

Notice of Lower Central Gardens Trust Board



Date: Wednesday, 20 March 2024 at 1.00 pm

Venue: Committee Room, First Floor, BCP Civic Centre Annex, St Stephen's Rd, Bournemouth BH2 6LL

Membership:

Chairman:

Cllr M Gillett

Vice Chairman:

Cllr S Bartlett

Cllr L Williams

Cllr J Martin

Cllr B Nanovo

Mr R Boon

All Members of the Lower Central Gardens Trust Board are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live stream of this meeting at the following link:

<https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?MIId=6085>

If you would like any further information on the items to be considered at the meeting please contact: Sinead O'Callaghan or email sinead.ocallaghan@bcpCouncil.gov.uk

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email press.office@bcpCouncil.gov.uk

This notice and all the papers mentioned within it are available at democracy.bcpCouncil.gov.uk

GRAHAM FARRANT
CHIEF EXECUTIVE

14 March 2024

DEBATE
NOT HATE



Available online and
on the Mod.gov app



Maintaining and promoting high standards of conduct

Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests



What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer
(janie.berry@bcpcouncil.gov.uk)

Selflessness

Councillors should act solely in terms of the public interest

Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

AGENDA

Items to be considered while the meeting is open to the public

1. Apologies for Absence

To receive any apologies for absence.

2. Declarations of Interests

Councillors are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance. Declarations received will be reported at the meeting.

3. Minutes of the Previous Meeting

To receive the minutes of the meetings held on 15th January 2024.

1 - 2

4. Tracy Jose Proposal to the Board

Verbal
Report

5. Lower Central Gardens Trust Board - March 2024 Service Update

The report provides service update information to the Lower Gardens Trust Board to demonstrate the Council commitment to maintain the public gardens known as "The Lower Central Gardens" in Bournemouth for the recreation and enjoyment of the public in accordance with the terms of the Charity Scheme made by the Charity Commission on the 13 May 2011.

Items include:

- Proposed Scheme of Officer Delegations
- Christmas event proposals for 2024 and 2025 – 2032
- Knife Crime Month of Action paper - Request for usage of Lower Central Gardens

3 - 56

6. Verbal Update on Financial Matters raised at the last meeting

To provide the Board with a verbal update as requested at the last meeting.

Verbal
Report

7. Next Steps - Future Meeting Dates and Work Programme

To note, discuss and agree items of business for the Trust Board to consider at future meetings. Also, to agree dates of future meetings.

8. Exclusion of Press and Public

In relation to Agenda Item 4, the Board is asked to consider the following resolution: -

‘That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 in Part I of Schedule 12A of the Act and that the public interest in withholding the information outweighs such interest in disclosing the information.’

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

LOWER CENTRAL GARDENS TRUST BOARD

MONDAY, 15TH JANUARY, 2024

Present: Councillor Matthew Gillett in the Chair

Cllr S Bartlett, Cllr L Williams, Cllr J Martin,
Cllr B Nanovo and R Boon

30 Apologies for Absence

There were no apologies for absence.

31 Declarations of Interests

There were no declarations of interest.

32 Minutes of the Previous Meetings

RESOLVED: The minutes of the meeting held on 30 January 2023 and 19 September 2023 be confirmed as an accurate record for signing by the Chair.

33 Verbal Update on Enforcement actions taken in the Lower Central Gardens

The Board was provided with a verbal update on the enforcement actions taken in the Lower Central Gardens.

The Board was advised that the minutes of the previous meeting had incorrectly stated that enforcement action was taken against a business operating in Lower Central Gardens. However, the business operated in the Triangle under the name 'Kinson Market'. The enforcement action had resulted in the closure of the business due to selling illegal vapes and cigarettes to young people, with most of the evidence obtained within the Lower Central Gardens. The Board was advised that the behaviour had since ceased and as the closure order had now expired, the business was operating again but remained under review.

34 Financial Statements 2022/23

The Commission and Charity Accountant presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Board was advised that it was a statutory requirement to agree the annual financial statements for the Lower Central Gardens and submit to the Charity Commission by 31 January each year. The Board was asked to review and agree the accounts prior to them being signed off by the Leader and Portfolio Holder for Finance and Transformation.

Officers advised that it was the opinion of the auditor that the accounts were unmodified, with no issues, and confirmed that the portfolio holder was ready to sign the accounts for submission to the Charities Commission by its deadline.

The Board considered the financial statements of 2022/23 and made the following comments:

- In response to a query raised regarding the adjustment and increase of stock the Board was advised that it was due to stock being purchased.

Monday, 15th January, 2024

- In response to a query raised regarding VAT and whether the charity will have VAT registration in the future, the Board was advised that a response would be requested from the officers and provided at the next meeting.
- In response to a query raised regarding the formal recording of cheques that were made for cash received, the Board was advised that this was a potential issue raised by the auditor but since November 2023 cash was no longer accepted so did not pose an issue.

RESOLVED that the Board agree the financial statements and the Letter of Representation for the financial year 2022/23.

Voting: Unanimous

Future Meeting Dates and Work Programme

The Board discussed and suggested items that they wished to be included on future meeting agendas.

It was agreed that the following items would be brought to the next meeting, due to be scheduled in March:

- A general operational update
- The Annual Planting
- The tender of the ice rink
- The Pavilion maintenance progress update

Duration of the meeting: 10.00 - 10.30 am

Chairman at the meeting on
Monday, 15 January 2024

LOWER CENTRAL GARDENS TRUST BOARD



Report subject	Lower Central Garden Trust Board Meeting March 2024
Meeting date	20 March 2024
Status	Public Report
Executive summary	<p>The report provides service update information to the Lower Gardens Trust Board to demonstrate the Council commitment to maintain the public gardens known as "The Lower Central Gardens" in Bournemouth for the recreation and enjoyment of the public in accordance with the terms of the Charity Scheme made by the Charity Commission on the 13 May 2011.</p> <p>Items include:</p> <ul style="list-style-type: none"> - Proposed Scheme of Officer Delegations - Christmas event proposals for 2024 and 2025 - 2032 - Knife Crime Month of Action paper - Request for usage of Lower Central Gardens
	<p>It is RECOMMENDED that:</p> <ul style="list-style-type: none"> a) Trustees consider the revised draft proposed Scheme of Officer Delegations for implementation. b) Trustees support the following: <ul style="list-style-type: none"> (i) the one-year ice rink tender for 2024 and wider Christmas Tree Wonderland offer. (ii) the proposed Christmas offer for 2025 - 2032 which aligns the three contracts of ice rink, Christmas market and lighting concepts. c) Trustees' grants permission for the Lower Central Gardens to be used for a variety of activities during the Knife Crime Month of Action d) Trustees allocate a single point of contact to liaise with the BCP Community Safety Team to discuss individual activities
Reason for recommendations	<p>To allow the smooth running of the gardens, continued public enjoyment of garden events and for time sensitive matters to be dealt with by officers.</p> <p>The Lower Central Gardens Trust Board are made aware of the Knife Crime Month of Action and that permission is sought for the usage of the gardens within the project period.</p>

Portfolio Holder(s):	Councillor Andy Hadley, Climate Response, Environment & Energy Councillor Mike Cox, Finance Councillor Kieron Wilson, Housing & Regulatory Services
Corporate Director	Jess Gibbons – Chief Operations Officer
Report Authors	Amanda Barrie Director of Commercial Operations Kate Langdown Director of Environment Kelly Deane Director of Housing and Communities
Wards	Not applicable
Classification	For Decision and Information

Background

1. The Lower & Central Gardens Trust (LCGT) was created in 1873 under an Indenture (legal agreement) between BCP Council's predecessor body the Bournemouth Commissioners and Sir George Eliot Meyrick Tapps Gervis. The day-to-day control and management of the Lower Central Gardens and hence the charity, was varied by s.29 Bournemouth Borough Council Act 1985. This vested in the Council the general power to use, control and manage the Lower Central Gardens.
2. The object of the charity is the provision of open space, and public building for the purpose of recreation and enjoyment of the public.

