

Date: 06 November 2023  
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Mr Mark Knight  
Creting St Peter Parish Council

Dear Mr Knight

**Re: Street Lighting Contract**

We would like to take this opportunity to inform you of the outcome following the recent street lighting term maintenance contract procurement carried out by Suffolk County Council.

After a very competitive process, J McCann & Co Ltd. were the successful tenderer and from the 1<sup>st</sup> October 2023, have commenced a 7 year term maintenance street lighting contract with Suffolk County Council with the potential for a further three year extension. Further information regarding J McCann can be found at <https://mccann-ltd.co.uk/>

The contract you have in place with Suffolk County Council will not change and your local contacts remain the same. Appended to this letter is a condensed outline of what you can expect from this new arrangement.

The rates secured are extremely competitive and, in most cases, you will see a reduction in maintenance costs. Energy costs, continue to be volatile however the rates secured remain competitive and are purchased as part of our larger energy portfolio.

Reporting of street lighting faults remains the same as previous years and can either be reported online at [www.suffolk.gov.uk/streetlighting](http://www.suffolk.gov.uk/streetlighting) or via telephone through Suffolk County Council's contact centre on 0345 606 6171.

Our new contract has a strong focus on customer engagement and a commitment to ensure you are informed of programme dates regarding any works you have previously ordered, or works you will be placing. There is a performance framework in place to ensure all works are carried out efficiently and effectively and meet prescribed response times.

We are aware many of you have taken the opportunity to upgrade your assets to LED to benefit from reduced energy costs. However, if this is something you are still to consider, we are able to work with you to identify the required works and associated costs, as well as suggest measures that can be taken to further reduce costs through the use of the county council's central management system. The options available to reduce energy costs and associated carbon emissions include for part night switching and applying dimming, whether at 75%, 50% power, or less, and we can provide the expected savings and return on investment figures for you to make an informed choice.

I trust the above, and attached, provides you with relevant information regarding the service provided, and if I can be of any further assistance then please do not hesitate to contact me.

Yours sincerely

Richard Webster  
Asset Manager – Street Lighting

## **STREET LIGHTING MANAGEMENT SCHEME FOR LOCAL LIGHTING AUTHORITIES**

### **How does the scheme work?**

The local lighting authority (e.g., District, Town or Parish Council), will continue to own the lighting assets. The County Council will manage the lighting assets on behalf of the local lighting authority. Maintenance and energy will be bought under the same contracts that the County Council uses for its own lights. As the County Council has 75,000 lighting assets, it is in a strong position to get the best prices. Although there will be a management charge by the County Council, the savings offered in contract prices mean that the whole package should still be financially attractive to the councils which participate.

A single annual fee for each lighting asset proposes to keep each light working for the year, including:

- Scheduled maintenance.
- A performance framework for Suffolk Streetlighting to identify and repair faults whether they are reported or not.
- Night inspections for faults carried out on a regular basis. Where applicable, the county council will be utilising the Central Management System (CMS) for this activity. All District, Town and Parish Council's with street lighting managed by the County Council are able to invest in the CMS. Parishes that do not want to utilise the CMS will be required to report faults using mediums mentioned below.
- A 10-day repair time for faults once reported to, or identified by, Suffolk Streetlighting.
- A 6-year cycle of electrical testing, visual structural inspection (non-destructive structural testing can be arranged, but there is an additional charge for this service) and associated record keeping, to satisfy safety legislation.
- A freephone reporting service for faults and on-line reporting system (complete with mapping) that can be accessed through the internet (via the SCC Website) by the public.
- Identification, reporting and management of faults with an electricity supply company.
- Maintaining the lighting inventory and agreeing the energy usage with the supplier.
- Local decision making on major replacements.
- Advice and competitive prices for new or replacement lighting.
- Co-ordination of mains supply connections for new lighting.
- Management of legal requirements for working in the highway.
- Emergency attendance and making sites safe.

### **What will it cost?**

The **annual fee** will be calculated as the sum of:

1. **Standard Maintenance or Enhanced Maintenance:** - New County contract rates.
2. **Energy:** - Current county contract rates + Climate Change Levy
3. **Management:** This will be calculated as an additional 10% fee of the sum of the Maintenance Package and Energy costs.

**New or Replacement Equipment and Painting** can be obtained through quotation from Suffolk Streetlighting

**Inflation:** - Prices will be subject to adjustments for inflation based upon Price Adjustment Formulae Indices as published by the BCIS.

### **Joining the Scheme**

Participants can join at any time, effective from the first day of a calendar month, but preferably at the start of the financial year (1 April). This is subject to the following:

- The agreement of any other party involved in any existing contract for the provision of energy or maintenance of the lights.
- The existing condition of all lighting units owned by the applicant is acceptable to the County Council and its Maintenance Contractor

### **Leaving the Scheme**

Participants can choose to leave the scheme from 31 March in any year, subject to giving 3 months notice. It will also be possible to leave at other times, or with less notice, subject to agreement with the County Council. The County Council hereby retains the right to reserve the right to withdraw this service from 31 March in any year, subject to 3 months notice, however, there is no intention that this scheme will be of limited duration.

### **Paying for the Service**

The County Council pays its energy supplier and its maintenance contractor monthly. To simplify administration for all parties concerned, 100% of the annual charges to participants under the scheme will be invoiced at the end of the financial year and will include any adjustments for changes in the inventory during the year. The year-end invoice for the current financial year, will be invoiced during February, this to be paid by 31<sup>st</sup> March.

### **Standard Maintenance Contract - Exclusions and Enhancements**

Annual payments exclude dealing with:

1. Accidental damage,
2. Vandalism,
3. Repairs to private circuit cables,
4. Painting,
5. Replacement when a unit has reached the end of its serviceable life.

Participants may wish to consider insuring the lighting assets against items 1 and 2. Alternatively, the **Enhanced Maintenance contract** can offer an increased level of service, which covers items 1 to 3 above.

Suffolk Street Lighting are also able to offer a Green Claims service to implement a cost recovery process, where possible, to recover any cost incurred following an impact. Should this be of interest then please contact the Suffolk Street Lighting team accordingly.

It should be noted that items 4 and 5 above are not covered by either the Standard or Enhanced Maintenance Contracts. Please refer to “New or Replacement Equipment and Painting” above.

Participants who select the Standard Maintenance contract should be aware it may be necessary to incur additional cost in an emergency, without the specific prior consent of the participant. The Standard Maintenance contract allows for emergency attendance and make safe only.

### **Who is in control?**

Whilst the routine task of managing lighting assets is undertaken by the County Council, any decision on programmes of replacements, or any new lights and painting, rests with the participant. The County Council can offer advice at no additional charge, but the final decision will be with the asset owner.