



Timeline on Christmas Lights

March 2025	Large load passed through Cowbridge High Street. VOGC removed catenary wires.
27/05/2025	Cllr Wilson, CTC e-mailed Colin Smith, VOGC requesting wires returned for re-installation and testing. Confirming we can use our contractor, requesting confirmation as to who will meet the cost.
27/05/2025	CS confirming would return by end of the week.
18/06/2025	Cllr Wilson e-mailing CS requesting response.
18/06/2025	CS e-mailing Cllr Wilson to confirm removed by their contractors, attempting to locate.
16/07/2025	Nia Hollins, VOGC e-mailing Cllr Wilson to confirm that she has discussed with CS who will return with a response by the end of the week.
18/07/2025	CS e-mailing Cllr Wilson to confirm that the wires have not been retained.
18/07/2025	Cllr Wilson e-mailing CS to advise that meeting with our contractor used previously for a spec and confirm number of wires and will return to him.
18/09/2025	Natasha Alexander, CTC e-mail CS enclosing quote from our Contractor, as per earlier discussions with Cllr Wilson, requesting new wires installed by the VOGC.
18/09/2025	CS e-mailing NA confirming receipt and will respond next week.
01/10/2025	NA e-mailing CS chasing urgent update to ensure wires are installed ready for Christmas lights.
01/10/2025	CS e-mailing NA confirming requires meeting with a Cabinet member, response hoped for next week.
01/10/2025	NA e-mailing CS thanking for update, conscious now into October, awaiting response.
01/10/2025	CS e-mailing NA confirming need to consult with Cabinet member due to value of invoice.
09/10/2025	NA e-mailing CS requesting update.
09/10/2025	CS e-mailing NA to confirming that chasing response.
10/10/2025	CS e-mailing NA apologising, will provide an update early next week.
14/10/2025	NA e-mailing CS, note a further large load passing through later this month and enquiring if would impact on wires if installed prior to large load.
14/10/2025	CS e-mailing NA, to discuss further at meeting both in attendance at later.
15/10/2025	NA e-mailing CS, awaiting further update.

21/10/2025	NA e-mailing CS awaiting urgent confirmation as to whether the wires will be installed by the VOGC's contractor and on what dates in order that CTC can arrange for light installation. Alternatively request confirmation our contractor's quote is agreed in order that they can install the wires and the lights. Noting that there are permissions to obtain from the VOGC which can take time plus up to around 3 nights for installation and testing ahead of parade end of November, requesting urgent response.
21/10/2025	CS e-mailing NA confirming VOGC contractor's will arrange this. The Highways Manager, Nathan Thomas, has made enquiries and has pencilled in installation for following the second large load passing through High Street. We will also need to discuss a licence agreement.
21/10/2025	NA e-mailing CS thanking both and requesting the date the wires will be installed.
22/10/2025	NT e-mailing NA confirming in discussions with the VOGC contractor and will update further as soon as able to.
24/10/2025	NT e-mailing NA confirming the VOGC contractor has raised concerns regarding the condition of the anchor points the wires will be fixed to and these require replacing. Do not have previous tests. The VOGC contractor can install a new fixing in close proximity to the existing fixings, however this will require written consent from each property owner. Requesting CTC arrange this as soon as able to.
24/10/2025	NA e-mailing NT confirming will look into this urgently. Querying which properties this relates to.
24/10/2025	NT e-mailing NA to confirm relates to all properties.
24/10/2025	NA e-mailing NT to confirm will deal with urgently and e-mail with an update next week.
28/10/2025	NA e-mailing NT to confirm that in the process of gaining written consents. Querying regarding liability in case of any damage caused installing new fixings.
28/10/2025	NA e-mailing Lindsay Christian, VOGC advising that new fixings need to be installed on 10 properties, requesting permission from VOGC for new fixings to be installed on the listed buildings.
29/10/2025	LC e-mailing NA confirming six of the ten buildings are listed. These will require the existing fixings to be removed and make good works that match the material and finish of each building. Requesting further information as to the proposals.
29/10/2025	NT e-mailing LC confirming that they will not be removing the existing fixings, just installing new fixings for the wires. The new eyelets will be installed around 500mm away from the existing fixings. Collating details of the new fixings for LC to review.
29/10/2025	LC e-mailing NT to confirm that the existing fixings will need to be removed from the listed buildings. Further information requested from NT.
29/10/2025	NT e-mailing LC about a Teams meeting to discuss further.
29/10/2025	NA e-mailing NT to query if possible for VOGC contractors to secure the existing fixings in place rather than put new ones in. Raising query from properties regarding liability for any damage caused by the contractor installing the new fixings.
30/10/2025	NT e-mailing LC with data sheets required. Matt Buckley, VOGC to attend site next week to photograph each location for LC.
03/11/2025	NT e-mailing NA confirming installation contractor will not use the existing fixings due to excessive corrosion identified, displaced stonework and some eyelets have been painted over hiding any hairline fracture, these fixings are not safe for use. Do not have a copy of the previous tests. Confirming any damage from new fixings is