Proposed Scheme of Officer Delegations

3. The LCGT board is asked to consider a revised draft scheme for Officer delegation following feedback at the September 2023 meeting in relation to the operational activities as laid out in Appendix 1 under the direction of the Council's Chief Operations Officer and the relevant directorates within the Council to support the timely operational delivery of functions and services that reflects the way of working since the Charity was established.

Christmas Event Proposals for 2024 and 2025

4. The LCGT board are asked to review and comment on the proposals for the Christmas Tree Wonderland event for 2024 which includes the procurement of an ice rink for a one-year period.
5. The LCGT board are asked to review and comment on the proposals to tender the opportunity for the Christmas Tree Wonderland Events for 2025 – 2032, following the end of the current and proposed contracts related to the 2024 event.
6. The associated information related to point 4 and 5 above can be found in appendices 2, 3 and 4 as part of this report pack.

Knife Crime Month of Action - Request for usage of Lower Central Gardens

7. In 2023 the Government introduced The Serious Violence Duty ensuring that councils and local services work together to share information and target interventions to prevent and reduce serious violence

8. The Duty aims to ensure that agencies are focussed on their activity to reduce serious violence whilst also providing sufficient flexibility so that the relevant organisations will engage and work together in the most effective local partnership for any given area. On 31st January 2024, in line with the legislation, the Safer BCP Community Safety Partnership published their Serious Violence Strategy.
9. BCP Council has worked closely with partners and completed a Serious violence needs assessment which highlighted the most prevalent serious violence offences which occur in BCP. These are:
 - Sexual offences
 - Knife related offences
 - Robbery
 - Domestic Abuse
10. Following the Serious Violence Strategy, and multi-agency working, an action plan has been formulated to address the issues highlighted. The BCP Community Safety Partnership (a statutory crime and disorder reduction partnership) has formulated an action plan to tackle the priority offences. One of the projects will be the Knife Crime Awareness Month. This will be 5 weeks of action, prevention, education and engagement between 15th April to 18th May 2024. The objective is to reduce the number of people who are carrying knives in BCP, and in particular in Bournemouth, and thereby reduce the number of knife related offences. Please see Appendix 5 for full item details.

Summary of financial implications

11. It is a statutory requirement to agree the annual financial statements for the Lower Central Gardens and submit these to the Charity Commission by 31 January each year.
12. As part of the Christmas Tree Wonderland proposals, the relevant procurement and financial regulations would be followed with support from the relevant internal teams.
13. In relation to Knife Crime Action month there are no financial implications to the Lower Central Gardens Trust Board that have been highlighted at this stage. Funding for the Month has come from the BCP Community Safety Partnership and the Dorset Police Crime and Commissioner.

Summary of legal implications

14. As part of the Christmas Tree Wonderland proposals, the relevant legal regulations would be followed with support from the relevant internal teams.
15. See Appendix 5 for full details of legal implications regarding Knife Crime Action Month.

Summary of human resources implications

16. There are no direct human resources implications from this report.

Summary of sustainability impact

17. The land contained within the Trust continues to be managed in a way that seeks to protect its future and move to more sustainable planting to improve biodiversity and growing impacts of climate change.

Summary of public health implications

18. Access to good-quality, well-maintained public spaces can help to improve physical and mental health by encouraging individuals to walk more, to play sport, or simply to enjoy a green and natural environment. Parks create important opportunities for social integration and health and wellbeing outcomes. Lower Central Gardens positively contributes towards this outcome.
19. Through the Knife Crime Action Month public health and wellbeing are important by-products of a safer community. The work of the Partnership is to improve public health and community wellbeing by preventing crime and disorder, effectively tackling them when they occur, improving safety in the community, and reducing victimisation.

Summary of equality implications

20. There are no negative equalities impacts from the activities in this report. Appendix 5 knife Crime Action Month recognises that minority groups, including Black & Minority Ethnic people, people with disabilities and people from LGBTQ+ groups can suffer from hate crimes and incidents. Young people are disproportionately represented among both victims of crime and offenders, particularly with knife related offences and this project will be focussing on early intervention with young people.

Summary of risk assessment

21. If the ice rink proposal for 2024 is not supported there could be a financial impact as well as a risk of reducing the overall offer to the public from the current Christmas Tree Wonderland event.

Background papers

Appendices

Appendix 1 Revised Draft Scheme of Officer Delegations
Appendix 2 Christmas Tree Wonderland Update Report
Appendix 3 CTW 2024 Lighting Concepts
Appendix 4 Christmas Tree Wonderland 2024 Ice Rink Specification
Appendix 5 Knife Crime Action Month Report

Appendix 1

Lower Central Gardens Trust Proposed Scheme of Delegation

Object of the Charity & Role of Board Members

The object of the charity through the Trust Board as detailed in the Bournemouth Borough Council Act 1985 is to ensure the provision of open space, and public building for the purpose of recreation and enjoyment of the public.

The cost of managing, maintaining, and developing the garden in accordance with the Act is largely met through the Council's revenue accounts, any ad hoc allocated capital, CIL or external grant funding. Some income is received by the Trust from concessions and events undertaken within the gardens and donations however this income does not match overall expenditure incurred within the Trust land.

Historical Undertakings

Since formation of the Charity, day to day management of the Trust assets has historically informally been undertaken by a group of officers representing parks, events, property, communities, finance and legal services. The Board meeting formally twice per year for updates on activities and the sign off annual accounts.

Officer Scheme of Delegations – Lower Central Gardens Trust

To formalise arrangements for day to day management of the trust land; The Board delegates the day to day trustee functions and decision making to the Chief Operations Officer through the Operations Directors Management Team in consultation where necessary with the Director of Finance and Director of Law & Governance who shall collectively be known as the Lower Central Gardens Trust Management Team whom are delegated such executive powers relating to their service areas as are necessary to carry out the day to day trustee functions and, in so far as they relate to Lower Central Gardens Trust matters.

To oversee the operational management of Lower Central Gardens on behalf of the Trust acting in its charitable purpose of a garden for recreation and enjoyment of the public in doing so:

- ensure Trust Board Members are kept informed and that appropriate matters are raised at the Board for decision.
- ensure annual accounts are presented for submission to the Charity Commission.
- to meet as and when required to make a discrete decision noting the Charity Trust Board must hold at least two ordinary meetings each year. One such meeting in each year must involve the physical presence of those formally appointed as Trust Board Members.

Under this Scheme of Delegation all powers are vested in the relevant Corporate and Service Director with the overall management responsibility for the functions who may delegate further to Officers within the service responsible for specific activities.

General operational

To have overall responsibility for the operational management of the relevant area of service and for bringing forward such strategic plans and policies, and implementing all decisions, including the allocation of resources within approved estimates, as are necessary to exercise the functions for which the service is responsible.

Director of Environment

The management & provision of business-as-usual grounds maintenance functions, cleansing services and public open space management. These are a guide as to typical types of activity and not an exhaustive list.

- a) Provision and management of BCP Council Grounds Maintenance & Cleansing employees appointed to work within the gardens and surrounding area.
- b) Management response of flood & other severe weather incidents
- c) Provision and management of horticultural standards in line with BCP Councils area wide Climate & Ecological Declaration
- d) Provision of litter bins including style of and management of cleansing standards in line with the EPA code of Practice for Litter & Refuse
- e) Undertaking of any necessary reinstatements/repairs following event activity and associated reimbursement of costs
- f) Management of minor lease and wayleaves (aviary, utilities, access agreements etc.)
- g) The procurement & purchase of materials to support business as usual activities.
- h) Provision of repairs from wear & tear of hard landscape features, street furniture, bins signage, and drainage.
- i) Management of relationship between BCP Council & The Parks Foundation and volunteers in relation to the Aviary within the gardens.

