



16th May 2024

The meeting of the **SERVICES COMMITTEE** will be held in the **Kidderminster Room WYRE FOREST HOUSE** on **WEDNESDAY 5th June 2024** at **6:00PM** when Members are summoned to attend.

Yours Sincerely,

Hugh Peacocke
Chief Executive

Membership: Councillors:

SERVICES COMMITTEE AGENDA – WEDNESDAY 5th June 2024

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. (Appendix 1)

To approve the minutes of the meeting of Services Committee held on Tuesday 20th February 2024.

5. Budget Summary. (Appendix 2)

To receive and consider a summary budget report in respect of the Services as of Friday 17th May 2024.

6. Operational Services Work Programme. (Appendix 3)

To receive and consider upcoming Operational Services Work Programme.

7. Tree Management Policy. (Appendix 4)

To receive a report and consider a recommendation to approve to adopt Tree Management Policy.

8. Biodiversity Policy. (Appendix 5)

To receive a report and consider a recommendation from the Operational Services Committee for Full Council to adopt Biodiversity Policy.

9. Memorandum of Understanding for the Friends of the Parks. (Appendix 6)

To receive a report and consider a recommendation to adopt memorandum of understanding and issue to individual Friend groups.

10. St Georges Paddling Pool update. (Appendix 7)

To receive a positional and financial report regarding St Georges paddling pool.

11. St Georges Paddling Pool Working Group. (Appendix 8)

To receive and consider approving St Georges Paddling Pool Working Groups Term of Reference.

12. Public Realm and Operations Update. (Appendix 9)

To receive a positional update on current position with the Public Realm and open Space setting.

13. Operational Services Terms of Reference. (Appendix 10)

To receive copies of Terms of Reference.

**KIDDERMINSTER TOWN COUNCIL
SERVICES COMMITTEE**

**Minutes of the meeting held on Tuesday 20th February 2024
Held in the Rock Room at 6pm**

Present:

Councillors:

R. Bishop (Chair)

G Connolly (Vice Chair)

M. Rayner

Absent:

Councillors:

Shazu Mia

Juliet Smith

In attendance:

Mr H Peacocke - CEO

Mr A Stockhall - PROM

S016/23-24 APOLOGIES

Cllr S. Miah

Cllr J. Smith

S017/23-24 DECLARATIONS OF INTEREST

Nil.

S018/23-24 PUBLIC QUESTION TIME

Nil

S019/23-24 MINUTES

RESOLVED: That the minutes of the previous Services Committee meeting held on Wednesday 25th October 2023 be approved as a true record and that they be signed by the Chair.

S020/23-24 BUDGET SUMMARY

RESOLVED: Members considered the budget summary report as at 31st January 2024.

S021/23-24 Public Bodies

RESOLVED: In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of

the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

S022/23-24 EXCLUSION OF THE PRESS AND PUBLIC

SO23/23-24 GROUNDS MAINTENANCE CONTRACT

Members considered the report of the Public Realm and Operations Manager (PROM) on the tenders received for the provision of grounds maintenance for the (3) Town Council owned parks.

Members and the CEO commended the PROM on the improved maintenance and upkeep of the parks.

RESOLVED

- 1) To appoint company F, MB&G on a 3-year contract, commencement date 1st April 2024.

Meeting ended: 18.15.

Costc	Costc(T)	Inccp	Account	Account(T)	Original	Amount	Commitment	Variance
K004	EVENTS AND SERVICE EXP	11010	BASIC PAY Salaries		82,000.00	0.00	0.00	82,000.00
K004	EVENTS AND SERVICE EXP	11020	NIERS Salaries & Wages		8,800.00	0.00	0.00	8,800.00
K004	EVENTS AND SERVICE EXP	11030	SUPER ERS CURRENT Salaries & Wages		2,500.00	0.00	0.00	2,500.00
K004	EVENTS AND SERVICE EXP	21010	REPAIRS AND MAINTENANCE OF BUILDINGS		25,000.00	9,762.16	1,464.00	13,773.84
K004	EVENTS AND SERVICE EXP	21011	MARKET STREET PUBLIC CONVENIENCES REPAIRS AND MAINTENAN		6,000.00	280.83	269.44	5,449.73
K004	EVENTS AND SERVICE EXP	21012	TOWN COUNCIL PARKS		40,000.00	0.00	697.22	39,302.78
K004	EVENTS AND SERVICE EXP	21030	STATUES AND MEMORIALS		1,500.00	0.00	89.00	1,411.00
K004	EVENTS AND SERVICE EXP	21031	CLOCK TOWER (OXFORD STREET) MAINTENANCE AND ELECTRICITY		1,000.00	0.00	0.00	1,000.00
K004	EVENTS AND SERVICE EXP	21032	WAR MEMORIALS MAINTENANCE		1,000.00	0.00	0.00	1,000.00
K004	EVENTS AND SERVICE EXP	21034	ST GEORGES PADDLING POOL EXPENDITURE		10,000.00	0.00	0.00	10,000.00
K004	EVENTS AND SERVICE EXP	21036	ALLOTMENTS		5,000.00	0.00	0.00	5,000.00
K004	EVENTS AND SERVICE EXP	21037	DEFIBRILATOR		500.00	0.00	0.00	500.00
K004	EVENTS AND SERVICE EXP	21038	WATER FEATURE		3,750.00	0.00	0.00	3,750.00
K004	EVENTS AND SERVICE EXP	21039	PLAY EQUIPMENT		3,500.00	0.00	720.54	2,779.46
K004	EVENTS AND SERVICE EXP	21040	TOWN CENTRE MARKET		1,500.00	0.00	0.00	1,500.00
K004	EVENTS AND SERVICE EXP	21410	MAINTENANCE OF GROUNDS		60,000.00	0.00	2,916.00	57,084.00
K004	EVENTS AND SERVICE EXP	21411	LENGTHSMAN EXPENDITURE		4,500.00	180.00	790.00	3,530.00
K004	EVENTS AND SERVICE EXP	21412	TREE WORKS		5,000.00	0.00	0.00	5,000.00
K004	EVENTS AND SERVICE EXP	21421	TOWN CENTRE HANGING FLOWERS		15,000.00	0.00	0.00	15,000.00
K004	EVENTS AND SERVICE EXP	21430	ST MARYS CHURCHYARD MAINTENANCE		14,000.00	0.00	315.00	13,685.00
K004	EVENTS AND SERVICE EXP	22030	ELECTRICITY		1,900.00	47.59	192.59	1,659.82
K004	EVENTS AND SERVICE EXP	22031	MARKET STREET PUBLIC CONVENIENCES ELECTRICITY		3,100.00	0.00	0.00	3,100.00
K004	EVENTS AND SERVICE EXP	23700	RENT OF PROPERTY		6,000.00	0.00	0.00	6,000.00
K004	EVENTS AND SERVICE EXP	25010	MARKET STREET PUBLIC CONVENIENCES WATER AND SEWERAGE R		1,950.00	0.00	0.00	1,950.00
K004	EVENTS AND SERVICE EXP	27041	MARKET STREET PUBLIC CONVENIENCES CONTRACTOR CHARGES -		25,000.00	0.00	0.00	25,000.00
K004	EVENTS AND SERVICE EXP	31010	MAYORS VEHICLE COSTS		3,000.00	0.00	0.00	3,000.00
K004	EVENTS AND SERVICE EXP	31020	VEHICLE COSTS		9,000.00	324.17	0.00	8,675.83
K004	EVENTS AND SERVICE EXP	31040	MECHANICAL SWEEPER		6,000.00	0.00	0.00	6,000.00
K004	EVENTS AND SERVICE EXP	41010	EQUIPMENT PURCHASE AND REPAIR		3,000.00	12.95	1,114.64	1,872.41
K004	EVENTS AND SERVICE EXP	41020	CIVIC FURNITURE PURCHASE AND REPAIR		1,000.00	0.00	25.98	974.02
K004	EVENTS AND SERVICE EXP	41100	DIRECT MATERIALS		2,000.00	203.27	409.41	1,387.32
K004	EVENTS AND SERVICE EXP	42040	MAINTENANCE OF STREET FURNITURE		5,200.00	0.00	1,288.89	3,911.11
K004	EVENTS AND SERVICE EXP	42041	GRIT BINS		1,000.00	0.00	0.00	1,000.00
K004	EVENTS AND SERVICE EXP	49015	TRAINING		1,000.00	0.00	0.00	1,000.00
K004	EVENTS AND SERVICE EXP	49130	CHRISTMAS LIGHTS		23,000.00	0.00	0.00	23,000.00
K004	EVENTS AND SERVICE EXP				382,700.00	10,810.97	10,292.71	361,596.32
K004	EVENTS AND SERVICE INC	84410	LENGTHSMAN INCOME		-4,500.00	-340.00	0.00	-4,160.00
K004	EVENTS AND SERVICE INC	85090	USE/RELEASE OF EARMARKED RESERVE		-10,000.00	0.00	0.00	-10,000.00
K004	EVENTS AND SERVICE INC	87100	RENTS		-11,000.00	0.00	0.00	-11,000.00
K004	EVENTS AND SERVICE INC	88300	INCOME - MISCELLANEOUS		0.00	-10,200.00	0.00	10,200.00
K004	EVENTS AND SERVICE INC				-25,500.00	-10,540.00	0.00	-14,960.00
K004	EVENTS AND SERVICES				357,200.00	270.97	10,292.71	346,636.32
					357,200.00	270.97	10,292.71	346,636.32

Kidderminster Town Council

Work Programme for Services and Public Realm Committee Meetings for the Municipal Year 2024/25.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public

Other items of Business

Meeting Date	Item
5 June 2024	Biodiversity Policy To recommend Policy for approval by Full Council
	Tree Management Policy To recommend Policy for approval by Operational Services Committee
	Memorandum of Understanding for the Friends of the Parks To recommend approval by Operational Services Committee
	St Georges Paddling Pool To update on current status
	Operational Services Progress Report To update on current status
26 September 2024	Parks To recommend potential asset transfer of three parks, Forester Way, Marpool Gardens and King V.
	Operational Office Accommodation To recommend relocation of operational office on completion of Town Hall.
	Parks Consultant To recommend approval to appoint consultant to undertake parks management plan for Broadwaters Park – Aimed to support Green Flag application
	Operational Services Progress Report To update on current status
	Parks Play To discuss both, play equipment and play areas future accessibility and inclusivity to ensure everyone has the ability to access.
10 December 2024	Budget 25/26 To recommend a Parks & Public Realm Budget to the Finance and Overview Committee
	Operational Services Progress Report To update on current status
	Health and safety Annual Risk Management review
27 February 2025	Operational Services Progress Report To update on current status



Complete Landscaping Services

Commercial Landscape Maintenance & Tree Services

Wayne Hadley
M & BG Ltd
7 Lightning Way
West Heath
Birmingham
B31 3PH

14th March 2023

Ref: Tree Condition Survey Baxter Gardens Park, Birmingham Rd, Kidderminster DY10 2BX

Dear Wayne

Please find attached the requested tree condition survey for the above address.

The high priority work recommended has been detailed in the conclusion.

Yours sincerely

Andrew Do

Tree Condition Survey

Name of Estate: Baxter Gardens Park

Carried out by: Andrew Douglas

Qualification: RFS Tech Cert

Date: 14/03/2023

Inspection of trees at Baxter Gardens Park Birmingham Rd, Kidderminster DY10 2BX

1. Instruction.

- 1.1 Baxter Gardens Park accommodates visiting members of the public and wish to manage their trees responsibly.
- 1.2 On behalf of the site management; M&BG Ltd, Mr Wayne Hadley has asked myself Andrew Douglas to inspect the trees on site and provide a documented assessment so they can be managed in a safe manner without posing an unacceptable level of risk to any person.

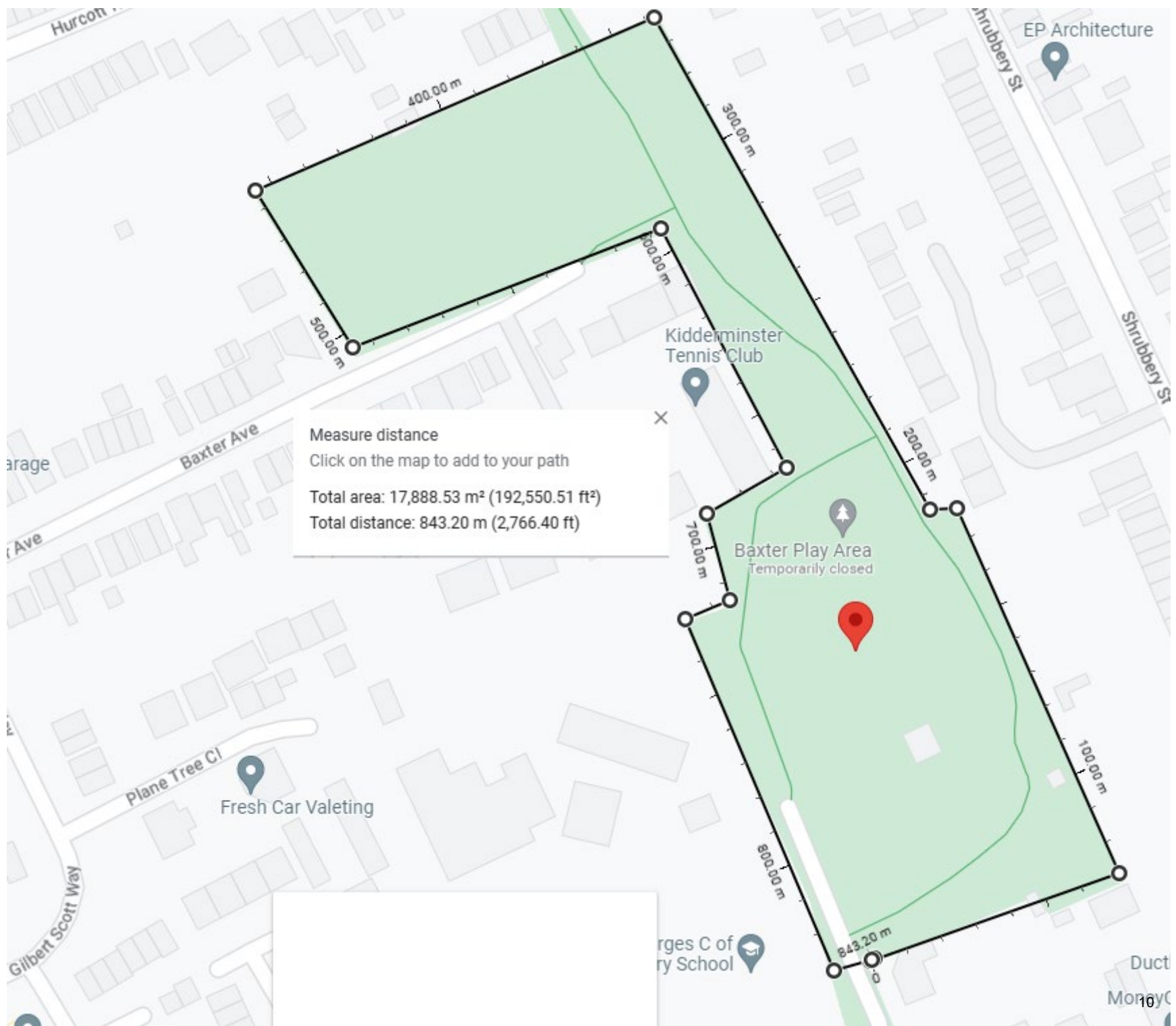
2. Inspection.

- 2.1 I visited the site on the 14th March 2023 and made an unaccompanied site inspection.
- 2.2 The survey was from ground level. It involved measuring dbh, visual observation, and sounding with a hammer: and chisel and long steel rod if required (Visual Tree Assessment: Mattheck and Broeler 1994 and Lonsdale 1999). Trees were located via Google Maps, by eye only. We added various site features to the plan.
- 2.3 The survey was by Andrew Douglas who has acquired 25 years' experience working with trees, (professional CV attached).
- 2.4 The inspection is intended to identify any foreseeable defect or weakness displayed by any tree. The majority of trees carry some degree of risk particularly in the event of adverse weather.
- 2.5 Every attempt has been made to provide a precise assessment of the condition of each tree, however responsibility cannot be accepted for faults which are not apparent from a visual ground inspection or trees which are shrouded in vegetation (esp. Ivy) or are not accessible.
- 2.6 Certain indications of decline such as fungal fruiting bodies and insect bore holes occur upon a seasonal basis and if not on display during the occasion of the site visit cannot be assessed.
- 2.7 Corresponding adverse weather events and alteration to the site (e.g., ground works) can affect the trees and alter their condition in which case a follow up visual inspection might be necessary.
- 2.8 It was raining on the day of visit.
- 2.9 Most deciduous trees were not furnished with leaves which may expose any structural defects, however, this made precise identification of some species difficult.

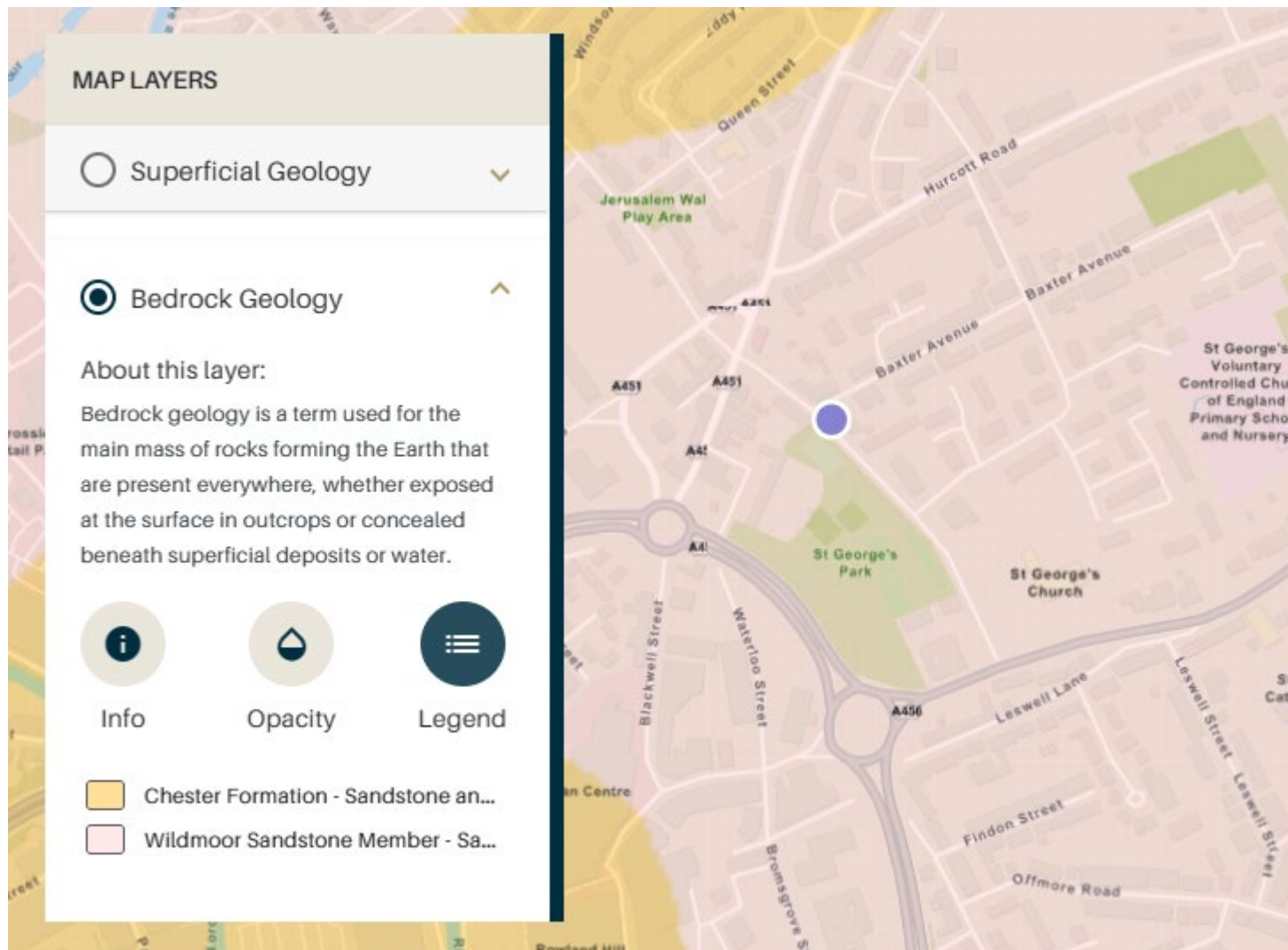
1 Warmington Road Hollywood Birmingham B47 5PE 07879 462395
agdouglascls@googlemail.com VAT Reg 987014595

3. The Site.

3.1 The site inspected is a 17.9 hectare (44 acre) public park;



- 3.2 Geology from BGS website is: - Wildmoor sandstone member; sandstone with low volume change potential. We may assume in relation to the adjacent trees the likelihood of subsidence or heave (contraction or expansion) is low.



4. Trees.

4.1 There is no tree protection in force upon this site;

RE: TPOs ?



Alvan Kingston <Alvan.Kingston@wyreforestdc.gov.uk>

07:04

To: agdouglascls@gmail.com

Hi Andy,

None of the trees within these three parks have a TPO on them . They are also not within a Conservation Area.

Best wishes

Alvan

Alvan Kingston PG Cert, BSc., MArborA.

Arboricultural Officer (Planning)

Wyre Forest District Council

01562 732548

Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF

Alvan.Kingston@wyreforestdc.gov.uk

Please note my workdays are Tuesday, Wednesday & Thursday.

Have you seen our free online magazine for residents, WyredIn? [Sign-up to receive it.](#)

Keep up to date with the latest news, jobs and events



Visit the Wyre Forest District Council [website](#)

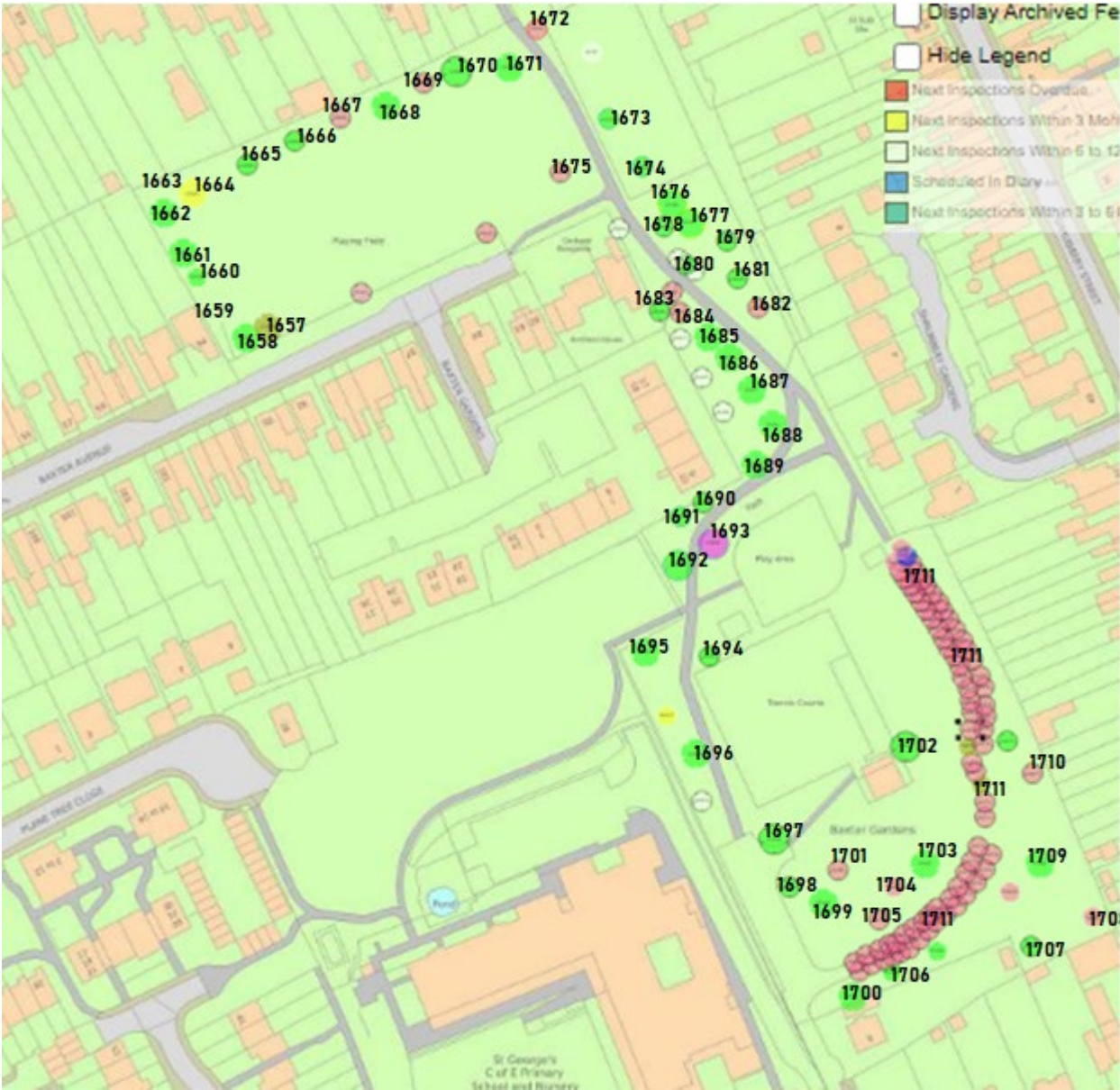


Find Wyre Forest District Council on [Facebook](#)



Follow Wyre Forest District Council on [Twitter](#)

4.2 Tree Map & Finding



Detailed Tree Descriptions

TREES are described in the table below, and shown on tree plan below.

ID: Trees are numbered on plan.

Stem diameter: approximate depth at breast height given to aid identification.

Age class is described as: -

- Rp: Recently planted
- Sap: Very young tree, or sapling, one-five years old.
- Y: Young tree less than fifteen years old and <1/3 fully grown.
- Sm: Semi-mature tree having attained 1/3 to 2/3 full stature and 1/3 to 1/2 estimated lifespan.
- Em: Early mature: tree at 2/3 to virtually full size, and halfway through its safe life.
- M: Mature: fully-grown tree with useful life expectancy.
- Lm: Late-mature: fully grown, of declining vigour, but still healthy.
- Om: Over mature tree: fully grown and starting to decline in health (but may still have many years of safe life).
- Vet: Veteran: usually very old; of significant historic, habitat or cultural value.

