Works Specification and that we have read all of the conditions of contract and are satisfied as to our abilities and experience to satisfy the requirements of the Contract Documents.
3. Confirm that, if our Tender is accepted, we will upon demand:
Produce evidence that the relevant insurances and compliance certificates with relevant legislation and policy are held and are in force; and
Execute and deliver the required contract documents to the Council as set out in the Invitation to Tender;
4. Agree that this Tender shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of 90 days from the date of this Tender without the Council’s prior written consent and if the Council accept this Tender we will be bound to contract with the Council on the basis of the submissions made in this Tender.
5. Agree that in consideration of the Invitation to Tender being sent to us and by submitting our Tender we confirm we are bound by the conditions of this Tender as set out in the Invitation to Tender including but not being limited to the obligations of confidentiality.

We understand that the Council is not bound to accept any Tender that it receives.

Signed for the Contractor

Name:

Title:

Company:

Date:

Signed for the Contractor

Name:

Title:

Company:

Date:

Tender Evaluation

Project Title **Fireworks 2023-25**

Tenders Received	

Tender Evaluation Criteria/ Matrix

MEAT	Overall Weighting	Category	Category Weighting	Element	Element Weighting		
PRICE	25%	Financial	25%	Cost/ Competativeness	Price Evaluation Matrix		
QUALITY	75%	Technical	9%	Capability of company to carry out the specified works	3%		
				Health and Safety	15%	Materials manufactured in house or readily available.	2%
						Programme of works provided and in line with timescales requests.	4%
		Service Delivery	10%			Relevant accreditations in H&S and as required for trades used. E.g NICEIC	4%
				Detailed working practices and procedures/ emergency procedures	3%		
				Appropriate Health and Safety Policy provided or available via website.	4%		
				Competent contractor with experience, training and qualifications.	4%		
		Quality	15%	Company history and experience in the required trades.	2%		
				References provided of previous work and received satisfactory responses.	2%		
				Communication structure, provides a responsible person for contact during works	2%		
				Ability to complete works before July 2022.	2%		
				Insurance Cover in place sufficient	2%		
		Environment	14%	Customer Care/ Warranty of material and workmanship	4%		
				Quality of previous work from references/ local projects viewed.	3%		
				Professional Membership/ Accreditation	2%		
		Experience on similar projects	4%				
		Aftercare provided	2%				
		Environment	14%	Policy/ Commitment to reducing greenhouse gases	3%		
				Distance from site to company for travel during project. Target of 40 miles.	3%		
				Materials supplied impact. E.G recycled vs primary manufacture process.	4%		

			Waste Management and disposal methods/ recycling	4%
	Design Factors	12%	Play factor scoring of entire playground	3%
			SEN Equipment provided	3%
			Age groups between toddler to teen catered for.	3%
			Low Maintenance surfacing provided	3%

Scoring System		
Excellent	Exceeds the required standard. Response answers the question with precision and relevance. Includes improvement through innovation/ added value	5
Good	Meets the standard required. Comprehensive response in terms of detail and relevance to the question.	4
Acceptable	Meets the standard in most aspects but fails in some areas. Acceptable level of detail, accuracy and relevance.	3
Limited	Fails the standard in most aspects but meets some. Limited information/ inadequate/ only partially addressess the question.	2
Inadequate	Significantly fails to meet the standard. Inadequate detail provided/ questions not answered/ answers not directly relevant to the question.	1
Not Eligible for Consideration	Completely fails to meet the standard. Response significantly deficient/ no response	0

Pricing Evaluation

Quote	Percentage Rating	Value of Quote
	25%	£ 68,000.00
	24%	£ 68,500.00
	23%	£ 69,000.00
	22%	£ 69,500.00
	21%	£ 70,000.00
	20%	£ 70,500.00
	19%	£ 71,000.00
	18%	£ 71,500.00
	17%	£ 72,000.00
	16%	£ 72,500.00
	15%	£ 73,000.00
	14%	£ 73,500.00
	13%	£ 74,000.00
	12%	£ 74,500.00
	11%	£ 75,000.00
	10%	£ 75,500.00
	9%	£ 76,000.00
	8%	£ 76,500.00
	7%	£ 77,000.00