Director of Commercial Operations

The management and provision of business-as-usual concessions & events. These are a guide and not an exhaustive list.

- a) Authorisation of low impact events, representation & input for high impact events, a high impact event would encompass an event commercial in nature, and/or any event with substantial infrastructure that could impact the aesthetics or future maintenance of the gardens) Management of minor lease and wayleaves (café, tennis centre, utilities, etc)
- b) Management of BCP Council catering outlets, street food corner, art exhibition & LG mini golf
- c) Management of Pavilion and Pavillon Car Park in line with existing BH Live contract conditions
- d) The procurement & purchase of materials and commissioned works to support business as usual activities

Director of Planning & Destination

- a) Tree inspections, risk management and arboricultural works including planting

Director of Customer, Arts & Property

- a) Toilets provision and maintenance
- b) Bandstand
- c) Building Stock maintenance
- d) Lighting provision and maintenance

Director of Housing & Communities

- a) Anti social behaviour management
- b) Bylaw enforcement
- c) Liaison with Dorset Police on activities involving the gardens

- d) CCTV installation, monitoring and maintenance
- e) Regulation of food premises and licensable premises in the LCG

Director of Finance

- a) Production of annual LCGTB accounts for charities commission
The Trust is required to submit annual accounts and returns to the Charity Commission within ten months of the end of the financial year. The accounts summarise the money received and paid out by the Trust in the financial year and a statement is provided giving details of its assets and liabilities at the end of the year. The annual return is used to provide the Charity Commission with basic financial information, details of contacts, trustees and activities of the Trust.

Urgent Action

To act on behalf of the LCGTB & BCP Council in cases of urgency in the discharge of any function of the Council for which their Directorate or Service has responsibility, other than those functions which by law can be discharged only by the Council or a specific committee. This delegation is subject to the conditions that any urgent action:

- (a) shall be reported to, and where practicable exercised in consultation with, the LCGT Board.
- (b) shall take account of the advice of the Monitoring Officer and the Section 151 Officer

Matters for referral to LCGTB would include:

- a) Development of a future Strategic Management Plan of the Garden
- b) Sign off annual accounts
- c) High impact events, festivals or activities
- d) New infrastructure design and concepts
- e) Annual events programme
- f) New income generating schemes and initiatives.
- g) Grant bid applications
- h) Any proposed significant reduction or cessation of services

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Appendix 2

Lower Central Gardens Trust Board meeting 20 March 2024

Proposals related to Christmas Tree Wonderland

Background

1. The Lower and Central Gardens are for the use of everyone and freely available to both residents and visitors to enjoy. They are primarily used for informal recreation such as walking, dog walking, relaxation, picnics and enjoyment of the natural environment allowing the public the widest possible use of this open space.
2. The Lower Gardens provides the centre piece, that links seafront to the town centre and as such is vital in being a catalyst to animating the area through events that contribute towards the vibrancy, community cohesion and opportunities for new experiences for the benefit and enjoyment of residents and visitors.
3. Christmas Tree Wonderland launched in 2018 and has since welcomed over 25 million people to the town. It is an important attractor in what could be an otherwise quiet period.
4. Christmas Tree Wonderland has compromised of three key elements, the ice rink, Christmas market and lighting concepts. Currently the ice rink is out of contract and the market and lighting concepts are in their last year of contract, (2024) .
5. The council receives commercial income from both the ice rink and the market which contribute towards the budget for the lighting concepts, this is furthered by a council contribution, a contribution from the Town Centre BID and sponsorship.

Proposal for 2024

6. It is proposed that for 2024, a procurement process would be undertaken for the provision of an ice rink to support the Christmas Tree Wonderland offer. The proposed term of the offer would be for one year, this would allow for contracts related to all three elements of the offer to align in terms of their end dates. This process has been agreed to by the procurement team and will conform to the council's financial regulations.
7. Due to the procurement process being only for one year it is proposed to keep the footprint the same as it has been since 2019.
8. The parks department were generally satisfied with the measures the ice rink had taken in 2024 to further protect the grass and reduce the reinstatement to the Lower Gardens, although there was some damage and reinstatement needed this was the best condition the grass had been in several years.
9. It is proposed that the lighting concept within the Lower Gardens, which consists of illuminated trees and a variety of other Christmas related light installations as well as associated attractions, such as the Santa train which was

in situ for the 2023 event, would continue. An example of the offer can be found in Appendix 3.

10. A full planning application will be made by BCP Council to encompass the lighting installations and ancillary attraction. Planning approval for the ice rink would be required to be obtained by the successful operator.

11. The procurement process for the 2024 ice rink will need to go out imminently in order for a contractor to organise the event and attend the necessary Safety Advisory Groups. A copy of this specification is in Appendix 4.

Proposal for 2025 – 2032.

13. It is proposed for 2025- 2032 to amalgamate all three contracts (Christmas market, ice rink and lighting concept) into one. This is with the aim to remove the requirement for a financial council contribution and to enable an external contractor to deliver the entire event.
14. The contract length is proposed for seven years, this would assist an external contractor to receive full return on investment for providing an impactful lighting concept, unique and fresh ice rink and Christmas market, and would help with the quality and sustainability of the offer.
15. The tender would go through a full procurement process with input from other council departments such as parks and seafront along with relevant external stakeholders.
16. The proposed specification is to include, but not limited to, the following conditions:
 1. The contractor should fund the upgrading of the electric within the Lower Gardens in order to reduce the number of generators onsite and therefore reduce the footprint of the rink.
 2. The ice rink and bar area are to have a reduced overall footprint with the inclusion of a 'family friendly' area.

Wider Events Programme

17. Bournemouth Air Festival is due to take place over three days Thursday 29th – Saturday 31st August. Plans are still underway for the event however at present there is no change to the activities that take place within the Lower Gardens.
18. Arts By the Sea Festival is planned to take place over the weekend of 28th and 29th September and will host installations and performances within the Lower Gardens.
19. A full list of high impact events planned for the 2024/2025 year will be provided to the Board at the next meeting.

Appendix 3 – Christmas Lighting Proposal 2024
Appendix 4 – 2024 Ice Rink Specification

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Christmas Lighting & Decoration

Prepared for BCP Council:
Bournemouth Lower Gardens



SUMMARY

Refreshing our signature lighting scheme in the gardens creating a winter wonderland on a one-year extension.

Contract period

- 1-year extension (2024)



Live period

- October 2024 to January 2025

Supplied Services

- Design of refreshed lighting for Bournemouth Lower Gardens
- Supply (Hire of products)
- Installation
- Takedown
- Storage
- Switch on services
- Project Management to include key personnel



