

KIDDERMINSTER TOWN COUNCIL  
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31<sup>st</sup> January 2023

The meeting of the **SERVICES COMMITTEE** will be held in the **COUNCIL CHAMBER, WYRE FOREST HOUSE** on **WEDNESDAY 8<sup>th</sup> FEBRUARY 2023** at **6:00PM** when Members are summoned to attend.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Lee Jakeman'.

Lee Jakeman  
Chief Executive

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Membership: Councillors: J. Smith, R. Bishop, G. Connolly, S Miah and M. Rayner.

## SERVICES COMMITTEE AGENDA – WEDNESDAY 8<sup>TH</sup> FEBRUARY 2023

### 1. Apologies

### 2. Declarations of interest

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring officer.

### 3. Public Question Time

In accordance with Standing Order 3(c), to allow members of the public to make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Members of the public will be called in order of receipt of notice of their intention to speak. Please email [office@kidderminstertowncouncil.gov.uk](mailto:office@kidderminstertowncouncil.gov.uk) or telephone 01562 732680 to give your name and an indication of the topic you intend to raise.

### 4. Minutes

To approve the minutes of the meeting of Services Committee held on Wednesday 9<sup>th</sup> November 2023.

### 5. Budget Summary

To receive a summary budget report (TC/38/22-23) in respect of the Services as at 31<sup>st</sup> January 2023. *To follow.*

### 6. Park Transfers Update

To receive a report and consider a recommendation to extend the temporary grounds maintenance contracts to 31 December 2023.

TC/39/22-23

### 7. Kidderminster Ring Road Water Feature

To receive a report regarding the use and purpose of the Kidderminster Ring Road Water Feature and consider the following recommendations:

Approve expenditure within the agreed budget (£3,500) in FY 2023/24 to repair and maintain the Water Feature.

And

Delegate to the Town Council's Operations Manager, the responsibility for producing a list of operating dates and times for the Water Feature and advertising, widely in

advance of those dates, the significance of the Water Feature operating on those dates.

TC/40/22-23

## **8. General Overview Report**

To receive a General Overview report of recent activities and ongoing items.

TC/41/22-23

## **9. Lengthsman Scheme Report**

To receive a report on the Lengthsman Scheme and consider the following recommendations:

To agree the use of a temporary contractor/s to continue to undertake works under the current Lengthsman agreement

And

To agree to advertise externally the position of a Lengthsman to commence 1<sup>st</sup> April 2023.

TC/42/22-23

## **10. Terms of Reference**

To review Terms of Reference for the Services Committee and make any recommendations for amendment for municipal year 2023/24.

TC/43/22-23

## KIDDERMINSTER TOWN COUNCIL

Minutes of the Services Committee meeting of Kidderminster Town Council held in the Council Chamber, Kidderminster Town Hall on Wednesday 9<sup>th</sup> November 2022 at 6:00pm

Present:

Cllr R. Bishop (Vice Chair)  
 Cllr G. Connolly  
 Cllr H. Dyke  
 Cllr K. Gale  
 Cllr S. Miah

In Attendance:

Mr L. Jakeman, Chief Executive  
 Mr A. Stockhall, Public Realms & Operations Manager  
 Cllr F. Oborski

S012/22-23 **APOLOGIES**

Cllr J. Smith  
 Cllr M. Rayner

S013/22-23 **DECLARATIONS OF INTEREST**

Nil.

S014/22-23 **PUBLIC QUESTION TIME**

Nil.

S015/22-23 **MINUTES**

**RESOLVED:** That the minutes of the Services Committee meeting held on Thursday 8<sup>th</sup> September were correct and duly signed by the Chair.

S016/22-23 **REPORT ON ST GEORGE'S PADDLING POOL**

Members received a report regarding the future provision of St George's Paddling Pool. A lengthy discussion occurred which included:

- The requirement to ensure that the facility was safe for users and did not pose an unacceptable risk to the Town Council. (Current mitigation is not considered adequate).