Work Priority: High < 1yr; Med 1yr < 2yrs; Low > 2yrs

No.	Common Name	Stems	Height (m)	Stem Dia (mm)	Crown Spread (m)	Age Class	Root Zone	Stem	Crown	Comments & Recommendations	Work Priority
1657	Hornbeam	1	9	420	12	M	Good	Good	Mod	Historical 2m crown lifts, trim clear of phone lines 5m NE.	Low
1658	Red Maple	1	18	700	11	SM	Good	Good	Good	V shaped union with bark inclusion at 7m to monitor, mistletoe at 8m NW. 3m from adjacent building	Low
1659	Cypresses	Ms	6	to 200	20 X 5	M	Good	Good	Good	Hedging alongside boundary close to adjacent property reduce height up to 3m and trim face	Low
1660	Silver Birch	1	12	270	6	M	Good	Good	Good	Minor deadwood, 2m crown lift	Low
1661	Robinia	1	11	600	12	OM	Mod	Mod	Mod	Historical failure to lower main limb at 2.4m N. Clean of deadwood and head back limb overhanging boundary by 3m to compensate for potential defect in main union, remove basal epicormic growth has sharp thorns	High
1662	Honey Locust	3	12	280	8	M	Good	Good	Mod	Clean of deadwood	Low
1664	Robinia	1	12	600	11	OM	Good	Mod	Mod	Fungal fruiting body of ganoderma SP. in stem 1m S to monitor. Clean of deadwood and basal epicormic	Med
1665	Japanese Cherry	1	3	100	3	Y	Good	Good	Good	Remove basal epicormic	Low

1666	Malus sp.	1	2.4	50	1.5	Y	Good	Mod	Mod	Strimmer damage to base, torn branches with some callusing	Low
1667	Japanese Cherry	1	4	40	1	Y	Good	Mod	Good	Extensive damage to cambium zone on stem at 1m	Low
1668	Robinia	1	11	460	8	OM	Mod	Mod	Good	Remove basal epicormic and clean of deadwood	Low
1669	Malus sp.	1	2	30	0.5	Y	Good	Good	Good	Central leading stem has been broken	Low
1670	Hornbeam	1	10	260	8	M	Good	Good	Good	Historical 2m lift with good callusing	Low
1671	Silver Birch	1	15	580	12	OM	Good	Mod	Good	Column of deadwood in stem, good reaction wood and wall thickness, minor deadwood, historical lifts with callusing	Low
1672	Ash	1	7	220	8	SM	Good	Good	Poor	Imbalanced canopy due to stem fracture and dense compensatory re growth	Low
1673	Norway Maple	1	8	270	5	SM	Good	Good	Good	Elevated root plate, lower branches torn, minor deadwood	Low
1674	Red Oak	1	11	350	9	SM	Good	Good	Good	2m crown lift, bifurcation at 5m to monitor	Low
1675	Oak SP.	1	7	90	2.4	Y	Good	Good	Good	Historical removal of central leader with regrowth	Low
1676	Red Birch	1	15	390	10	M	Good	Good	Good	Historical lifts with callusing, elevated root plate	Low
1677	Silver Birch	1	18	400	10	M	Good	Good	Good	Historical lifts with callusing isolated decay pockets at 2m S., elevated root plate	Low
1678	Japanese Cherry	1	3	80	2.4	Y	Good	Mod	Good	Damage to bark and cambium in stem at 0.5m with callusing	Low
1679	Japanese Cherry	1	4	70	2.4	Y	Good	Good	Mod	Historical lifts with callusing	Low
1680	Snowy Mespilus	1	4.5	130	3	M	Good	Good	Good	Imbalanced, clean of deadwood	Low
1681	Japanese Cherry	1	4	70	2.4	Y	Good	Good	Good	Historical lifts with callusing	Low
1682	Malus sp.	1	3	50	1.5	Y	Good	Good	Good	Historical lifts with callusing	Low
1683	Japanese Cherry	1	3	50	1.5	Y	Good	Good	Good	Historical lifts with callusing. Imbalanced canopy	Low
1684	Japanese Cherry	1	4	60	2	Y	Good	Good	Good	Historical lifts with callusing. Good standard shape	Low
1685	Red Maple	1	18	690	15	SM	Good	Good	Good	Recent crown lift beginning to callus	Low
1686	Red Maple	1	19	630	16	SM	Good	Good	Good	Bifurcation at 3m with U shaped union. Historical deadwood in stem with good surrounding reaction wood	Low
1687	Red Maple	1	19	810	12	SM	Good	Good	Good	Historical lifts with callusing. Bifurcation at 2m. Remove hanging deadwood at 9m in central canopy	Low

1688	Norway Maple	1	17	790	14	M	Good	Good	Good	Historical lifts with callusing. Minor deadwood	Low
1689	Red Maple	1	18	700	15	SM	Good	Good	Good	Historical lifts with callusing. Remove basal epicormic growth.	Low
1690	Domestic Apple	1	6	200	5	M	Good	Good	Good	Decay pocket in stem, historical lifts with callusing	Low
1691	Domestic Apple	1	4	110	3	M	Good	Good	Good	Historical lifts with callusing. Clean of minor deadwood	Low
1692	Silver Birch	1	15	440	9	M	Good	Good	Good	Decay pocket in stem at 2m E. Historical lifts with callusing. Minor deadwood	Low
1693	Red Maple	1	18	610	10	SM	Good	Good	Good	Suspect V union at 4m N. to monitor because it overhangs play area. Remove major deadwood in central canopy over footpath ASAP and monitor for further die back of crown.	High
1694	Pear	1	7	360	6	M	Good	Good	Good	Historical lifts with callusing	Low
1695	Walnut	1	10	410	12	M	Good	Mod	Mod	Historical lifts with some callusing and decay pockets, clean of major deadwood	Med
1696	Caucasian Elm	1	13	330	10	SM	Good	Good	Good	Elevated root plate, lower branches torn, minor deadwood, monitor decay pockets at 3m N. 2m crown lift	High
1697	Italian Alder	1	13	400	8	SM	Good	Good	Good	Historical lifts with some arising deadwood to clean. Bifurcation at 3m with U shaped union	Low
1698	Pere Davids Maple	1	6	240	7	M	Good	Good	Good	Historical lifts with callusing and isolated decay pockets. Clean of deadwood	Low
1699	Whitebeam	1	7	300	8	M	Good	Good	Good	Historical lifts with callusing	Low
1700	Silver Birch	1	15	400	8	M	Good	Good	Good	Historical lifts with callusing and isolated decay pockets. Drip line over adjacent property has been reduced promoting sections of minor deadwood to monitor. Isolated stem cavity with good surrounding reaction wood. Head back S. at 6m to clear telephone line	Low
1701	Hornbeam	1	3	60	1.5	Y	Good	Good	Good	Standard shape with minor deadwood to remove	Low
1702	Japanese Cherry	1	10	480	12	M	Good	Good	Good	Elevated root plate. Historical lifts with callusing. Flush wound at 3m S. to monitor	Low
1703	English Oak	1	13	630	13	SM	Good	Good	Good	Historical lifts with callusing and minor deadwood	Low
1704	Hornbeam	1	3	25	1	Y	Good	Good	Good	Central leading stem has been broken, prune stub to barrier zone	Low
1705	Hornbeam	1	3.5	70	1.5	Y	Good	Good	Good	Historical lifts with callusing	Low
1706	Highclere Holly	1	6	250	4	M	Good	Good	Good	2m lift and remove epicormic growth from base	Low
1707	Maple	1	5	100	3	SM	Good	Good	Good	Damage to bark tissue and lower canopy from vandalism to clean	Low
1708	Blue Atlas Cedar	1	2.5	30	0.5	NP	Good	Good	Good	Clear vegetation from base and fertilise periodically	Low

1709	Atlas Cedar	1	16	700	14	SM	Good	Good	Good	Historical lifts with callusing. Remove hung up branches 6m N. and prune back crossing co dominant stems at 5m N. Clean of deadwood	Med
1710	Hornbeam	1	5	110	3	SM	Good	Good	Good	Historical lifts with callusing	Low
1711	Hornbeam	1	3	80	1	NP	Good	Good	Good	Group of 70 newly planted avenue, replace 2 dead. Numerous with strimmer damage to base, prevent by mulching with wood chip	High

5. Conclusion.

5.1 T1661 has suffered limb failure so it is advised to reduce the limb which extends the neighbouring property.



5.2 T1693 requires removal of major deadwood as a priority due the close proximity of a children's play area.



5.3 T1708 requires some formative pruning as detailed;



- 5.4 Group 1711 have had bark & cambium layers stripped by grass strimmers, 2 have died which require replacement. A mulch of wood chip could be applied to prevent further damage.

Tree works informative

Disturbance to wildlife.

It is essential to check for nesting birds, bat roosts, badgers and hibernating animals such as hedgehogs under trees, before pruning or removing trees, as negligent disturbance is an offence under various legislation, including EC Habitat Directive 1992 as amended and strengthened 2007 to protect European Protected Species (bats are most relevant concerning trees) and CROW Act 2000.

In general, autumn tree work: **September, October and November** are least disruptive to bats and birds. However, with appropriate risk assessment (i.e., visual assessment whilst climbing and stopping work if birds' nests or protected species suspected) work can proceed at any time. Work on very ivy-clad trees may need a formal pre-start bat assessment by a trained bat worker.

Permission.

Trees are protected by a TPO, or lie within a Conservation Area. Either are possible here and should be checked with the local planning authority.

Therefore, a contractor must satisfy himself that all necessary permissions are in place before undertaking any work to protected trees.

Contractor.

All off-ground tree work should be done by insured tree surgeon with certificates in aerial chainsaw use (new designations: - NPTC 020-04, 0020-05, 0020-07, 0021-01, 0021-07; LANTRA 600/5703/8, 600/5717/8, 600/5715/5, 600/5704/X, 600/5714/2), and working to BS3998:2010 and working to BS3998:2010, and "*Tree work at Height*", the Arboricultural Association's ICoP.

(Stumps can be left to shoot again, ground out, or grubbed out, or poisoned.)

We would recommend walk-by tree inspection by a competent person, e.g., Surveyor, Site Manager or Arborist upon an 18-month basis (observe trees in full bloom & when defoliated). This should be followed by an arboricultural inspection every 3 years, unless significant tree dieback occurs, then an earlier inspection may be required. Please note that trees can be severely affected by adverse weather conditions. This report may be submitted to local authority for permission (if required), and to a contractor for quotation purposes. Please contact myself if you have any doubts, queries, or require other assistance.

References:

"*The Body Language of Trees*" Claus Mattheck and Helge Breloer. HMSO 1994
"*Principles of Tree Hazard Assessment and Management*" David Lonsdale. HMSO 1999
BS 3998: 2010 "*British Standard Recommendations for Tree work*".
"*Collins Tree Guide*" Owen Johnson & David Moore, HarperCollins 2004

Below are set out are Andrew Douglas' competences and experience.

Insurance: -

£5m Public Liability & £0.5m Professional Indemnity (renewed March).

Personnel: -

A G Douglas (born 1971) started a career in landscaping in 1987 and throughout a six-year period of higher education and following a three-year career in a commercial environment before establishing a landscape gardening business in 1997. He studied Horticulture and Hard Landscaping (NVQII) 1998 to 1999.

In 2007 he embarked upon chainsaw, tree felling and tree surgery courses at Warwickshire College on a part-time basis and then successfully passed Royal Forestry Society level II (practitioner) and level III (technician's Certificate). In merit for passing the Technicians' Certificate Andrew was presented with the Arboricultural Association Student of the Year 2013 Award. He has undertaken LANTRA and Tree Life courses in tree surveying and mortgage reports, and held NPTC certificates of competence in tree planting, use of pesticides, chainsaw operation, climbing trees and the use of forestry machinery.



Complete Landscaping Services

Commercial Landscape Maintenance & Tree Services

Wayne Hadley
M & BG Ltd
7 Lightning Way
West Heath
Birmingham
B31 3PH

25th March 2023

Ref: Tree Condition Survey Broadwaters Mill Park, Wolverhampton Rd, Kidderminster DY10 2RY

Dear Wayne

Please find attached the requested tree condition survey for the above address.

The high priority work recommended has been detailed in the conclusion.

Yours sincerely

Andrew Douglas

Tree Condition Survey

Name of Estate: Broadwaters Mill Park

Carried out by: Andrew Douglas

Qualification: RFS Tech Cert

Date: 24/03/2023

Inspection of trees at Broadwaters Mill Park, Wolverhampton Rd, Kidderminster DY10 2RY

1. Instruction.

- 1.1 Broadwaters Mill Park accommodates visiting members of the public and wish to manage their trees responsibly.
- 1.2 On behalf of the site management; M&BG Ltd, Mr Wayne Hadley has asked myself Andrew Douglas to inspect the trees on site and provide a documented assessment so they can be managed in a safe manner without posing an unacceptable level of risk to any person.

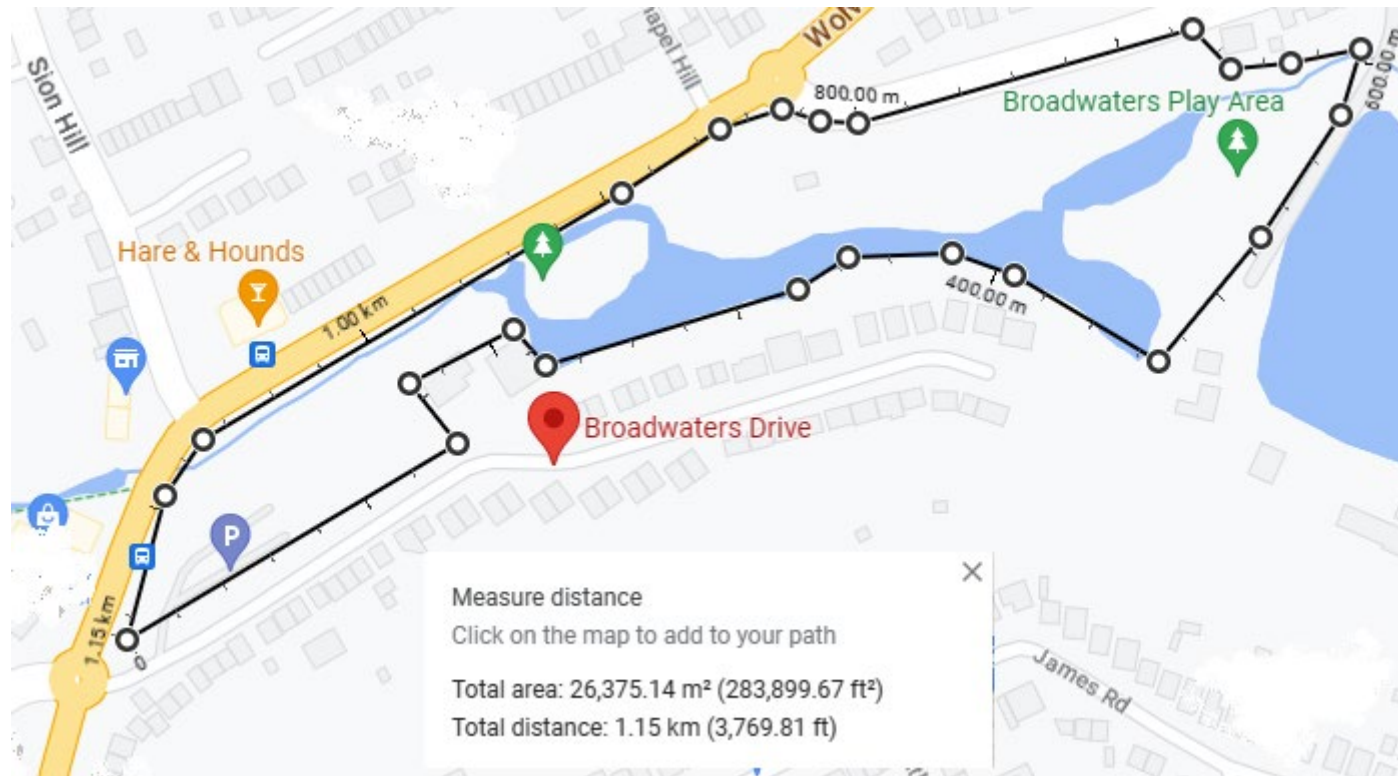
2. Inspection.

- 2.1 I visited the site on the 15th & 21st March 2023 and made an unaccompanied site inspection.
- 2.2 The survey was from ground level. It involved measuring dbh, visual observation, and sounding with a hammer: and chisel and long steel rod if required (Visual Tree Assessment: Mattheck and Broeler 1994 and Lonsdale 1999). Trees were located via Google Maps, by eye only. We added various site features to the plan.
- 2.3 The survey was by Andrew Douglas who has acquired 25 years' experience working with trees, (professional CV attached).
- 2.4 The inspection is intended to identify any foreseeable defect or weakness displayed by any tree. The majority of trees carry some degree of risk particularly in the event of adverse weather.
- 2.5 Every attempt has been made to provide a precise assessment of the condition of each tree, however responsibility cannot be accepted for faults which are not apparent from a visual ground inspection or trees which are shrouded in vegetation (esp. Ivy) or are not accessible.
- 2.6 Certain indications of decline such as fungal fruiting bodies and insect bore holes occur upon a seasonal basis and if not on display during the occasion of the site visit cannot be assessed.
- 2.7 Corresponding adverse weather events and alteration to the site (e.g., ground works) can affect the trees and alter their condition in which case a follow up visual inspection might be necessary.
- 2.8 It was mostly dry and clear on both days on site.
- 2.9 Most deciduous trees were not furnished with leaves which will help expose any structural defects, however, this made precise identification of some species difficult.

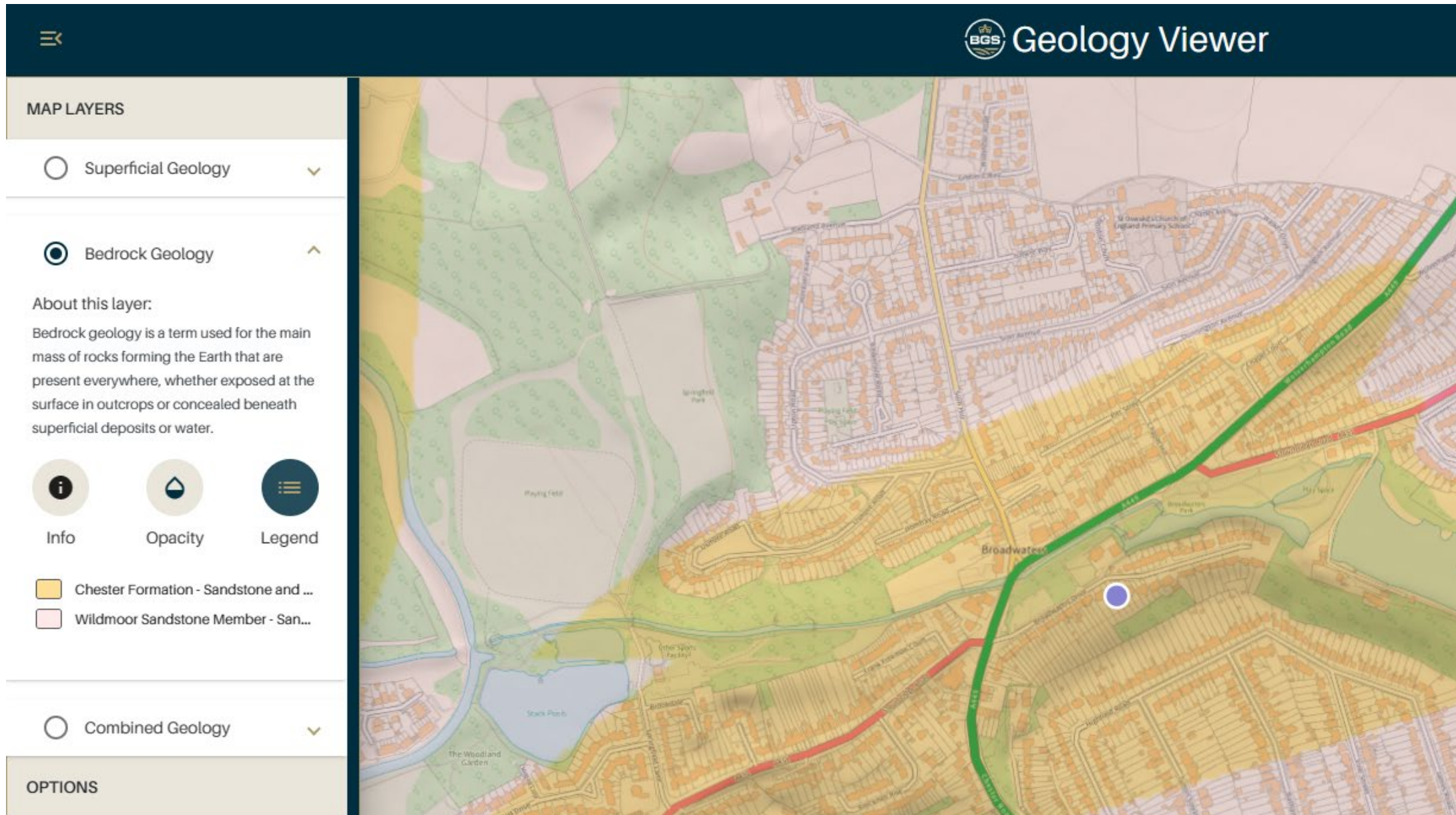
1 Warmington Road Hollywood Birmingham B47 5PE 07879 462395
agdouglascls@googlemail.com VAT Reg 987014595

3. The Site.

3.1 The site inspected is a 26.4 hectare (66 acre) public park;



- 3.2 Geology from BGS website is: - Chester formation; sandstone and clay deposits with low volume change potential. We may assume in relation to the adjacent trees the likelihood of subsidence or heave (contraction or expansion) is low.



4. Trees.

4.1 There is no tree protection in force upon this site;

RE: TPOs ?



Alvan Kingston <Alvan.Kingston@wyreforestdc.gov.uk>

07:04

To: agdouglascls@gmail.com

Hi Andy,

None of the trees within these three parks have a TPO on them . They are also not within a Conservation Area.

Best wishes

Alvan

Alvan Kingston PG Cert, BSc., MArborA.

Arboricultural Officer (Planning)

Wyre Forest District Council

01562 732548

Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF

Alvan.Kingston@wyreforestdc.gov.uk

Please note my workdays are Tuesday, Wednesday & Thursday.

Have you seen our free online magazine for residents, WyredIn? [Sign-up to receive it.](#)

Keep up to date with the latest news, jobs and events



Visit the Wyre Forest District Council [website](#)



Find Wyre Forest District Council on [Facebook](#)



Follow Wyre Forest District Council on [Twitter](#)

4.2 Tree Map & Finding



Detailed Tree Descriptions

TREES are described in the table below, and shown on tree plan below.

ID: Trees are numbered on plan.

Stem diameter: approximate depth at breast height given to aid identification.

Age class is described as: -

- Rp: Recently planted
- Sap: Very young tree, or sapling, one-five years old.
- Y: Young tree less than fifteen years old and <1/3 fully grown.
- Sm: Semi-mature tree having attained 1/3 to 2/3 full stature and 1/3 to 1/2 estimated lifespan.
- Em: Early mature: tree at 2/3 to virtually full size, and halfway through its safe life.
- M: Mature: fully-grown tree with useful life expectancy.
- Lm: Late-mature: fully grown, of declining vigour, but still healthy.
- Om: Over mature tree: fully grown and starting to decline in health (but may still have many years of safe life).
- Vet: Veteran: usually very old; of significant historic, habitat or cultural value.

Work Priority: High < 1yr; Med 1yr < 2yrs; Low > 2yrs

No.	Common Name	Stems	Height (m)	Stem Dia (mm)	Crown Spread (m)	Age Class	Root Zone	Stem	Crown	Comments & Recommendations	Work Priority
1712	Robinia	1	12	680	10	OM	Good	Good	Mod	Leaning habit towards highway. 5m crown lift, clean of deadwood and cut back clear of street lamp	High
1713	Robinia	2	11	350 400	10	OM	Mod	Good	Good	Co dominant with V at base covered in ivy which restricts inspection. Clear ivy re inspect and 5m crown lift	High
1714	Holm Oak	1	8	330	9	SM	Good	Good	Good	3m crown lift	Med
1715	Himalayan Holly	1	8	270	9	M	Good	Good	Mod	Leaning habit due to suppression, 3m lift over car park	Low
1716	Robinia	1	14	580	8	OM	Good	Good	Good	Leaning habit towards highway, girdling roots, monitor root plate for soil disturbance	Med
1717	Robinia	3	15	610 660 720	14	OM	Mod	Mod	Mod	Leaning habit, bees' nest in base near footpath, suspected basal cavity to inspect by busy road	High
1718	Alder	1	13	440	6	SM	Mod	Mod	Good	Extreme lean towards car park due to suppression from adjacent trees, keep monitored for basal movement	Med
1719	Ash	2	18	990	15	M	Good	Good	Mod	Historical branch failure and crown reductions. Suspect V union over car park to head back 5m to branch intersection to reduce lever arm stresses. 5m crown lift over highway	High

1720	Horse Chestnut	1	15	810	12	M	Mod	Mod	Good	Co dominant with 1 stem removed, decay in felled stem isolated, remaining stem appears to still be free from decay - monitor	Low
1721	Tree of Heaven	1	12	280	5	SM	Good	Good	Good	Historic crown lifts with callusing	Low
1722	Tree of Heaven	1	12	340	5	SM	Good	Good	Good	Imbalanced canopy. Minor dead wood	Low
1723	Alder	2	14	330 350	9	M	Mod	Mod	Good	Co dominant, decay pocket in S.stem, historical crown lift with callusing	Low
1724	Alder	2	18	300 410	10	M	Mod	Mod	Good	Co dominant, fibre buckling in E. stem at 3m, historical lifts with callusing, Remove hanging deadwood over car park at 8m	High
1725	Sycamore	1	15	460	9	M	Good	Good	Good	Minor dead wood, imbalanced canopy, historical lifts with callusing	Low
1726	Sycamore	1	19	630	12	M	Good	Good	Good	Historical lifts with callusing, clean of deadwood, head back lower canopy clear of car park	Low
1727	Alder	2	20	480 480	8	M	Mod	Mod	Good	Co dominant with U shaped union, historical lifts with callusing, bird boxes occupied	Low
1728	Alder	1	20	520	8	M	Good	Mod	Good	Historical mechanical damage to stem at 0.5m E. with callusing, decay pockets in stem from flush pruning. Bifurcation at 4m to monitor	Low
1729	Sycamore	1	10	340	5	SM	Good	Good	Good	Leaning habit, suppressed by surrounding trees. Historical lifts with callusing	Low
1730	Hornbeam	1	7	270	4	SM	Good	Good	Good	Historical lifts with callusing, slightly imbalanced	Low
1731	Alder	1	14	590	9	M	Good	Good	Good	Historical lifts with decay pockets from flush pruning. Leaning habit with balanced canopy	Low
1732	London Plane	1	18	710	8	SM	Good	Good	Good	Historical lifts with callusing and minor dead wood. Bifurcation at 8m, V shaped union to monitor	Low
1733	Japanese Cherry	1	8	320	8	SM	Good	Good	Good	Elevated root plate, historical lifts with callusing	Low
1734	Tree of Heaven	1	18	550	10	M	Good	Good	Good	Historical lifts with callusing, remove hanging deadwood over river at 4m	Low
1735	Ash	1	9	150	3	SM	Good	Good	Mod	Historical lifts with callusing and epicormic growth, suppressed	Low
1736	Ash	1	12	510	9	SM	Good	Good	Good	Historical lifts with callusing, minor dead wood	Low
1737	Lombardy Poplar	1	19	390	5	SM	Good	Good	Good	Elevated root plate, historical lifts with callusing	Low
1738	Lombardy Poplar	1	20	440	5	SM	Good	Good	Good	Elevated root plate with mower damage, historical lifts with callusing	Low
1739	Lombardy Poplar	1	19	470	5	SM	Good	Good	Good	Elevated root plate, historical lifts with callusing	Low
1740	Whitebeam	1	3	60	1.5	Y	Good	Mod	Good	Decay pocket in stem at 0.5m N.	Low
1741	Sycamore	2	18	710 650	12	M	Good	Good	Good	Historical lifts with callusing and minor dead wood, co dominant, monitor basal union	Low
1742	Alder	1	14	460	4	SM	Good	Mod	Poor	Historical lifts with callusing and epicormic growth, suppressed	Low
1743	Sycamore	1	21	790	14	M	Good	Good	Good	Clean of deadwood and hanging deadwood, caused by squirrel browsing	Med
1744	Ash	1	17	480	5	M	Good	Mod	Good	Bifurcation at 4m with U shaped union. Clean of deadwood and hanging deadwood	Low
1745	Ash	1	18	610	9	M	Good	Mod	Good	Bifurcation at 4m with U shaped union. Clean of deadwood and hanging deadwood	High