DESIGN STATEMENT

Overview

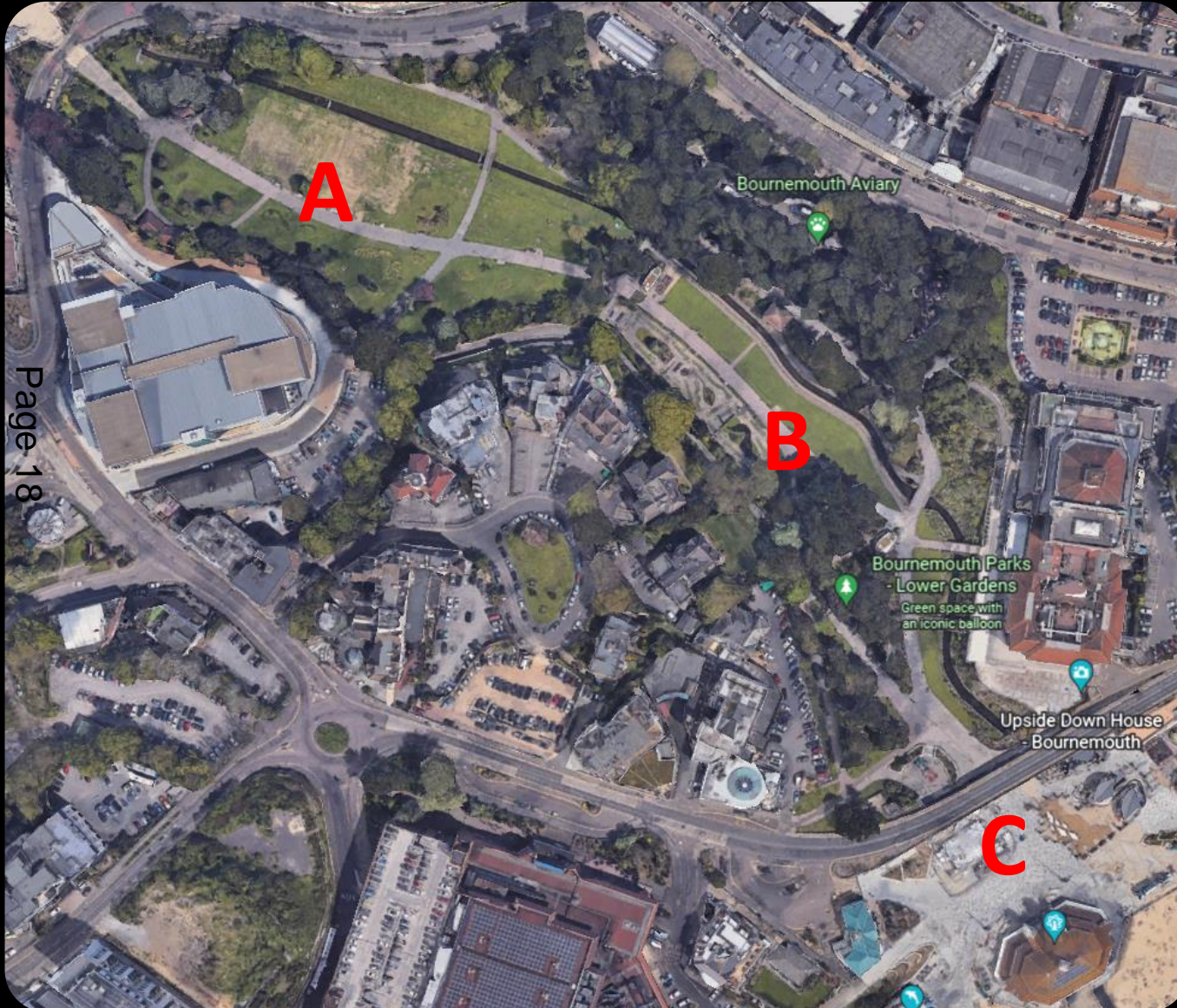
We are excited to continue to embark on our journey to enhance the beauty of your gardens for this 2024 Christmas season. Our goal is to infuse subtle yet impactful refreshments that will breathe new life into the scheme. While we would love to explore the possibilities of a multi-year hire scheme, we are confident that these refreshments will invigorate the space and create a rejuvenated ambience.

Despite the constraints of a one-year hire extension, we have managed to retain the existing large features while introducing exciting new elements to the landscape. By strategically swapping out smaller features, we have crafted a fresh, modern look that will captivate visitors and residents alike.

It's important to note that, given the time of year, product availability may vary, and adjustments might need to be made based on the awarded contract and budget. Rest assured, we are committed to delivering results that exceed expectations and elevate the appeal of your gardens to new heights.

Some new bespoke options have been reserved for this scheme which we can hold for a short time. Please also note that the amount of swaps we are offering is unlikely to be matched in future one-year proposals.

MAP OVERVIEW



Sections

A – Upper Lower Gardens

Bournemouth Square Approach, Hedgehog Kiosk, 7 Sisters, Park Area

B – Middle Lower Gardens

Park Area, Bandstand, Pines Walk, Picnic Park, Pavilion Area, Rockery

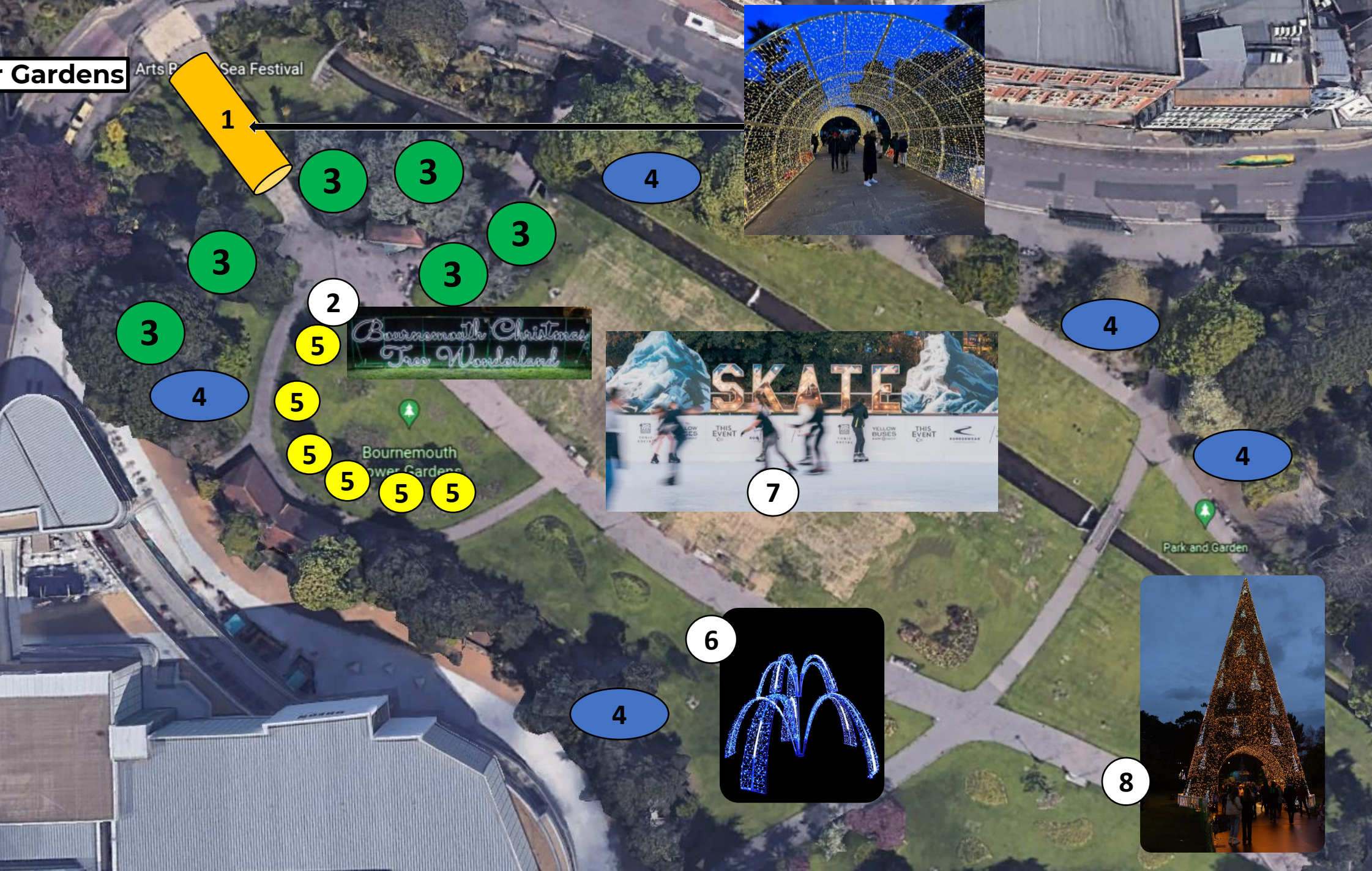
C – Pier Approach

Pavilion Area, Street Food Corner, Bournemouth Air Show, Pier Amusements

***PLEASE NOTE,
POSITIONS AND PRODUCTS ARE AMENDABLE
SUBJECT TO BUDGET, LANDSCAPE AND AVAILABILITY
RESTRICTIONS***

Section A

Middle Lower Gardens



Section A – Location 1

Tunnel of Light



As 2023 was a success in providing an entrance to the scheme, we will keep the 15M tunnel split into two parts in this location.