- A review of the condition survey commissioned by the Town Council, which led to the recommendation by the contractor for a complete upgrade/complete refurbishment.
- An analysis of the quote for refurbishment (circa £91k).
- Future running operation costs (circa £10k).
- Noting that the refurbishment costs were envisaged to be solely borne by the Town Council.
- The possibility of exploring opportunities for external funding to cover the capital costs.
- The community benefit of the facility against the significant indicative costs of a full upgrade.

**RESOLVED:** To recommend to Full Town Council that the St George's Paddling Pool be removed and the ground reinstated.

S017/22-23 **GRIT BIN POLICY**

Members considered a report to adopt a Grit Bin Policy and suggested a few subtle changes for clarity.

**RESOLVED:** To adopt the Grit Bin Policy.

S018/22-23 **OUTDOOR MARKETS**

Members noted that the Outdoor Markets Licence has been completed on an initial three-year period. The Town Council has appointed a contractor to manage the Market for the remainder of the current financial year, pending a formal tendering process.

S019/22-23 **PARK TRANSFERS FROM WYRE FOREST DISTRICT COUNCIL (BAXTER GARDENS, BROADWATERS AND ST GEORGE'S PARKS)**

Members noted that the Heads of Terms had been agreed, that WFDC legal team have drafted documentation and that the CPSE (Commercial Property Standard Enquiries) 121 Solicitors (KTC Legal representation) had received documentation week commencing 31<sup>st</sup> October 2022.

S020/22-23 **BUDGET REVIEW/ESTIMATE 2023/24**

Members considered in-year budgets and estimates for FY 2023/24.

**RESOLVED:** To confirm that the budget estimate recommendations in the report (forwarded with the agenda for FY 2023/24) and for them to be considered by the Finance and Overview Committee as part of the annual budget process.

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**Kidderminster Town Council  
Services Committee Meeting  
Wednesday 8<sup>th</sup> February 2023**

AS/2023

16<sup>th</sup> January 2023

REPORT TO SERVICES COMMITTEE

**AGENDA ITEM 6 - PUBLIC REALM AND OPERATIONS KIDDERMINSTER PARKS –  
GROUNDS MAINTENANCE CONTRACT EXTENSION**

**1. Purpose**

To consider a recommendation to extend the temporary grounds maintenance contracts to 31<sup>st</sup> December 2023.

**2. Background**

The Town Council took over the three parks on Thursday 5<sup>th</sup> January 2023 from WFDC.

The intended transfer date was 1<sup>st</sup> November 2022.

In anticipation of the original intended transfer date, the Town Council agreed to award a temporary grounds maintenance contract until 31<sup>st</sup> March 2023 agreeing to waive financial regulations to allow the award of the contract without a wider tender process. It was likely considered that a 5-month contract was acceptable to the contractor who would need to mobilise additional resource and allow a short period of time for council staff to assess the contract specification before going out to tender for an extended period (1 to 3 years).

The delay in the transfer from 1<sup>st</sup> November to 5<sup>th</sup> January 2023 has significantly shortened the initial contract and left little or no time to assess the specification as being fit for purpose before a wider tender process takes place.

With the proposed transfer to be agreed at relatively short notice, and after discussions with potential contractors, the decision was taken for M&BG contractors to undertake the required works to the three parks and guarantee assurances they could deliver at short notice and to a high standard, therefore preventing any disruption to the maintenance of the parks.

**3. Financials**

The full annual cost for the Grounds Maintenance contract is as follows,

Baxter Gardens – £8,500 + Vat  
Broadwaters Park - £10,500 + Vat  
St George's Park - £7,500 + Vat

Total contract £26,500 + Vat

#### **4. Comments**

It was intended that the final specification for the open tender process would be produced in the first couple of months of the temporary contract (Nov / Dec 22) with an award of a permanent contract in January 2023.