1746	Ash	2	20	660 670	12	M	Mod	Mod	Good	V shaped union at base, some bark inclusion to monitor, severely lifted creating a lion's tail canopy. Limited exposure to wind	Low
1747	Japanese Cherry	1	8	280	5	M	Good	Good	Good	Historical lifts with callusing, prune clear of street lamp	Low
1748	Japanese Cherry	1	8	210	4	M	Mod	Good	Good	Historical strimmer damage to base with callusing	Low
1749	Ash	1	9	410	4	SM	Good	Good	Mod	Historical hard pruning has promoted decay pockets and epicormic growth	Low
1750	Ash	2	19	830	10	M	Mod	Mod	Mod	Minor dead wood, excessive crown thinning and lifting have formed a lion's tail effect imposing lever arm stresses on V shaped basal union - monitor	Med
1751	Ash	1	18	490	8	M	Good	Mod	Mod	Lion's tail form due to excessive crown lifts, callusing well.	Med
1752	Ash	1	18	580	9	M	Good	Mod	Mod	Minor dead wood, excessive crown thinning and lifting have formed a lion's tail effect imposing lever arm stresses on stem with suspected decay pockets at height. Consider bracing 50 and 51 together, climbed inspection advised.	High
1753	Alder	2	13	320 390	9	M	Good	Mod	Good	Leaning habit remove hanging deadwood and clean remaining dead	Med
1754	Alder	1	11	450	8	M	Good	Mod	Good	Leaning habit due to suppression	Low
1755	Alder	1	12	420	8	M	Good	Good	Good	Leaning habit, historical lifts with callusing	Low
1756	Ash	2	19	690 710	15	M	Good	Mod	Good	Excessive crown lifts have promoted decay in E. stem at 7m with decaying fungal fruiting body suspected to be inonotus hispidus to monitor for further decay next autumn	High
1757	Beech	1	23	1020	18	M	Good	Mod	Good	Decay in fork at 1.5m S to monitor, 3m crown lift and clean of deadwood	Med
1758	Ash	1	12	360	5	SM	Good	Good	Good	Decay pocket in stem, clean of deadwood	Low
1759	Norway Maple	1	14	690	9	M	Good	Good	Good	Elevated root plate with mower damage, historical lifts with callusing, minor dead wood	Low
1760	Norway Maple	1	14	610	9	M	Good	Good	Good	Elevated root plate with mower damage, historical lifts with callusing, clean of dead wood and 5m crown lift over highway	High
1761	Norway Maple	1	14	640	9	M	Good	Good	Good	Elevated root plate with mower damage, historical lifts with callusing, clean of dead wood	Med
1762	Crab Apple	1	7	180	5	M	Good	Good	Good	Elevated root plate with mower damage, historical lifts with callusing, clean of dead wood	Low
1763	Rowan	4	8	90 50 110 120	4	M	Good	Good	Good	Minor dead wood	Low
1764	Norway Maple	1	10	480	9	M	Good	Good	Good	Elevated root plate with mower damage, historical lifts with callusing, minor dead wood to clean	Low
1765	Ornamental Plum	1	5	110	3	SM	Good	Good	Good	Historical lifts with callusing	Low
1766	Whitebeam	1	6	200	5	M	Good	Good	Mod	Suppressed, remove dense epicormic from canopy	Low
1767	Norway Maple	1	12	440	9	M	Good	Good	Good	Elevated root plate with mower damage, historical lifts with callusing, manor dead wood to clean	Med
1768	Crab Apple	1	6	240	5	M	Good	Good	Mod	Suppressed clean of deadwood	Low
1769	Crab Apple	1	7	260	5	M	Good	Good	Good	Clean of deadwood, thin out canopy 2m crown lift	Med

1770	Norway Maple	1	8	320	6	M	Good	Good	Good	Historical lifts with callusing, 3m crown lift and clean of deadwood	Med
1771	Columella Elm	1	5	<110	1	Y	Good	Good	Good	Group of 18, replace 1 dead and remove basal epicormic	Med
1772	Ornamental Plum	1	4	120	3	SM	Good	Good	Good	Minor dead wood	Low
1773	Variegated Chestnut	1	4	80	3	SM	Good	Good	Good	Minor dead wood	Low
1774	Swedish Whitebeam	1	5	260	4	SM	Good	Good	Good	3m lift over highway	Med
1775	Sycamore	1	9	490	5	SM	Good	Good	Good	5m lifts over highway	Med
1776	Japanese Cherry	1	2.4	70	1.2	Y	Good	Good	Good	Remove basal epicormic growth	Low
1777	Variegated Chestnut	1	4	140	3	SM	Good	Good	Good	Historical lifts with some dead wood to clean	Low
1778	Norway Maple	1	10	350	5	SM	Good	Good	Good	Bifurcation at 4m with V shaped union. Clean of deadwood and hanging deadwood, 3m crown lift	Low
1779	Norway Maple	1	10	350	5	SM	Good	Good	Good	Clean of deadwood and hanging deadwood, 3m crown lift	Low
1780	Alder	2	14	450 480	10	M	Good	Good	Good	V shaped union to monitor at base, historical lifts with callusing and minor dead wood	Low
1781	Hawthorn	1	2	30	0.5	Y	Good	Good	Good	Newly planted	Low
1782	Sycamore	1	14	450	9	SM	Good	Good	Good	Bifurcation at 4m to monitor, minor dead wood	Low
1783	Hawthorn	1	6	210	3	M	Good	Good	Good	Minor dead wood	Low
1784	Hawthorn	1	7	180	3	M	Good	Good	Mod	Upper canopy crossing adjacent Birch, reduce up to 2m	Low
1785	Silver Birch	2	18	440 370	10	M	Good	Good	Good	Historical crown reductions with callusing and minor dead wood to clean	Low
1786	Hawthorn	1	5	180 110	3	M	Good	Good	Good	Historic pruning with epicormic regrowth, remove dead central leading stem	Low
1787	Silver Birch	1	13	280	6	M	Good	Good	Good	4m lift over the footpath, minor dead wood	Low
1788	Hawthorn	3	7	180 120 160	5	M	Mod	Good	Good	Basal stem removed promoting decay pocket and epicormic growth	Low
1789	Norway Maple	1	7	210	4	SM	Good	Good	Good	Historical lifts with callusing	Low
1790	Japanese Cherry	1	4	110	2	SM	Good	Good	Good	Historical lifts with callusing	Low
1791	Silver Birch	1	18	430	9	M	Good	Good	Good	Historical lifts with callusing, 5m crown lift over highway	Low
1792	Norway Maple	1	13	370	6	SM	Good	Good	Good	Historical lifts with callusing, minor dead wood. Bifurcation at 4m to monitor	Low
1793	Norway Maple	1	8	330	5	SM	Good	Good	Good	Historical lifts with callusing	Low
1794	Sycamore	1	12	450	7	SM	Good	Good	Good	Historical lifts with callusing	Low

1795	Sycamore	2	12	250 390	9	SM	Good	Good	Good	Iron deposit on stem, historical lifts with callusing	Low
1796	Cockspur Thorn	1	4	110	2	M	Good	Good	Good	Historical lifts with callusing	Low
1797	Hawthorn	1	6	290	5	M	Mod	Good	Good	Isolated decay in the stem, dense ivy has been removed. Monitor base	Low
1798	Hawthorn	1	4	60	2	SM	Good	Good	Good	Remove basal epicormic growth	Low
1799	Purple Leaf Plum	1	4	150	5	SM	Good	Mod	Good	Large pruning wound in stem to monitor	Low
1800	Columella Elm	1	4	100	1	SM	Good	Good	Good	Historical lifts with callusing	Low
1801	Magnolia	5	2	15	1	Y	Good	Good	Good	Keep base clear of vegetation	Low
1802	Oak sp	1	8	260	6	SM	Good	Good	Good	Historical lifts with callusing	Low
1803	English Oak	1	14	820	13	M	Good	Good	Mod	Numerous deadwood to remove and 5m lift over the highway	High
1804	Japanese Cherry	1	4	50	1	NP	Good	Good	Good	Keep base clear of vegetation	Low
1805	Red Oak	1	6	130	2.5	Y	Good	Good	Good	Keep base clear of vegetation	Low
1806	Alder (4) Ash (3) Willow (7)	-	12	<200	25 X 10	SM	Good	Mod	Good	Group of trees located in scrub by pond, 1 standing dead Alder with 3 adjacent dead saplings to fell in low target zone	Med
1807	Ornamental Cherry	1	3	30	1	NP	Good	Good	Good	Keep base clear of vegetation and remove plant ties after 12 months	Low
1808	Corkscrew Willow	Ms	2	60	1.5	SM	Mod	Mod	Mod	Coppice with regrowth from live sections of base	Low
1809	Alder	1	16	700	8	M	Mod	Good	Good	Leaning habit N. counter balanced by 2 large limbs and stem all bearing S., soil surrounding root plate is very soft so keep monitored for movement in root plate	Med
1810	Ornamental Pear	1	6	130	2	Y	Good	Good	Good	Remove basal epicormic growth	Low
1811	Ornamental Pear	1	6	130	2	Y	Good	Good	Good	Keep clear of vegetation	Low
1812	Ornamental Pear	1	6	150	2	Y	Good	Good	Good	Keep base clear of vegetation	Low
1813	Himalayan Birch	1	6	<140	2	Y	Good	Good	Good	Group of 7, historical lifts with callusing and strimmer damage to the bark tissue on 3, keep base clear of vegetation	Low
1814	Golden Weeping Willow	2	17	880	12	OM	Good	Mod	Good	Historical limb fracture at 4m N. with die back traveling into union of scaffold to monitor. Minor dead wood throughout canopy, in low target zone. Monitor condition	Med
1815	Golden Weeping Willow	2	16	800	12	OM	Good	Mod	Good	Large pruning wounds to stem with callusing and isolated decay pockets to monitor. Minor dead wood throughout canopy. In low target zone by pond.	Med
1816	Golden Weeping Willow	1	13	420	9	SM	Good	Good	Good	Elevated root plate has mechanical damage, minor dead wood from historic crown lifts to remove and 3m crown lift required.	Med
1817	Alder	2	18	380	8	EM	Good	Poor	Good	V shaped union at 3m with evidence of considerable bark inclusion. Install cobra bracing system.	High
1818	Ornamental Pear	1	6	110	2	Y	Good	Good	Good	Remove basal epicormic growth	Low

1819	Ornamental Pear	1	6	150	2	Y	Good	Good	Good	Keep base clear of vegetation	Low
1820	Ornamental Pear	1	4	60	1	Y	Good	Good	Poor	Tip die back, in decline, may require a replacement	Low
1821	Oak sp	1	6	110	2	Y	Good	Good	Good	Historical lifts with callusing, planting tie included at 2m N.	Low
1822	Ash	1	16	600	10	SM	Good	Good	Mod	Historical lifts and crown reductions with callusing and epicormic growth. Lacing vigour	Low
1823	Tree of Heaven	1	16	450	10	SM	Good	Good	Good	Bench at base, bifurcation at 3m with u shaped union to monitor. Deadwood from fractured branch at 12m in centre to remove	Low
1824	Golden Weeping Willow	2	7	590	7	SM	Good	Mod	Mod	Historical 5m pollard, with good re growth	Low
1825	Oak sp	1	10	280	6	SM	Good	Good	Good	Historical lifts with callusing	Low
1826	Ash	2	13	400	7	SM	Good	Good	Good	Historical lifts with callusing. Stem bifurcation at 3m with u shaped union covered in moss to monitor	Low
1827	Sycamore	1	16	420	5	EM	Mod	Mod	Mod	Historically twin stemmed, W. Stem has been removed at base promoting decay pocket. Remaining stem sound with imbalanced canopy and historical lifts with callusing	Low
1828	Sycamore	2	15	320 320	9	SM	Mod	Good	Good	Bifurcation at 1m with u shaped union to monitor, historical lifts with callusing and minor dead wood to clean	Low
1829	Sycamore	1	12	420	7	SM	Good	Good	Good	Historical lifts with callusing	Low
1830	Whitebeam	1	3	60	1	Y	Good	Good	Good	Keep base clear of vegetation	Low
1831	Sycamore	2	18	700	9	EM	Good	Mod	Good	V shaped union with bark inclusion at 3m to monitor, minor dead wood from squirrel browsing, bat boxes at 5m S.	Med
1832	Ash	2	18	580 610	13	M	Mod	Mod	Mod	Co dominant stems excessive crown lift to 10m, with lion's tail canopy, historical failure of branches to W at 9m to target prune. Clean of deadwood and monitor condition	Med
1833	Norway Maple	2	12	420	6	EM	Good	Good	Good	Historical lifts with callusing. Bifurcation at 3m with U shaped union to monitor	Low
1834	Sitka Spruce	1	4	110	1.5	Y	Good	Good	Good	Christmas lights wrapped around canopy	Low
1835	Alder (10), Willow, Hawthorn, Ash	Ms	15	<300	25x8	SM	Mod	Mod	Good	Group by pond, Alders all multi-stemmed, with ivy at base to sever. Several ash saplings springing, which eventually will require thinning or removal	Low
1836	Red Oak	1	12	290	8	SM	Good	Mod	Good	Damage to cambium at 6m SW. with callusing to monitor, historical lifts with some die back to monitor	Low
1837	Red Oak	1	12	300	8	SM	Good	Mod	Good	Historical lifts with some die back to monitor	Low
1838	Tree of Heaven	1	6	90	3	Y	Good	Good	Good	Historical lifts with callusing	Low
1839	Purple Leaf Plum	4	7	210 190 170 110	6	OM	Good	Good	Good	Historical pruning with dense epicormic growth	Low
1840	Maple sp	1	7	210	5	SM	Good	Good	Good	In shrub border	Low

1841	Alder	3	16	550 420 430	8	M	Good	Good	Good	Sever ivy at base	Low
1842	Ash	2	18	710	10	M	Good	Poor	Good	Sever ivy at base and monitor V shaped union at 1.5 m	Med
1843	Alder	1	16	460	5	M	Mod	Mod	Mod	Etiolated, sever ivy at base	Low
1844	Beech	1	12	280	4	SM	Good	Mod	Mod	Etiolated, sever ivy at base	Low
1845	Ash	2	16	430	8	EM	Mod	Mod	Mod	U shaped union to monitor at 5m	Low
1846	Beech	1	19	320	5	EM	Good	Mod	Mod	Etiolated sever ivy at base	Low
1847	Sycamore	1	17	320	5	SM	Mod	Mod	Mod	Decay pocket in base, remove basal epicormic growth	Low
1848	Beech	1	19	340	5	EM	Good	Mod	Mod	Etiolated sever ivy severed at base	Low
1849	Beech	1	19	470	10	M	Good	Mod	Mod	Etiolated sever ivy at base and clean of major deadwood	Low
1850	Ash	1	19	540	8	EM	Good	Mod	Mod	Etiolated sever ivy at base	Low
1851	Alder	2	19	330 360	5	M	Good	Mod	Mod	Etiolated sever ivy at base and monitor V union at 1.5m	Low
1852	Alder (5)	1	19	440	8x12	M	Good	Mod	Mod	Etiolated sever ivy at base	Low
1853	Alder	1	16	360	7	M	Good	Mod	Mod	Etiolated sever ivy at base, monitor lean	Low
1854	Alder	2	13	270 240	5	SM	Good	Mod	Good	Etiolated sever ivy at base and remove basal epicormic growth	Low
1855	Alder	1	15	340	5	SM	Good	Mod	Good	minor dead wood to clean	Low
1856	Corkscrew Willow	1	7	250	4	SM	Good	Good	Good	Root plate is waterlogged, monitor root plate	Low
1857	Alder (17), Willow (2)	1	8	<200	18x5	Y	Good	Good	Good	Waterlogged ground monitor root plate	Low
1858	Swamp Cypress	1	8	130	3	Y	Good	Good	Good	Waterlogged ground monitor root plate	Low
1859	Corkscrew Willow	1	8	140	3	Y	Good	Good	Good	Waterlogged ground monitor root plate	Low
1860	Swamp Cypress	1	8	130	3	Y	Good	Good	Good	Waterlogged ground monitor root plate	Low
1861	Ash (4), Alder (3), Holly	1	8	290	10x20	SM	Good	Good	Good	Group by pond, surrounded by scrub	Low
1862	Paperbark Birch	1	7	110	3	Y	Good	Good	Good	Historical lifts with minor dead wood to clean	Low
1863	Oak sp	2	14	460	12	M	Mod	Mod	Mod	Lying prostrate on pond, minor dead wood	Low
1864	English Oak	1	5	440	7	SM	Good	Mod	Mod	Decay pockets in stem due to removal of large limbs, minor dead wood to clean	Low
1865	English Oak	1	16	940	14	M	Good	Good	Good	Historic failure of limb at 2m S. Sever ivy at base and clean of deadwood	Low
1866	Sycamore	6	7	<240	6	SM	Mod	Mod	Mod	Remove dead wood from squirrel browsing and sever ivy at base	Low

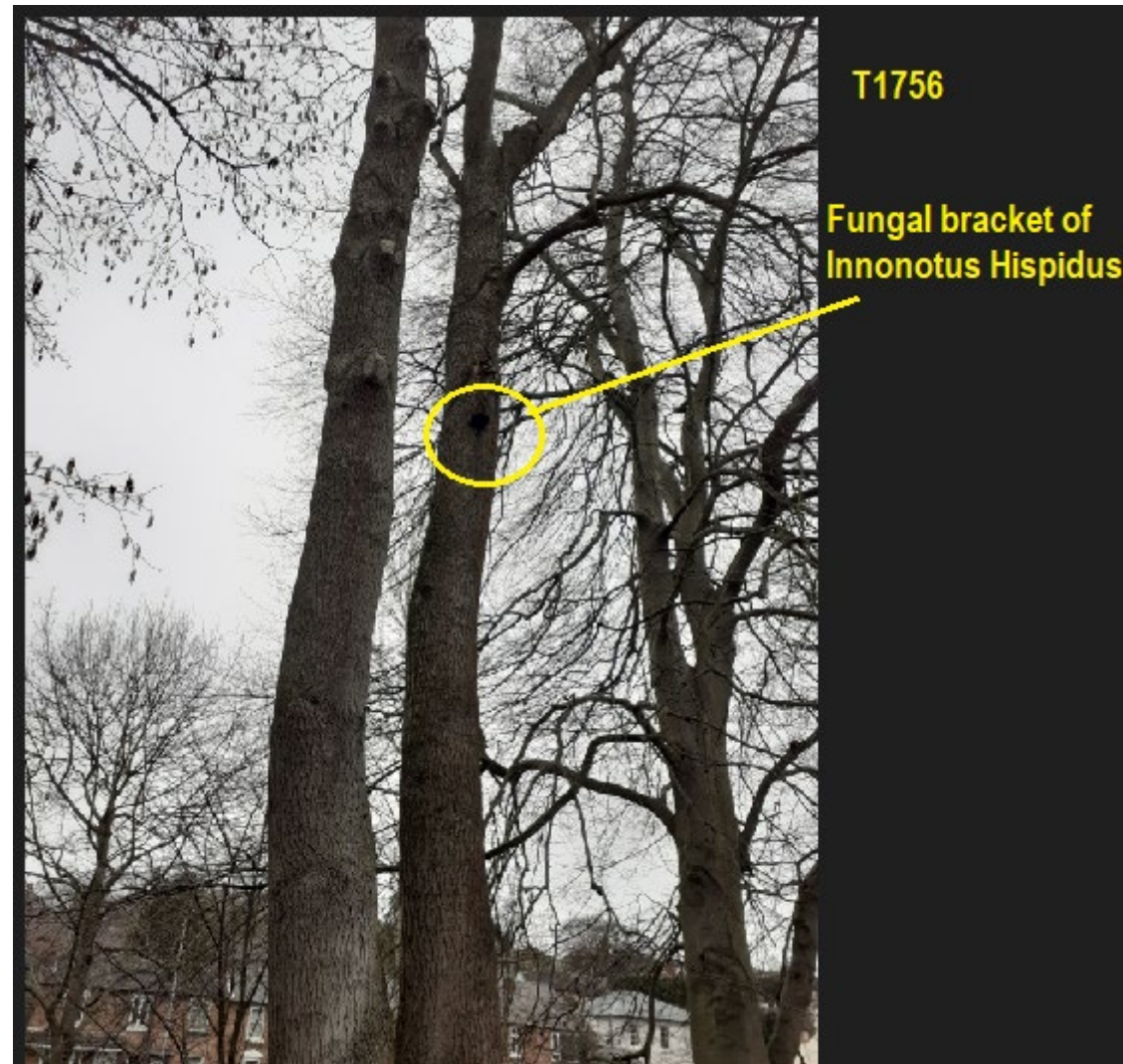
1867	Alder	Ms	12	750	10	OM	Mod	Mod	Mod	Standing dead wood with bat box, 2 live stems overhanging pond. Monitor dead stem 2m from pathway	Low
------	-------	----	----	-----	----	----	-----	-----	-----	---	-----

5. Conclusion.

- 5.1 The group of Robinias (T1712 to 1717) are now overmature and will require regular monitoring because they are so near Wolverhampton Road. I suspect there is a cavity in the basal area of T1717 indicated by nesting honey bees; due to the amenity value of this tree further analysis of the root zone is advised (Picus Tomograph) before considering felling.
- 5.2 Many of the Ash trees have been excessively lifted promoting canopy imbalance, which could result in stem failure; T1752 requires a climbed inspection.



5.3 T1756 requires re inspection next Autumn, when the fungal fruiting bodies are in full bloom to determine the extent of the fungal infection;



Tree works informative

Disturbance to wildlife.

It is essential to check for nesting birds, bat roosts, badgers and hibernating animals such as hedgehogs under trees, before pruning or removing trees, as negligent disturbance is an offence under various legislation, including EC Habitat Directive 1992 as amended and strengthened 2007 to protect European Protected Species (bats are most relevant concerning trees) and CROW Act 2000.

In general, autumn tree work: **September, October and November** are least disruptive to bats and birds. However, with appropriate risk assessment (i.e., visual assessment whilst climbing and stopping work if birds' nests or protected species suspected) work can proceed at any time. Work on very ivy-clad trees may need a formal pre-start bat assessment by a trained bat worker.

Permission.

Trees are protected by a TPO, or lie within a Conservation Area. Either are possible here and should be checked with the local planning authority.

Therefore, a contractor must satisfy himself that all necessary permissions are in place before undertaking any work to protected trees.

Contractor.

All off-ground tree work should be done by insured tree surgeon with certificates in aerial chainsaw use (new designations: - NPTC 020-04, 0020-05, 0020-07, 0021-01, 0021-07; LANTRA 600/5703/8, 600/5717/8, 600/5715/5, 600/5704/X, 600/5714/2), and working to BS3998:2010 and working to BS3998:2010, and "*Tree work at Height*", the Arboricultural Association's ICoP.

(Stumps can be left to shoot again, ground out, or grubbed out, or poisoned.)

We would recommend walk-by tree inspection by a competent person, e.g., Surveyor, Site Manager or Arborist upon an 18-month basis (observe trees in full bloom & when defoliated). This should be followed by an arboricultural inspection every 3 years, unless significant tree dieback occurs, then an earlier inspection may be required. Please note that trees can be severely affected by adverse weather conditions. This report may be submitted to local authority for permission (if required), and to a contractor for quotation purposes. Please contact myself if you have any doubts, queries, or require other assistance.

References:

"The Body Language of Trees" Claus Mattheck and Helge Breloer. HMSO 1994

"Principles of Tree Hazard Assessment and Management" David Lonsdale. HMSO 1999

BS 3998: 2010 *"British Standard Recommendations for Tree work"*.

"Collins Tree Guide" Owen Johnson & David Moore, HarperCollins 2004

"Collins Guide to the Mushrooms of Britain & Europe" Régis Courtecuisse, HarperCollins 1999

"A Field Guide to the Trees of Britain and Northern Europe" Alan Mitchell William Collins Sons & Co Ltd 1974

"An Arborists Field Guide - Fungi on Trees" Guy Watson and Ted Green Arboricultural Association 2011

Below are set out are Andrew Douglas' competences and experience.

Insurance: -

£5m Public Liability & £0.5m Professional Indemnity (renewed March).

Personnel: -

A G Douglas (born 1971) started a career in landscaping in 1987 and throughout a six-year period of higher education and following a three-year career in a commercial environment before establishing a landscape gardening business in 1997. He studied Horticulture and Hard Landscaping (NVQII) 1998 to 1999.

In 2007 he embarked upon chainsaw, tree felling and tree surgery courses at Warwickshire College on a part-time basis and then successfully passed Royal Forestry Society level II (practitioner) and level III (technician's Certificate). In merit for passing the Technicians' Certificate Andrew was presented with the Arboricultural Association Student of the Year 2013 Award. He has undertaken LANTRA and Tree Life courses in tree surveying and mortgage reports, and held NPTC certificates of competence in tree planting, use of pesticides, chainsaw operation, climbing trees and the use of forestry machinery.



Complete Landscaping Services

Commercial Landscape Maintenance & Tree Services

Mr Wayne Hadley
M & BG Ltd
7 Lightning Way
West Heath
Birmingham
B31 3PH

10th March 2023

Ref: Tree Condition Survey St. George's Park, Radford Avenue, Kidderminster. DY10 2ES

Dear Wayne

Please find attached the requested tree condition survey for the above address.

The high priority work recommended has been detailed in the conclusion.

Yours sincerely

Andrew Douglas

Tree Condition Survey

Name of Estate: St George's Park

Carried out by: Andrew Douglas

Qualification: RFS Tech Cert

Date: 08/03/2023

Inspection of trees at St George's Park, Radford Avenue, Kidderminster. DY10 2ES

1. Instruction.

- 1.1 St George's Park accommodates visiting members of the public and wish to manage their trees responsibly.
- 1.2 On behalf of the site management; M&BG Ltd, Mr Wayne Hadley has asked myself Andrew Douglas to inspect the trees on site and provide a documented assessment so they can be managed in a safe manner without posing an unacceptable level of risk to any person.