	unlikely, but VOGC will be responsible for this. Requested the VOGC Legal Services start drafting the licence between VOGC and CTC, which will include clause stating that existing fixings are to be removed and the material made good by CTC within 12 months.
04/11/2025	NT e-mailing NA confirming fixings locations and queries raised by LC. Requesting one property's fixings be moved to the next property instead, requesting NA obtain permission for this from property owner.
04/11/2025	NA e-mailing NT clarifying information regarding the 10 th property and regarding properties where consent was previously withdrawn. Regarding the property requested moving the fixing, confirming that discussed this with the neighbouring property but currently vacant following a recent sale.
04/11/2025	NA e-mailing NT with 6 signed consent forms, noting one agreed in principle but in discussions with this and a neighbouring property. One property owner has requested discussion with contractor first. Confirming working on obtaining the remaining consents.
05/11/2025	NT e-mailing NA requesting full contact details of property to share with contractor.
05/11/2025	NT e-mailing NA confirming MB will put all of consents into a spreadsheet to avoid confusion.
05/11/2025	MB e-mailing NT confirming the spreadsheet is collated along with a plan showing approximate locations of the existing fixings.
05/11/2025	NT e-mail NA requesting further update regarding consents. Requesting confirmation as to the date the lights are to be installed, awaiting licence and requesting details as to how the works will be carried out.
06/11/2025	MB e-mailing NT with plan.
06/11/2025	NA e-mailing NT with full contact details.
06/11/2025	NA e-mailing NT confirming the details provided by our contractor regarding the lights installation. They are hoping for the lights to be installed in the week of 17 th November, as weather-dependent. Confirming the 8 th consent is received.
06/11/2025	NA e-mailing consent to NT.
10/11/2025	NA e-mailing NT e-mail confirmation from 9 th property. Noting issues obtaining consent from 10 th property. We have consent for 4 sets of wires to be installed. Chasing confirmation of update re listed building consent from VOGC. Chasing licence for urgent consideration by CTC.
11/11/2025	NT e-mailing NA the updated spreadsheet and plan for 4 wires. Chasing one consent where discussions with neighbouring properties are ongoing. Regarding listed building status, this is now resolved directly. The licence will follow shortly.
11/11/2025	NA e-mailing NT the consent form requested and confirm chasing up consent form following consent e-mail provided.
12/11/2025	NA e-mailing LC regarding listed building consent requested by the 10 th property.
13/11/2025	James Docherty, VOGC e-mailing NA with licence.
14/11/2025	CTC extraordinary meeting called for 19/11/2025 to discuss licence.
14/11/2025	NA e-mailing NT regarding clause to remove existing fixings and make good. Requesting VOGC contractor contact details for quote.
17/11/2025	NA e-mailing JD and NT a number of queries with licence. Requesting response ahead of extraordinary meeting to facilitate discussion.
17/11/2025	NA e-mailing NT with information and further query. Confirming further documents to follow.