An extension of the current temporary contract by a couple of months would/could result in a change of contractor at the busiest time of the year (the growing season) and is considered to be highly undesirable. Contractors are highly likely to mobilise additional seasonal staff in early spring.

It is suggested that an extension of the temporary contract to December 2023 would provide for an appropriate settling in time (for the Council) in delivering a new service and an opportunity to ensure the package and specification for procurement meets the required standards, with longevity and high standards at the forefront required to maintain the three parks.

In addition, it will afford an opportunity to observe and monitor the standards of works through the busy summer months and set a benchmark moving forward for any future contractors.

The tender specification could be reviewed during the late summer and distributed in September with a closing date of mid-November and the awarding of a contract from 1<sup>st</sup> Jan 2024 (via open tender).

#### **5. Recommendation**

It is recommended that Kidderminster Town Council RESOLVES:

To extend the contract with M&BG for the grounds maintenance of the Town Council's three parks to 31<sup>st</sup> December 2023.

Adam Stockhall  
Public Realm and Operations Manager

**KIDDERMINSTER TOWN COUNCIL  
SERVICES COMMITTEE MEETING**

**8<sup>th</sup> February 2023**

LJ/2023

31<sup>st</sup> January 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 7 – KIDDERMINSTER RING ROAD WATER FEATURE

AIM

1. To review and document the use and purpose of the Kidderminster Ring Road Water Feature and confirm any recommendations to the Town Council.

BACKGROUND

1. Town Council minute C.594 dated 3<sup>rd</sup> February 2021 refers. *“Councillors considered the proposal to reinstate the Water Feature on the Great Wall in the town, specifically as a memorial to the way the town had reacted to and dealt with the Covid19 pandemic. After discussion it was **RESOLVED**: - that, the Town Council agree in principle, subject to the Events & Services Committee carrying out a full risk assessment on the project, to: contribute £2,500 to help complete the restoration of the Water Feature and take on the running and maintenance of the Water Feature once reinstated, the costs to be met within the ongoing maintenance budget”*
2. Events & Services Committee Minute ES.49 refers dated 11<sup>th</sup> February 2021. *“The Committee sought reassurances on the potential cost of the water supply to be used and that the appropriate permissions were in place from WCC. It was also stated that this needed to be agreed as a Town Council project and not a political group project. After discussion it was **RESOLVED**: - that subject to those reassurances the Committee gives its support to the project.”*
3. Town Council Minute C.623 dated 26<sup>th</sup> May 2021 refers. *“The Council considered the update report on the Water Feature. After discussion it was **RESOLVED**: - that the report be noted and ongoing management and monitoring of the Water Feature be referred to the Events & Services Committee.”*
4. Services Committee Minute dated 8<sup>th</sup> September 2022 refers. It was resolved to recommend to full Town Council to invest funds to maintain/improve the functionality of the water feature.
5. Town Council Minute C.059 dated 14<sup>th</sup> December 2022 refers. *The Town Council considered a recommendation from the Services Committee. “Members discussed the purpose of the waterfall and its role as a memorial. It was felt that some detailed and documented consideration about the signage and promotion of the feature be provided before any final decision could be made by the Town Council.”*