	6%	£	77,500.00
	5%	£	78,000.00
	0%		

Tender Evaluation

Project Title

Fireworks 2023-25

Tenders Received

Tender Evaluation Criteria/ Matrix

MEAT	Overall Weighting	Category	Category Weighting	Element	Element Weighting		
PRICE	25%	Financial	25%	Cost/ Competativeness	Price Evaluation Matrix		
QUALITY	75%	Technical	9%	Capability of company to carry out the specified works	3%		
				Health and Safety	15%	Materials manufactured in house or readily available.	2%
						Programme of works provided and in line with timescales requests.	4%
		Service Delivery	10%			Relevant accreditations in H&S and as required for trades used. E.g NICEIC	4%
				Detailed working practices and procedures/ emergency procedures	3%		
				Appropriate Health and Safety Policy provided or available via website.	4%		
				Competent contractor with experience, training and qualifications.	4%		
		Quality	15%	Company history and experience in the required trades.	2%		
				References provided of previous work and received satisfactory responses.	2%		
				Communication structure, provides a responsible person for contact during works	2%		
				Ability to complete works before July 2022.	2%		
				Insurance Cover in place sufficient	2%		
		Environment	14%	Customer Care/ Warranty of material and workmanship	4%		
				Quality of previous work from references/ local projects viewed.	3%		
				Professional Membership/ Accreditation	2%		
		Experience on similar projects	4%				
		Aftercare provided	2%				
		Environment	14%	Policy/ Commitment to reducing greenhouse gases	3%		
				Distance from site to company for travel during project. Target of 40 miles.	3%		
				Materials supplied impact. E.G recycled vs primary manufacture process.	4%		

			Waste Management and disposal methods/ recycling	4%
	Design Factors	12%	Play factor scoring of entire playground	3%
			SEN Equipment provided	3%
			Age groups between toddler to teen catered for.	3%
			Low Maintenance surfacing provided	3%

Scoring System		
Excellent	Exceeds the required standard. Response answers the question with precision and relevance. Includes improvement through innovation/ added value	5
Good	Meets the standard required. Comprehensive response in terms of detail and relevance to the question.	4
Acceptable	Meets the standard in most aspects but fails in some areas. Acceptable level of detail, accuracy and relevance.	3
Limited	Fails the standard in most aspects but meets some. Limited information/ inadequate/ only partially addressess the question.	2
Inadequate	Significantly fails to meet the standard. Inadequate detail provided/ questions not answered/ answers not directly relevant to the question.	1
Not Eligible for Consideration	Completely fails to meet the standard. Response significantly deficient/ no response	0

Pricing Evaluation

Quote	Percentage Rating	Value of Quote
	25%	£ 68,000.00
	24%	£ 68,500.00
	23%	£ 69,000.00
	22%	£ 69,500.00
	21%	£ 70,000.00
	20%	£ 70,500.00
	19%	£ 71,000.00
	18%	£ 71,500.00
	17%	£ 72,000.00
	16%	£ 72,500.00
	15%	£ 73,000.00
	14%	£ 73,500.00
	13%	£ 74,000.00
	12%	£ 74,500.00
	11%	£ 75,000.00
	10%	£ 75,500.00
	9%	£ 76,000.00
	8%	£ 76,500.00
	7%	£ 77,000.00

	6%	£	77,500.00
	5%	£	78,000.00
	0%		

Evaluation 1

Company Name

Kompan

		Quote A	Quote B	Quote C
Price Quality	30%			
	70%			
	Total			

Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

Quotes Received & Scoring

		Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 125,000.00	15%	57.20%	72.20%

Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	9%	6.40	Capability	3	2.40	4
			Materials	2	0.80	2
			Programme	4	3.20	4
Health and Safety	15%	12.00	Accreditations	4	3.20	4
			Working Practice	3	2.40	4
			H&S Policy	4	3.20	4
			Competence	4	3.20	4
Service Delivery	10%	8.40	History	2	1.60	4
			References	2	1.60	4
			Communication	2	1.60	4
			Start Date	2	2.00	5
			Insurance	2	1.60	4
Quality	15%	8.80	Customer Care	4	2.40	3
			Quality	3	0.00	
			Memberships	2	1.60	4
			Experience	4	3.20	4
			Aftercare	2	1.60	4
Environment	14%	12.00	Policy	3	2.40	4
			Distance	3	2.40	4
			Materials	4	4.00	5
			Waste Management	4	3.20	4
Design factors	12%		Play Factor	3	2.40	4
			SEN	3	3.00	5

Design factors	12%	9.60	Age groups	3	2.40	4
			Low Maintenance	3	1.80	3
Totals	75%	57.20		75	57.20	

Evaluation 1

Company Name

Sutcliffe Play

		Quote A	Quote B	Quote C
Price Quality	30%			
	70%			
	Total			

Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

Quotes Received & Scoring

		Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 129,999.14	5%	53.40%	58.40%

Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	9%	7.60	Capability	3	2.40	4
			Materials	2	2.00	5
			Programme	4	3.20	4
Health and Safety	15%	13.40	Accreditations	4	4.00	5
			Working Practice	3	3.00	5
			H&S Policy	4	3.20	4
			Competence	4	3.20	4
Service Delivery	10%	3.20	History	2	0.40	1
			References	2	1.60	4
			Communication	2	0.40	1
			Start Date	2	0.80	2
			Insurance	2	0.00	
Quality	15%	9.60	Customer Care	4	2.40	3
			Quality	3	2.40	4
			Memberships	2	1.60	4
			Experience	4	3.20	4
			Aftercare	2	0.00	0
Environment	14%	9.40	Policy	3	2.40	4
			Distance	3	0.60	1
			Materials	4	4.00	5
			Waste Management	4	2.40	3
Design factors	12%		Play Factor	3	2.40	4
			SEN	3	2.40	4