Section A – Location 2

Entrance Motif



Bournemouth Christmas
Tree Wonderland

Your bespoke motif will stay in the same position as 2023 as a welcome sign to the rest of the scheme.

Section A – Location 3

Light Stems in Six Trees



As before, we continue to adorn the six mature trees with animated light stems to create a magical forest theme.

Section A/B – Location 4

Gobo Projectors



Throughout the gardens, we will continue to drape the foliage in moving light using our Gobo projectors with snowflake design.

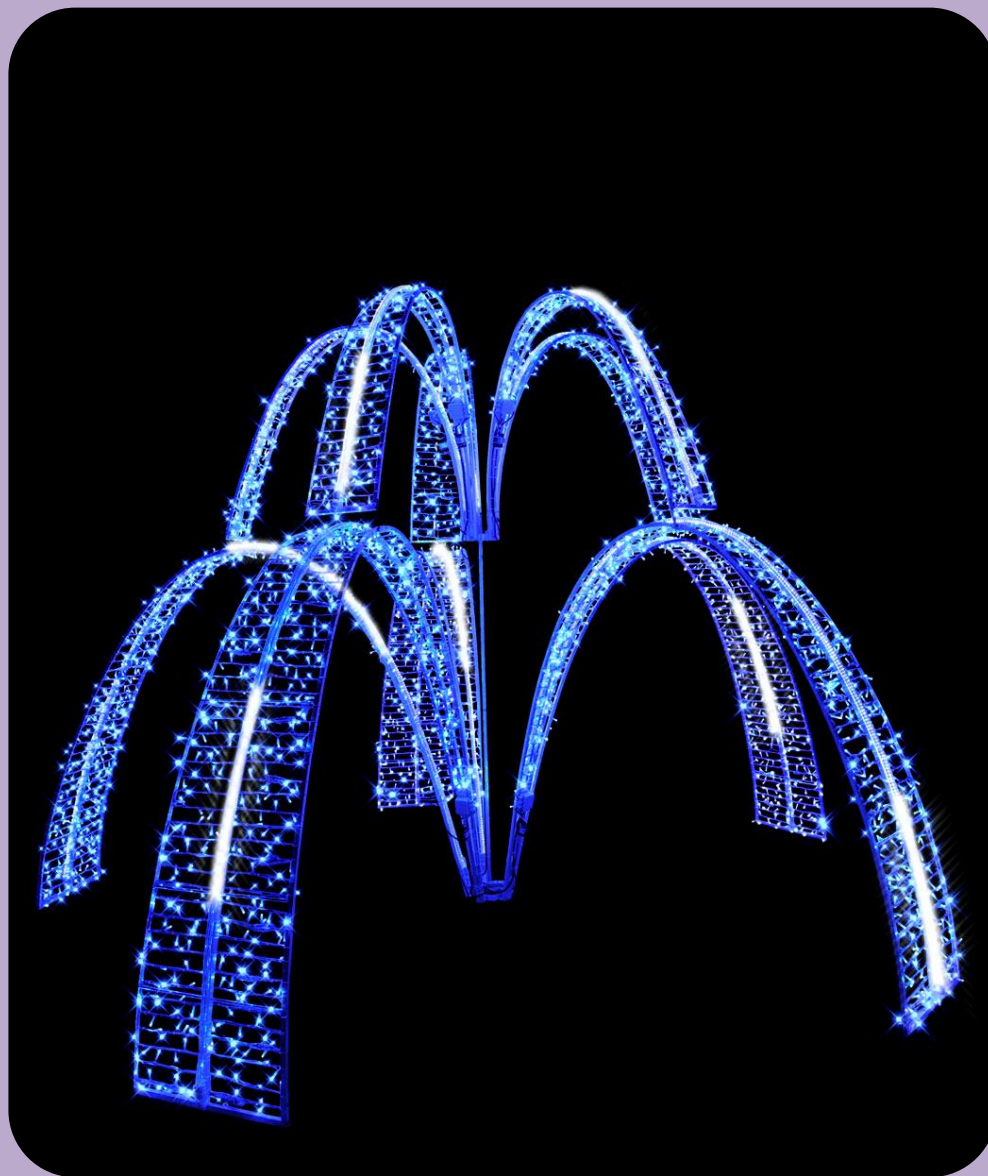
These will be in 10 locations.

Section A – Location 5

Seven Sisters



Branch wrapping the trees in this area as before frames this area nicely and complements the landscape.



We decided to remove the cluster of trees from this area and provide something more unique as a fresh new offering for 2024.

We are excited to offer this fountain design. We feel that this item, along with its location directly opposite the Ice-Skating Arena provides another photo opportunity, with presence due to its 5M diameter coverage.

Section A – Location 7

Ice-Skating Arena / Bar



As before, we assume the council will invite the Ice-Rink for the public to enjoy.

This is not included in our offering.

Section A – Location 8

20M Feature Tree



We will retain the 20M Feature walk-through tree from 2023 in the centre of the gardens which is the gateway to the middle area.

We will be removing the lighting solutions which surround the tree, as the product is not suitable to make an impact. Other versions of these lights do not have a high enough IP rating to withstand the changing weather in the gardens.

This budget has been invested into the refreshes we have provided.

Section B

Upper Lower Gardens



Ancillary Attraction

4

Gobo Projections



Section B – Location 9

3 x Large 3D Trees



We believe these large feature trees really were perfectly located in 2023 and have kept these in the same place.



With last year's addition of the train becoming very popular, we will remove the large Santa figure from the scheme and replace it with a bespoke 5M tall bear.

This will be incorporated with the Ancillary Attraction provided by the council.

Section B – Location 11

3 x 3D Items on Pines Walk

Page 31



H: 3,00 m - L 1,42 m - l: 1,20 m



In the recess in Pines Walk where we previously had the Tree and Boot scene, we will be refreshing this with our Ice Theme.

This will include a 3.85M tall freestanding motif in the middle, a 3M bespoke snowman to its left and a 1.5m tall baby bear to the right.



As before we will keep the uplighters on all four sides of the bandstand.

Section B – Location 13

Ceiling of Light



As before we will keep the ceiling of light on Pines Walk.



We have replaced the walkthrough lantern with a bespoke that we feel fits the location.

With the sounds from the Aviary welcoming you, visitors will be mesmerised by the butterflies flying high above, standing proudly at 3.68m.

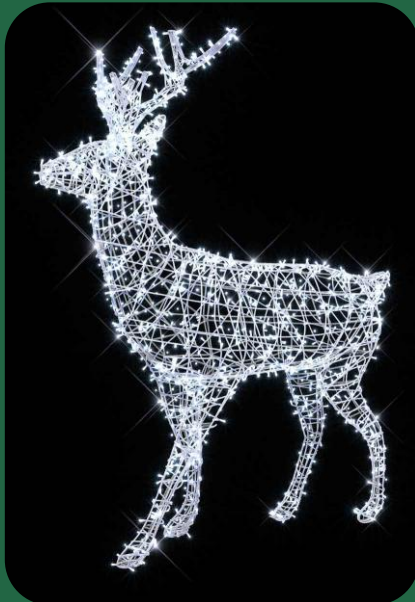
This is a unique bespoke opportunity only available for Bournemouth.