19/11/2025	CTC extraordinary meeting, discussing the licence, safety of the lights and using one contractor for the installation of the wires and lights.
19/11/2025	NA e-mailing JD and NT with further queries following meeting.
19/11/2025	NT e-mailing NA with responses to earlier queries.
19/11/2025	LC e-mailing NA responding to query raised.
19/11/2025	NA e-mailing LC requesting provide response regarding listed building consent requested by the 10 th property.
19/11/2025	NA e-mailing VOGC contractor regarding light installation at same time as wire installation.
19/11/2025	VOGC contractor e-mailing NA regarding installation of infrastructure only.
19/11/2025	NA e-mailing VOGC contractor clarifying re light installation.
20/11/2025	NA e-mailing VOGC contractor chasing response.
21/11/2025	VOGC contractor e-mailing NA to confirm different team responsibility for installation of lights, contact provided.
21/11/2025	NA e-mailing VOGC contractor regarding light installation when wires are installed.
21/11/2025	VOGC contractor e-mailing NA confirming can install lights on 2 nd December.
21/11/2025	NA e-mailing VOGC contractor requesting pencil in while take instructions from CTC.
21/11/2025	VOGC contractor requesting further details regarding lights.
22/11/2025	NA e-mailing JD and NT raising outstanding queries and requesting updated licence so we can re-assess. Confirming CTC full council meeting on 25 th November for further discussion.
22/11/2025	NA e-mailing NT e-mail consent from 10 th property.
24/11/2025	NA e-mail VOGC contractor to confirm will obtain details as soon as possible.
25/11/2025	NA e-mailing NT documents from our contractor.
25/11/2025	NA e-mailing NT documents and requesting confirmation accepted.
25/11/2025	NA e-mailing NT with 10 th consent form received.
25/11/2025	CTC full council meeting, for safety to utilise one contractor for installation of the wires and the lights.
26/11/2025	NA e-mailing VOGC contractor confirming details requested.
26/11/2025	NA e-mailing VOGC contractor requesting risk assessment and method statement for approval by VOGC as per licence.
26/11/2025	VOGC contractor e-mailing NA to confirm will provide.
26/11/2025	VOGC contractor e-mailing NA requesting confirmation of information and preferred placement of lights.
26/11/2025	NT e-mailing Cllr Champion and NT confirming the amended licence will be sent today and must be returned urgently, the wires will be installed tomorrow morning.
26/11/2025	NT e-mailing NA responding to earlier query.
26/11/2025	JD e-mailing NA amended licence.
26/11/2025	NA e-mailing JD with final amendments required.
26/11/2025	JD e-mailing NA updated amended licence.
26/11/2025	NA e-mailing JD signed licence.
27/11/2025	Catenary wires installed.
27/11/2025	VOGC contractor e-mailing NA regarding dates, light may potentially be installed on 1 st December; if not, on 2 nd December and likely to be after business hours. Arranging visit to view the lights due to uncertainty regarding the weights and sizes.
01/12/2025	NA e-mailing VOGC contractor regarding placement of lights. Chasing copy of risk

	assessment and method statement required for approval by VOGC ahead of light installation. Confirming their VOGC contractor colleagues completed the strength tests when installing the wires.
01/12/2025	VOGC contractor e-mailing NA confirming lights will be collected later and tested.
01/12/2025	VOGC contractor e-mailing NA the risk assessment and method statement.
01/12/2025	NA e-mailing NT the risk assessment and method statement for approval.
01/12/2025	NA e-mailing NT chasing confirmation that the risk assessment and method statement is accepted ready for installation of the lights.
01/12/2025	NT e-mailing NA to confirm no issues with documents.
01/12/2025	VOGC contractor e-mailing NA confirming the light installation will be tomorrow due to ongoing weather issues causing delays.
02/12/2025	VOGC contractor e-mailing NA to confirm issues with the lights. Alternatives in a similar style can be provided.
02/12/2025	NA e-mailing VOGC contractor agreeing to use alternatives provided by them.
02/12/2025	NA e-mailing NT and VOGC contractor regarding the fixings and requesting confirmation these are now assessed as safe. Requesting confirmation the VOGC contractor has received the strength tests from their colleagues. Clarifying regarding correct wires to install lights onto and attaching plan.
02/12/2025	VOGC contractor e-mailing NA to confirm the replacement lights will be installed tomorrow.
03/12/2025	NA e-mailing NT and VOGC contractor checking all is okay for installation this evening.
03/12/2025	VOGC contractor e-mailing NA confirming all is fine. Requesting details regarding timers.
03/12/2025	NA e-mailing VOGC contractor with response.
03/12/2025	NA e-mailing NT and VOGC contractor chasing confirmation regarding safety of the wires, as appears installed onto existing fixings rather than new fixings installed as planned.
03/12/2025	VOGC contractor e-mailing NA and NT confirming colleague confirmed all passed as safe to be used.