



STOTFOLD  
TOWN COUNCIL

# SPECIFICATION OF WORKS

Street Lighting Maintenance  
Contract for Stotfold Town  
Council

*Contract period: 1st April 2023 to 31st March 2026*

# Specification of Works

The total number of street lamps owned by Stotfold Town Council is 256.

<b>No. of lamps</b>	<b>Lamp type/wattage</b>
195	36w PL
8	11w LED
13	70w SON
13	18w LED
2	35w SOX
4	9w LED
23	16w LED
2	48w LED
<b>260 total</b>	

1. To conduct a bi-annual condition assessment survey of all town council owned street lights, and provide the Clerk with a copy of the survey, highlighting risk/danger element of each column.
2. Following each bi-annual survey, to carry out minor repairs as identified during the assessment. Where complete replacement of either the lantern and/or the column is required, this is to be reported to the Clerk and a decision on replacement will be made.
3. To maintain street light column numbers, replacing where missing, or adding when a new column, to correspond with the Inventory of Street Lights.
4. To undertake cleaning of lanterns and replacement of lamps at manufacturers recommended life.
5. The council will report, by email, unless otherwise agreed with the contractor, any street lights that require attention directly to the contractor as and when faults become known. The contractor will acknowledge receipt of the email and attend within one month of receiving the report.
6. To carry out minor repairs within the contract maintenance charges, including adjustment to time control, fixing loose connections, cleaning door compartments, etc, and oiling door locks.
7. To carry out major repairs which involve replacing or repairing damaged or vandalised and obsolete equipment that are not included in 6 above, on a rechargeable basis.
8. To paint existing painted lighting columns, as required and at least every two years.
9. To prune trees, shrubs, hedges that cause effective obstruction of light from a lamp onto the area which is intended to be illuminated will be carried out by the contractor, following prior consultation with the Clerk where ownership of trees, shrubs, hedges, etc, is not clear.
10. To provide in good order, all necessary wires and fittings forming part of the installation required for the purpose of taking the supply including the provision and maintenance of capacitors for the purpose of correcting to not less than 0.8 lagging the power factor of the supply taken by all gas discharge lamps forming part of the installation.

11. To comply so far as may be reasonably practicable with the requirements of any British Standards specification for such goods and materials used in connection with any installation.
12. The contractor is to undertake a risk assessment prior to work being carried out, and make it available to the council upon request. The contractor is also to take such steps as are necessary to ensure the safety of the public by use of barriers, signs, etc.
13. When instructed, to install new columns, connections, and notification to UK Power Networks, and add to the council's inventory of street lights – to include lamp type/wattage, etc. New installations on a rechargeable basis.
14. When requested, to carry out an assessment of developer installed street lights, prior to council's adoption, advising on condition, any works required before adoption – on a rechargeable basis. Such adopted columns will be added to the council's inventory and will be subject to an additional charge until end of contract period.
15. To submit to UK Power Networks the annual 'Inventory of Unmetered Supplies', with a copy to be provided to the Clerk.
16. To be available on a 24 hour call-out basis for emergencies, such as accident damage, vandalism, adverse weather, etc. The contractor may be notified by the Clerk, Police or Central Bedfordshire Council Highways team. The contractor will acknowledge receipt of the email/telephone call and will attend no later than 24 hours from the time of the initial report. The contractor will immediately take measures to make the street light safe and provide the council with a report/pictures on the necessary repairs required to restore the street light to working order.
17. To liaise with UK Power Networks in the case of emergency disconnections.
18. To ensure that council's adopted Street Lighting Policy is followed.
19. To maintain close contact with the Clerk to the Council – with at least a monthly visit/telephone call/update email to the Clerk's office to discuss matters generally.