## DISCUSSION/ COMMENT

6. The matter appears to have begun with a letter that was distributed with the Town Council agenda on 3<sup>rd</sup> February 2021, see Enclosure 1. The records that we have do not show who submitted the agenda item.
7. The Water Feature has been in place for many years and appears to have been primarily installed as a pleasing feature to enhance the area. To mark it with signage as solely a Covid memorial might limit its purpose and because the cost of running it constantly is at this time considered prohibitive it might be considered by some disrespectful for it to be still for much of the year.
8. An option could be that the Water Feature becomes a Covid memorial on a number of dates and times in a year. This could allow the Water Feature to be operational to mark other notable events and/or dates. Thus, when the Water Feature is operating people passing might enquire as to 'why is it running today?' The answer might then be 'it is running today in memory of those that were lost as a result of Covid' but it might be 'it is running today to mark Holocaust Memorial Day or perhaps Remembrance Sunday'.
9. Informing the wider public well in advance of 'operational days' and the specific purpose would be essential. This can be achieved through publication on the Town Council's website and social media platforms of a number of dates (with timings) throughout the year to include the specific purpose / occasion being commemorated/marked.
10. Until the proposed works are undertaken, and the Water Feature is operating more efficiently, it is not possible to accurately predict how many hours per year the Water Feature might be able to function within agreed budgets.
11. It is being suggested that should the Council agree to making repairs to improve the functionality of the Water Feature, that the Town Council's Operations Manager produces a calendar of dates (with an assumption of running during daylight hours only) that the Water Feature will run, but leaving some 'capacity' to introduce short notice running for unexpected events (e.g., death of the monarch).
12. The original 'Proposal Option Two' intends:
  - To raise the height of the top water supply pond with a new brick edging with a fibreglass pool lining.
  - To repair the leak on the supply pipe.
  - To have the bottom sump emptied and cleaned out of all debris to increase its water holding capacity annually

With the objective of:

The reduction in the waterfall flow rates (to reduce splashing and over all water loss) and (the slightly adjusted on / off times), help the feature to remain working in its full capacity for longer periods of time before a top up of the lower sump is required.

## FINANCIALS

13. Estimated capital, maintenance and servicing costs in FY 2023/24 are £3,736 and are broken down as follows:

Raise the height of the top water supply pond, fibreglass, and repair £1,736.33

Clean debris from bottom of sump pool £1000 (every other year)

Service and fill tank 5 x visits Estimated £1000 (annually)

14. Estimated Costs (excluding inflationary costs) in FY 2024/25 are £1000

Service and fill tank 5 x visits Estimated £1000 (annually)

15. Estimated Costs in FY 2025/26 (excluding inflationary costs)

Clean debris from bottom of sump pool £1000 (every other year)

Service and fill tank 5 x visits Estimated £1000 (annually).

16. The Town Council has already budgeted £3,500 for repairs and maintenance to the Water Feature in FY 2023/24.

17. In addition, there will be ongoing costs for the supply of electricity. The Town Council has already budgeted £500 for the electricity costs in FY 2023/24.

## RECOMMENDATION(s)

18. It is recommended that the Services Committee Town Council **RESOLVES:**

To recommend to Full Town Council that it:

Approve expenditure within the agreed budget (£3,500) in FY 2023/24 to repair and maintain the Water Feature.

And

Delegates to the Town Council's Operations Manager, the responsibility for producing a list of operating dates and times for the Water Feature and advertising, widely in advance of those dates, the significance of the Water Feature operating on those dates.

**Correspondence Tabled at Town Council Meeting 3<sup>rd</sup> February 2021**

Apologies, people in the room will know more about this than me, so feel free to correct me.

From what I have gathered, the water feature was commissioned by Kidderminster Borough Council, designed by William Mitchell and opened in 1973. It operated for 10 years approximately, before it ran dry and was then decommissioned. Over the years, foliage had overgrown it and, until September 2020, the water feature section of the wall had disappeared from view.

I have read that our water feature is the only one of its kind in the country.

In Summer, following ending of Lockdown 1.0, two local community-focussed residents – Heather Prangle and Fred Holland – independently contacted me to ask if I could help them set up a commemoration of the community spirit for Kidderminster which had come to the fore during the pandemic. A commemoration that would encourage people to continue it.

They were thinking about a garden area in Brinton Park. I had reservations around this because if you are not a park user, you would not see it and so it may not feel part of the community. However, I did ask about this and was advised by Depot that a temporary one could be set up, but it would be removed when the Heritage Lottery Funded work began.

While this was going on, I had the idea of resurrecting the water feature. I felt that, as it was on a major section of roadway, people would naturally see it, rather than having to make a special journey. As people would drive past it regularly, it would feel part of the community. Finally, as the water feature would include running water, this would show a continuous flow of water, which is what we would like with the Covid community spirit, for it to continually flow.