Design factors	12%	10.20	Age groups	3	3.00	5
			Low Maintenance	3	2.40	4
Totals	75%	53.40		75	53.40	

Evaluation 1

Company Name

Wickstead

		Quote A	Quote B	Quote C
Price Quality	30%			
	70%			
	Total			

Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

Quotes Received & Scoring

		Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 126,365.00			

Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	9%	0.00	Capability	3	0.00	
			Materials	2	0.00	
			Programme	4	0.00	
Health and Safety	15%	0.00	Accreditations	4	0.00	
			Working Practice	3	0.00	
			H&S Policy	4	0.00	
			Competence	4	0.00	
Service Delivery	10%	0.00	History	2	0.00	
			References	2	0.00	
			Communication	2	0.00	
			Start Date	2	0.00	
			Insurance	2	0.00	
Quality	15%	0.00	Customer Care	4	0.00	
			Quality	3	0.00	
			Memberships	2	0.00	
			Experience	4	0.00	
			Aftercare	2	0.00	
Environment	14%	0.00	Policy	3	0.00	
			Distance	3	0.00	
			Materials	4	0.00	
			Waste Management	4	0.00	
Design factors	12%		Play Factor	3	0.00	
			SEN	3	0.00	

Design factors	12 %	0.00	Age groups	3	0.00	
			Low Maintenance	3	0.00	
Totals	75%	0.00		75	0.00	

Evaluation 1

Company Name

HAGS

		Quote A	Quote B	Quote C
Price Quality	30%			
	70%			
	Total			

Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

Quotes Received & Scoring

		Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 120,000.00	25%	61.80%	86.80%

Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	9%	7.20	Capability	3	2.40	4
			Materials	2	1.60	4
			Programme	4	3.20	4
Health and Safety	15%	14.20	Accreditations	4	3.20	4
			Working Practice	3	3.00	5
			H&S Policy	4	4.00	5
			Competence	4	4.00	5
Service Delivery	10%	7.20	History	2	1.60	4
			References	2	2.00	5
			Communication	2	2.00	5
			Start Date	2	1.60	4
			Insurance	2	0.00	
Quality	15%	12.00	Customer Care	4	3.20	4
			Quality	3	2.40	4
			Memberships	2	1.60	4
			Experience	4	3.20	4
			Aftercare	2	1.60	4
Environment	14%	10.40	Policy	3	2.40	4
			Distance	3	2.40	4
			Materials	4	3.20	4
			Waste Management	4	2.40	3
Design factors	12%		Play Factor	3	3.00	5
			SEN	3	3.00	5

Design factors	12%	10.80	Age groups	3	2.40	4
			Low Maintenance	3	2.40	4
Totals	75%	61.80		75	61.80	

Overall Evaluation

Quote A		Repaint surface and replace court equipment			
Price Quality		Kompan	Sutcliffe Play	Wickstead	HAGS
	25%	15.0%	5.0%	0.0%	25.0%
	75%	57.2%	53.4%	0.0%	61.8%
	Total	72.2%	58.4%	0.0%	86.8%

CROWBOROUGH TOWN COUNCIL



Emergency Resilience and Business Continuity Plan

Responsibility: C & E committee

Review Cycle: Every three years, or earlier in the event of legislative changes

[illegible]

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Map of temporary shelters	10
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THE CIVIL CONTINGENCIES ACT 2004

The Act establishes a framework for civil protection at the local level for frontline responders to ensure that they are prepared to deal effectively with the full range of emergencies from localised incidents through to catastrophic emergencies.

It divides local responders into two categories:

Category 1	Category 2
Emergency Services	Utilities
Police Forces (including the British Transport Police)	Electricity
Fire Authorities	Gas
Ambulance Services	Water and sewerage
NHS Bodies	Public communications providers (landlines and mobiles)
	Transport
	Network Rail
	Train Operating Companies
	Transport for London and London Underground
	Airports
	Harbours and ports
	Highways Agencies
	Government
	Health and Safety Executive

A major incident is defined as:

‘An event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies.’

An Emergency is defined within the Civil Contingencies Act 2004: as:

- An event or situation which threatens serious damage to human welfare in a place in the UK
 - An event or situation which threatens serious damage to the environment of a place in the UK
- Or
- War, terrorism, which threatens serious damage to the security of the UK.

Category 1 responders have a duty to

- Assess local risks and use this to inform emergency planning
- Put in place emergency plans
- Put in place business continuity arrangements
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- Share information with other local responders to enhance co-ordination and efficiency
- Co-operate with other local responders to enhance co-ordination and efficiency

Category 2 responders have a duty to:

- Co-operate with category 1 responders and share relevant information

Crowborough Town council recognises that it does not have any statutory obligation to plan for, respond to or recover from emergencies.