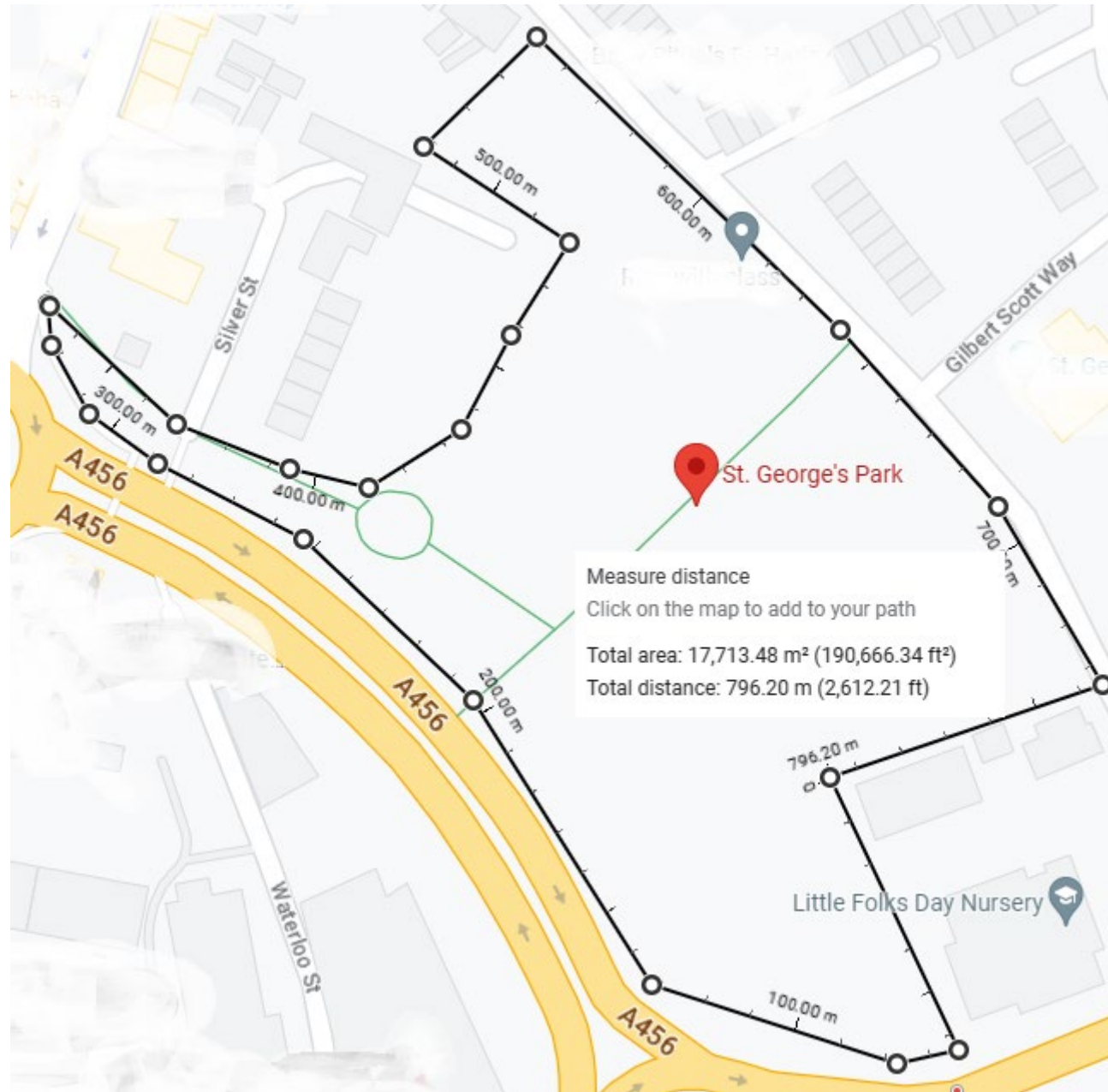
2. Inspection.

- 2.1 I visited the site on the 8th March 2023 and made an unaccompanied site inspection.
- 2.2 The survey was from ground level. It involved measuring dbh, visual observation, and sounding with a hammer: and chisel and long steel rod if required (Visual Tree Assessment: Mattheck and Broeler 1994 and Lonsdale 1999). Trees were located via Google Maps, by eye only. We added various site features to the plan.
- 2.3 The survey was by Andrew Douglas who has acquired 25 years' experience working with trees, (professional CV attached).
- 2.4 The inspection is intended to identify any foreseeable defect or weakness displayed by any tree. The majority of trees carry some degree of risk particularly in the event of adverse weather.
- 2.5 Every attempt has been made to provide a precise assessment of the condition of each tree, however responsibility cannot be accepted for faults which are not apparent from a visual ground inspection or trees which are shrouded in vegetation (esp. Ivy) or are not accessible.
- 2.6 Certain indications of decline such as fungal fruiting bodies and insect bore holes occur upon a seasonal basis and if not on display during the occasion of the site visit cannot be assessed.
- 2.7 Corresponding adverse weather events and alteration to the site (e.g., ground works) can affect the trees and alter their condition in which case a follow up visual inspection might be necessary.
- 2.8 It was raining on the day of visit.
- 2.9 Most deciduous trees were not furnished with leaves which may expose any structural defects, however, this made precise identification of some species difficult.

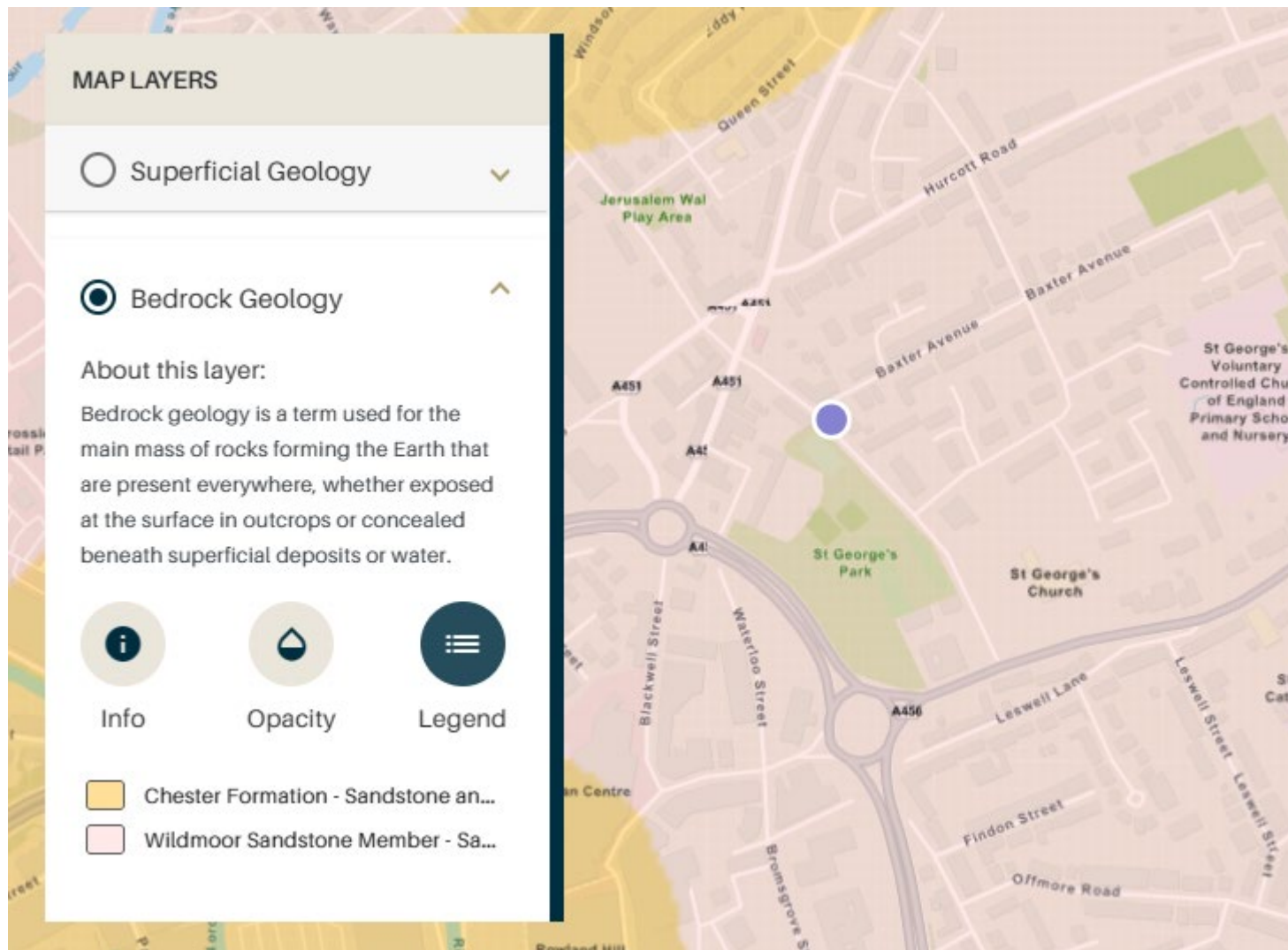
1 Warmington Road Hollywood Birmingham B47 5PE 07879 462395
agdouglascls@googlemail.com VAT Reg 987014595

3. The Site.

3.1 The site inspected is a 17.7 hectare (44 acre) public park;



- 3.2 Geology from BGS website is: - Wildmoor sandstone member; sandstone with low volume change potential. We may assume in relation to the adjacent trees the likelihood of subsidence or heave (contraction or expansion) is low.



4. Trees.

4.1 There is no tree protection in force upon this site;

RE: TPOs ?



Alvan Kingston <Alvan.Kingston@wyreforestdc.gov.uk>

07:04

To: agdouglascls@gmail.com

Hi Andy,

None of the trees within these three parks have a TPO on them . They are also not within a Conservation Area.

Best wishes

Alvan

Alvan Kingston PG Cert, BSc., MArborA.

Arboricultural Officer (Planning)

Wyre Forest District Council

01562 732548

Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF

Alvan.Kingston@wyreforestdc.gov.uk

Please note my workdays are Tuesday, Wednesday & Thursday.

Have you seen our free online magazine for residents, WyredIn? [Sign-up to receive it.](#)

Keep up to date with the latest news, jobs and events



Visit the Wyre Forest District Council [website](#)

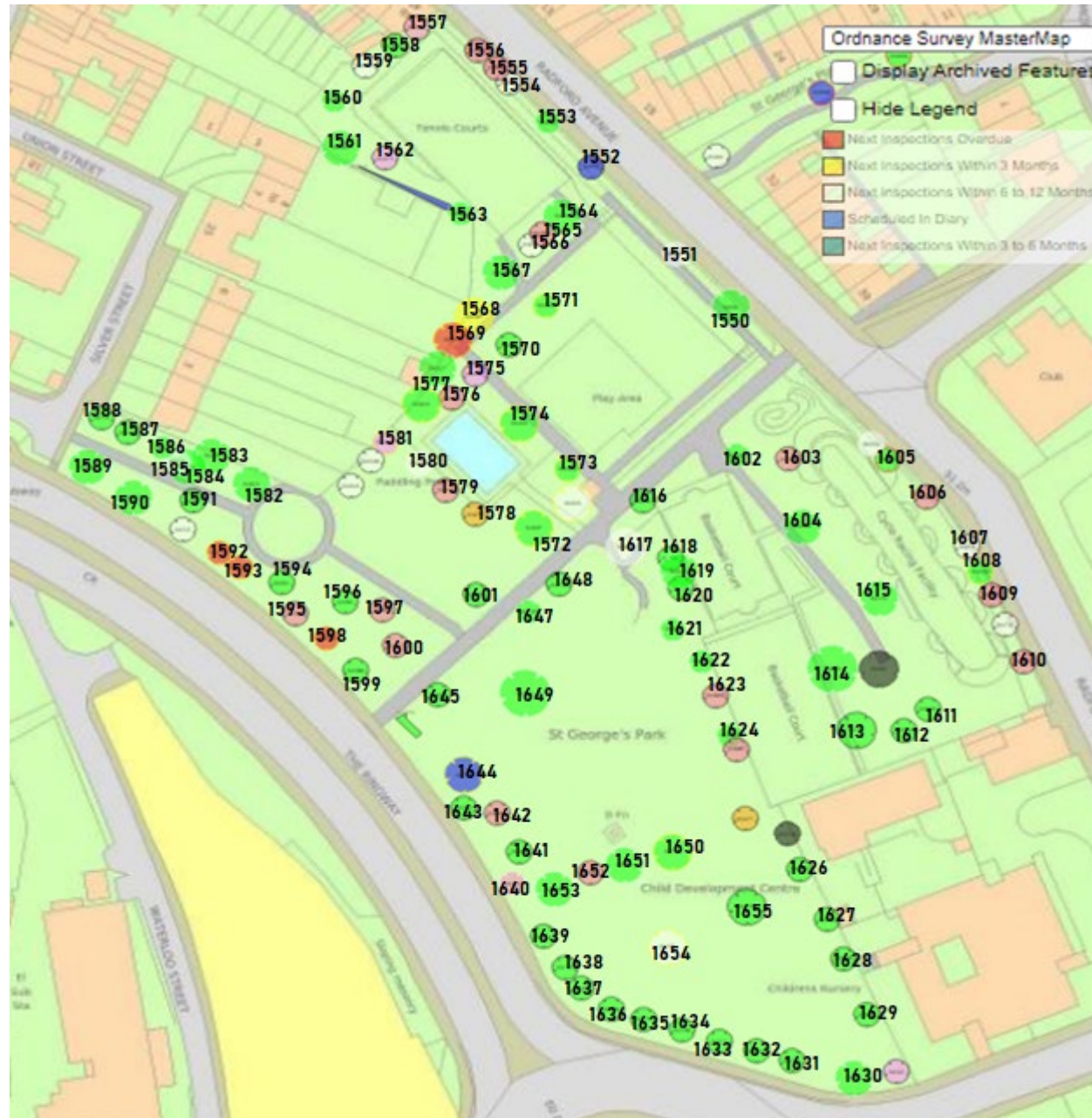


Find Wyre Forest District Council on [Facebook](#)



Follow Wyre Forest District Council on [Twitter](#)

4.2 Tree Map & Finding



Detailed Tree Descriptions

TREES are described in the table below, and shown on tree plan below.

ID: Trees are numbered on plan.

Stem diameter: approximate depth at breast height given to aid identification.

Age class is described as: -

- Rp: Recently planted
- Sap: Very young tree, or sapling, one-five years old.
- Y: Young tree less than fifteen years old and <1/3 fully grown.
- Sm: Semi-mature tree having attained 1/3 to 2/3 full stature and 1/3 to 1/2 estimated lifespan.
- Em: Early mature: tree at 2/3 to virtually full size, and halfway through its safe life.
- M: Mature: fully-grown tree with useful life expectancy.
- Lm: Late-mature: fully grown, of declining vigour, but still healthy.
- Om: Over mature tree: fully grown and starting to decline in health (but may still have many years of safe life).
- Vet: Veteran: usually very old; of significant historic, habitat or cultural value.

Work Priority: High < 1yr; Med 1yr < 2yrs; Low > 2yrs

No.	Common Name	Stems	Height (m)	Stem Dia (mm)	Crown Spread (m)	Age Class	Root Zone	Stem	Crown	Comments & Recommendations	Work Priority
1550	Malus sp.	1	9	390	12	M	Good	Good	Mod	Column of dead heartwood in base, reaction wood callusing over this decay, remove basal epicormic shoots & 3m crown lift over pathways	Low
1551	Malus sp.	1	3	110	4.5	SM	Good	Good	Good	Historically hard pruned with regrowth, remove basal epicormic	Low
1552	Malus sp.	1	3	50	1	Dead				Fell & replace	Low
1553	Weeping Japanese Cherry	2	8	390 240	9	M	Good	Good	Mod	Co-dominant with V shaped union at base to monitor, historic crown lifts, remove basal epicormic & clean of dead wood	Low
1554	Japanese Cherry	1	3	80	2	Y	Good	Good	Good	Remove the 2 lowest side shoots to formative prune the stem before tree reaches maturity	Med
1555	Japanese Cherry	3	2	<40	1.5	NP	Mod	Mod	Mod	1 stem has significant die back, keep basal area clear of vegetation within the guard & remove basal epicormic growth	Low
1556	Japanese Cherry	1	2	40	1	Y	Mod	Good	Good	Central leading stem has dieback to remove	Low
1557	Malus sp.	1	4	70	2	SM	Good	Good	Good	Maintain by keeping base clear of vegetation & remove planting stake & tie	Low

1558	Japanese Cherry	1	8	270	10	M	Mod	Mod	Good	Canopy has been broad sided; 3 limbs from main scaffold removed so canopy does not encroach upon adjacent building. These wounds have manifested bacterial canker. 2m crown lift on remaining canopy	Low
1559	Japanese Cherry	1	8	150	6	SM	Good	Good	Good	Historic crown lifts with callusing, 2 branches have been torn & require pruning to natural barrier zone	Low
1560	Golden Lawson Cypress	1	12	240	4	SM	Mod	Mod	Good	Imbalanced canopy due to remedial pruning clear from adjacent building. Minor dead wood	Low
1561	Norway Maple	3	15	530	14	M	Good	Good	Good	Imbalanced canopy due to remedial pruning clear from adjacent building. Minor dead wood & compacted soil over root plate. 2m crown lift over park	Low
1562	Leyland Cypress	m/s	<13	<200	5 x 20	M	Good	?	?	Boundary hedging, dense Ivy restricted inspection, reduce <1m & maintain as a hedge	Low
1563	Holly	m/s	8	<200	6	M	Good	Good	Good	Maintain clear form footpath	Low
1564	Domestic Plum	1	2	50	2.5	Y	Good	Good	Good	Evidence of fibre buckling at base & strimmer damage to bark tissue	Low
1565	Red Oak	1	15	290	10	SM	Good	Good	Good	Bifurcates at 2m- monitor branch union, 2m crown lift	Low
1566	Handkerchief Tree	1	1	40	0.3	Y	Poor	Good	Good	Dying - fell & replace.	Med
1567	Cockspur Thorn	1	9	310	12	OM	Good	Good	Good	2m crown lift, mesh wrapped around base could become included; remove	Med
1568	Silver Birch	1	18	540	16	OM	Mod	Mod	Mod	Historic removal of limbs has promoted	Med
1569	Silver Birch	1	10	450	12	M	Mod	Good	Poor	Basal cavity underneath main stem 600mm deep below soil level applying extreme load bearing on main root buttresses; fell recommended & replacement tree planted	High
1570	Malus sp.	1	7	120	2	M	Good	Good	Mod	Strimmer damage to cambium @ base, historic crown lifts with some callusing, some cuts to target prune to barrier zone	Low
1571	Silver Birch	1	8	120	2.5	SM	Good	Good	Mod	Strimmer damage to cambium @ base, historic crown lifts with some callusing, target prune dead wood from terminal stem	Low
1572	Silver Birch	1	18	530	14	M	Good	Good	Good	Historic crown lifts, poor callusing to limb @ 2m NW. 2m lift over path	Low
1573	Prunus sp.	1	4	110	3	SM	Good	Good	Good	Torn branches to repair on stem	Low
1574	Paperbark Maple	1	6	220	6	M	Good	Good	Good	Minor die back arising from previous pruning, high amenity value	Low
1575	Weeping Birch	1	9	370	12	M	Good	Good	Good	Historic pruning wounds with some die back, bird box @ 2.4m	Low
1576	Malus sp.	1	5	90	1.5	SM	Good	Mod	Good	Historic formative pruning to repair damage from vandalism, poor callusing, monitor condition	Low
1577	Ornamental Cherry	1	8	180	9	M	Good	Good	Good	Prostrate form, Historic lifts with good callusing	Low
1578	Blue Atlas Cedar	1	10	280	9	SM	Good	Good	Good	Fibre buckling @ base, historic tearing of branches to lower canopy	Low
1579	Malus sp.	1	2.4	40	0.5	Y	Good	Good	Good	Clear vegetation around base	Low
1580	Prunus sp.	1	3	80	3	Y	Good	Mod	Mod	Weeping habit, strimmer damage to cambium zone @ base, historic crown lifts with callusing	Low
1581	Ornamental Cherry	1	5.5	140	5	SM	Good	Good	Good	Torn limb @ 2m, some callusing in wound, monitor for wound wood development	Low

1582	Norway Maple	1	13	390	10	M	Good	Good	Good	Historic crown lifts with callusing and development of epicormic regrowth, minor dead wood & large wound @ 2m to monitor	Low
1583	Norway Maple	4	13	240 240 250 150	12	M	Good	Mod	Poor	V shaped unions @ base 1 stem which overhangs the neighbouring garden has bark inclusion & has the potential to fail in the future as the stems increases in diameter due to incremental growth	Med
1584	Norway Maple	1	13	370	11	M	Good	Good	Good	Clean of dead wood & 2m crown lift	Low
1585	Norway Maple	1	12	200	6	SM	Good	Good	Good	Suppressed by surrounding trees; 2m crown lift	Low
1586	Weymouth Pine	1	15	360	15	SM	Good	Good	Good	Imbalanced canopy, minor dead wood, 2m crown lift	Low
1587	Japanese Cherry	1	5	140	4	SM	Good	Good	Good	2m crown lift	Low
1588	Japanese Cherry	1	5	160	4	SM	Good	Good	Good	Historic crown lifts with good callusing	Low
1589	Beech	1	19	500	15	SM	Good	Mod	Good	Bifurcates at 2.4m- possible bark inclusion; monitor branch union, 5m crown lift over highway	Med
1590	Beech	1	19	570	14	SM	Good	Mod	Good	Deep fissure along bark tissue. @1.5 to 3m, cambium layer beneath appears sound but must be monitored in case a fault develops. 5m crown lift over highway	High
1591	Prunus sp.	1	2.4	30	0.5	Y	Good	Good	Good	Clear vegetation around base	Low
1592	Cockspur Thorn	1	5.5	260	7	M	Good	Good	Good	Minor dead wood, 2m crown lift	Low
1593	Cockspur Thorn	1	5	230	6	M	Good	Good	Good	2m crown lift	Low
1594	Erman's Birch	1	10	250	7	M	Poor	Mod	Poor	historic trimmer damage to base, minor dead wood, 2m crown lift	Low
1595	Prunus sp.	1	2	20	0.3	NP	Good	Good	Good	Clear vegetation around base	Low
1596	Malus sp.	1	2.4	70	1.5	Y	Good	Good	Good	Historic crown lifts with callusing	Low
1597	Russet Apple	1	2	20	1	NP	Good	Good	Good	Clear vegetation around base	Low
1598	Cockspur Thorn	1	6	220	5	M	Good	Good	Good	Minor dead wood, 2m crown lift	Low
1599	Dawyck Beech	1	6	120	1.5	Y	Good	Good	Good	Clear vegetation around base	Low
1600	Medlar	1	3	80	3	Y	Good	Good	Good	Clear vegetation inside guard & remove basal epicormic growth	Low
1601	Indian Bean Tree	1	6	180	4	SM	Good	Good	Good	Clear vegetation around base	Low
1602	Lawson Cypress	3	18	210 360 460	4.5	M	Good	Good	Good	Elevated root plate underneath tarmac pathway monitors for potential trip hazard, isolated decay with wound wood in bas N. monitor V Shaped basal unions	Low
1603	Wild Cherry	2	2	50	1.5	Y	Good	Good	Good	Clear vegetation around base	Low
1604	Silver Birch	1	17	530	10	M	Good	Good	Good	Clean of minor dead wood & 2m crown lift	Low
1605	Lombardy Poplar Cherry	1	6	150 200 100 120	5	M	Mod	Mod	Mod	Isolated decay pockets from historic pruning, callusing forming over other pruning wounds, damage to bark tissue from an axe ??? Wire mesh around base could become included if not removed	Low
1606	Medlar	1	2	20	1	Y	Good	Good	Good	Clear vegetation around base, prune damaged terminal stem	Low

1607	Japanese Cherry	5	3	<130	3	M	Mod	Mod	Mod	Tree historically felled with regenerative growth from original stem, thin out side shoots & monitor decay in stumps (<i>Pseudotrametes gibbosa</i> the stump grinder)	Low
1608	Weeping Cherry	1	5	170 200	5	M	Good	Good	Good	2m crown lift to clear footpath, remove basal epicormic growth, wire mesh around stem could become included	Low
1609	Malus sp.	1	2	20	0.5	Y	Good	Good	Good	Clear vegetation around base	Low
1610	Malus sp.	1	2	30	1	Y	Good	Good	Good	Clear vegetation around base & target prune broken side shoot	Low
1611	Malus sp.	1	3	60	1	Y	Good	Good	Good	Side shoot recently torn out leaving a large wound into heart wood; monitor for development of wound wood	Low
1612	Malus sp.	1	2	30	0.5	Y	Good	Good	Good	Clear vegetation around base	Low
1613	Weeping Ash	1	9	430	8	OM	Good	Mod	Good	Isolated decay pockets from historic pruning in stem to monitor, 2m crown lift. Wire mesh around base could become included if not removed	Low
1614	Ash	1	20	900	13	M	Good	Good	Good	Historic pruning with callusing, clean canopy of dead wood	Med
1615	Silver Birch	1	18	570	9	M	Good	Good	Good	Minor dead wood & historic crown lifts with callusing	Low
1616	Purple-Leaf Plum	3	8	290 140 190	8	M	Good	Good	Good	Heavy limb bearing N. removed leaving large pruning wound with potentially dense epicormic regrowth, typical of species. 2m crown lift over pathway	Low
1617	Yew	1	7	460	11	OM	Poor	Good	Good	Extensive crown dieback in central leading stem, clean of dead wood & reduce canopy <3m to retrain shape which has become very prostrate in form	High
1618	Purple-Leaf Plum	3	8	170 340 250	10	M	Good	Good	Good	Historic crown lifts creating large wounds with isolated decay pockets. Minor dead wood	Low
1619	Silver Birch	1	15	380	9	M	Good	Mod	Good	Minor dead wood in canopy, column of dead heartwood in stem SW. <1m with good surrounding reaction wood with surrounding wall thickness estimated to exceed the guideline of 30%. Leaning habit over basketball Ct; monitor condition for further deterioration to base	Med
1620	Purple-Leaf Plum	1	7	290	5	M	Good	Good	Good	Strimmer damage to base with callusing, wire mesh on stem could become included, V shaped union @ 1.5m, minor dead wood canopy	Med
1621	Prunus sp.	1	5	80	2.5	SM	Good	Good	Good	Historic crown lifts with callusing	Low
1622	Horse Chestnut	1	6	220	4	SM	Good	Poor	Good	Poor V shaped union in stem with bark inclusion, very likely to fail as tree becomes foliated; consider felling and planting a suitable replacement - REMOVED	High
1623	Black Worcester Pear	1	3	60	1.5	Y	Good	Good	Good	Clear vegetation around base	Low
1624	Prunus sp.	1	2.4	60	1.5	Y	Good	Good	Good	Clear vegetation around base	Low
1625	Pear	1	4	100	1.5	SM	Good	Good	Good	Torn branch @ 2m S. with emerging callus	Low
1626	Lime	1	7	170	5	Y	Good	Good	Good	Historic crown lifts with callusing, clear dense epicormic growth from around perimeter of base	Low
1627	Malus sp.	1	2	20	0.2	Y	Good	Good	Good	Clear vegetation around base	Low
1628	Rowan	1	5	110	2	SM	Good	Good	Good	Historic crown lifts with callusing, torn branch callusing over	Low
1629	Swedish Whitebeam	1	5	80	1.5	SM	Good	Good	Good	Historic crown lifts with callusing, torn branch callusing over but has residual damage from bark tear.	Low