I ran the idea by Heather and Fred, who were extremely supportive. Also spoke to Dale Preece-Kelly, who put it to his Coronavirus Facebook group and advised that they were largely very supportive. I asked the Shuttle to promote the idea and have not had any bad press to date. The BID also contacted me to offer their support.

As it seemed relatively positive, I contacted the now owners, WCC, who advised that, they had no problems with it being renovated, but I don't think they really knew what it was.

Before I involved anyone else and raised hopes, I wanted to get an idea on costings. Firstly, I had the area cleared and the trees cut down. The water panel is now on show for the first time in about 40 years. We also discovered that the decorated slab - (it is next to the bench in one of the photographs) – which we believe is intact.

To get the water feature up and running – with a pump and tray for water and rainbow lights – powered by either solar panels or low voltage – the area fully cleared and tidied and seeded, decorated slab lifted and put back in place – totals £11,672.67.

We already have £6,500.00 and so we would be asking for a contribution of £5,000.00.

In respect of ongoing maintenance, my view would be that the water runs daytime until midnight, March to September on a timer. This ensures the pump is not damaged by freezing water. The lights would run all year round, early evening until midnight, again on a timer. This would require a visit to switch it on in March and again in September to switch off, drain and decommission/remove pump. The area is maintained, as the grass is cut anyway, so there would be no additional cost there. Annually, it would be wise, in March to get the pump serviced. No chlorination is required as it is hoped that no-one would be paddling in it! The depot feel this would cost annually about £100 to £200 total (which for the time I am a Councillor, I would be willing to fund).

We have a one-off opportunity here to bring this water feature back to life, or we leave it to simply disappear again over time. We have a unique piece of artwork, which we have the best chance of resurrecting in a sustainable way, which would act as an excellent commemoration of the community spirit shown during lockdown, as well as showing the start of regenerating our town.

I do hope Kidderminster Town Council can help to secure the final funding required. Thank you

**General Services overview of recent activities and ongoing items.**

Please do not hesitate to request further information on any of the below points in the meeting.

➤ **Parks General**

- Took on Parks 5<sup>th</sup> January 2023.
- Met with WFDC operatives to handover keys.
- Review Park Security, for example changing locks, auditing all entrance points.
- Met with Friends of Baxters/Broadwaters and St George's which will lead on to a costed management plan for future years.
- Met with Kidderminster Tennis Club – Baxter Gardens.
- Contractors (M&BG) have started works on the parks and completed various jobs following a detailed inspection by myself and the Friends of the Parks.
- Meeting with multiple contractors to ensure best value and high priority works to be undertaken, for example new signage, winter works, painting, and deep cleaning.
- Produce tender for re-surfacing car park at Baxter Gardens.
- Begin tender process for parks ground maintenance.

➤ **Outdoor Market**

- Tender finalised and currently advertised through ProContract Due-North and both WFDC and KTC websites. Closes on 24<sup>th</sup> February and contract commences on 31<sup>st</sup> March 2023 for a two-year period.

➤ **WFDC Operational Services SLA**

- Contract expires April 2024, review SLA agreement with WFDC and ascertain commitment for future works, public toilets, allotments, floral displays, street furniture minor repairs and Health and Safety Inspections.

➤ **Lengthsman Scheme**

- Lengthsman Scheme review (attached separate report).

➤ **Kidderminster Town Council Website**

- Reviewing Operational Services page to include all Public Realm and Open Spaces infrastructure. Aiming to implement changes over the coming months, implement April/May 2023.

➤ **Other Services**

- Christmas Lights, into the final 12 months of a three-year agreement with Gala Lights. Undertake tender process to appoint new contractor for 2024.
- Identify storage for equipment as we grow operational services (we need somewhere to store strimmer's, street furniture, holding space for delivery of street signage, replacement equipment, general stores, and PPE etc).
- Upgrade Water Feature to be operational Spring 2023
- Implement Public Realm and Operations April 2023 work programme, in accordance services financial budget.
- Begin discussions with Council and WFDC regarding taking on additional services.