Section B – Location 15

Rockery/Waterfall



35



The rockery is a beautiful part of the scheme. We will continue to create a picturesque waterfall surrounded by trees, but this time, we intend on removing the polar bears and replacing them with one 4.5M tall reindeer, and its counterpart which is 2.6M tall creating a presence in the green around this area.

Due to the size of the taller reindeer, it may need to be placed on the green in front of the waterfall.

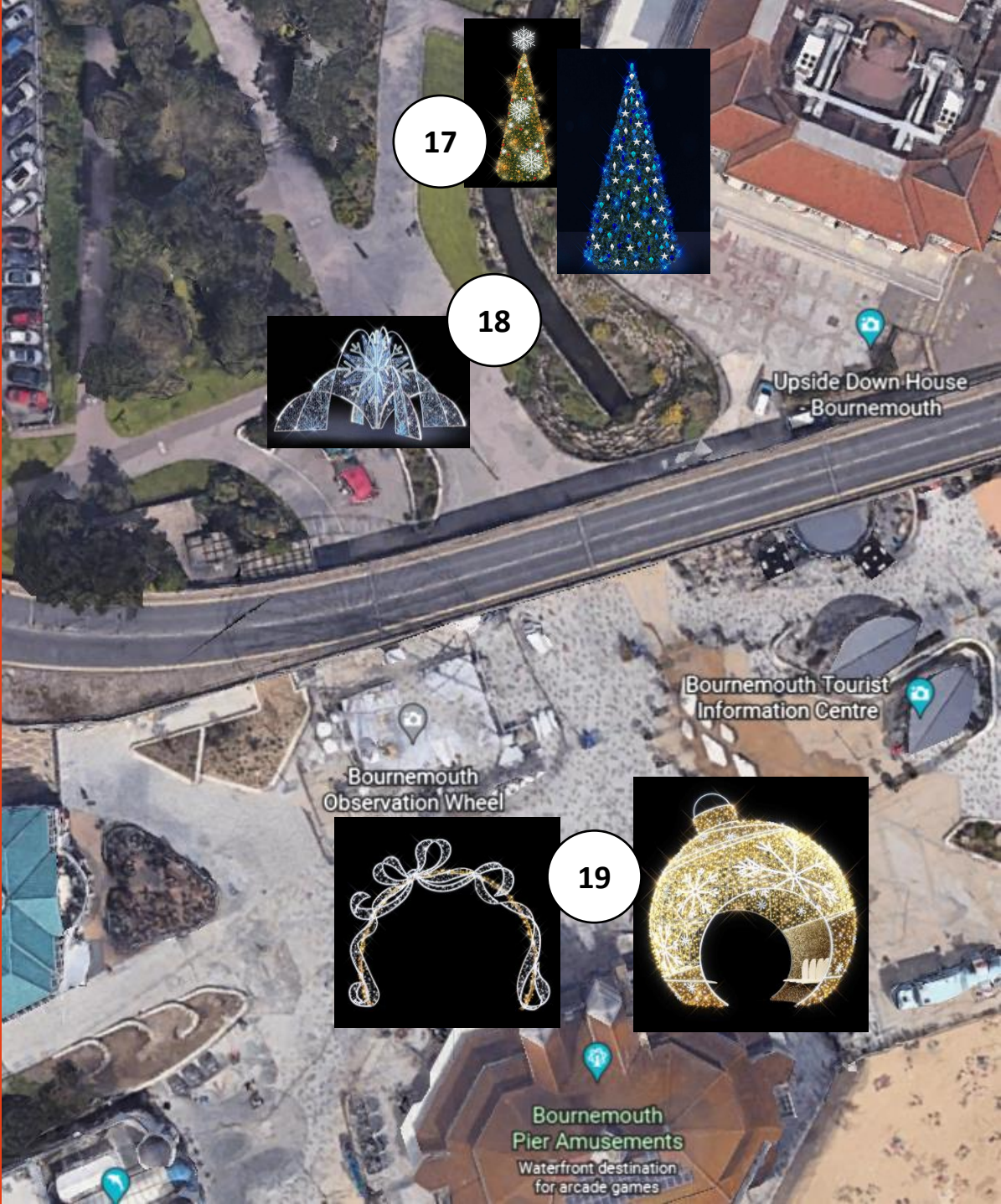
We believe these products will work well with the stag next door.



Each year Bournemouth finds its beautiful stag looking out across the splendid Christmas lights of the garden. 2024 will be no different.

Section C

Pier Approach



Section C – Location 17

Pier Approach



As per 2024, we will continue to provide the Lucerne Tree in this location. Last year it was accompanied by the 5M RGB Sphere tree, but for 2024, we will refresh this to include a 6.25M cone tree.

We feel these trees will complement each other.



We have removed the cluster of trees from this location and propose providing this key fountain motif. It has a diameter of 4M and will fill a great deal of space.

This will complement the river in this location, and we feel is a great fit.

Section C – Location 19

Pier Approach



In 2023, the positioning of our walk-through features framed the sea and provided some picture-perfect moments.

For 2024, we will follow this structure but swap for a larger seated walk-through bauble and an arch from the Poole scheme.

We intend to swap the items out and reuse them in the 2024 Poole Scheme.



THANK YOU

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SPECIFICATION FOR CHRISTMAS TREE WONDERLAND – LOWER GARDENS ICE RINK OFFER 2024

Commercial Operations

Author: PS
Version: v1.00
Date: 17/03/23

Contents

1. Introduction and Background
2. Scope
3. Requirements
4. Performance and Contract Management
5. Payments
6. Standards
7. Delivery
8. Training
9. Termination
10. Additional information

Introduction and Background

- .1. BCP Council is looking for companies interested in providing and developing an ice rink attraction in the Lower Gardens in Bournemouth for the Christmas season in 2024.
- .2. With the long-standing traditional Christmas Market in the town centre and Christmas Tree Wonderland BCP Council are looking for an operator to supply an exciting ice rink offering which provides a link between the two attractions placing Bournemouth as a leading tourism and retail destination during the Christmas period.
- .3. Building on the current footprint we are looking for a significant offer which is unique and original acting as an attractor event in its own right for local residents and visitors. Utilising a Christmas Tree Wonderland theme the event needs to be effective in raising the profile of Bournemouth as a Christmas leisure and retail experience.
- .4. The quality of the visual experience of the theme bringing in light and tradition is paramount in order to provide Bournemouth with the right distinctive and memorable Christmas attraction. The individuality of the content will cement the nature of the event alongside the visual appeal.
- .5. **Scope**
- .6. BCP Council requires a supplier to provide an ice rink attraction in the Bournemouth Lower Gardens.
- .7. The contract will be for one year, the anticipated start date of the contract is 1st June 2024.
- .8. The supplier will be responsible for providing the ice rink for a six-week period from mid-November until the first week of January.

Requirements

Design / Themes:

- .1. The ice rink site will be located in the Bournemouth Lower Gardens.
- .2. The commercial site available for this opportunity is identified in Appendix A.
- .3. The offer presented must be stylish showing individuality in the proposal with strong enough content of a significant quality to ensure Bournemouth as one of the leading destinations in its Christmas offering.
- .4. The quality and feel of the commercial offering will be highly weighted as detailed in the scoring criteria.
- .5. A "Christmas" theme is the preferred design of the event.