1630	Silver Birch	2	15	470	10	M	Good	Good	Good	U shaped branch union where tree bifurcates @ 1.5m, historic crown lifts with callusing	Low
1631	Swedish Whitebeam	1	7	280	5	M	Good	Good	Good	2m crown lift	Low
1632	Swedish Whitebeam	1	7	280	5	M	Good	Mod	Good	Decay pocket in stem @ 2m, remove epicormic from stem	Low
1633	Swedish Whitebeam	1	5	260	5	M	Good	Good	Good	2m crown lift	Low
1634	Swedish Whitebeam	1	4	100	2.4	SM	Good	Good	Good	Historic pruning wounds callusing well	Low
1635	Swedish Whitebeam	1	7	270	5	M	Good	Good	Good	Bifurcates @ 1.8m V shaped union with minor bark inclusion, 2m crown lift & remove epicormic regrowth @ 2.4m S. from old pruning wound	Low
1636	Swedish Whitebeam	1	5	100	2.4	SM	Good	Good	Good	Historic pruning wounds callusing well	Low
1637	Swedish Whitebeam	1	5	100	2.4	SM	Good	Good	Good	Historic pruning wounds callusing well	Low
1638	Swedish Whitebeam	1	7	280	5	M	Good	Good	Good	Historic crown lifts with some die back & epicormic regrowth to clean, minor dead wood	Low
1639	Swedish Whitebeam	1	7	240	5	M	Good	Good	Good	Decay pocket @ 1.5m S. with good reaction wood, 2m crown lift & clean of dead wood	Low
1640	Hazel	6	2	<20	1	Y	Good	Good	Good	Maintain base clear of vegetation inside tree guard	Low
1641	Oak sp.	1	6	160	4.5	Y	Good	Good	Good	Maintain base clear of vegetation inside tree guard, significant tree planted by the Duke of Kent 2011	Low
1642	Malus sp.	1	2	15	0.5	Y	Good	Good	Good	Clear vegetation from base & remove basal epicormic	Low
1643	Swedish Whitebeam	1	7	180	5	M	Good	Good	Good	Leaning habit suppressed by the larger T1644 Historic crown lifts with poor callusing @ 2m N. to clean	Low
1644	Robinia	1	14	600	9	OM	Good	Good	Mod	Clean canopy of dead wood decaying fruiting bodies of Ganoderma around basal area on Western side to monitor, isolated dead wood in stem with surrounding compensatory growth.	Med
1645	Holly	5	8	240 110 250 200 140	9	M	Good	Good	Good	Historic lifts E. have callused well to 5m, some dead pegs above 5m to clean	Low
1646	Robinia 'Frisia'	2	15	440	8	SM	Good	Mod	Good	V shaped union @: 2m with some bark inclusion to monitor, minor dead wood in canopy, Co dominant stems may require bracing in future	Low
1647	Lawson Cypress	2	16	400	5	M	Good	Good	Good	Bifurcates @ 2.4m with good surrounding reaction wood	Low
1648	Lawson Cypress	1	15	460	5	M	Good	Good	Good	Climbing shrub (Euonymus) around basal area restricted inspection, otherwise tree is good	Low

1649	Red Maple	1	22	1330	25	OM	Good	Good	Good	Elevated root plate with mechanical damage from grass cutting machinery, Recent crown lifts with callusing emerging, extreme lever arm stresses to lower limbs which overhang bandstand & footpath.	Med
1650	Silver Birch	1	15	310	10	M	Good	Good	Good	Historic crown lifts with callusing & minor dead wood	Low
1651	Silver Birch	1	17	400	10	M	Good	Good	Good	Historic crown lifts with callusing & minor dead wood	Low
1652	Whitebeam	1	3	60	2	Y	Good	Good	Good	Clear vegetation around base	Low
1653	Silver Birch	1	15	400	11	M	Good	Good	Good	Bifurcates @ 4m with U shaped union, minor dead wood, 2m crown lift. Bird box	Low
1654	Red Oak	2	17	810	12	EM	Good	Good	Mod	Bifurcates @ 2.4m, historic crown lifts with callusing, minor dead wood present throughout canopy. Unidentified remains of fungal fruiting bodies around base. Base sounds solid fruiting bodies require identification next Autumn for accurate diagnosis	Med
1655	Beech sp.	1	16	610	9	SM	Good	Good	Good	Elevated root plate with mechanical damage. Historic crown lifts with callusing, minor dead wood. 2m crown lift	Low
1656	Oak sp.	2	4	60 50	1.2	Y	Good	Mod	Good	Bifurcates @ 1.2m. Strimmer damage to base, torn out branch @ 1m S. Historic pruning with callusing	Low

5. Conclusion.

- 5.1 Many of the smaller trees have been damaged by vandalism & grass cutting, consequently many trees have guards around them which require cleaning of vegetation regularly. Some older trees have wire mesh wrapped around them; which may become included in the bark tissue if unattended.
- 5.2 Many trees require crown lifts above head height (2m)
- 5.3 T1590 has deep fissures in the bark tissue due to rapid growth of reaction wood at points in the tree under stress from load bearing. Due to the proximity of the highway regular monitoring for any emerging defect is advised
- 5.4 T1613 Weeping Ash is a species which can become prone to stem fracture during late maturity.

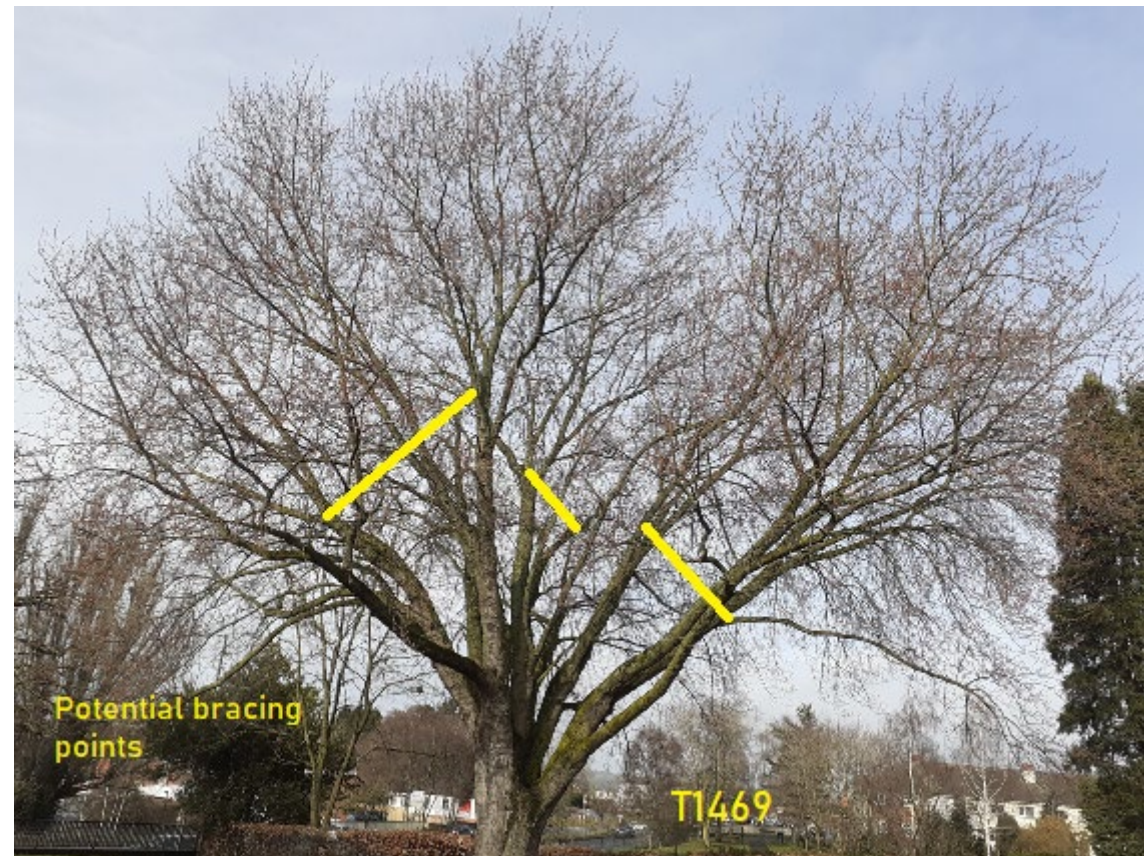
5.5 T1622 has a very poor branch union so felling and replacement is advised.



- 5.6 T1644 has fungal brackets of *Ganoderma* in the stem & base & T1654 is showing evidence of *Grifola frondose* around the base. It would be prudent to examine both trees in Autumn when the fruiting bodies are in full bloom to determine the extent of infection.



- 5.7 T1649 appears in good health, but due to the enormous crown spread, the lower limbs are exerting enormous “lever arm” pressure on the intersections with the main stem, although there are no signs of any structural defects a practical safeguarding measure would be to cable brace these limbs with a 4-tonne cobra system (which is intended to last for 12 years).



Tree works informative

Disturbance to wildlife.

It is essential to check for nesting birds, bat roosts, badgers and hibernating animals such as hedgehogs under trees, before pruning or removing trees, as negligent disturbance is an offence under various legislation, including EC Habitat Directive 1992 as amended and strengthened 2007 to protect European Protected Species (bats are most relevant concerning trees) and CROW Act 2000.

In general, autumn tree work: **September, October and November** are least disruptive to bats and birds. However, with appropriate risk assessment (i.e., visual assessment whilst climbing and stopping work if birds' nests or protected species suspected) work can proceed at any time. Work on very ivy-clad trees may need a formal pre-start bat assessment by a trained bat worker.

Permission.

Trees are protected by a TPO, or lie within a Conservation Area. Either are possible here and should be checked with the local planning authority.

Therefore, a contractor must satisfy himself that all necessary permissions are in place before undertaking any work to protected trees.

Contractor.

All off-ground tree work should be done by insured tree surgeon with certificates in aerial chainsaw use (new designations: - NPTC 020-04, 0020-05, 0020-07, 0021-01, 0021-07; LANTRA 600/5703/8, 600/5717/8, 600/5715/5, 600/5704/X, 600/5714/2), and working to BS3998:2010 and working to BS3998:2010, and "*Tree work at Height*", the Arboricultural Association's ICoP.

(Stumps can be left to shoot again, ground out, or grubbed out, or poisoned.)

We would recommend walk-by tree inspection by a competent person, e.g., Surveyor, Site Manager or Arborist upon an 18-month basis (observe trees in full bloom & when defoliated). This should be followed by an arboricultural inspection every 3 years, unless significant tree dieback occurs, then an earlier inspection may be required. Please note that trees can be severely affected by adverse weather conditions. This report may be submitted to local authority for permission (if required), and to a contractor for quotation purposes. Please contact myself if you have any doubts, queries, or require other assistance.

References:

"*The Body Language of Trees*" Claus Mattheck and Helge Breloer. HMSO 1994

"*Principles of Tree Hazard Assessment and Management*" David Lonsdale. HMSO 1999

BS 3998: 2010 "*British Standard Recommendations for Tree work*".

"*Collins Tree Guide*" Owen Johnson & David Moore, HarperCollins 2004

"*Collins Guide to the Mushrooms of Britain & Europe*" Régis Courtecuisse, HarperCollins 1999

"*A Field Guide to the Trees of Britain and Northern Europe*" Alan Mitchell William Collins Sons & Co Ltd 1974

"*An Arborists Field Guide - Fungi on Trees*" Guy Watson and Ted Green Arboricultural Association 2011

Below are set out are Andrew Douglas' competences and experience.

Insurance: -

£5m Public Liability & £0.5m Professional Indemnity (renewed March).

Personnel: -

A G Douglas (born 1971) started a career in landscaping in 1987 and throughout a six-year period of higher education and following a three-year career in a commercial environment before establishing a landscape gardening business in 1997. He studied Horticulture and Hard Landscaping (NVQII) 1998 to 1999.

In 2007 he embarked upon chainsaw, tree felling and tree surgery courses at Warwickshire College on a part-time basis and then successfully passed Royal Forestry Society level II (practitioner) and level III (technician's Certificate). In merit for passing the Technicians' Certificate Andrew was presented with the Arboricultural Association Student of the Year 2013 Award. He has undertaken LANTRA and Tree Life courses in tree surveying and mortgage reports, and held NPTC certificates of competence in tree planting, use of pesticides, chainsaw operation, climbing trees and the use of forestry machinery.

**Kidderminster Town Council
Operational Services Meeting**

5th June 2024

Report To Operational Services Committee

Agenda Item – Tree Management Policy

1. Aim

To provide key issues, information, and consideration for the Operational Services Committee to adopt the Tree Management Policy.

2. Background

Kidderminster Town Council are currently responsible for the management of circa 500 trees, which are located at various locations throughout Kidderminster Parks, allotments, and St Marys.

Kidderminster Town Council has a legal ‘duty of care’ to take ‘reasonable steps’ to ensure that the trees on their land are in a safe condition.

The UK Government recommends a minimum of 5 years between professional inspections, unless you should notice an obvious issue you should seek immediate advice.

Kidderminster Town Council carried out a full tree survey in 2023, and completed all works highlighted as a high/medium risk as per reports.

(Attached Tree Condition reports)

3. Discussion / Comment

Currently Kidderminster Town Council does not have a policy to guide and support tree management within our parks and open spaces.

Policies are adopted as a statement of intent and implemented as a procedure/protocol and will guide decisions and achieve outcomes and can assist with decision making.

4. Financials

No initial financial implications to introduce and implement Policy.

5. Recommendation

It is recommended that Services Committee RESOLVES:

Operational Services Committee agree to adopt the Tree Management Policy.

Kidderminster Town Council

Tree Management Policy

(In respect of trees on Town Council owned land)

1. Aim

1.1. Kidderminster Town Council Tree Management Policy is relevant in order to maintain a consistent approach to tree management within the Town Council.

- Apply to land that the Council owns or manages, and to any land that in the future the Council acquires or chooses to manage and maintain.
- Provide the public with a general guide as to what to expect from the Council regarding tree management and maintenance.
- Provide staff and maintenance teams with direction in undertaking routine work on and around trees.
- Be used as part of a suite of documents that contribute to Kidderminster Town Council's general aims in asset, land, and public realm management.

2. Introduction

2.1. All aspects of this Policy, except where the Council concludes there is a danger of harm to persons or property, will be subject to the limitations of finite resources, seasonal considerations, and other competing demands.

2.2. It is acknowledged that some areas might have management plans already in place which include tree management. Furthermore, these plans might be modified or updated, and plans may be created for other areas.

2.3. Trees are individual living biological structures, and each tree's needs will evolve and develop over its lifetime that will be affected by and will affect neighbouring flora and fauna.

2.4 Trees situated within the Public Highway, adjacent to the roadside verges, are generally the responsibility of Worcestershire County Council.

3. Policy Scope

This policy applies to all trees under Kidderminster Town Council ownership/management, which are located within the allocated Open Spaces.

Although, we believe this policy to be as comprehensive as possible, we acknowledge it does not cover every situation. We reserve the right to exercise discretion in application of this policy when to do so would be in the best interests of the Council and its resident.

4. Health & Safety

4.1. The priorities are public, staff/contractors and property safety. In response to this the Town Council:

- Will engage suitable professionals to provide regular condition surveys as part of its risk management strategy.
- Will ensure that Council staff and contractors working on tree maintenance will be competent to carry out the tasks they undertake.
- Should look to budget sufficiently each year to at least tend to High and Medium risk trees.
- Will deal promptly with all trees or branches on trees that pose a significant risk, regardless of designation or location.

5. Tree Maintenance

5.1. Routine maintenance will be carried out at appropriate times throughout the year, e.g., not when birds are nesting.

5.2. Routine maintenance is considered to include:

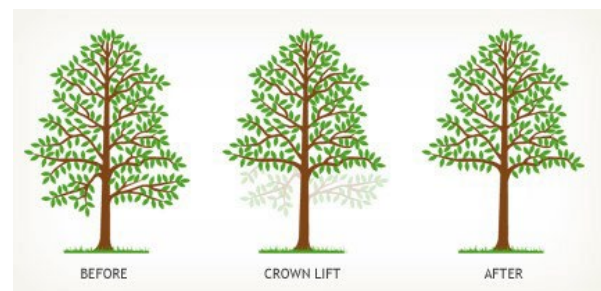
- Light pruning to remove damaged or diseased limbs.
- Removal of self-set saplings.
- Shaping of canopies to improve appearance or longevity of a tree.
- Thinning out of trees where they are in direct and detrimental competition with each other.
- Light pruning to remove obstructions to the public realm. This will include tending to epicormic growth.

6. Tree Pruning Techniques

We will seek to ensure that tree works are carried out to the highest standards. In carrying out tree works, we and any third party working on trees over which we have a responsibility, will ensure that pruning conserves the overall amenity value, form and shape of the tree and all tree work must be carried out in accordance with British Standard 3998 – Recommendations for Tree Work. Particular pruning specifications may or may not be appropriate for trees of different ages, species, health and condition, or even between trees of the same species depending on their condition, age and environment. Clear and acceptable pruning objectives are necessary in advance of approval of a pruning specification. The pruning objectives may require implementation of one or more of the following operations:

➤ Crown lifting

The removal of the lowest branches of a tree so that the remaining lowest branches are at a specified height, usually 2.4m over a footpath and 5m over a road. This operation is undertaken for a number of reasons, such as to allow access under a tree; to clear branches from low structures; or to allow light under the canopy.



➤ Crown thinning

The removal of a specified proportion of branch material from the interior of the crown without affecting the shape of the tree. This operation is usually undertaken to reduce crown density; form a healthy branch structure by removing dead; diseased, damaged, crossing and rubbing branches, and allow more light through the canopy. Many tree species evolve a canopy density for adaptive reasons and crown-thinning can increase turbulence and cause drought stress and branch failures. For this reason, crown thinning is usually only acceptable when carried out as part of crown cleaning or balancing works.



➤ Crown Reduction

Reducing the overall size of the crown area by a specified percentage by pruning back the leaders and branch terminals to lateral branches that are large enough to assume the terminal roles (at least one third the diameter of the cut stem). Crown reduction

up to a maximum of 15-20% may be acceptable to semi-mature trees providing cuts do



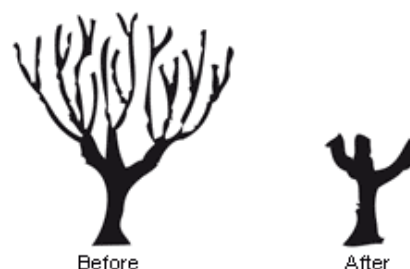
not exceed 5-7cm and where shaping and restricting size and spread is essential. Crown reduction of mature or older trees is not normally acceptable as it can severely affect tree health and may lead to the death or decline of the tree and is generally only acceptable as management of last resort.

➤ **Topping**

This entails cutting at a certain height to reduce the height of the tree. Topping is not acceptable as it severely affects the public amenity and health of the tree, sometimes leading to death. Topping can also lead to future problems due to a flush of weak re-growth that can represent a danger and also exacerbate existing problems. If height reduction is considered essential and unavoidable, crown reduction (see above) is preferred.

➤ **Pollarding**

This severe operation entails the removal of the entire tree's branch structure back to the trunk. Pollarding is an ancient way of maintaining trees that is sometimes necessary, particularly on trees that have been pollarded previously. Only certain species will tolerate this degree of pruning, and new growth may be weak and prone to tearing off. This method of management is not therefore normally acceptable.



➤ **Dead Wooding or Crown Clean**

This operation is similar to a crown thin except that only dead, diseased, crossing and rubbing branches are removed to tidy up the appearance of the tree. No healthy, sound wood is removed. This operation is recommended to help maintain a healthy, safe tree.

➤ **Formative Pruning**

The removal of problematic or potentially problematic branches, ensuring good tree development.

➤ **Stump Grinding**

Stump grinding is the practice of removing a tree stump to below ground level by mechanical means. We will carry out stump grinding where necessary to enable new trees to be planted or to remove a significant hazard. Where stump removal is not necessary tree stumps will be removed close to ground level so as not to leave a trip hazard.

➤ **New Tree Planting**

Where it is necessary to remove a tree, Kidderminster Town Council will endeavor to plant wherever possible a new "standard" tree to enable succession of Tree Stock

7. Conservation Areas & Tree Preservation Orders

7.1. If part of Kidderminster Town Council lies within a designated Conservation Area, and Planning Permission must be obtained prior to undertaking any work on trees that lie within a Conservation Area.

7.2. Some trees have been afforded additional protection in the form of a Tree Preservation Order (TPO). Trees with a TPO may be within a Conservation Area, but many are not. Planning approval must be obtained, prior to undertaking any work on such trees.

7.3. Kidderminster Town Council is not the Planning Authority for Kidderminster. Like everyone else, the Town Council must apply to the local Planning Authority, Wyre Forest District Council, for permission to undertake work on trees within a Conservation Area and/or trees with a TPO.

8. Council Trees Affecting Private Property

8.1. Overhanging branches

- If branches from a Council tree are overhanging private property, then the resident or property owner can cut them back to the boundary of their property. This work should be done from their own property, and they have the responsibility to dispose of any cuttings.
- Where it is not possible, sensible, or appropriate to undertake this work from the resident's or property owner's land, permission could be sought from the Council to undertake this work from Council managed land. If permission is granted, it must be in writing before work begins. The resident or property owner is still responsible for the removal of any cuttings.
- The Council may consider assistance with the removal of cuttings but may want to charge for this service.

8.2. Trees Damaging Property or Potential Safety Hazard

- Any tree that is an imminent or significant safety hazard will be dealt with promptly.
- If it is proved that a Council tree has damaged property, or could cause damage in the future, we may or will carry out work on the tree, depending on the circumstances.
- Trees Blocking Light, Affecting Television Reception, or Causing Other Issues of Concern, such as where trees block light or obstruct a reasonable view that was otherwise there before existing tree growth.
- Where Council owned or managed trees are blocking light, affecting television reception, or causing some other perceived nuisance, the Council will, without prejudice, consider pruning or some other action as a matter of goodwill.

8.3. Trees Damaging Underground Pipes

- It is considered exceedingly rare for underground water pipes to be broken by tree roots. Tree roots do not break into undamaged pipes but will take advantage of a pipe that is already damaged.
- The Town Council will not carry out work on trees to prevent roots entering damaged pipes, as repairing the pipe is the only effective and certain solution.

- Water pipes are the responsibility of the utility company.

8.4. Trees Damaging paths.

- It is often possible to repair paths to take account of adjacent trees and tree roots. Where roots protrude, they can be root pruned, or the path re-laid around the tree with flexible materials such as asphalt to provide a smooth service. Where trees are considered to be causing damage to paths or footpaths, we will not normally consider tree removal except where there is a risk to public health which cannot otherwise be mitigated.

**Kidderminster Town Council
Operational Services Meeting**

5th June 2024

Report To Operational Services Committee

Agenda Item – Biodiversity Policy

1. Aim

To provide key issues, information, and consideration for the Operational Services Committee to agree to recommend to Full Council to adopt the Biodiversity Policy.

2. Background

As part of our vision, it's important we continue to provide a variety and variability of plant and animal life in the surroundings along with their habitat, and to ensure our parks consist of a variety of plant and animal that live together. Currently KTC does not provide a clear strategy to ensure Biodiversity is provided and maintained within our parks and open spaces.

3. Discussion / Comment

Currently Kidderminster town Council does not have a policy to guide and support biodiversity within our parks and open spaces.

Policies are adopted as a statement of intent and implemented as a procedure/protocol and will guide decisions and achieve outcomes and can assist with decision making.

To ensure we meet the needs to maintain and provide its therefore important we have a policy to meet these demands and ensure we implement a policy to support.

4. Financials

No initial financial implications to introduce and implement Policy.

5. Recommendation

It is recommended that Services Committee RESOLVES:

Operational Services Committee agrees to support the Policy for approval at Full Council.

KIDDERMINSTER TOWN COUNCIL BIODIVERSITY POLICY

PREAMBLE

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **Kidderminster Town Council** will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards enhancing and protecting the biodiversity within land owned by Kidderminster Town Council.

All committees of Kidderminster Town Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, Kidderminster Town Council will aim to improve the biodiversity of the area in the following ways:

- Ask the Planning Authority to consider the potential impact on biodiversity represented by relevant planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses & council operations in the adoption of low impact practices.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

- The council, when commenting on relevant planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- It will support protection of sensitive habitats from development and will ask the planning authority to consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain. This is a legal requirement, no need for KTC to do this.

Land and property management

- The council will carry out a biodiversity audit of its landholdings, subject to funding being available.
- The council will encourage the conservation and promotion of local biodiversity with regards to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- The council will consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

Subject to resources being available,

- The council will raise public awareness of biodiversity issues, including through its website and other media.
- The council will engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

- Kidderminster Town Council will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the town.
- Subject to resources being available, it will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy will be reviewed each year together with a summary of how the policy has been implemented in the previous twelve months.

Memorandum of Understanding

Between

Kidderminster Town Council

And

Friends of (Registered Charity)

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Friends of herein after referred to as the Friends Group, and the Kidderminster Town Council, herein after referred to as the Council.

• INTRODUCTION

It is important that everyone living in Kidderminster has the opportunity to have access to public open space. The Council is committed to supporting local groups who wish to participate in the maintenance of those spaces. As an ambition the Council wishes to engage with Friends groups to foster a joint sense of custodianship for areas, they have both affection and concern for. It is also working to ensure that friends groups are made aware of health and safety issues surrounding the use of volunteers on Council owned land. This will ensure the level of expectations and aspirations are effectively managed and realised in a way that does not compromise both the safety of volunteers and other grounds maintenance/biodiversity issues.

It should be recognised that, in signing the memorandum of understanding, Friends Groups are not entering into any form of contractual obligation, rather it is a statement of commitment to supporting environmental improvements within the agreed area. Where appropriate, this support can include financial support and/ or the provision of equipment/ services to the friends group.

• DEFINING FRIENDS GROUPS

The term 'Friends Group' embraces all forms of volunteering. For the purpose of this document this relates to formal/informal groups who have a desire to support/improve the physical appearance of parks and open spaces in the ownership of the Council. The Council has the right to determine which groups it will recognise; based on the view of what added value they would bring to a given area.

• INDIVIDUAL AGREEMENT

Memorandum of Understanding between Kidderminster Town Council and the Friends of

The purpose of this memorandum of understanding (MOU) is to define the roles and responsibilities of the Council and Friends Group in respect of the maintenance and improvement of

➤ ***The Town Council***

As landowner the Council has ultimate responsibility for all works carried out at This includes routine repair and maintenance of all areas, based on planned programmes, subject to change, depending on the availability of resources. The Council is also responsible for carrying out any works that arise as a result of health and safety concerns. The Council shall also, from time to time, carry out more intensive works, aimed at improving the location. Where possible, The Council will consult the Friends of any such works.

➤ ***The Friends Group***

The friends have the option to carry out a variety of tasks ranging from, general service improvements and practical tasks, for example hedge and shrub maintenance, bulb planting, bedding out, weeding, litter picking and painting, fundraising for projects, holding events in the park.

➤ ***Joint Working***

An annual work programme shall be jointly agreed between the Council and Friends at the start of each Year. This will detail work to be carried out by the Friends and any tasks, over and above routine repair and maintenance, carried out by the Council. It will also identify, as appropriate, any projects that may be jointly delivered. In these cases, it will be up to the Council to determine the scope of works volunteers will be allowed to carry out.

➤ ***Special Projects***

These are projects where the scope of works requires more than existing resources can support. Examples of such work may include providing/enhancing children's play areas, installation of new structures or the construction of new footpaths. If the Friends are generating such projects, then they must get prior approval from the Council to ensure that,

- a. They are appropriate to the setting.
- b. That there is sufficient external funding to cover the cost.
- c. That any ongoing maintenance costs can be contained within existing budgets.

• **DECLARATION**

The Friends of accept the principles contained within this memorandum of understanding and, more specifically, will only carry out works at with the prior approval of the Council.