**Kidderminster Town Council**  
**8<sup>th</sup> February 2023**

**Public Realm and Operations – Lengthsman Scheme.**  
**Adam Stockhall – Public Realm and Operations Manager**

## **1. Purpose**

The purpose of this report is to agree for a contractor to undertake on a temporary basis for the period of February and March 2023, to provide services specified in the current WCC Lengthsman agreement (attached document for reference). This will ensure continuity of services whilst we advertise the post.

## **2. Background**

The Lengthsman will be leaving the role on the 10<sup>th</sup> February 2023, with the current WCC agreement expiring 31<sup>st</sup> March 2023.

Therefore, with relatively short notice, and after discussions with potential contractors and spare capacity of the Town Hall maintenance operative during the period of closure at the Town Hall, we can ensure service delivery is not interrupted during this period.

## **3. Financials**

The full annual cost of the Lengthsman contract is currently £5,750.00

Future works submitted outside of this agreement (attached document for reference) will require additional funding through Councillors Community Leadership/Divisional Funding.

## **4. Comments**

With the Town Council expanding services there is a requirement sometime in the mid to long-term future to directly employ a Lengthsman so that we can react quickly to demand.

We will need to review the current contract with WCC leading up to the end of the current contract 1<sup>st</sup> April 2023. This will ensure the deal we receive will benefit future works within Kidderminster.

## **5. Recommendation**

It is recommended that Kidderminster Town Council **RESOLVES:**

To agree the use of a temporary contractor/s to continue to undertake works under the current Lengthsman agreement

To agree to advertise externally the position of a Lengthsman to commence 1<sup>st</sup> April 2023.



LENGTHSMAN SCHEME

ANNUAL AGREEMENT FOR THE UNDERTAKING  
OF MINOR  
HIGHWAY MAINTENANCE WORKS

2022 / 2023

## **1. Purpose of the Agreement**

The purpose of this Agreement is to improve the standard of highway services provided to the public through closer working relationships between Worcestershire County Council and Parish / Town councils.

## **2. General**

This agreement:

- a. shall be in place for duration of the current financial year (2022/23) or part thereof.
- b. shall be renewable each year by mutual consent.
- c. is entered into by virtue of Section 101 of The Local Government Act 1972, Section 19 of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000.
- d. authorises the Parish / Town Council to employ a person or to appoint a contractor ("the Lengthsman") to undertake minor highway maintenance works within the relevant Parish as listed in Schedule 1.
- e. permits "the Lengthsman" to carry out minor highway maintenance work as outlined in Schedule 1 on all highways in the relevant parish except for:
  - i. motorways; and
  - ii. trunk roads; and
  - iii. 'A' and 'B' class roads where the maximum speed limit is 40 miles per hour or more AND the maintenance work would entail entry onto the carriageway itself.

## **3. Worcestershire County Council**

Worcestershire County Council shall:

- a. reimburse the Parish / Town Council's costs associated with the employment of a person or appointment of a contractor to a maximum of a mutually agreed sum.
- b. indemnify the Parish / Town Council against all claims arising out of the negligence of Worcestershire County Council, its servants or agents, in connection with work under this agreement.

## **4. Worcestershire County Council Lengthsman Scheme Manager ("the Manager")**

- a. the employment of any person / appointment of any contractor undertaking work on this scheme will require the approval of the Manager.
- b. no work involving excavation or high reach equipment will be carried out without the prior approval of the Manager.
- c. no work within 200m of a railway level crossing, including side roads, shall be undertaken without the prior approval of the Manager.
- d. the Manager (or designated representative) will be entitled to inspect the works for audit purposes in accordance with an appropriate account/worksheet provided.