CROWBOROUGH TOWN COUNCIL ACTIONS

Despite there being no statutory obligation, the Town Council recognises that they can play a critical role in assessing the impact of an incident by identifying problems and vulnerabilities in their community which may require priority attention and informing the responding agencies.

Similarly, the Town Council also has an important role in disseminating credible information and advice to the community, assisting to maintain community cohesion and providing public reassurance.

The Town Council recognises that there are incidents which affect the town and its residents which may require an immediate localised response, prior to action being taken by the relevant emergency services. For this purpose, the Town Council has prepared an **Emergency Resilience Plan**.

This has involved assessing the potential risks to the town, detailing mitigation measures in place and providing a list of temporary shelters which may be needed during an emergency incident.

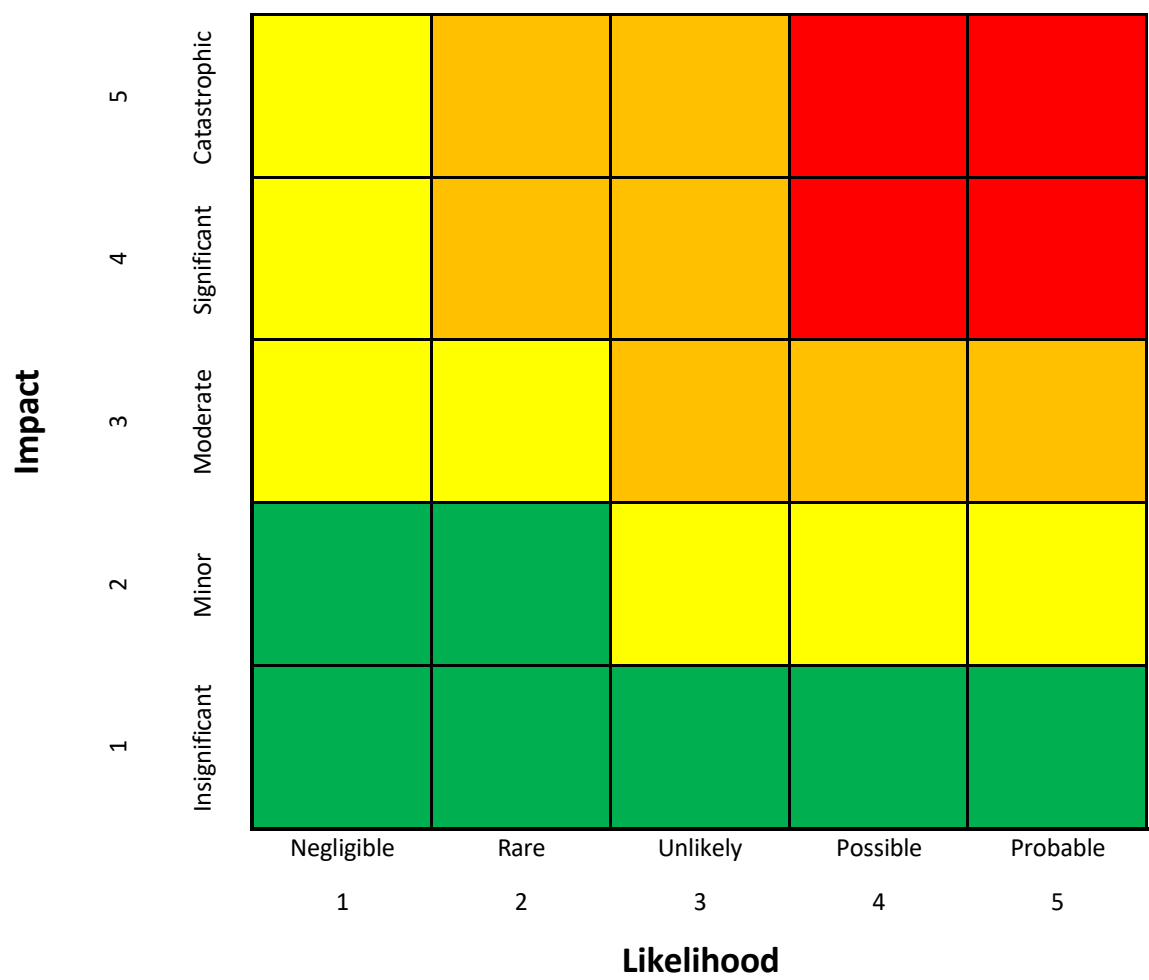
The Town Council has also prepared a **Business Continuity Plan** to illustrate how the Town Council will respond to events occurring which would limit the Town Council's ability to continue to provide its core services to residents.

RISK MATRIX

To assess the overall risk of an incident, there are two questions to consider:

- What would the impact of the event occurring be?
- How likely is the incident to occur?