Signed	
Position	

**Kidderminster Town Council
Operational Services Meeting**

5th June 2024

Report To Operational Services Committee

Agenda Item – Memorandum of Understanding Friend Groups

1. Aim

To provide key issues, information, and consideration for the Operational Services Committee to agree to adopt and Implement memorandum of Understanding to each of the Friend Groups.

2. Background

For a number of years, friend groups of St Georges, Broadwaters and Baxter Parks have actively supported the local Council to maintain and promote the parks, with activities ranging from litter picking, maintaining flower beds, planting trees, shrub maintenance and organising local community events, such as family fun days.

Friend groups provide a valuable service as independent volunteers and their passion and dedication is essential to ensuring Kidderminster Town Council continues to provide safe and clean parks which are beneficial for everyone to enjoy.

3. Discussion / Comment

Memorandum of Understanding are important because it defines the responsibilities of each party in an agreement, provides the scope and authority of the agreement, clarifies terms and outlines compliance issues.

It should be recognised that, in signing the memorandum of understanding, Friends Groups are not entering into any form of contractual obligation, rather it is a statement of commitment to supporting environmental improvements within the agreed area.

4. Financials

No Financial implications.

5. Recommendation

It is recommended that the Operational Services Committee RESOLVES:

Operational Services Committee agrees to support and adopt Memorandum of Understanding.

Agrees for the Public Realm and Operations Manager to distribute for signing to individual Friend Groups.

**Kidderminster Town Council
Operational Services Meeting**

5th June 2024

Report to Operational Services Committee

Agenda Item –St Georges Paddling Pool Update

1. Aim

The purpose of this report is to update Members on the current operational position and costs relating to St Georges Paddling Pool.

2. Background

In 2016, Wyre Forest District Council transferred the ownership of the paddling pool to the Kidderminster Town Council (KTC), with the decision that KTC would continue to provide this valuable service to the community.

The pool has continued to operate during KTC tenure with the exception being 2020 & 2021 which remained closed due to the Covid outbreak and closed during 2023 following health and safety concerns.

The paddling pool is operational during the hours of 10.00-17.00, 7 days a week during the six-week summer holidays and was currently managed by a third-party contractor, RNA Heating to carry out water testing and monitoring.

3. Pool Dimensions

15m x 10m concrete pool with a depth of 0.45m, with a simple outlet feed.

4. Health and Safety

- **Chemical**

The pool does not have an automatic dosing system installed like Stourport Riverside and Brinton Park, and therefore the pool must be manually dosed using a chemical called Sodium Hypochlorite (Chlorine).

The risk is therefore much higher with ensuring steady and consistent chemical balancing and the risk is much higher to public, with the most commonly reported recreational water illness being diarrhea, often caused by germs such as E.Coli, norovirus, and Cryptosporidium.

- **Circulation**

The pool does not have any type of automatic circulation system installed like Stourport Riverside and Brinton Park and therefore does not provide any circulation for the pool water, any chemicals added will not evenly distribute throughout the pool water and therefore will not be able to entirely disinfect the pool, and heightening the risk to human health.

To note risk assessments referencing chemical pool dosing and circulation will be of high risk due to lack of controls, only by installing efficient dosing and circulation systems will this reduce the risk.

- **Pool Surface**

Currently the pool surface is of poor standard and requires full refurbishment to remove any defects, leaking and losing water, uneven surfaces and reduce any potential contamination caused by flaking paint and concrete. Temporary repairs will continue only to mask the poor surface and be off further cost for the years ahead without resolving the issue.

To note risk assessments referencing pool surfaces and surrounds presently will be of medium/high risk due to surface and the potential to cause injury/ill health, only by installing a more suitable surface will this reduce the risk.

- **Water Supply**

Currently the pool has a low-pressure water supply and is fed by using a standard outdoor tap and garden hose which is located in a small lockable case to the foot of the pool,

To note, the pool can take a full day to fill from empty.

5. Timeline of events

September 2022

Following the closure of the pool in August 2022 a number of concerns had been identified and a report submitted to the services committee with a recommendation resolved to appoint the external inspection of the pool.

(Attached Sept Condition Survey Report and Minutes)

November 2022

Received condition report – carried out by UK Diveworks, swimming pool specialists. Resolved to recommend closure to Full Council, based on cost of repairs and upgrades.

(Attached UK Diveworks Condition Survey 22, UK Diveworks Quote 2022, Nov Resolved Minutes, Long Term Future Report)

December 2022

Resolved to mothball the pool for one year and not dug up to give the community time to seek external funding.

(Attached Dec 22 Resolved Minutes)

November 2023

Proposal from previous Leader David Ross, to allocate partial funds from the paddling pool expenditure, budget £10,000, to be utilised to engage a fundraising consultant to seek external funding, and in the absence of any grant funds becoming unavailable before end of term of this Council, any decision on the pool future will be deferred for consideration by the new Town Council after elections on 2nd May 2024.

(Attached Leader Proposal)

6. Consultancy Fees and Timelines

January 2024

Appointed Caroline Taylor Consulting Ltd who comes with a wealth of experience and has a good knowledge and understanding of Kidderminster Town Council, previously engaged in successfully undertaken fundraising on our behalf.

(Attached Consultancy appointment Members Update)

Consultant Fees

The cost to deliver this commission is charged at £395.00 per day.

- For Stage One, 4 days: £1,580
- For stage Two, 5 days : £1,975

In addition, any expenses (printing, stationery, etc.) if incurred, will be authorised prior to any spend but will be claimed in line with invoicing arrangements laid out above.

Consultant Recommendation

Reviewing the list of potentials, the consultant has prioritised the opportunities identified in terms of those who should be approached first.

(List of Grant Funding Prospects, Caroline Taylor Report)

1st Severn Trent Community Fund

2nd National Lottery Community Fund Project Grants: Under £20,000

3rd Postcode Local Trust

4th The Better 4 Foundation

5th Selected local Charitable Trusts – by letter of application

6th Selected local Charitable Trusts – by online application

These options have been selected because of the following:

- Potential to deliver required income
 - Likelihood of success
 - Timeframe
 - Ease of application
- Agreed to seek Severn Trent Community funding

May 2024

Submission Date – Severn Trent Community Funding

The date for submission is Sunday 11th August, for a panel meeting in September, with an outcome expected in early October

7. Financials

Running and Maintenance Costs

	Running Costs	Maintenance Costs	Total
2021	£4,066	£0	£4,066
2022	3 rd party operating costs £9,500	Repairs and maintenance £3,500	£13,000
2022	3 rd party operating costs £9,500	Repairs and maintenance £3,500	£13,000
2023	N/A		
2024	N/A		

To note Stourport town Council are paying a third-party contractor, Go Aqua £1,000 per week to maintain the Stourport Riverside pool.

Based on the figures provided for 2024, to operate the pool through the months of May – September will cost and estimated £20,000.

Electrical and water rates not currently known.

- Quoted Upgrade and Refurbishment Works – UK Diveworks
- **(Attached April 2024 Pool and Plant Room Quote)**

	2022	2024
Pool	£91,566	£113,712
Plant Room	N/A	£42,210
Total	£91,566, to note plant not quoted	£155,922

To note this does not include working drawings of the plant room, or at present electrical feeds from road to plant room.

- **Pool Removal Costs**

	Works	Cost	Total
Removal of Pool	To break out existing paddling pool/slabbed areas, cap drainage and blank water	£4,900	£9,100
Reinstate Grounds	To reinstate the broken-out pool area with topsoil and seed, leaving existing fence for 2 – 3 months to allow grass to establish and then remove steel fence, at an agreed time, to include all site safety.	£4,200	

- **Grant Funding**

The recommendation is to apply for 60% of the total build.

Total cost of works £155,922 as per 2024 quote

Apply for grant funding of £93,553

40% from other sources (Friends and supporters already have £7,575)

KTC contribution would be £54,794

To note this is for the upgrade and refurbishment works only and does not include annual operating costs, based on 2024 figures the pool will cost an estimated £1000 per week

To note this does not include any contingency monies for unknown issues that may arise. I would recommend a contingency of £10,000.

8. Next Steps

To note the outcome of the Seven Trent Community Funding grant application.

QUOTE

Kidderminster Town Council
Kidderminster Town Hall
Vicar Street
Kidderminster
Worcestershire
DY10 1DA
GBR

Date
26 Apr 2024

Expiry
26 May 2024

Quote Number
QU-1296

Reference
St Georges Paddling Pool
Refurbishment

VAT Number
265202917

UK Diveworks Limited
10 Danecourt Road
POOLE
Dorset
BH14 0PQ
GBR

St Georges Paddling Pool - Upgrade and refurbishment works (2024 quotation)

To complete the following work scope to improve the facilities of St George's Paddling Pool.

Install a full circulation system to the paddling pool (Floor inlets for water return to pool tank + 2 x sump drains for water feed to circulation system located in a plant room). All pipework, sump drain boxes, inlet configurations and grilles supplied. Supply and fit of a single filter with dual circulation pumps (1 as back up and 1 as operational)

Supply and fit fully automated chemical dosing machine with chemical day tanks to allow constant disinfection of pool water (This will need to be monitored daily to ensure no breakdown or malfunction has taken place, but is fully automated on the delivery and chemical level maintenance)

Remove and replace current screed to pool tank

Install a non slip tiled finish to the paddling pool for safety and aesthetics

Remove and relay patio slabs to poolside surround

Additional to this quotation, a 4m x 2m plant room will be required to be constructed out of 9" block work with a flat roof installed to an angle for water run off. The relevant planning permission will need to be obtained and approved and architectural drawings submitted.

UKD cannot supply this service.

Electrical feeds will need to be run to the paddling pool plant room by SSE. This service cannot be provided by UKD.

Duration: 6-8 weeks

These works will require a scaffold structure to be installed over the paddling pool to allow for all weather works. It will also require a welfare unit and heras fencing to retain members of the public from entering the work site.

This quotation is provided on a fixed fee basis.

No electrical components or labour are supplied in respect to the electrical feed required to the plant room.

No building supplies are the responsibility of UKD in respect to the plant room construction.

UKD will not take responsibility for any structural defect discovered during works.

UKD will not take any responsibility on ensuring the current structure is of a sound nature and will not cause future damage to the pool if it fails.

Description	Quantity	Unit Price	VAT	Amount GBP
Mobilisation / Demobilisation to site - inclusive of the production of regulatory paperwork, loading of equipment for transportation, Fuel costs, equipment clean down and re-store. Delivery of all materials are included within this	1.00	825.00	20%	825.00
Material Supply - plant room equipment inclusive of the following: Chemical dosing machine with all injector points Day Tanks Dosing lines 2 x circulation pumps 1 x multiport filter All pipework, sockets, solvent welding glue	1.00	13,800.00	20%	13,800.00
Plant Room Labour - to install plant room equipment	1.00	4,760.00	20%	4,760.00
Material Supply - Pipe runs from plant room to pool tank inclusive of sump drains (2) and inlets (6)	1.00	1,810.00	20%	1,810.00
Material Supply - concrete for back fill of trenching to install pipework to pool tank	1.00	465.00	20%	465.00
Material Supply - screed for installation to pool tank	1.00	5,700.00	20%	5,700.00
Material Supply - Vitrified tile supply	50.00	62.00	20%	3,100.00
Material Supply - adhesives and grouts(Swimming Pool graded)	1.00	940.00	20%	940.00
Surface Labour - To complete the removal of screed, dig out 6 trenches for inlet installation, dig out 1 trench with "T" configuration for 2 sump drain installations, Back fill trenches once pipework installation completed.	1.00	10,350.00	20%	10,350.00
Surface Labour - remove and relay paving slabs to poolside surround	1.00	5,340.00	20%	5,340.00
Material Supply - paving slab supply - standard non slip paving slabs	1.00	1,100.00	20%	1,100.00
Material Supply - cement and pointing materials for slab relay	1.00	1,525.00	20%	1,525.00
Accommodation cost - for duration of works for all team members	1.00	14,350.00	20%	14,350.00
The supply of a skip to remove all waste from site.	3.00	350.00	20%	1,050.00
Specialist Equipment Supply - scaffold structure installation	1.00	9,240.00	20%	9,240.00
Specialist Equipment Supply - Heras fencing and welfare unit	1.00	3,200.00	20%	3,200.00
Material Supply - Diesel for welfare unit	1.00	1,050.00	20%	1,050.00
Specialist Equipment Supply - road saw for concrete cutting	1.00	315.00	20%	315.00
Specialist Equipment Supply - scabbler for screed removal	1.00	530.00	20%	530.00

Description	Quantity	Unit Price	VAT	Amount GBP
Surface Labour - project manager to oversee the site during working hours and enforce health and safety at all times along with works programme monitoring etc.	1.00	7,010.00	20%	7,010.00
Surface Labour - professional tiling team to complete the install of tiling to the pool tank	1.00	8,300.00	20%	8,300.00
Subtotal				94,760.00
TOTAL VAT 20%				18,952.00
TOTAL GBP				113,712.00

Terms

This estimate on the materials and labor named above is subject to the conditions noted below:

*Day shift works are based on working hours between 0800hrs and 1800hrs

*Night shift works are based on working hours between 1800hrs and 0800hrs

*Weekend works are based on working hours between 1800hrs Friday and 0800hrs Monday (Excluding bank holidays)

*All work estimates supplied without a site visit are quoted on information provided by our client.

If the information is inaccurate then this quotation will be subject to change whilst on site.

Any change in price will be discussed before commencement of additional works.

UK Diveworks Ltd shall require confirmation in writing for the approval of any additional works.

*If UK Diveworks Ltd attend the works location and are postponed due to any third party then an hourly charge shall be payable on top of any estimated amount stated above.

UK Diveworks Ltd Hourly charge is currently £125.00 +vat (Day shift) £165.00 +vat (night shift)

Cancellation of any works programme within 24hours of the start time agreed will incur a 50% cancellation fee.

If UK Diveworks are unable to complete works whilst on site due to organisation, technical issues relating to the pool, access issues or any other third party involvement, then our charges are still payable.

QUOTE

Kidderminster Town Council
Kidderminster Town Hall
Vicar Street
Kidderminster
Worcestershire
DY10 1DA
GBR

Date
26 Apr 2024

Expiry
26 May 2024

Quote Number
QU-1298

Reference
Plant room concrete block
construction

VAT Number
265202917

UK Diveworks Limited
10 Danecourt Road
POOLE
Dorset
BH14 0PQ
GBR

Plant Room Construction- concrete block / render finish with foundations and timber framed flat roof

To dig foundations for the installation of a 4m x 2m x 3m high plant room build.
To construct a solid concrete pad with mesh reinforcement
To construct walls from concrete block and cement - all tied in to each other
To install a hinged door opening to wall (on the 2m end) - external graded
To Construct a wooden framed flat roof with sloped finish for water run off
To install a torch on felt roof finish for water tightness.

This quotation does not guarantee any part or process of planning applications. This is solely the responsibility of the client. Design and drawings of the plant room are also the clients responsibility. Our quotation is based on drawings being supplied in relation to the location of the plant room, as well as the design of the plant room. Electrical supply from mains to plant room to be installed by others

Description	Quantity	Unit Price	VAT	Amount GBP
Mobilisation / Demobilisation to site - inclusive of the production of regulatory paperwork, loading of equipment for transportation, Fuel costs, equipment clean down and re-store.	1.00	200.00	20%	200.00
Surface Labour - 2 man construction team to complete the following: 1. Excavate foundation trenches 2. Install concrete to foundation trenches 3. install concrete base with DPM / DPC and reinforcement mesh 4. Install blockwork to design drawing spec. 5. tie all walls in with each other 6. Install hinged door to door opening location 7. Render external and internal block work 8. Install a framework constructed of treated wood 9. Install WPB graded ply wood to top of wooden beams 10. Install torch on felt roof finish to ensure watertightness. 11. Install fascia boards / soffits and guttering to finish.	18.00	950.00	20%	17,100.00
Material Supply - Concrete blocks, Cement, reinforcement mesh, dpm and	1.00	12,500.00	20%	12,500.00

Description	Quantity	Unit Price	VAT	Amount GBP
dpc, rendering materials, hinged external rated door, lintel for door opening, air vents, treated wooden beams c24 graded, WPB graded Plywood, Torch on felt, Lighting system, consumer unit				
Surface Labour - electrician for connection of electrical equipment and lighting	2.00	425.00	20%	850.00
Specialist Equipment Supply - mini digger for excavation of foundations	1.00	250.00	20%	250.00
Delivery Charges for Materials	1.00	150.00	20%	150.00
Accommodation cost - Based on £125pppn inclusive of subsistence	16.00	250.00	20%	4,000.00
Accommodation cost - Electrician	1.00	125.00	20%	125.00
Subtotal				35,175.00
TOTAL VAT 20%				7,035.00
TOTAL GBP				42,210.00

Terms

This estimate on the materials and labor named above is subject to the conditions noted below:

*Day shift works are based on working hours between 0800hrs and 1800hrs

*Night shift works are based on working hours between 1800hrs and 0800hrs

*Weekend works are based on working hours between 1800hrs Friday and 0800hrs Monday (Excluding bank holidays)

*All work estimates supplied without a site visit are quoted on information provided by our client.

If the information is inaccurate then this quotation will be subject to change whilst on site.

Any change in price will be discussed before commencement of additional works.

UK Diveworks Ltd shall require confirmation in writing for the approval of any additional works.

*If UK Diveworks Ltd attend the works location and are postponed due to any third party then an hourly charge shall be payable on top of any estimated amount stated above.

UK Diveworks Ltd Hourly charge is currently £125.00 +vat (Day shift) £165.00 +vat (night shift)

Cancellation of any works programme within 24hours of the start time agreed will incur a 50% cancellation fee.

If UK Diveworks are unable to complete works whilst on site due to organisation, technical issues relating to the pool, access issues or any other third party involvement, then our charges are still payable.

Kidderminster Town Council – St Georges Paddling Pool - Report

Background

The Paddling Pool, located in St George's Park, Kidderminster. It is now owned by Kidderminster Town Council (KTC) who took over the park's management in 2017 as part of the reallocation of assets from Wyre Forest District Council when the new council was established in December 2015.

The Paddling Pool operates for a short period - usually 6 weeks during the long summer holidays – and has consistently attracted local families, as well as bringing visitors to the town who use this pool as part of a day out.

The pool is currently closed due to the concerns around safety raised through an independent examination. It is not likely to reopen in time for summer 2024.

To date, KTC has met the running and maintenance costs; however, the repair bill, estimated at £120,000, is significant. Therefore, KTC has commissioned Caroline Taylor Consulting Ltd to identify what, if any sources of funding might be available to help meet some, or all, of these costs.

The Friends of St Georges Park, an active and constituted organisation helps run the park. The group exists to help create a well maintained and safe public park that will enhance the quality of life for local people and act as a focus for bringing the community together.

With the pool's closure, a support group - the St Georges Park Paddling Pool Group (PPAS Group) - has been formed and this group have been working to raise the funds required to repair and re-open the paddling pool. Many of those involved have long-standing connections to the pool and are keen to preserve this valuable community asset.

The Commission

A programme of work to identify sources of funding; fundraising segmentation - looking at likely income streams and constituencies; feasibility - how likely is a grant from this source – has been completed and the results have been compiled in this report.

Any sources that are possible have been identified and the criteria and application process explained. A pipeline for applications including likely amount, timings, etc. has also been included.

This work has been completed within best practice guidelines, adhering to GDPR rules and to the Codes of Practice of the Chartered Institute of Fundraising and ensuring that the reputation of Kidderminster Town Council has been maintained throughout.

Prospects

To draw up a prospect list, the consultant undertook:

- searches of possible trusts and foundations that might be able to support this project using Funds Online, an online database of funding sources, the IDOX Grant Finder database and Hidden Funding Sources, a little-known database of unpublicised sources of funding.
- considerations about professional and supporting bodies such as the Royal Life Saving Society,

Swim England, etc. to establish their access to funding that they distribute, current funding programmes, and to ensure that they have the legal capacity to make grants to other organisation without the principle of 'ultra vires' (beyond the powers) coming into play.

- leads supplied by members of the PPAS Group: many of these related to funds that have closed, where PPAS was ineligible, or where application process timings were not compatible.
- an internet search of other paddling pools to identify where and how these were funded.
- using the consultant's knowledge built up over 15 years operating in the charity sector working alongside over 10000 voluntary and community organisations.

The main reasons for charities being removed from any prospect list included:

- both or one organisation being ineligible: some funders only fund registered charities and neither PPAS nor KTC fall into this category; others will not fund local authorities.
- some funds are restricted to certain tiers of local government: the recent Swimming Pool Support Fund funded by the Department of Culture, Media and Sport, and administered via Sport England was only open to unitary, metropolitan district, district, city and borough councils.
- ineligible costs: some of the costs, such as professional fees, are deemed 'ineligible' for some funding sources.
- closed to giving: the Worcestershire Community Foundation does not have any grant programmes currently open for applications, however these fund local community organisations alongside charities and could, once it reopens provide some small scale funding.
- funds have chosen currently to focus on the 'cost of living' crisis and have restricted their giving to applications that meet this criteria.

A shortlist of prospects was drawn up looking at funders:

- willing to fund town councils.
- able to fund non-registered charities or community organisations: PPAS is not registered charity, and is therefore excluded from applying to certain funders who only fund charities.
- who prioritise organisations based in Kidderminster or Worcestershire.
- who support sports and physical activity: although the paddling pool is not strictly suitable for swimming, this is the most relevant category.
- who support health and well-being projects.
- who support disadvantaged communities living in areas in the top 10% of the Indices of Multiple Deprivation, etc.

Results

The results include:

- **Lottery funders:** in these instances, applications could be made by KTC, or a partnership could be formed between the Council and PPAS
- **Charitable Trusts: local and national:** in these instances, applications will need to be made by PPAS
- **Other Funders:** the application to Severn Trent would need to go via the Town Council if the higher-level grant of up to £75k is anticipated; if, and when, funds from the Police & Crime Commissioner come available, an application would be better coming from PPAS
- **Community Fundraising sources:** these should all be made by PPAS
- **Crowdfunding:** any Crowdfunding appeal needs to be launched by PPAS.

Further details as to the fund, application process, amounts, whether match funding is required,

deadlines, website and notes for further details are included in the spreadsheet.

Consultant recommendation

Reviewing the list of potentials, the consultant has prioritised the opportunities identified in terms of those who should be approached first:

- 1st. Severn Trent Community Fund
- 2nd. National Lottery Community Fund Project Grants: Under £20,000
- 3rd. Postcode Local Trust
- 4th. The Better 4 Foundation
- 5th. Selected local Charitable Trusts – by letter of application
- 6th. Selected local Charitable Trusts – by online application

These options have been selected because of the following:

- Potential to deliver required income
- Likelihood of success
- Timeframe
- Ease of application

Next steps

As per the original tender, the work that will be completed as part of **Stage Two** is:

- Create a compelling case for support to secure the necessary funding
- Create a timetable for applications to meet the target required
- Make an agreed number of applications to those funds identified within the given timeframe
- Undertake follow-up, e.g. supply further information or show round the site, etc.

As part of this work, the consultant recommends that the following steps are undertake:

1. **Preparation for Severn Trent Community Fund application:**
 - a. CAT and AS to meet and agree timetable
 - b. AS to investigate potential for match funding from KTC
 - c. AS to action a review of the costings for the work, determined in late 2022 - this comment was made by Natalie Cunningham, STCF Grants Officer
 - d. CAT to meet with the wider PPAS group to outline priorities and timetable
 - e. CAT to collate information that would be needed for application from PPAS
 - f. CAT to task PPAS with creating a video to accompany application
2. **CAT to compile the Case for Support** which will be drafted in conjunction with PPAs and will need to be approved by KTC

3. **CAT to draft National Lottery Community Fund Project Grant application** in conjunction with PPAS using Case for Support and information gained for the STCF application, and this will need to be approved by KTC prior to submission
4. **CAT to draft Postcode Local Trust application** in conjunction with PPAS using Case for Support and information gained for the STCF application, and this will need to be approved by KTC prior to submission
5. **CAT to draft the Better 4 Foundation application** in conjunction with PPAS using Case for Support and information gained for the STCF application, and this will need to be approved by KTC prior to submission
6. **CAT to draft template letter of application** using Case for Support and information gained for the STCF application that will be used by PPAS to make applications to local and national trusts.

Timeframe

- April 2024 - Commission for Stage Two
- April 2024 (tbc) - Work on STCF application for submission in early May
- May 2024 (tbc) - Work on Case for Support
- May 2024 (tbc) - Work on NLCF Project Grant for submission in June
- June 2024 (tbc) - Work on Postcode Local application for submission in June / July 2024
- July 2024 (tbc) - Work on the Better 4 Foundation application for submission in August
- August 2024 (tbc) - Work on draft letter of application
- September 2024 (tbc) - Commission completed

Caroline Taylor Consulting Ltd

Mob: 07903 339 341

Email: ctaylorconsulting@btinternet.com

Paddling Pool Funding Sources
31 March 2024

LOTTERY FUNDING	Application Process
National Lottery Community Fund - Project Grants	Apply online
National Lottery Community Fund - Reaching Communities	Apply online
National Lottery Heritage Fund - National Lottery Heritage Grants	Apply online
CHARITABLE TRUSTS - LOCAL	
Eric W Vincent Trust, The	Apply online
Kildare Trust, The	Letter
Andrew Harris Charitable Trust	Letter
Bransford Trust	Apply online
Sir John Middlemore Charitable Trust	Apply online
Michael Marsh Charitable Trust, The	Letter
Derek Hill Foundation	Letter
CHARITABLE TRUSTS - NATIONAL	
Postcode Local Trust	Apply online - can get copy of application to work on before round opens as a very short turnaround
The 4 Better Foundation	Apply online
OTHER FUNDERS	
Severn Trent Community Fund	Apply online
Police & Crime Commissioners Community Fund	Apply via Safer Neighbourhood Teams when fund reopens in 2024-25
COMMUNITY FUNDRAISING SOURCES	

Tesco Bags of Help	Apply online
ASDA Green Token Giving	Apply online
Waitrose Drop Box Scheme	Apply online
Persimmon Community Champions	Apply online
Crowdfunding	Campaign needs t be delivered online
INVESTIGATED AND REJECTED - No active funding streams available	
Canal and Rivers Trust	
Swim England (previously the Amateur Swimming Association)	
Nursery World	
The Royal Life Saving Society	
National Water Safety Forum (NWSF)	

Grant Amount (Max)	Match funding	Deadlines
up to £20,000	N	Apply anytime
£20,001 +	N - but for larger groups, any match funding is a bonus	Apply anytime
£10,000 +	Y - 5% of project costs	Apply anytime
£5,000	N	Apply anytime - 6 meetings per year
£5,000	N	Apply anytime - 4 meetings per year
£500	N	Not given
£500	N	Grant giving opens June and December 2024
£500	N	March, June, September, December
£500	N	Apply anytime - 4 meetings per year
£500	N	Not given
£2,500	N	3 Rounds per year. Next one opens on 27 May until 3 June, then 26 August to 2 September
£1,000	N	Anytime
circa £60,000 or up to 50% of project costs up to a maximum of £75,000	N	Apply 9 April for panel in May, decision in June; 10 July for panel in August, decision in September; 13 Oct for panel in November, decision in December; or 12 January for panel in February, decision in March
£2,000	N	Not given

£4,000	N	Monthly
£500	N	Anytime
£100	N	Anytime
£500	N	Apply online; draws taken monthly
Usually IRO £5k - £10k	N	n/a

Website
https://www.tnlcommunityfund.org.uk/funding/programmes
https://www.tnlcommunityfund.org.uk/funding/programmes
https://www.heritagefund.org.uk/funding
No website
No website
No website
https://www.bransfordtrust.org/
http://www.middlemore.org.uk/
No website
No website
https://www.postcodelocaltrust.org.uk/apply-for-a-grant
No website
https://www.stwater.co.uk/about-us/severn-trent-community-fund/how-to-apply/
https://www.westmercia-pcc.gov.uk/west-mercia-wide-initiatives-2023/

https://www.asdafoundation.org/green-token-giving
https://www.persimmonhomes.com/charity
https://www.riss.org.uk

Notes
Relatively quick application to decision turnaround - 16 weeks - for under £20k projects
Criteria: bring people together to build strong relationships in and across communities; improve the places and spaces that matter to communities; help more people reach their potential, by supporting them at the earliest stages. Applications can be made by constituted and non-constituted organisations as well as Town Councils
We fund projects that connect people and communities to the national, regional and local heritage of the UK. Projects need to show how they meet 4 criteria: saving heritage; protecting the environment; inclusion, access and participation; organisational sustainability
Worcestershire
Worcestershire - administered alongside the Michael Marsh Trust
The trust fund associated with the Harris family who manufacture the Harris brand of brushes. They are based in Works and support local charities
Worcestershire
Disadvantaged youth up to 18 years old and Disabled up to 25 years old
Worcestershire - administered alongside the Kildare Trust
Worcestershire
Enabling participation in physical activity or Improving green spaces and access to the outdoors. Need to have signed accounts
Application via Ludlow Trust website portal which allocates applications to any of the grants managed by Ludlow's - https://funding.ludlowtrust.com/
Eligibility confirmed in telecon with STCF

Tokens lottery - can get £1k, £2k or £4k
Kidderminster is in a flood prone area. CRT exist to promote people's enjoyment of the waterways including water safety and ensuring children become accustomed to being safely around water. They have also launched a recent campaign entitled Water Safety for Little Explorers, "Hold hands, Take two steps back".
Covered the launch of the RLSS campaign aimed at helping children stay safe by canals . Unfortunately no funding was made available to help local organisations deliver training to support this initiative.
They have launched a water safety campaign too after 2022 saw a 46% increase in the number of children who sadly drowned in the UK.
Part of the LGA, this works with RoSPA to provide water safety information.