## **5. The Parish / Town Council**

The Parish / Town Council shall:

- a. indemnify Worcestershire County Council against all claims arising out of the negligence of the Parish / Town Council, its servants, or agents, in connection with work undertaken in this agreement.
- b. maintain public liability insurance with a minimum indemnity of £5,000,000 (Five Million Pounds).
- c. be responsible for the supervision and standards of the work carried out as contained within Schedule 1.
- d. ensure that the Lengthsman has attended the necessary training session as outlined in Schedule 2 before the Lengthsman shall be permitted to carry out any of the tasks outlined in Schedule 1.
- e. submit a monthly account for payment detailing, the locations, and type of work carried out, at the beginning of the following month, unless agreed otherwise with the manager. (A worksheet should accompany the monthly account detailing works undertaken by the Lengthsman; this should include type of work, location, duration of works. A specimen of the monthly account and worksheet is attached to this agreement). The monthly account will only be accepted electronically (via email) and in either Word, Excel or PDF format. Photos (JPEG etc) of worksheets will not be accepted.
- f. ensure the name and address of the Clerk is present on the monthly invoice. Should there be a change of Parish Clerks, a new bank mandate detailing the personnel change will need to be submitted.
- g. ensure that the Lengthsman uses all Personal Protective Equipment identified in the training course listed in Schedule 2.
- h. notify the scheme manager of any change in personnel associated with the scheme, including email addresses and telephone numbers.
- i. Ensure general and / or site specific risk assessments are completed by the Lengthsman if required.

## **6. The Clerk to the Parish / Town Council**

The Clerk to the Parish / Town Council shall:

- a. act as a liaison officer in order to advise the Manager of any issues which require investigation or action by the County.
- b. complete the questionnaire in Schedule 3 and provide any updates should any changes occur during the contract.
- c. be entitled to claim back any reasonable administrative expenses incurred by the Parish / Town Council in connection with running the Lengthsman Scheme or any activities incidental to it. Any such claim shall be submitted to the County Council at the same time as a claim for work carried out by the Lengthsman. Any such reasonable administrative expenses will be reimbursed from the overall annual sum allotted to the Parish / Town Council by the Manager.



## Schedule 1

### Work Schedule

#### Drainage:

- Clear gully grates.
- Clear verge grips.
- Clear headwalls, outfalls.
- Advise landowners and frontagers when their ditches need cleaning.
- In especially difficult circumstances clear ditches – only with prior agreement of the Manager.

#### Vegetation Clearance:

- Remove vegetation obstructing signs.
- Remove vegetation at junction visibility splays.
- Removal of basal tree growth from highway trees.
- Pulling / cutting of noxious weeds following site specific approval from the Manager.
- Side out footways to normal width and spread arisings on verge where possible.
- Negotiate with frontagers for them to cut back overhanging vegetation.

#### Miscellaneous:

- Rotation and charging of mobile Vehicular Activated Signs (VAS) following site specific approval and authorisation from the Manager.
- Clean dirty signs and/or retighten brackets, reposition signs which have been knocked out of place where no excavation is required (except illuminated signs).
- Painting of heritage cast iron direction signs.
- Snow clearance and gritting / salting by hand.
- Removal of illegal fly posting.
- Maintenance and repainting of highways approved visibility fencing.
- Cleaning of subways.

*Other work with the specific approval of the Manager.*

#### Not included:

- Litter picking
- Rubbish removal
- Removal of waste from gully pots / jetting or any other gully work that involves removal of covers or lids
- All work outside of the publicly adopted highway
- Cutting of private hedges

Please note that the activities listed in Schedule 1 are now linked to codes (provided on worksheet). This code should be entered on the worksheet for each activity completed by the Lengthsman.