The Town Council addressed these questions, and assessed the overall risk using the below matrix (provided by the Sussex Resilience Forum).



Overall risk rating





Medium



Low

EMERGENCY RESILIENCE PLAN

HAZARD	IMPACT	MITIGATION IN PLACE	MITIGATION POSSIBLE	RISK MATRIX SCORE
<u>Severe weather</u>				
Storms and gales	<ul style="list-style-type: none"> • Danger to human welfare • Damage to buildings • Blocked/disrupted access routes • Loss of essential services • Isolation of vulnerable residents 	<ul style="list-style-type: none"> • Provision of temporary shelters • Staff checks of area after storms 	<ul style="list-style-type: none"> • Publication of weather warnings on website and social media • Access to approved contractors list held by District and/or County Council 	(Impact 2 / Likelihood 2) LOW
Low temperatures and heavy snow	<ul style="list-style-type: none"> • Danger to human welfare • Blocked/disrupted access routes • Loss of essential services • Schools and public buildings closed • Strain on health care resources • Isolation of vulnerable residents 	<ul style="list-style-type: none"> • Provision of temporary shelters • Council staff clearing pathways 	<ul style="list-style-type: none"> • Publication of weather warnings on website and social media • Access to approved contractors list held by District and/or County Council • Add copy of gritting routes to Town Council website 	(2 / 3) MEDIUM
Heatwaves	<ul style="list-style-type: none"> • Danger to human welfare • Strain on health care resources 		<ul style="list-style-type: none"> • Publication of weather warnings on website and social media 	(2 / 1) LOW

Inland flooding	<ul style="list-style-type: none"> Blocked/disrupted access routes Damage to buildings Danger of pollution Loss of essential services 	<ul style="list-style-type: none"> Provision of temporary shelters 	<ul style="list-style-type: none"> Publication of warnings from Environment Agency on website and social media 	(2 / 1) LOW
HAZARD	IMPACT	MITIGATION IN PLACE	MITIGATION POSSIBLE	RISK MATRIX SCORE
<u>Accidents</u>				
Major road accident	<ul style="list-style-type: none"> Danger to human welfare Blocked/disrupted access routes Damage to buildings 	<ul style="list-style-type: none"> Provision of temporary shelters 	<ul style="list-style-type: none"> Publication of travel disruption updates on website and social media 	(3 / 2) MEDIUM
Major rail accident	<ul style="list-style-type: none"> Danger to human welfare Blocked/disrupted access routes Damage to buildings 	<ul style="list-style-type: none"> Provision of temporary shelters 	<ul style="list-style-type: none"> Publication of travel disruption updates on website and social media 	(4 / 1) MEDIUM
Major air accident	<ul style="list-style-type: none"> Danger to human welfare Blocked/disrupted access routes Damage to buildings 	<ul style="list-style-type: none"> Provision of temporary shelters 	<ul style="list-style-type: none"> Publication of travel disruption updates on website and social media 	(5 / 1) MEDIUM
Industrial accident	<ul style="list-style-type: none"> Danger to human welfare Blocked/disrupted access routes Damage to buildings Danger of pollution 	<ul style="list-style-type: none"> Provision of temporary shelters 	<ul style="list-style-type: none"> Publication of situation updates on website and social media 	(3 / 1) MEDIUM
<u>Health related</u>				
Pandemic diseases	<ul style="list-style-type: none"> Danger to human welfare Strain on health care resources 	<ul style="list-style-type: none"> Sharing of health advice via website and social media 	<ul style="list-style-type: none"> Provision of flu jabs to key Council staff to provide continuity 	(4 / 1) MEDIUM