Paddling Pool Funding Priorities
31 March 2024

PRIORITY	FUND	Application Process
1	Severn Trent Community Fund	Apply online
2	National Lottery Community Fund - Project Grants	Apply online
3	Postcode Local Trust	Apply online - can get copy of application to work on before round opens as a very short turnaround
4	The 4 Better Foundation	Apply online
5	Kildare Trust, The	Letter
	Andrew Harris Charitable Trust	Letter
	Michael Marsh Charitable Trust, The	Letter
	Derek Hill Foundation	Letter
6	Eric W Vincent Trust, The	Apply online
	Bransford Trust	Apply online
	Sir John Middlemore Charitable Trust	Apply online

Grant Amount (Max)	Match funding	Deadlines
£60,000	N	Apply for June 2024 panel: apply by Sunday 12 May, decision on 1 July 2024; apply for September 2024 panel: apply by Sunday 11 August, decision on 1 October 2024
£20,000	N	Apply anytime
£2,500	N	3 Rounds per year. Next one opens on 27 May until 3 June, then 26 August to 2 September
£1,000	N	Anytime
£5,000	N	Apply anytime - 4 meetings per year
£500	N	Not given
£500	N	Apply anytime - 4 meetings per year
£500	N	Not given
£5,000	N	Apply anytime - 6 meetings per year
£500	N	Grant giving opens June and December 2024
£500	N	March, June, September, December

£96,000

Website
https://www.stwater.co.uk/about-us/severn-trent-community-fund/how-to-apply/
https://www.tnlcommunityfund.org.uk/funding/programmes
https://www.postcodelocaltrust.org.uk/apply-for-a-grant
No website
No website
No website
No website
No website
No website
https://www.bransfordtrust.org/
http://www.middlemore.org.uk/

Notes
Telecon with ST CF confirmed eligibility
Relatively quick application to decision turnaround - 16 weeks - for under £20k projects
Enabling participation in physical activity or Improving green spaces and access to the outdoors. Need to have signed accounts
Application via Ludlow Trust website portal which allocates applications to any of the grants managed by Ludlow's - https://funding.ludlowtrust.com/
Worcestershire - administered alongside the Michael Marsh Trust
The trust fund associated with the Harris family who manufacture the Harris brand of brushes. They are based in Worcs and support local charities
Worcestershire - administered alongside the Kildare Trust
Worcestershire
Worcestershire
Worcestershire
Disadvantaged youth up to 18 years old and Disabled up to 25 years old

KIDDERMINSTER TOWN COUNCIL

Minutes of the Services Committee meeting of Kidderminster Town Council held in the Council Chamber, Kidderminster Town Hall on Thursday 8th September 2022 at 6:00pm

Present:

Cllr J. Smith (Chair)
Cllr R. Bishop
Cllr G. Connolly
Cllr F. Oborski (substitute)

In Attendance:

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

S001/22-23 ELECTION OF CHAIRMAN

RESOLVED: That Councillor Juliet Smith be Chairman of the Services Committee for 2022/2023.

S002/22-23 ELECTION OF VICE CHAIRMAN

RESOLVED: That Councillor Rose Bishop be Vice Chairman of the Services Committee for 2022/2023.

S003/22-23 APOLOGIES

S. Miah – Other Commitment.
M. Rayner – Other Commitment.

S004/22-23 DECLARATIONS OF INTEREST

Nil

S005/22-23 TERMS OF REFERENCE

Members considered draft Terms of Reference and recommendations for consideration by the Full Town Council.

RESOLVED: To operate under the draft Terms of Reference presented at the meeting (subject to the inclusion of the water feature) and recommend to Full Town Council the draft Terms of Reference at its next full council meeting.

S006/22-23 PUBLIC QUESTION TIME

Nil.

S007/22-23 **REPORT ON KIDDERMINSTER RING ROAD WATER FEATURE**

Members considered a report from the Public Realm and Operations Manager on for the future provision of the Water Feature.

RESOLVED: To recommend Option 2 presented in the report (extract below).

Proposal Option Two:

To raise the height of the top water supply pond with a new brick edging with a fibreglass pool lining.

Repair leak on the supply pipe.

To recommend that the bottom sump be emptied and cleaned out of all debris to increase its water holding capacity. Recommended this to be done every other year (it can be checked for any potential leaks at the same time)

Objective

These works in conjunction with the reduction in the waterfall flow rates (to reduce splashing and over all water loss) and the slightly adjusted on / off times, will 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.

Cost of repairs

*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

Estimated Total

23/24 - £3,736.33

24/25 - £1000

S008/22-23 **REPORT ON ST GEORGE'S PADDLING POOL**

Members considered a report from the Public Realm and Operations Manager to agree to a full inspection of the pool to identify the current condition and potential defects.

RESOLVED: That UK Dive Works Ltd undertake an inspection to confirm the current condition of the pool and fully cost any potential defects. (Cost £1,125 via budget K004 21022).

S009/22-23 **RISK ASSESSMENTS REPORT**

Members considered a report to adopt Public Realm and Operations Risk Assessments in accordance with Kidderminster Town Council Health and Safety Policy.

RESOLVED: To adopt the Public Realm and Operations Risk Assessments presented.

S010/22-23 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

(Note: While the discussions are confidential the decisions made are documented for the public record)

S011/22-23 **MARKET OPERATIONS LICENCE**

Members considered a report recommending to formally agree that Kidderminster Town Council takes on the licence to operate a market in the town Centre and authorises the Chief Executive to sign the licencing agreement produced by Wyre Forest District Council.

RESOLVED: To authorise the Chief Executive to sign the Licence for the Town Council to operate the Kidderminster Town Centre Market from 1 October 2022 for a period of 3 years

AND

Authorise the Chief Executive to negotiate a temporary arrangement with a suitable operator to operate the Market from 1 October 2022 *(for a period not exceeding 12 months and noting that financial regulations will need to be waived to ensure a continuity of service in the immediate future.)*

-----END-----

Kidderminster Town Council
September 2022

Condition Survey St Georges Paddling Pool
Adam Stockhall – Public Realm and Operations Manager

1. Aim

To provide key issues, information, and consideration for the Services Committee to agree
to a full inspection of the pool to identify the current condition and potential defects.

2. Background

St Georges paddling pool undertook a condition survey in 2016 to gauge the current condition of the pool prior transfer from District to Town Council. (Attached 2016 condition survey).

No serious defects had arisen from the report and any works were rectified to satisfy the report.

To date no further inspections have been undertaken, although after a visual inspection carried out by the Public Realm and Operations Manager in early 2022, a number of defects were identified and repaired.

After a difficult 2022 summer which in part caused by the closure of the splash pad at Brinton Park and unprecedented hot weather, this has caused further damage to the paddling pool surface, which will require further works If we are to open Summer 2023.

It is therefore important we ascertain any issues which may have arisen since the Summer and previous condition survey.

3. Recommendation

To seek agreement for UK Dive Works Ltd to undertake an inspection to identify the current condition of the pool and fully cost any potential defects which may arise from the inspection.

To be funded either through K004 21012 Town Council Parks or Kidderminster Town Council reserves.

- Supplier - UK Dive works Ltd
- Mobilisation: £175
- 2-person surface team to conduct inspection: £750
- Production and supply of written report to include photographic evidence £200
- **Total £1,125**
- Second Quote obtained £1,800 HydroSpec

4. Timescale

- Instruct UK Dive works and circulate report in readiness for November meeting.

KIDDERMINSTER TOWN COUNCIL

Minutes of the Services Committee meeting of Kidderminster Town Council held in the Council Chamber, Kidderminster Town Hall on Wednesday 9th 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 8th 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 31st 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.

-----END-----

Kidderminster Town Council

Agenda Item 5.1 St George's Paddling Pool

Adam Stockhall – Public Realm and Operations Manager

November 2022

1. Aim

To provide key issues, information, and consideration for the Services Committee to consider the long-term future of St George's paddling pool.

2. Background

In 2016, Wyre Forest District Council transferred the ownership of the paddling pool to Kidderminster Town Council (KTC), with the decision that KTC would continue to provide this valuable service to the community.

The pool has continued to operate during KTC tenure with the exception being 2020 which remained closed due to the Covid outbreak.

3. Current Position

The paddling pool is operational during the hours of 10.00-17.30, seven days a week during the six-week summer holidays and is currently managed by a third-party contractor, RNA Heating.

Several repairs were needed on the pool before it could open. This included removing blockages to the drainage system, repairing both the damaged pool surface and surround, and 4 x coats of specialist waterproof paint.

Repairs were only intended to be short-term and will require extensive upgrade and refurbishment before the pool can safely re-open.

4. Condition Survey

We had a Conditional Survey conducted on the 04/10/22 by UK Diveworks, who specialise in underwater swimming pool repairs and maintenance to both domestic and commercial pools (report attached).

A number of serious defects and upgrades are highlighted within this report, and considerations will need to be agreed before re-opening can take place.

5. Consider Health and Safety Risks

- **Chemical Dosing and Circulation**

- **Chemical**

St George's does not have an automatic dosing system installed like Stourport Riverside and Brinton Park, and therefore the pool must be manually dosed using a chemical called Sodium Hypochlorite (Chlorine).

The risk is therefore much higher with ensuring steady and consistent chemical balancing and the risk is much higher to public, with the most commonly reported recreational water illness being diarrhea, often caused by germs such as E.Coli, norovirus, and Cryptosporidium.

Industry standards states:

“Swimming Pool Water Treatment and Quality Standards for Pools and Spas” by the Pool Water Treatment Advisory Group, advises that manual dosing is rarely justified in non-domestic pools, that automatic dosing is best for all pools, and essential for public pools.

- **Circulation**

St George's does not have any type of automatic circulation system installed like Stourport Riverside and Brinton Park and therefore does not provide any circulation for the pool water, any chemicals added will not evenly distribute throughout the pool water and therefore will not be able to entirely disinfect the pool, and heightening the risk to human health.

To note, risk assessments referencing chemical pool dosing and circulation will be of high risk due to lack of controls, only by installing efficient dosing and circulation systems will this reduce the risk.

- **Pool Surface**

Currently St George's surface is of poor standard and requires full refurbishment to remove any defects, uneven surfaces and reduce any potential contamination caused by flaking paint and concrete. Temporary repairs will continue only to mask the poor surface and be off further cost for the years ahead without resolving the issue.

To note risk assessments referencing pool surfaces and surrounds presently will be of medium/high risk due to surface and the potential to cause injury/ill health, only by installing a more suitable surface will this reduce the risk.

6. Quotation

- St George's Paddling Pool – Upgrade and refurbishment (Quote attached).

Total £91,566

Price does not include 4 x 2m brick-built plant room and electrical supply and connections.

Relevant Planning permission may be needed.

Estimation only Plant room £5,000 - £10,000.

Estimation only Electrical supply and installation £2,000 - £3,000.

Estimated to include plant room and electrics.

Total £104,566

- St Georges Paddling Pool – De-commission.
- **Removal**

To break out existing paddling pool/slabbed areas, cap drainage and blank water feed, to include all sight safety and removal of materials.

£4900.00

- **Reinstate Ground**

To reinstate the broken-out pool area with topsoil and seed, leaving existing fence for 2 – 3 months to allow grass to establish and then remove steel fence, at an agreed time, to include all site safety.

£4200.00

Total £9,100

7. Running costs

2022 running costs higher than previous year due to longer running time and extreme weather which resulted in higher labour and chemical costs.

Paddling Pool Operating Costs			
	Running Costs	Maintenance Costs	Total
2021	£4,066	£0	£4,066
2022	3rd party operating costs £9,500	Repairs and maintenance £3,500	£13,000

To note if work is agreed, the pool will still be reliant on 3rd party operators to manage the pool with estimated running costs to be in the region of £5-10k annually. Refurbishment and Upgrade is to remove all associated risks.

8. Option Summary

Options include

- St George's Paddling Pool - Upgrade and refurbish

Total cost £104,566

- St George's Paddling Pool - Removal

Total cost £4,900

- St George's Paddling Pool - Reinstate Ground

Total cost £4,200

9. Recommendation

It is my recommendation for the removal of the pool and reinstate the ground.

Justification for recommendations

- Costs outweighing the benefits.
- Expensive upgrade and refurbishment.
- Expensive on-going operational and maintenance costs.
- Removes future risks and liability.
- Removes reliance on 3rd party contractors.



UKDIVIEWS

Conditional Survey

Location:	St Georges Paddling Pool
Client:	Adam Stockhall Kidderminster Town Council
Date of Survey:	04/10/2022
UKDW Surveyor:	Andrew Wilkins

All areas inspected and detailed in this report are relevant to the date and time shown above only.

Table of Contents

1	Pool Specifications	3
1.1	Paddling Pool	3
	3
2	Introduction	4
3	Pool tank construction	4
4	Survey Findings	4
5	Main Pool	4
5.1	ladders.....	4
5.2	Surfaces.....	5
5.3	Central drain to pool tank.....	8
5.4	Poolside Walkways.....	9
6	Circulation	11
7	Conclusion.....	12
8	Recommendations	12
8.1	Paddling Pool	12

1 Pool Specifications

1.1 Paddling Pool

Length:	15M
Width:	10M
Wall Depth:	150mm - Depth within centre of pool 0.45M
Surfaces:	Screed and painted finish
Light fittings:	There are 0 underwater lights fitted
Outlets/inlets:	There is no circulation system present
Overflow:	N/A
Steps/Ladders:	N/A
Lane markers:	N/A
Expansion Joints:	N/A
Anti-Drowning System	N/A



2 Introduction

UK Diveworks were instructed by Adam Stockhall of Kidderminster Town Council, to conduct a condition survey of St Georges Paddling Pool.

3 Pool tank construction

The pool tank is constructed of concrete with screed and painted in a light blue using choline based paint.

4 Survey Findings

Main Pool - Defects Overview

- Multiple areas of delaminated light blue paint throughout the floor.
- Screed exposure
- Stainless Steel Drain cover not secured with fixings
- No circulation system to the paddling pool – high risk of bacterial infection to pool users
- Screed break down in various locations
- Movement to poolside paving slabs.
- Separation of poolside paving slabs to pool structure
- Open main drain to base of pool which can hold stagnant and bacterial risk
- 1 area of delaminated paint to wall area
- Cracking to paint from central pool drain to each corner of the pool structure (Possible expansion joint beneath)

5 Main Pool

5.1 ladders

There are no ladders installed to the pool due to the entry step down only being 150mm in height. This is a safe access and egress for pool users.

5.2 Surfaces

The paddling pool tank has been laid to concrete screed over the foundation of the pool base and walls. Above this, there is a covering of chlorine based paint which on average is 2-3mm in thickness. The chlorine paint is failing throughout the pool tank and is exposing the screed below. In areas where the paint has failed, there is evidence of screed breakdown. The deepest breakdown of screed was gauged to 20mm in depth.

Chlorine paint is not known for its longevity of life and unfortunately in all cases that UK Diveworks have encountered this paint in a swimming pool setting, it has failed.

The breakdown of cement based product is generally caused by the acidity within the water that is in constant contact with the likes of grout, screed, render etc. Where the screed is exposed, and the fact that the paddling pool is being hand dosed with no circulation, it would suggest that the chemical that is placed in to the water is collecting in areas where the paint is no longer present and being allowed to break the cement screed down through acidic attack. Thus leaving pitted areas throughout the pool tank floor within the screed. It was noted that the majority of the screed break down has occurred around the central drain which is at the pools deepest location. Chemicals that have a heavier value than water will gather at the deepest point of the pool, which is again evident within the paddling pool tank.



Photo 1 – Screed and Paint breakdown around drain



Photo 2 – Deepest Screed breakdown 20mm



Photo 3: Further Screed breakdown

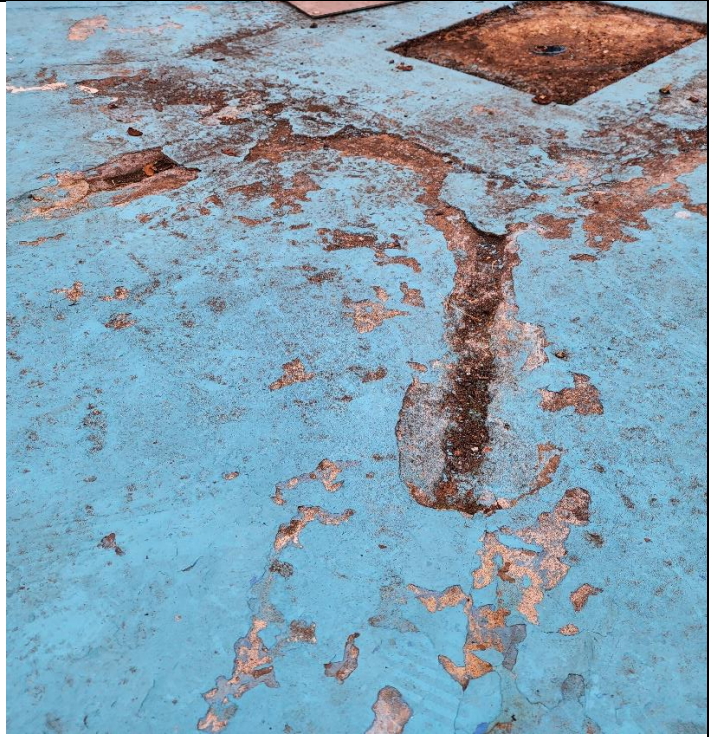


Photo 4: Further Screed breakdown surrounding deepest point of pool



Photo 5: Delaminated paint throughout the pool tank

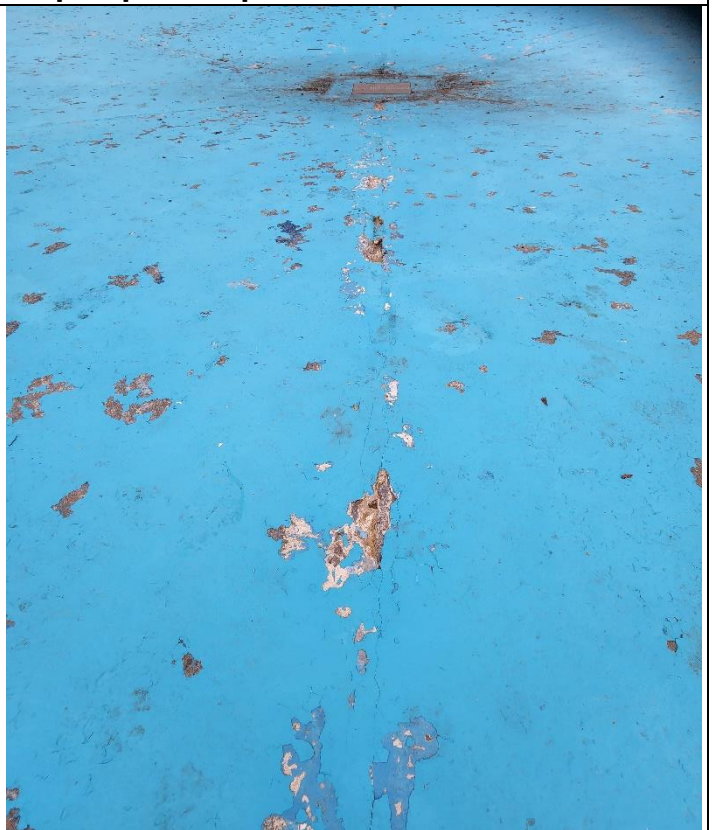


Photo 6: Pitting and delaminated paint example

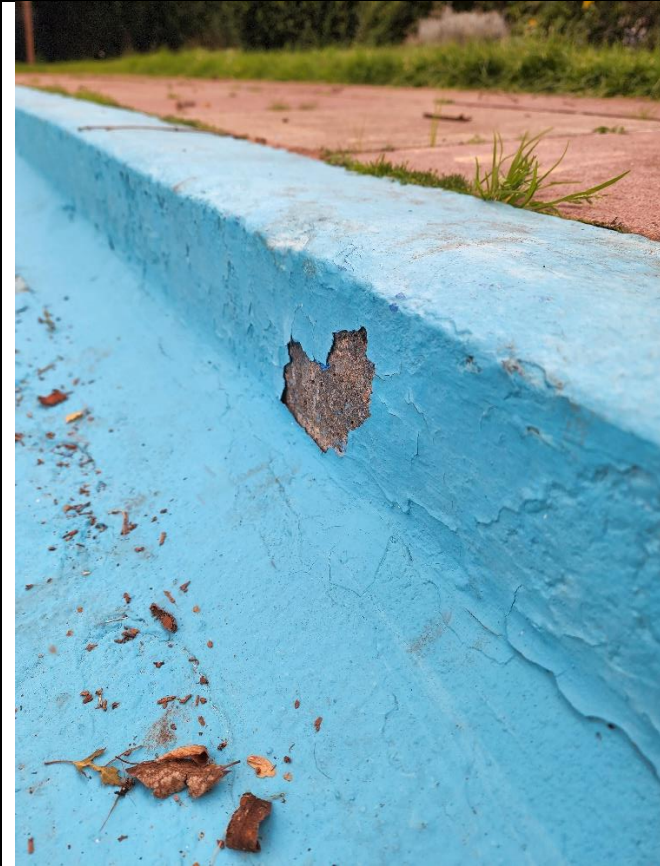


Photo 7: 1 isolated paint delamination to the upstand wall of the pool tank



Photo 8: Example of paint delamination with screed below

Recommendation 1: Remove all existing paint and screed by way of scabbling. Prepare foundation concrete to allow for re-screeding. Re-screed the entire pool tank.

Beyond the re-screeding there is 2 options which will allow longevity of life to the pool tank.

- 1. Install a GRP lamination to all surfaces to seal, protect and finish the pool tank**
- 2. Install non slip tiling to all surfaces including walls**

5.3 Central drain to pool tank

To the centre location of the pool tank there is a stainless steel cover plate with circular hole perforations to the centre area of the plate. There are 8 fixings holes within the stainless steel plate.

Upon inspection, there were no fixings in place to secure the plate to the base of the pool tank.

There is a potential health and safety issue with this central drainage system in place. In almost all pools, the drain down process is managed through the circulation system to stop an open drain being opened up and having in contact with the pool water. There is no circulation system to act as a barrier to this within the paddling pool tank water.

Without understanding the drainage system that is present, UK Diveworks cannot comment further on the health and safety implications of an open drain scenario, therefore this should be correctly risk assessed and further advice from a water management company should be sourced.

It was discussed with Adam on site that a man hole cover played a part in the drain down of the pool and that there was likely to be a valve within the man hole chamber that controlled the flow of water during drain down.



Photo 9: Central drain without cover over

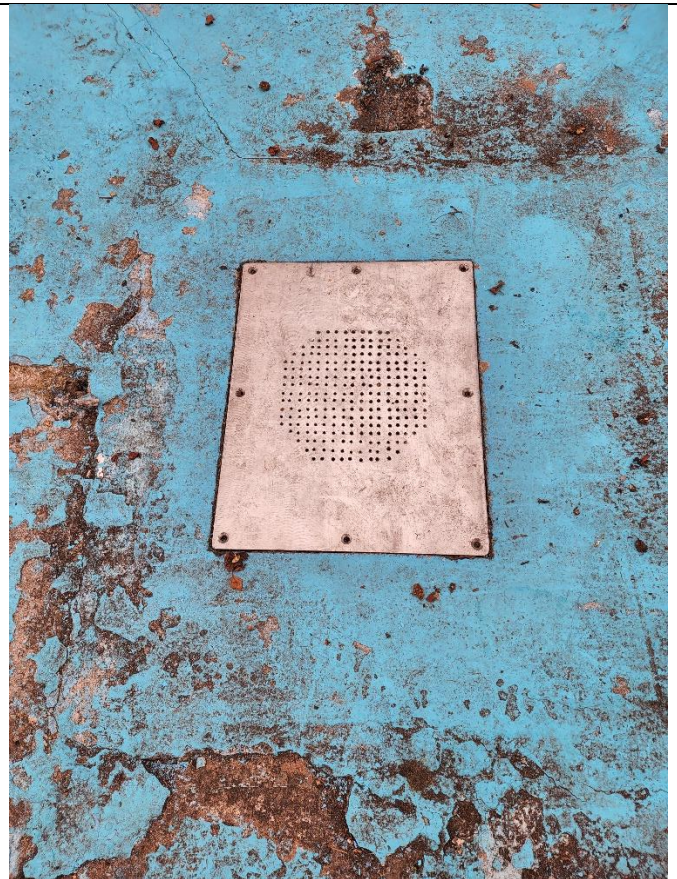


Photo 10: Central drain with cover over – no fixings present

Recommendation 2: Further investigation is required by a water management company to determine the impact of a potential open drain being connected to a pool tank.

Installation of a pool circulation system is recommended for future control of all water aspect including drain down.

Fix cover plate in place using stainless steel fixings

5.4 Poolside Walkways

The poolside is laid to paving slab which are 2 slabs wide. Beyond the paving slabs there is a grass surround with features such as raised flower beds and seating benches.

The paving slabs appear to be in good condition. There were 2 slabs noted to have cracks present.