## Schedule 2

### Training Schedule

- The Lengthsman must have attended the following prescribed course(s) "The Temporary Traffic Basic Management TBMCC T1, 12D – installing, maintaining, and removing temporary traffic management, on rural and urban roads" ("the Courses") before being allowed to undertake any of the works outlined in Schedule 1 above.
- Any Lengthsman who has already carried out the Courses shall not be required to carry them out again for 5 years.
- Worcestershire County Council may provide the Courses through an approved training provider subject to the following:

Worcestershire County Council will only consider providing funding for the Courses where there are ten or more Lengthsmen that require training. This is due to the price structure of the Courses and Worcestershire County Council's need to make efficiency savings. Each Parish may only request assistance with funding for training once within a twelve-month period, for one Lengthsman. In no circumstances will training be funded for the Lengthsman's assistants or helpers.

Schedule 3

Questionnaire

Name of Lengthsman	TOM WOODHOUSE	
Lengthsman phone number	07751971397	
Lengthsman mobile number	AS ABOVE	
Type of contract	Contract for Services <input checked="" type="checkbox"/>	or, Contract of Employment <input type="checkbox"/>

Name of Clerk	CURRENTLY VACANT MAIN POINT OF CONTACT - ADAM STOCKHILL	
Clerk phone number	ADAM STOCKHILL - PUBLIC ROOMS & OPERATIONS MANAGER - 01562-732607	
Clerk mobile number	ADAM STOCKHILL 07596908968	
Clerk e-mail address	ADAM STOCKHILL adam.stockhill@kiddeminstertowncouncil.gov.uk	

DATED 30/03 ..... 2022 / 2023

**WORCESTERSHIRE COUNTY COUNCIL**

and

KIDDERMINSTER ..... ~~PARISH~~ / TOWN COUNCIL  
("The Parish / Town Council")

**LENGTHSMAN SCHEME**  
**ANNUAL AGREEMENT FOR THE UNDERTAKING OF MINOR**  
**HIGHWAY MAINTENANCE WORKS**

**Signed:** Hannah Davies

**Parish Lengthsman Scheme Manager**

for, and on behalf of, Worcestershire County Council

**Signed** \_\_\_\_\_

**Clerk to** \_\_\_\_\_ Parish / Town Council

**Kidderminster Town Council**  
**Services Committee Terms of Reference**

Purpose: To oversee and direct Public Services provided by the Town Council

- Maximum 5 Members – Quorum: 3 Members
- Where the Mayor or Deputy Mayor choose not to be a member of the committee, they are non-voting ex-officio members.
- The committee may delegate any or all its functions to an officer of the Town Council.

Function of Committee	Delegation of Functions
<b>General</b>	
To Oversee the management and control of: Allotments, Markets, Parks, Toilets, Open Spaces, Street Furniture to include Benches, Bus Shelters, Finger Posts, Monuments and Clocks, Boundary Signs, Floral Displays, Grit bins, Christmas Lights, Water Feature and Paddling Pool in the ownership of Kidderminster Town Council	Committee for strategic overview. CEO and Service Managers for operational management.
To consider and make recommendations to the Council as to policies and initiatives which will contribute to/promote, the Council's strategic operational objectives. These to include provision, repair, renewal, maintenance, development and improvement of operational assets and services.	Committee.
To set and monitor policies in relation to the management of Town Council's Parks, Street Furniture including Benches, Bus Shelters, Finger Posts, Monuments and Clocks, Boundary Signs and Grit Bins.	Committee.
To monitor the effectiveness of the Kidderminster Town Council Lengthsman.	Committee.
<b>Health &amp; Safety</b>	
To function as the Council's operational Health and Safety Committee.	Committee.
<b>Finances</b>	
To issue orders for work, goods and services	Committee. CEO and Service Managers in accordance with Financial Regulations.
To approve contracts / tenders relating to Services Committee existing functions that exceed officer delegated authorities,	Committee
To inform the budget planning process.	Committee.
To oversee the budget spends, related to the services identified as agreed by Council.	Committee.
To vire funds between Council approved Services Committee Cost Centres	Committee.

(Adopted/ Approved: Date?? / Town Council Minute ???)