- .6. The supplier must obtain full planning permission from the council prior to the commencement of the build.
- .7. The visual attractiveness of the offering is critical to the success of the event and the Bournemouth Christmas brand. The Supplier must provide clear direction on the visual look of the offer as part of the submission and as such visuals must be submitted as part of the tender submission.
- .8. The ice rink offering must be in keeping with the Christmas theme and must be orientated towards a family and community event.
- .9. The Supplier will be required to work alongside BCP Council in developing the Bournemouth Christmas brand.
- .10. Any trading outlets used must be uniformed and bespoke to the Christmas theme. Designs of such outlets must be submitted as part of the tender documentation.
- .11. The attractor design must be in keeping with the Listed Garden status of the Lower Gardens

Catering / Alcohol:

- .12. The catering must be a “lounger” experience which appeals to both a family and adult audience.
- .13. Catering and alcohol provision can be included within the ice rink offer. This should occupy no more than 1/3 of the overall ice rink attraction space. Any additional ancillary ticketed attractions outside of this should occupy no more than 20% of the entire space available.
- .14. The catering and alcohol provision must be relevant to the theme, visually attractive and bespoke for the Bournemouth offer.
- .15. Any hot food supplied must be individual and well-presented visually. Multi-purpose units will not be permitted. A list of hot food providers including menus and price lists must be submitted to the Council a minimum of six weeks prior to the event start for approval.
- .16. The Supplier is responsible for collating all food hygiene information from caterers to include food hygiene certificates, business name and address, local authority registered at along with their insurance and risk assessment. This must be supplied to the Council a minimum of four weeks prior to the event start date. Failure to meet the deadline may result in Environmental Health being unable to verify the trader resulting in them being refused entry onto site. Caterers will only be accepted if they have a food rating of four or above.
- .17. Any location with alcohol must be enclosed and have SIA security on the doors at all times during operation.
- .18. Where alcohol is provided a comprehensive alcohol management plan for the operation will be required.

- .19. The Supplier must have a refusals log to be available onsite at all times when alcohol is served and this must be shown to the relevant enforcing authority on request.
- .20. When alcohol is being served the Supplier must operate a Challenge 25 policy, details of which should be included in the Alcohol Management Plan and all staff trained in the policy. A training record should be kept onsite at all times and be available for inspection.
- .21. All drinks must be served in polycarbonate or plastic glasses and bottles must be decanted. Consideration will be given to any requests for Christmas ornamental mugs to be used. All glasses should have the relevant weights and measures marks.
- .22. A toilet provision must be supplied as part of any offer.
- .23. Hot food must be supplied alongside any alcohol and operated at all times whilst alcohol is being served.
- .24. A risk assessment covering the four licensing objectives must be submitted for approval by the Licensing Team a minimum of six weeks prior to the event date.

Entertainment:

- .25. The Supplier may provide low level “Christmas” music throughout the event to create an atmosphere.
- .26. Any live entertainment must be kept at a reasonable level and a manned contact number given to the Council for any noise complaints.
- .27. Where live entertainment is programmed the Supplier must provide the Council with a list of acts and itinerary to approve a minimum of four weeks prior to the event start.
- .28. A noise management plan will be required prior to the event to include what measures will be in place to ensure that a noise nuisance is not caused to nearby residential properties and should include what action will be taken if noise complaints are received. The noise management plan will be submitted the Council’s Environmental Health Team for approval.
- .29. The use of public address microphones must be used sparingly and mainly for safety announcements. No touting of any kind will be tolerated onsite.
- .30. No music of any kind can be played prior to 10:00 or after 23:00.

Health and Safety:

- .31. The Supplier is responsible for providing a detailed Event Management Plan (EMP) for the event. The draft version must be made available to the Council a minimum of four weeks prior to the agreed Safety Advisory Group (SAG) meeting date.
- .32. A risk assessment and separate fire risk assessment must be provided to the Council a minimum of four weeks prior to the agreed SAG meeting date.
- .33. The Lower Gardens has a recommended weight limit of three tons Gross Vehicle Weight (GVW) with a maximum weight limit of seven tons GVW for the main pathway which is the main access to the site. This will need to be taken into consideration when designing the concept. The use of metal trackway is recommended to prevent damage. Any reinstatement for damage to the grass, pathway or garden fixtures and fittings will need to be paid for by the Supplier.
- .34. All gas appliances must have a current gas safety certificate in place. Copies of these certificates must be submitted to the Council prior to its operation.
- .35. The Supplier is responsible for ensuring all traders and contractors supply risk assessments for their operation and public and employer's liability insurance for £10 million each. The Council will require copies of this paperwork prior to their entry onto site.
- .36. A site plan will be required for approval by the Council and the Fire Service a minimum of four weeks prior to the agreed SAG meeting date. The Council have the right to make changes to the site layout in the interest of health and safety.
- .37. An electrical installation certificate must be supplied for all electrics onsite which have to be installed by a competent person. All electrical appliances must be PAT tested.
- .38. The Supplier will be required to attend a SAG meeting in order to go through plans with the emergency services and the Council's Health & Safety, Licensing, Environmental and Traffic teams.
- .39. Any forklift vehicles or similar used on site must have relevant documents on formal service and inspection along with relevant training certificates for operating it. All paperwork must be available onsite for inspection.
- .40. A supply of gas for one day's trading only should be kept on site.
- .41. Suitable firefighting equipment should be held on site and staff trained in its use.
- .42. Any combustible structures used must be suitably sprayed with a fire-retardant spray undertaken by a competent person. A certificate of this may be requested by the Fire Service of the Council's Fire Officer.
- .43. Access must be maintained for emergency vehicles.
- .44. Any enclosed space must have sufficient evacuation procedures in place with appropriate exits for the capacity with egress flows calculated for each area.

- .45. Power is available through electricity points within the Lower Gardens and the Supplier will be charged for the electricity used.
- .46. Suitable provisions must be made by the Supplier for the disposal of grey water across the site. This must be removed from site and cannot be disposed of using the drains. Failure to comply with this will result in a charge for contamination being made.
- .47. The Supplier is responsible for providing a suitable number of bins across the site and for all costs associated in emptying these throughout the event. The site must remain tidy at all times and all waste quickly disposed of.
- .48. The Supplier must provide adequate sanitary arrangements to include hand washing, toilet facilities for the bar adequate for the maximum capacity, sufficient lighting and conform to all UK health and safety, licensing, food hygiene and other statutory requirements to the satisfaction of the relevant BCP Council officers.
- .49. The Supplier must provide a designated English-speaking Health and Safety Manager for the site responsible for actioning any requests made by the Council. They will be responsible for providing all necessary licences, permissions and paperwork prior to the event commencement. The person must be suitably qualified for carrying out this role and the Council will require proof of qualifications and competency.
- .50. The Supplier is responsible for ensuring they meet their duties under the Health and Safety at Work Act 1974 and relevant regulations under the Management of Health and Safety Regulations 1999.
- .51. The site is not secured overnight and is a public open space. The Supplier is responsible for the security of its property whilst onsite and the Council accept no liability for any loss or damage to it. The Council expects the Supplier to supply its own overnight security which is sufficient for the infrastructure.
- .52. All vehicles should be provided with a banksman for any vehicle movements.
- .53. During the operation of the event vehicle restrictions remain in place with no vehicle access or movement between 10:00 and 18:00.
- .54. An enclosed working area must be kept during set up and breakdown of the site however this should not restrict public access to other attractions in the Lower Gardens for example the crazy golf or existing catering concessions.
- .55. The Supplier is responsible for ensuring that anyone using equipment or machinery during the event set up, operation and breakdown has suitable guards and safety devices in place. All machinery must be properly maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Performance and Contract Management

- .1. The contract will be managed by the Events team who will be the main point of contact.
- .2. Performance will also be accessed through the debrief process from the multi-agency response.
- .3. The Supplier will be required to attend a Safety Advisory Group meeting with the relevant Council departments and agencies prior to the event.
- .4. The Supplier will be required to attend site meetings as required in the preparatory period prior to the event.
- .5. Logs of incidents must be recorded and be available for inspection by the Council and relevant agencies.
- .6. The Supplier will be required to attend a debrief meeting after the event.

Payments

- .1. The Council will invoice the supplier 50% upon signing of the contract and 50% will be due on 1st December 2024.