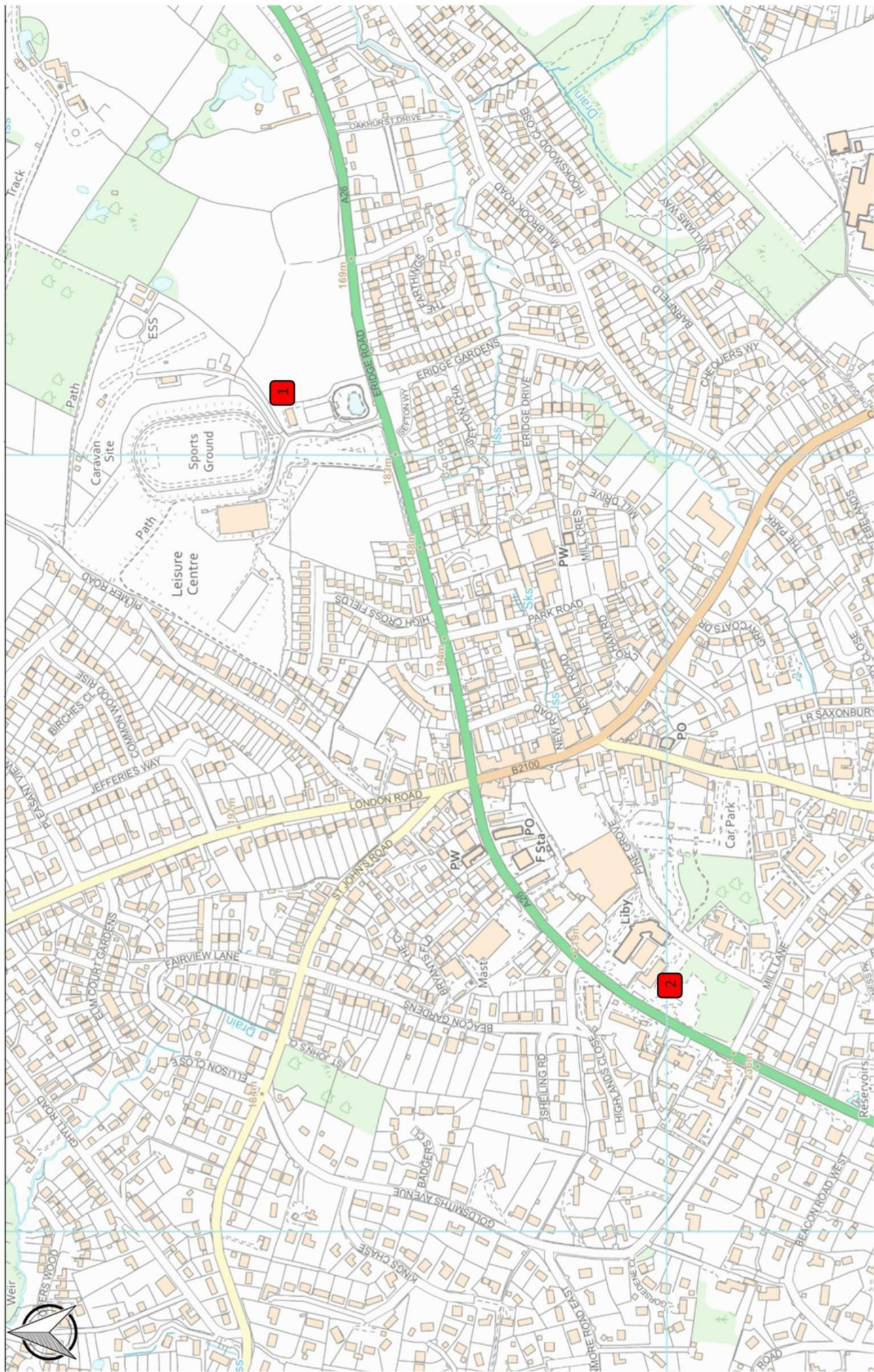
			<ul style="list-style-type: none"> Cancellation of gatherings to prevent spread of disease 	
HAZARD	IMPACT	MITIGATION IN PLACE	MITIGATION POSSIBLE	RISK MATRIX SCORE
Animal disease	<ul style="list-style-type: none"> Danger to animal welfare Health risks to humans Loss of livelihood for farmers and associated workers 	<ul style="list-style-type: none"> Sharing of government advice via website and social media 	<ul style="list-style-type: none"> Ranger responsibilities to include effective stewardship of Council land 	(3 / 2) MEDIUM
<u>Other incidents</u>				
Fuel shortages	<ul style="list-style-type: none"> Reduction in provision of essential items Residents isolated and at risk Loss of access to heating oil 	<ul style="list-style-type: none"> Sharing of advice via website and social media 		(2 / 2) LOW
Loss of critical infrastructure. e.g Loss of Water Supply and or Power	<ul style="list-style-type: none"> Loss of essential services Residents isolated and at risk Loss of communication channels 	<ul style="list-style-type: none"> Sharing of advice via website and social media 	<ul style="list-style-type: none"> To be given contact points for: <ul style="list-style-type: none"> UK Powernetworks South East Water WDC ESCC To be included as a representative for Crowborough and immediate surrounding areas Provide personnel as staff numbers allow and as directed by the relevant organisation 	(3 / 2) MEDIUM

Fire on open land	<ul style="list-style-type: none"> • Danger to human and/or animal welfare • Damage to the environment • Damage to buildings 	<ul style="list-style-type: none"> • Provision of temporary shelters 	<ul style="list-style-type: none"> • Fire safety notices on all sites 	(3 / 2) MEDIUM
Terrorist incident	<ul style="list-style-type: none"> • Danger to human welfare • Damage to buildings • Loss of essential Services • Blocked/disrupted access routes • Increased level of fear among residents 	<ul style="list-style-type: none"> • Provision of temporary shelters 	<ul style="list-style-type: none"> • Sharing of government advice via website and social media 	(5 / 1) LOW

TEMPORARY SHELTERS

A number of events highlighted in the Emergency Resilience Plan are mitigated by the provision of temporary shelters for residents to use while access to their own properties is limited. The following accommodation has been authorised for use as temporary shelter.

