

KIDDERMINSTER TOWN COUNCIL
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2nd May 2023

The meeting of the **SERVICES COMMITTEE** will be held in the **STOURPORT-ON-SEVERN AND BEWDLEY ROOMS JOINED, WYRE FOREST HOUSE** on **WEDNESDAY 10TH MAY 2023** at **6:00PM** when Members are summoned to attend.

Yours Sincerely,

A handwritten signature in blue ink that reads "Lee Jakeman".

Lee Jakeman
Chief Executive

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

SERVICES COMMITTEE AGENDA – WEDNESDAY 10TH MAY 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.

4. Minutes

To approve the minutes of the meeting of Services Committee held on Wednesday 8th February 2023.

5. Water Feature Operation Dates

To consider the suggested dates for the operation of the Water Feature.

(TC/67/22-23)

6. Lengthsman Scheme and Commercial Works

To note a briefing report from the Public Realm and Operations Manager.

(TC/68/22-23)

7. Mobile Application for Inspection of Play Equipment

To consider a report which seeks to approve funding to procure an electronic Health and Safety recording system.

(TC/69/22-23)

Adam Stockhall – Public Realm and Operations Manager

Date of upgrade to increase running times 10th May 2023

Suggested dates for the Operation of the Water feature

18 June 23 – Father’s Day

4 July 23 – Anniversary of the lifting of lockdown restrictions

8 September 23 – Death of Queen Elizabeth

12 November 23 – Remembrance Sunday

27 Jan 24 Holocaust Memorial Day

19 March 24 – Mothering Sunday

6 May 24 –Coronation Day

Note: It is recommended that the Council only forward publishes a limited number of dates for example five or six but retains the opportunity to add further dates subject to significant world events.

Briefing Note – Lengthsman Scheme/Commercial Works
Adam Stockhall – Public Realm and Operations Manager

This briefing note is designed to help Town Councillors with providing works both through the Lengthsman Scheme and future commercial provision by the Town Council.

Lengthsman Scheme

Kidderminster Town Council has had a long-standing agreement with Worcestershire County Council and 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.

Worcestershire County Council authorises KTC to employ a person or to appoint a contractor (“the Lengthsman”) to undertake minor highway maintenance works if it is within the criteria provided by the County.

Worcestershire County Council will then reimburse the Town Councils costs associated with the employment of a person or appointment of a contractor to a maximum of a mutually agreed sum, this is completed monthly.

Worcestershire County Council sets the financial annual budget and therefore its important we remain within this to ensure no added costs are associated to the Council.

KTC is entitled to claim back any reasonable administrative expenses incurred with running the Lengthsman scheme. Any such reasonable administrative expenses will be reimbursed from the overall annual sum allotted to the Town Council.

It is important to note that only elected Kidderminster Town Councillors can request works through the Lengthsman scheme and these must be agreed in principle with the Public Realms and Operations Manager in the first instance.

Commercial Services

Kidderminster Town Council are actively seeking ways to increase and provide additional income streams through operational services, and by providing minor highway works, for example minor tree works, removal off vegetation overgrowth, hedge reduction and highway strimming would be a sensible market to target, due to the nature of works we currently provide through parks and public realm maintenance.

For the Kidderminster Town Council to successfully undertake both Lengthsman and commercial works, KTC will need to show a clear process when carrying out such works. Identified below will be the process when requesting external works for commercial provision.

- All works are to be agreed and quoted for in advance by the Public Realm and Operations Manager.
- Written quotes will be provided to the customer
- Only once a written quote has been agreed by the customer will work commence.
- Payments of works will be invoiced and receipted on completion, in line KTC standing orders.
- All works provided will be undertaken by a third-party contractor.
- **To note commercial works are funded individually by the customer/business and is not attributed to the Lengthsman Scheme in any way.**

Kidderminster Town Council

Mobile app for playground inspections

Adam Stockhall – Public Realm and Operations Manager

April 2023

1. Aim

To provide key issues, information, and consideration for the Services Committee to consider recommendations presented by the Public Realm and Operations Manager to implement an electronic Health and Safety system to ensure a robust compliant system.

2. Background

In January 2023, Wyre Forest District Council transferred the ownership of the 3 x parks, Baxter Gardens, St Georges and Broadwaters Parks to the Kidderminster Town Council (KTC), with the decision that KTC would continue to provide this valuable service to the community.

Part of the transfer included play areas within these parks, this includes a variety of activities, ranging from children's play equipment, outdoor gym equipment, multi-use games areas (MUGA), BMX track, tennis court and table tennis tables, all of these areas require robust Health and Safety inspections.

3. Current Position

Kidderminster Town Council undertakes a routine, yet comprehensive, inspection of our playground equipment which includes multi play areas, BMX tracks, tennis courts, table tennis tables and all other auxiliary equipment, benches, bins, floor surfaces and perimeter fencing.

As we are responsible for a number of play areas, we have a duty of care to ensure that the equipment is in a good state of repair and fit for purpose and inspections are considered to be integral to this process.

4. Financial

Annual Licence £2,500 plus VAT
Training Session £595 plus VAT
No further expenditure anticipated

The grounds maintenance contract for the current year is £26,500 however the budget was set higher at £30,000 and as such there is sufficient capacity within the existing budget for this year. The commitment would incur an ongoing revenue cost if future years that would need to be fully budgeted as a separate item.

5. The Play Inspection Company background

The Play Inspection Company was formed in 2004, designed for play and recreational maintenance operators, local authorities and their contractors, this reliable and robust piece of software will help ensure compliance while boosting efficiency. A simple, intuitive interface guides you seamlessly through the process of creating and maintaining your play inspection records.

Available on Android and IOS, the play and recreational inspection software offers a wide range of useful features and benefits including.

- Accurate reporting
- Easily create detailed, paperless audit trails
- All data stored securely, in one place and in one format
- Works without internet access, allowing to use it in even the most remote locations

It's not just made for playground inspections either – if we have other assets that require compliance inspections, they can adapt the platform to suit our needs, for example,

- Public Realm Inspections
- Park Inspections

6. Recommendation

It is recommended that the Services Committee RESOLVES:

To approve the implementation of an electronic Health and Safety system for public realm assets.

And

Delegates to the Town Council's Operations Manager, the responsibility to award The Play Inspection Company to provide a comprehensive service, that will support and provide the necessary software to ensure KTC is in line with safety standards and industry best practice.