Standards

- .1. The Supplier is responsible for supplying evidence of £10million Public Liability Insurance, £10million Employers Liability Insurance and £2million Professional Indemnity Insurance.
- .2. A site-specific risk assessment and fire risk assessment will be required prior to arrival onsite from the Supplier.
- .3. The Supplier must ensure that all staff are paid as a minimum, at the required pay levels stated by law and must ensure that all staff have the eligibility to work within the UK. The Supplier is responsible for the employment of all staff and that their employment follows all required legislation.
- .4. All staff supplied by the Supplier should have suitable and appropriate clothing provided by them.
- .5. It is essential that staff provide a high level of customer service and act as ambassadors for the event.
- .6. The Supplier is responsible for all staff conduct, consequential and injury loss.
- .7. The Supplier is responsible for all equipment brought onto site.
- .8. It is expected that the Supplier will provide a clear log of all incidents which can be accessed during the event, with a copy provided to the Council within 28 days of the end of the event.

There may be a requirement for this to be submitted as evidence in the case of a serious incident.

Delivery

- .1. The attraction / event will be from 10:00 – 23:00 daily during then the period of operation and 08:00 – 19:00 during the construction and breakdown period.
- .2. The attraction / event will operate for a period not exceeding 53 days from mid-November to early January.

Training

- .1. All of the Supplier's staff will be required to undertake the online Counter Terrorism training, which is a free resource, prior to arrival on site and the Supplier will be required to provide proof of this training to the Council.
- .2. All personnel provided should have a level of training given on their role from the Supplier before arriving onsite to ensure there are well briefed in dealing with emergency procedures, lost children, crowd management, command structure, crowd dynamics and counter terrorism awareness.

Termination

- .1. The supplier will be required to handover to the Council any data in an editable format (specified by the Council) and in a timely manner to support any reasonable request including but not limited to service review, re-procurement and data transfer to a new supplier.

Appendix 5

Knife Crime Month of Action - Request for usage of Lower Central Gardens

Background

1. Serious violence has a devastating impact on lives of victims, families and instils fear within communities and is extremely costly to society.
Incidents of serious violence have increased in England and Wales since 2014. For example, offences involving knives or sharp instruments increased by 84 percent between the year to June 2014 and the year to June 2020.

In addition to tough law enforcement, we need to understand and address the factors that causes someone to commit violent crime in the first place. To that end in 2023 the Government introduced The Serious Violence Duty ensuring that councils and local services work together to share information and target interventions to prevent and reduce serious violence

2. The Duty aims to ensure that agencies are focussed on their activity to reduce serious violence whilst also providing sufficient flexibility so that the relevant organisations will engage and work together in the most effective local partnership for any given area. On 31st January 2024, in line with the legislation the Safer BCP Community Safety Partnership published their Serious Violence Strategy. BCP Council has worked closely with partners and completed a Serious violence needs assessment which highlighted the most prevalent serious violence offences which occur in BCP. These are:
 - Sexual offences
 - Knife related offences
 - Robbery
 - Domestic Abuse
3. Following the Serious Violence Strategy, and multi-agency working, an action plan has been formulated to address the issues highlighted. The BCP Community Safety Partnership (a statutory crime and disorder reduction partnership) have formulated an action plan to tackle the priority offences. One of the projects will be the Knife Crime Awareness Month. This will be 5 weeks of action, prevention, education and engagement between 15th April to 18th May 2024. The objective is to reduce the number of people who are carrying knives in BCP, and in particular in Bournemouth, and thereby reduce the number of knife related offences.
4. The BCP Community Safety Partnership and the Dorset Police Crime and Commissioner have each committed £5,000 towards the activities being carried out within the 5 weeks of the project.

The project has been tied in with national objectives around reducing knife crime culminating with Operation Sceptre running 11th-18th May and involves all 43 police forces taking part in an intensified effort to crack down on knife-enabled crime and violence and links with early intervention, prevention and education for young people.

5. Examples of work planned during the month of action include:
 - Drop in sessions for parents and carers who are worried around young people potentially carrying knives

- The Youth Service are booking an artist to do some large knife related art work during the month. They will carry out a workshop with young people and then the artist will agree the design with the Youth Service and then paint the design over 2 days and available for the month. **(Would like this to be in the Gardens)**
- Posters for Drs surgeries, schools and other locations around myths vs reality linked with knife crime
- Pop up stands in the 2 hospitals with leaflets around the myths vs reality messages
- A 'Celebrating Youth Event' on the 18th May which is likely to be around having a number of activities for young people to try and also maybe an open mic type venue for young people to showcase their talents **(Would like this to be in the Gardens)**
- A schools event hosted at AFC Bournemouth with a motivational speaker and other activities including a workshop for the school children to design ideas of projects that can be taken into the schools to raise awareness of knife crime and to reduce the likelihood of people carrying knives.
- An enhanced video covering the medical side of knife injuries to be completed to accompany the Police Weapons school input.
- Days of action carried out with the Police and council ASB team.

Options Appraisal

6. The Knife Crime Month of Action will be taking place between 15th April – 18th May 2024 and so the decision and option is around whether the Board wants to permit the Lower Central Gardens to be utilised during this period, or not.

Summary of financial implications

7. There are no financial implications to the Lower Central Gardens Trust Board that have been highlighted at this stage. Funding for the Month has come from the BCP Community Safety Partnership and the Dorset Police Crime and Commissioner.

Summary of legal implications

8. The Crime and Disorder Act 1998 (as amended) 2011, established partnerships between police, local authorities, fire and rescue authorities, probation, and health. The purpose of these partnerships is to ensure that all these agencies work together to tackle local crime and disorder. The 1998 Act placed a central duty on these 'responsible authorities' to produce audits of the area's local crime problems and implement strategies to tackle them. 101.
9. Section 115 of the Crime and Disorder Act (1998) gave a power to any person or body to share information with partners for the purposes of reducing crime and disorder. This was strengthened by paragraph 5 of Schedule 9 to the Police and Justice Act that introduces a new section 17A of the 1998 Act which is a duty to share certain sets of depersonalised information.
10. The introduction of Police, Crime, Sentencing and Courts Act 2022 gives greater focus on violence, both within and outside the home, and on our collective ability to effectively safeguard and protect those within our communities who are vulnerable to these and other forms of harm. The Serious Violence Duty, introduced through this Act, requires public agencies to work together to prevent and reduce serious violence, to share information and collaborate on interventions to prevent and reduce serious violence within their local communities.

Summary of human resources implications

11. The work linked with the Knife Crime Month of Action requires coordination and administration. This is largely met by the council community safety team and police staff, utilising grant funding where eligible and appropriate. A number of other organisations are also involved including AFC Bournemouth, More Bus, The Ben Kinsella Trust and others.

Summary of sustainability impact

12. Through the BCP Community Safety Partnership a strength-based approach is being developed, which will include residents and communities in developing local solutions to local problems. This, coupled with the Public Health Approach, will improve sustainability through early intervention and building on the strengths in communities. Whilst there are activities planned within the 5 weeks of the project there will be an ongoing focus around this priority.

Summary of public health implications

13. Public health and wellbeing are important by-products of a safer community. The work of the Partnership is to improve public health and community wellbeing by preventing crime and disorder, effectively tackling them when they occur, improving safety in the community, and reducing victimisation.

Summary of equality implications

14. Minority groups, including Black & Minority Ethnic people, people with disabilities and people from LGBTQ+ groups can suffer from hate crimes and incidents. Young people are disproportionately represented among both victims of crime and offenders, particularly with knife related offences and this project will be focussing on early intervention with young people.

Summary of risk assessment

15. Data management resources pose the greatest risk to the effective functioning of the Partnership, and data analysis.
16. The partnership needs to respond to the highlighted priority offences and so must respond accordingly.
17. There is limited knowledge available in terms of what works with young people around trying to reduce knife carrying and so evaluation linked with the various projects will be important for both the local BCP information and also national research, linked with the College of Policing.

Background papers

None

Appendices

1. KCAM Calendar of Events – current list of activities and other projects still in planning stages

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