MAP NO	BUILDING	ADDRESS	KEY LOCATION
1	Crowborough Freedom Leisure Centre	Eridge Road, Crowborough, East Sussex, TN6 2TN	Caretakers WDC rest centre managers
2	Crowborough Community Centre	Pine Grove, Crowborough, East Sussex, TN6 1FE	Caretaker WDC rest centre managers



BUSINESS CONTINUITY PLAN

The Civil Contingencies Act 2004 places a duty on a local authority that it is prepared, as far as reasonably practical, to continue to provide functions/services in the event of a disruption by whatever cause. Whilst this is not a statutory duty for a Town or Parish Council, it is Crowborough Town Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the Council.

This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within Crowborough Town Council's area of responsibility.

Core business of Crowborough Town Council

The Council provides local services to its electorate which include the provision of:

- Website, notice boards, newsletter information, and the use of social media platforms to communicate important and relevant matters
- The Town Hall and other buildings around the town
- Recreation grounds and environmental open spaces, including children's play areas and changing rooms/pavilions
- Grass cutting and maintenance at the recreation grounds and other open spaces
- Street lighting, bus shelters, waste bins and other street furniture
- Cemetery grounds
- Allotment sites
- Hanging baskets and floral decorations
- Public toilets
- CCTV
- Acting as a statutory consultee on planning applications
- Publication of agendas and minutes for Town Council and committee meetings
- Arranging a program of events throughout the town for the enjoyment of residents & visitors
- Managing the finances of the Council and completing the statutory Annual Governance and Accountability Return
- Operating a grants budget towards community projects of benefit to the town
- Facilitating the Annual Town Assembly
- Liaising with Wealden District and East Sussex County Council and other partner organisations on issues that affect the town
- Performing ceremonial functions through the Mayor and/or Deputy Mayor

Potential causes of disruption

Damage caused by:

- Storm, flood, snow or other extreme weather events
- Fire
- Terrorist actions

Failures to:

- Equipment
- Public services

Loss of:

- Staff through death, illness, injury or resignation
- Councillors by any reason which leaves the Council inquorate

Business Continuity Plan

EVENT	MINIMISE IMPACT	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
Damage to Council Meeting Chamber	Maintain adequate insurance cover. Carry out fire risk assessment.	Town Clerk to inform insurance company. Town Clerk to inform Councillors and staff.	Use alternative premises for meetings, and advise the public accordingly.	Review periodically as part of risk assessment.
Damage to Town Council Offices	Maintain adequate insurance cover. Carry out fire risk assessment.	Town Clerk to inform insurance company. Town Clerk to inform Councillors and staff.	Use alternative premises for administrative work, and advise the public accordingly. Provide staff with capacity to work from home with adequate hardware and secure access to information. Arrange for telephone calls to be diverted to alternative contact numbers.	Review periodically as part of risk assessment.

EVENT	MINIMISE IMPACT	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
Loss of Council documents due to fire, flood, theft or other causes	<p>Ensure valuable documents stored securely in fire/flood proof cabinets.</p> <p>Ensure electronic copies of essential documents are made.</p> <p>Use County archive for storage of older documents where appropriate.</p>	<p>Town Clerk to inform Councillors.</p> <p>Town Clerk to inform insurance company if necessary.</p> <p>Consider security controls (depending on circumstances of loss) – change of locks, passwords, key codes, etc.</p>	<p>Council to discuss and consider impact at next available meeting.</p> <p>Instigate use of stored/backup materials or obtain duplicates where possible.</p> <p>Investigate use of cloud based backup systems.</p>	<p>Review procedures to ensure improvements to security arrangements are implemented where identified.</p>
Loss of Council electronic data due to corruption or damage, fault or breakdown of hardware	<p>Ensure antivirus software is kept up to date.</p> <p>Ensure robust passwords are used to protect systems, and that these are changed regularly.</p> <p>Ensure only software purchased by the Council is loaded onto systems.</p> <p>Ensure data is regularly backed up to a portable disk which is held offsite.</p>	<p>Town Clerk to inform Councillors.</p> <p>Town Clerk to inform insurance company if necessary.</p> <p>Update security arrangements as required.</p>	<p>Instigate the use of stored back up materials.</p> <p>Investigate use of cloud based backup systems.</p>	<p>Review procedures to ensure measures are in place, and to research improvements to the system.</p>
Loss of equipment due to theft, damage, fault or breakdown	<p>Maintain adequate insurance cover.</p> <p>Ensure regular maintenance is carried out.</p> <p>Regularly audit the asset register to confirm accuracy.</p>	<p>Town Clerk to report theft/criminal damage to police and advise the insurance company.</p> <p>Decide on replacement equipment items.</p>	<p>Arrange purchase/hire of replacement equipment as identified, In accordance with financial regulations.</p>	<p>Review risk assessment and security of equipment and maintenance schedule.</p>

EVENT	MINIMISE IMPACT	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
Loss of Town Clerk due to death, sudden/longer term illness, incapacity or resignation	<p>Ensure all staff members are aware of their responsibilities.</p> <p>Ensure all key tasks are listed.</p> <p>Access to log in passwords, codes, keys to be available.</p> <p>Maintain adequate insurance cover.</p>	<p>Town Mayor to be informed who will report to all Councillors.</p> <p>Town Mayor to arrange extraordinary meeting to confirm temporary cover arrangements if necessary.</p>	<p>Recruit temporary replacement if necessary, or consider additional administrative support if promoting from within.</p> <p>Seek and employ new permanent Town Clerk.</p>	Review procedures to ensure minimal impact from loss.
Death or serious injury to member of staff while carrying out Council duties	<p>Ensure all staff members are trained to understand their duties with regard to health and safety regulations.</p> <p>Maintain adequate insurance cover.</p> <p>Ensure all staff members are issued with appropriate PPE, and checks are undertaken to ensure it is being used.</p>	<p>Town Clerk to be informed who will report it to the Council.</p> <p>Town Clerk to inform the insurance company.</p> <p>Town Clerk to inform Health and Safety Executive (HSE).</p> <p>Town Clerk or line manager to make interim arrangements for duties to be covered.</p>	<p>Seek temporary cover where necessary.</p> <p>Start recruitment process to seek replacement staff member where necessary.</p>	Review procedures to ensure any necessary improvements are implemented.
Prolonged absence, resignation or dismissal of staff	Ensure each staff member has a job description detailing the responsibilities and duties of the role.	<p>Town Clerk or line manager to make interim arrangements for duties to be covered.</p> <p>Town Clerk to inform the Council, and follow legal procedures.</p>	<p>Seek temporary cover where necessary.</p> <p>Start recruitment process to seek replacement staff member where necessary.</p>	Review procedures to ensure minimal impact from loss.

EVENT	MINIMISE IMPACT	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
Loss of Councillors due to multiple resignations (causing Council to become inquorate)	Maintain full number of Councillor seats where possible.	Town Clerk to inform District Monitoring Officer. Town Clerk to inform other Councillors.	District Monitoring Officer to liaise with Town Clerk to agree temporary working arrangements where Council has become inquorate. Election or co-option procedure to be instigated.	Council to review procedures for recruitment of Councillors.

INFORMATION FOR RESIDENTS

Useful contacts and information

IN EMERGENCIES ONLY, FOR POLICE, FIRE OR AMBULANCE CALL 999

Non-emergency useful numbers

CONTACT	NUMBER
Sussex Police	101
Crimestoppers	0800 555 111
NHS – for urgent medical assistance (non-emergency)	111
UK Power Networks (Electricity)	105
Gas Leaks	0800 111 999
Water Leaks	0800 820 999
Flooding (Environment Agency)	0845 988 1188
ChildLine	0800 1111
RSPCA Cruelty Line	0300 1234 999
Samaritans	08457 90 90 90
Environment Incident Hotline (Environment Agency)	0800 80 70 60
Crowborough Town Council	01892 652907
Crowborough Town Council - out of hours	07543177895
Crowborough Community Warden	
East Sussex County Council (switchboard)	0345 608 0190
Adult Social Care (ESCC out of hours contact)	0345 608 0191
Children's Services (ESCC out of hours contact)	01273 335905 / 335906
Wealden District Council	01323 443322
Town Mayor	

Planning for an emergency

To prepare for an emergency, you should take time to find out:

- Where and how to turn off water, gas and electricity supplies in your home
- The emergency procedures for your children at school
- The emergency procedures at your workplace
- How your family will stay in contact in the event of an emergency
- If any elderly or vulnerable neighbours might need your help
- How to tune in to your local radio station

At home in an emergency

If you are at home and an emergency happens, try to gather together:

- A list of useful phone numbers, e.g. for your doctor and close relatives
- House and car keys
- Toiletries, sanitary supplies and any regularly prescribed medication
- A battery or wind-up radio and torch, with spare batteries
- A first aid kit
- Your mobile phone and charger
- Cash and debit/credit cards
- Spare clothes and blankets
- Bottled water, ready-to-eat food (e.g. tinned food) and a bottle/can opener, in case you have to remain at home for several days

Leaving your home in an emergency

In certain situations, you may be asked to leave your home by the emergency services. If this happens, leave as quickly and calmly as possible.

If you have time, and it is safe to do so:

- Turn off electricity, gas and water supplies, unplug appliances and lock all doors and windows
- Take the items listed above
- Take your pets (with suitable carriers or leads)
- Tune in to local radio for emergency advice and instructions
- Inform emergency services of where you have gone and how you can be contacted

Returning home after an emergency

Listen to advice from emergency services or local authorities about any specific actions which you must follow when it is safe to return home.

Do not forget to check on neighbours and vulnerable people in your community where it is safe to do so.