The paving slab pointing was in a poor condition, allowing for vegetation growth to protrude up and on to the surface of the slab.

The bonding between pool tank and walkway slab has been compromised through what would appera as small ground movement. This has left a crack like indication in some areas of the pool surround at the bonding location.

Around the Water chamber located where the metal boxed water feed container is situated, there is cracking of the concrete and a drop in level, which is hazardous to pool users.

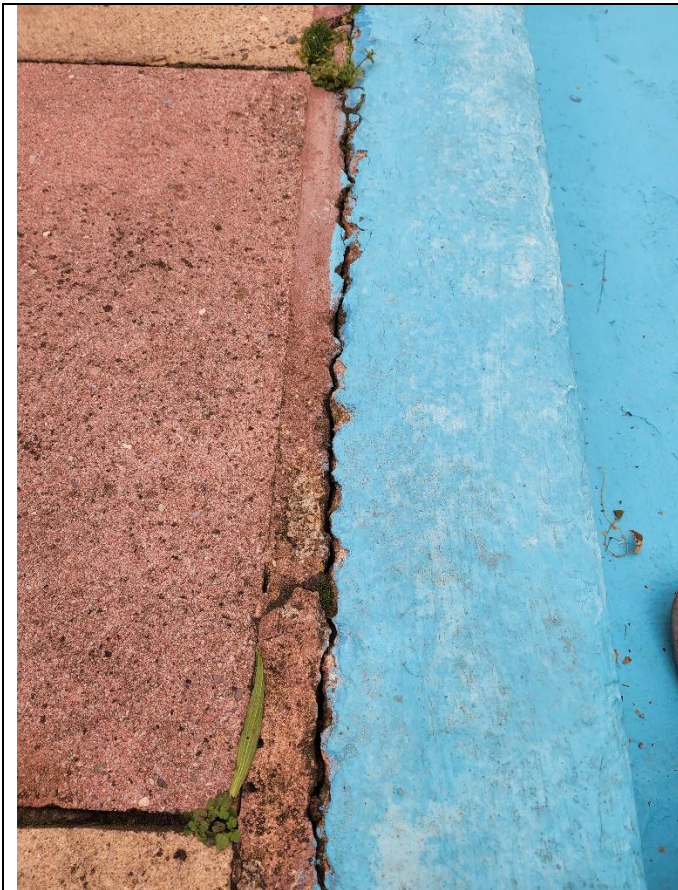


Photo 11: Debonding of pointing from pool tank



Photo 12: Cracked concrete and dropped levels – Hazardous to pool users

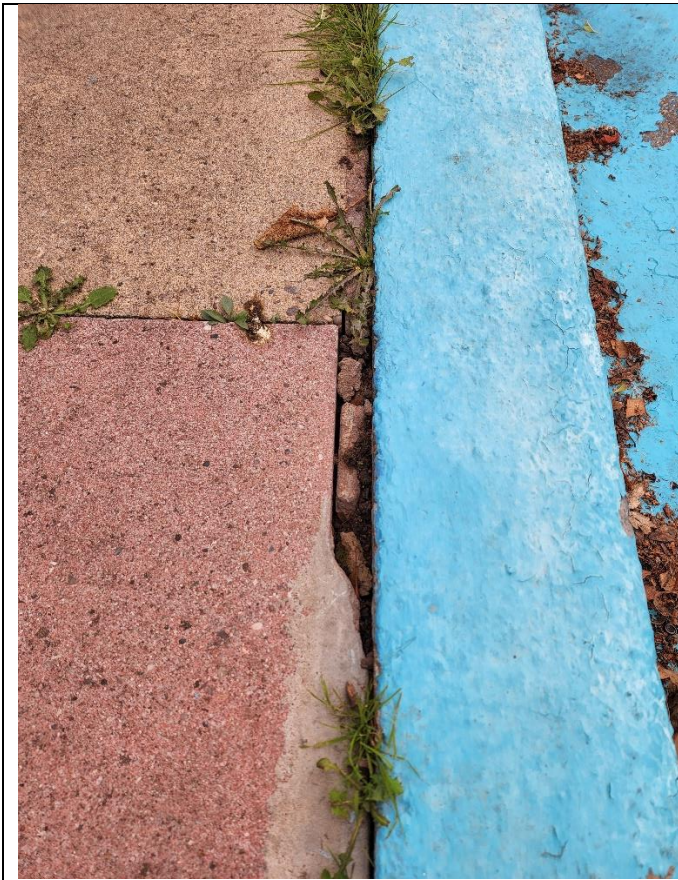


Photo 13: Missing pointing with vegetation growth



Photo 14: Painted markings to paving slabs - Faded

Recommendation 3; Lift and re-bed the paving slabs to the poolside walkways. Re-point the paving slabs and make a repair to the concrete surrounding the water chamber.

6 Circulation

The paddling pool has no circulation system to allow the water within the tank to be constantly moved. This issue is allowing dead spots within the pool where bacterial inhabitation can occur. There is also no continual dosing of the water which again increases the risk of water borne bacterial infection to pool users. SOP (Safe Operating Procedures) should be analysed and risk assessed to ensure that the health of pool users is not being compromised through lack of circulation and chemical dosing. Hand dosing really is becoming a thing of the past due to the risks involved with human error. An automatic dosing system is strongly recommended to ensure that water quality and recorded monitoring is available during pool use. The risks of Leptospirosis due to the pool being an outdoor pool that is open to animals such as rats is very real and with inadequate chemical dosing and circulation, there is a very high risk that disease and other bacterial infections can occur.

In conjunction with the lack of circulation, the pool is not circulating the hand dosed chemicals and therefore the chemicals are sitting within the deep area that is central and is eating away at the substrate.

Recommendation 4: Install a minimum of 4 inlets and 1 sump drain to the paddling pool to allow water flow throughout the pool. Also install an automatic dosing system. This option will require to have a brick built plant room to 1 corner of the paddling pool grassed area. The inlets should be installed central to the diagonal corner lines as possible. The sump drain should replace the central drain and be inset to the height of the pool floor.

7 Conclusion

St George's Paddling pool is in a poor condition with a high risk of bacterial infection to pool users through the lack of circulation and chemical dosing. The breakdown of screed along with the delamination of paint, makes the pool look un-inviting to persons that wish to use the pool.

Investment in to the pool is a must. The only other alternative is to fill the pool in and make use of the space for other outdoor activity. The paddling pool has the potential to be a well maintained and safe public area that can be enjoyed by many throughout the summer months. With proper investment and a company that has the know how to install the relevant equipment, complete the relevant works to the pool tank and ensure that the pool is brought up to date with health and safety requirements, this could be an asset to the community and to Kidderminster Town Council.

8 Recommendations

8.1 Paddling Pool

Item	Recommendation
Recommendation 1	<p>Recommendation 1: Remove all existing paint and screed by way of scabbling. Prepare foundation concrete to allow for re-screeding. Re-screed the entire pool tank. Beyond the re-screeding there is 2 options which will allow longevity of life to the pool tank.</p> <ol style="list-style-type: none"> 1. Install a GRP lamination to all surfaces to seal, protect and finish the pool tank 2. Install non slip tiling to all surfaces including walls
Recommendation 2	<p>Further investigation is required by a water management company to determine the impact of a potential open drain being connected to a pool tank.</p> <p>Installation of a pool circulation system is recommended for future control of all water aspect including drain down.</p> <p>Fix cover plate in place using stainless steel fixings</p>
Recommendation 3	<p>Lift and re-bed the paving slabs to the poolside walkways. Re-point the paving slabs and make a repair to the concrete surrounding the water chamber.</p>
Recommendation 4	<p>Install a minimum of 4 inlets and 1 sump drain to the paddling pool to allow water flow throughout the pool. Also install an automatic dosing system. This option will require to have a brick built plant room to 1 corner of the paddling pool grassed area. The inlets</p>

	should be installed central to the diagonal corner lines as possible. The sump drain should replace the central drain and be inset to the height of the pool floor.
--	--

All of the recommendations within this report can be completed by UK Diveworks Ltd. UK Diveworks carry out a wide range of remedial works to swimming pools including refurbishment, pool upgrades, plant room works and finishing works. If you require quotation for any element of the recommendations in this report, then please email Andrew Wilkins on andy.wilkins@ukdiveworks.co.uk

QUOTE

Kidderminster Town Council
 Kidderminster Town Hall
 Vicar Street
 Kidderminster
 Worcestershire
 DY10 1DA
 GBR

Date
 18 Oct 2022

Expiry
 17 Nov 2022

Quote Number
 QU-0829

Reference
 St Georges Paddling Pool
 Refurbishment

VAT Number
 265202917

UK Diveworks Limited
 10 Danecourt Road
 POOLE
 Dorset
 BH14 0PQ
 GBR

St Georges Paddling Pool - Upgrade and refurbishment works

To complete the following work scope to improve the facilities of St George's Paddling Pool.

Install a full circulation system to the paddling pool (Floor inlets for water return to pool tank + 2 x sump drains for water feed to circulation system located in a plant room). All pipework, sump drain boxes, inlet configurations and grilles supplied. Supply and fit of a single filter with dual circulation pumps (1 as back up and 1 as operational)
 Supply and fit fully automated chemical dosing machine with chemical day tanks to allow constant disinfection of pool water (This will need to be monitored daily to ensure no breakdown or malfunction has taken place, but is fully automated on the delivery and chemical level maintenance)
 Remove and replace current screed to pool tank
 Install a non slip tiled finish to the paddling pool for safety and aesthetics
 Remove and relay patio slabs to poolside surround

Additional to this quotation, a 4m x 2m plant room will be required to be constructed out of 9" block work with a flat roof installed to an angle for water run off. The relevant planning permission will need to be obtained and approved and architectural drawings submitted.
 UKD cannot supply this service.

Electrical feeds will need to be run to the paddling pool plant room by SSE. This service cannot be provided by UKD.

Duration: 6-8 weeks

These works will require a scaffold structure to be installed over the paddling pool to allow for all weather works. It will also require a welfare unit and heras fencing to retain members of the public from entering the work site.

This quotation is provided on a fixed fee basis.

No electrical components or labour are supplied in respect to the electrical feed required to the plant room.

No building supplies are the responsibility of UKD in respect to the plant room construction.

UKD will not take responsibility for any structural defect discovered during works.

UKD will not take any responsibility on ensuring the current structure is of a sound nature and will not cause future damage to the pool if it fails.

Description	Quantity	Unit Price	VAT	Amount GBP
Mobilisation / Demobilisation to site - inclusive of the production of regulatory paperwork, loading of equipment for transportation, Fuel costs, equipment clean down and re-store. Delivery of all materials are included within this	1.00	650.00	20%	650.00
Material Supply - plant room equipment inclusive of the following: Chemical dosing machine with all injector points Day Tanks Dosing lines 2 x circulation pumps 1 x multiport filter All pipework, sockets, solvent welding glue	1.00	11,300.00	20%	11,300.00
Plant Room Labour - to install plant room equipment	1.00	3,450.00	20%	3,450.00
Material Supply - Pipe runs from plant room to pool tank inclusive of sump drains (2) and inlets (6)	1.00	1,600.00	20%	1,600.00
Material Supply - concrete for back fill of trenching to install pipework to pool tank	1.00	385.00	20%	385.00
Material Supply - screed for installation to pool tank	1.00	4,250.00	20%	4,250.00
Material Supply - Vitrified tile supply	50.00	48.00	20%	2,400.00
Material Supply - adhesives and grouts(Swimming Pool graded)	1.00	940.00	20%	940.00
Surface Labour - To complete the removal of screed, dig out 6 trenches for inlet installation, dig out 1 trench with "T" configuration for 2 sump drain installations, Back fill trenches once pipework installation completed.	1.00	8,350.00	20%	8,350.00
Surface Labour - remove and relay paving slabs to poolside surround	1.00	4,150.00	20%	4,150.00
Material Supply - paving slab supply - standard non slip paving slabs	1.00	1,100.00	20%	1,100.00
Material Supply - cement and pointing materials for slab relay	1.00	1,380.00	20%	1,380.00
Accommodation cost - for duration of works for all team members	1.00	11,400.00	20%	11,400.00
The supply of a skip to remove all waste from site.	3.00	350.00	20%	1,050.00
Specialist Equipment Supply - scaffold structure installation	1.00	7,250.00	20%	7,250.00
Specialist Equipment Supply - Heras fencing and welfare unit	1.00	2,600.00	20%	2,600.00
Material Supply - Diesel for welfare unit	1.00	850.00	20%	850.00
Specialist Equipment Supply - road saw for concrete cutting	1.00	265.00	20%	265.00
Specialist Equipment Supply - scabbler for screed removal	1.00	485.00	20%	485.00

Description	Quantity	Unit Price	VAT	Amount GBP
Surface Labour - project manager to oversee the site during working hours and enforce health and safety at all times along with works programme monitoring etc.	1.00	6,250.00	20%	6,250.00
Surface Labour - professional tiling team to complete the install of tiling to the pool tank	1.00	6,200.00	20%	6,200.00
Subtotal				76,305.00
TOTAL VAT 20%				15,261.00
TOTAL GBP				91,566.00

Terms

This estimate on the materials and labor named above is subject to the conditions noted below:

*Day shift works are based on working hours between 0800hrs and 1800hrs

*Night shift works are based on working hours between 1800hrs and 0800hrs

*Weekend works are based on working hours between 1800hrs Friday and 0800hrs Monday (Excluding bank holidays)

*All work estimates supplied without a site visit are quoted on information provided by our client.

If the information is inaccurate then this quotation will be subject to change whilst on site.

Any change in price will be discussed before commencement of additional works.

UK Diveworks Ltd shall require confirmation in writing for the approval of any additional works.

*If UK Diveworks Ltd attend the works location and are postponed due to any third party then an hourly charge shall be payable on top of any estimated amount stated above.

UK Diveworks Ltd Hourly charge is currently £125.00 +vat (Day shift) £165.00 +vat (night shift)

Cancellation of any works programme within 24hours of the start time agreed will incur a 50% cancellation fee.

If UK Diveworks are unable to complete works whilst on site due to organisation, technical issues relating to the pool, access issues or any other third party involvement, then our charges are still payable.

KIDDERMINSTER TOWN COUNCIL

Minutes of the meeting of Kidderminster Town Council held in the Council Chamber, Kidderminster Town Hall on Wednesday 14th December 2022 at 6:00pm

Present:

Gale (Chair)
Aston
Bishop
Chambers
Connolly
Dyke
N. Gale
Hine
Hopkins
Muir
Oborski (MBE)
Rayner
Rook
Ross
Smith

In Attendance:

Mr L. Jakeman, Chief Executive
Mr Peter White, Freshlife Consulting
Mr Daniel Mulligan, Glenn Howells Architects
1 x member of the public

C.052 APOLOGIES FOR ABSENCE

Members noted the apologies received from Cllrs Miah, Phillips and Stokes.

C.053 DECLARATIONS OF INTEREST

Nil.

C.054 PUBLIC QUESTION TIME

Members were informed that no public questions had been received.

C.055 **MINUTES**

RESOLVED: Members approved the minutes of the meeting of Kidderminster Town Council held on Wednesday 28th September 2022.

C.056 **ANNOUNCEMENTS**

Members noted the mayoral engagements from September, October and November.

Friday 2nd September – Flag Flying Ceremony at Wyre Forest House
Friday 2nd September – Kidderminster Choral Society Concert
Sunday 18th September – King’s Proclamation
Thursday 22nd September – BBC Hereford & Worcester Make a Difference Awards
Friday 23rd September – Mayor of Bewdley’s Quiz Night (*Deputy*)
Thursday 29th September – Mayor’s Bingo Night
Friday 7th October – Husum Twinning Meal at Bistro Pierre
Sunday 16th October – Redditch Civic Service
Thursday 20th October – Dementia Action Alliance Event
Friday 21st October – Mayor’s Quiz Night
Saturday 22nd October – 10th Anniversary of Opening of Museum of Carpet
Sunday 23rd October – Droitwich Spa Civic Service
Saturday 29th October – Summer Reading Challenge Medal Ceremony
Friday 11th November – Armistice Day Ceremony
Saturday 12th November – Tour of Town Hall
Sunday 13th November- Remembrance Sunday sw
Wednesday 16th November – Chairman’s Autumn Civic Soiree
Friday 18th November – Wyre Forest Young Voices Concert
Saturday 19th November – Christmas Lights Switch On
Saturday 19th November – Old Carolians Association Dinner
Thursday 24th November – Mayor of Ludlow’s Chairty Winter Warmer Supper (*Deputy*)
Friday 25th November – Three Kings Parade
Saturday 26th November – Kidderminster Choral Society Concert
Saturday 26th November – Presentation of Photography Competition
Saturday 26th November – Christmas Bake Competition at Franche Community Church

C.057 **MEMBERS QUESTIONS**

Nil received.

C.058 **PLANNING COMMITTEE**

RESOLVED: Members noted the minutes of the Planning Committee meetings held on 27th September, 25th October, and 29th November 2022.

SERVICES COMMITTEE

a. RESOLVED: To note receipt of the minutes of the Services Committee meeting held on 8th September and 9th November 2022.

b. Members considered the following recommendations:

Kidderminster Ring Road Water Feature. To approve the recommendation (option 2) made by the Services Committee at its meeting on 8th September 2022 relating to the Kidderminster Ring Road Water Feature.

Members discussed the purpose of the waterfall and its role as a memorial. It was felt that some detailed and documented consideration about signage and promotion of the feature be provided before any final decision could be made by the Town Council.

b(i) RESOLVED: To defer the matter and ask the Services Committee to reconsider the proposal at its next meeting.

c. St George's Park Paddling Pool.

In light of the recommendation from the Services Committee it was proposed that the St George's Paddling Pool be removed and the ground reinstated.

An amendment was proposed by Cllr Oborski to replace the original motion: that the Paddling Pool be mothballed for a year and not dug up to give the community time to find external funding.

(Note: Cllr Oborski asked that the votes be recorded in the minutes. For: All councillors present, Against: Nil, Abstentions: Nil)

With the amendment being successful it became the substantive motion.

c(i) RESOLVED That the (St George's Park) Paddling Pool be mothballed for a year and not dug up to give the community time to find external funding.

EVENTS COMMITTEE

Members noted the minutes of the Events Committee meeting held on 3rd November 2022.

TOWN HALL COMMITTEE

Members noted the minutes of the Town Hall Committee meeting held on 27th October 2022.

C.062 **STAFFING COMMITTEE**

Members noted the minutes of the two Staffing Committee meetings held on 5th October and 26th October 2022.

C.063 **FINANCE AND OVERVIEW COMMITTEE**

Members noted the minutes of the Finance and Overview Committee meeting held on 6th December 2022 (noting that the budget and precept recommendations would be discussed as a separate item later on the agenda).

C.064 **SCHEDULE OF PAYMENTS**

Members noted receipt of the finance report.

RESOLVED: To approve payments totalling £453,830.96 from 1st September to 30th November 2022.

C.065 **HOSPITALITY AND GIFTS POLICY**

Members considered a draft Hospitality and Gifts Policy and a recommendation that the policy be adopted by Kidderminster Town Council

RESOLVED: That the Hospitality and Gifts Policy (*circulated with the agenda*) be adopted by Kidderminster Town Council.

C.066 **MEMBERS GRANT FUNDING REQUEST**

Members considered a proposal from Councillor David Ross that:

“Kidderminster Town Council donates a sum of £2,000 to the Weavers Wharf Shopping Centre Charity Fund to support its efforts in providing a Warm Hub in one of its unoccupied retail units until the end of March 2023.”

RESOLVED: To donate a sum of £2,000 to the Weavers Wharf Shopping Centre Charity Fund to support its efforts in providing a Warm Hub in one of its unoccupied retail units until the end of March 2023.

C.067 **BUDGET AND PRECEPT SETTING**

Members considered recommendations from the Finance and Overview Committee. That the Full Town Council approves the summary budget recommended by the Finance & Overview Committee.

RESOLVED:

- a. To approve Budget proposal D (*A Precept of £879,566.00, General Reserve at £413,560.00; and Band D equivalent of £49.75 percentage increase of 4.74%. With a total income of £9,488,000 and a total expenditure of £9,529,368*).

AND

- b. That a precept be issued, requiring Wyre Forest District Council to pay Kidderminster Town Council £879,566.00 (Eight Hundred and Seventy-nine Thousand Five Hundred and Sixty-six pounds) to meet its expenditure for the financial year 2023/24

(Note: members asked that the votes be recorded in the minutes. For: All councillors present, Against: Nil, Abstentions: Nil)

C.068

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

(Note: While the discussions are confidential the decisions made are documented for the public record)

C.069

TOWN HALL REFURBISHMENT

Members noted a report and received a presentation from the project manager and the architects for the Town Hall Refurbishment Project. Members took the opportunity to clarify understanding round various aspects of the project, spend predictions, timelines and emphasise that the project has a set budget despite wider-world economic uncertainty. Members thanked the two presenters for their time and contribution.

(Note: Cllr Muir departed the meeting during this item).

RESOLVED:

- a. To approve the proposed structure of the £249,695 grant application to the National Lottery Heritage Fund.

AND

- b. To approve the Stage 3 design proposals for the podium.

STAFFING MATTERS

Members received 2 confidential reports from the Staffing Committee (*relating to the committee meetings held on 5th and 26th October*) and noted the contents.

DRAFT

KIDDERMINSTER TOWN COUNCIL FINANCE AND OVERVIEW COMMITTEE

**Minutes of the meeting held on Wednesday 21st November 2023 at 6:00pm
In the Council Chamber, Wyre Forest House**

Present: Councillors:
Juliet Smith (Chair)
Darren Chambers (Vice Chair)
Helen Dyke
David Ross
Shazu Miah

Mr L Jakeman, Chief Executive

Absent: Nil

F009/23-24 **APOLOGIES FOR ABSENCE**

Councillors:
Fran Oborski MBE

F010/23-24 **DECLARATIONS OF INTEREST**

Nil

F011/23-24 **PUBLIC QUESTION TIME**

Nil

F012/23-24 **MINUTES**

RESOLVED:

That the minutes of the previous meeting held on Wednesday 26th July 2023 be approved as a true record and that they be signed by the Chair.

F013/23-24 **ACCOUNTS PAID**

Members received a report detailing income and expenditure from 1st July 2023 to 31st October 2023 and **RESOLVED:**

To approve payments totalling £,1,106,442.12 From 1st July 2023 to 31st October 2023.

(TC/35/23-24)

F014/23-24 ST GEORGES PADDLING POOL

Members noted that the Council at its meeting on 14th December 2022

“RESOLVED That the (*St George’s Park*) Paddling Pool be mothballed for a year and not dug up to give the community time to find external funding.” (Minute C.059(c)ii refers).

And

Considered a proposal from Cllr Ross:

(for the purpose of securing capital funding to bring the paddling pool at St Georges Park up to a suitable specification, in line with the condition report previously received)

- That the £10,000 allocated for the maintenance of the paddling pool be utilised to provide funds to engage a fundraising consultant to seek external funding.

And

- That in the absence of any grant becoming available before the end of the term of this Council that any decision on the future of the paddling pool is deferred for consideration by the new Town Council after elections in May 2024.

And

- To delegate to the Chief Executive the authority to engage a fundraising consultant.

F015/23-24 BUDGET AND PRECEPT SETTING

a. Members received and considered the budget estimated for FY 2023/24.
(TC/36/22-23)

b. RESOLVED:

To recommend that the Full Town Council approves the summary budget option B for FY 2023/24.

(Producing a precept of £1,020,998, with an anticipated General Reserve of £344,224)

Kidderminster Town Council – St Georges Paddling Pool Update

Kidderminster Town Council Finance and Overview Committee agreed to the following on Wednesday 21st November 2023, (F014/23-24),

For the purpose of securing capital funding to bring the paddling pool at St Georges Park up to a suitable specification, in line with the condition report previously received.

That the £10,000 allocated for the maintenance of the paddling pool be utilised to provide funds to engage a fundraising consultant to seek external funding.

And

That in the absence of any grant becoming available before the end of the term of this Council that any decision on the future of the paddling pool is deferred for consideration by the new Town Council after elections in May 2024.

And

To delegate to the Chief Executive the authority to engage a fundraising consultant.

We have agreed that the works are to be carried out by Caroline Taylor Consulting Ltd.

Caroline Taylor Consulting will support in identifying potential funding that might be available for the much-needed repairs to the Paddling Pool located in St George's Park, Kidderminster.

Caroline Taylor comes with a wealth of experience and has a good knowledge and understanding of Kidderminster Town Council, previously engaged in successfully undertaken fundraising on our behalf.

At the moment, the cost of funding required for this project is in excess of £100,000.

Works will be carried out in two stages,

Stage One:

- Work to **identify sources of funding** that could contribute towards the costs of the work of bringing St Georges Paddling Pool back into use; **fundraising segmentation** - looking at likely income streams and constituencies to target; **feasibility** - how robust is the plan and how capable is it of being delivered in timeframe.
- **Identify all criteria and application process** can be met to back up the business case for investment prior to approaches being made.

- **Develop the pipeline for applications** including detailed prospects; likely amount to be requested; approach recommended; actions required; responsibilities; meeting timetables indicative costs, key actions to move applications forward, who should be involved, phasing, etc.
- Compile a **brief report** at the end of Stage One outlining any possible sources of funding and a suggested way forward.

Stage Two:

- Create a compelling **case for support** to secure the necessary funding.
- Create a **timetable for applications** to meet the target required.
- **Make an agreed number of applications** to those funds identified within the given timeframe.
- Undertake **follow-up**, e.g., supply further information or show round the site, etc.

This work will be completed within best practice guidelines, adhering to GDPR rules and to the Codes of Practice of the Chartered Institute of Fundraising and ensuring that the reputation of Kidderminster Town Council is maintained throughout.

Timetable

This commission will run until end of December 2024 (unless all work is completed earlier) and during this time a total of 9 days will be dedicated to the work.

Working methodology and reporting

The majority of the contract will be completed off-site; however, site visits will be arranged if required. The consultant will liaise with Adam Stockhall, Public Realm and Operations Manager, throughout the project.

Outputs

The consultant will provide electronic copies of all documents produced.

Budget

The cost to deliver this commission is charged at £395.00 per day.

- For Stage One, 4 days: £1,580
- For stage Two, 5 days: £1,975
- Total: £3,555

St Georges Paddling Pool Working Group – Terms of Reference

1. Scope

Kidderminster Town Council Operational Services Committee has established the St Georges Paddling Pool Working Group to advise the Committee on the future of the paddling pool located at St Georges Park. The working group will provide an opportunity where officers, Members and Non-Members can bring together their knowledge, skills and experience in pursuit of providing information and evidence and provide the Operational Services Committee with all the relevant information to make the necessary recommendations to Full Council for decision.

2. Remit

The working group is to develop and provide information to the Operational Services Committee on future proposals regarding St Georges paddling pool.

3. Governance Arrangements

The Working Group will comprise of 3 elected Kidderminster Town Council members and 3 non-members.

The Working Group will report to the Operational Services Committee.

The Town Council's Public Realm and Operations Manager and Public Realm and Operations Officer will support the Working Group.

Working Group meetings do not require Public Notice and Access; however, the Working Group may invite other persons to advise on any matter within its remit.

The working group shall undertake the following roles and functions: -

1. Appoint its own Chair, must be an elected Kidderminster Town Council member.
2. Elected Chair should ensure all the working group's members are kept informed and involved with progress and act as primary reporting channel back to the Operational Services committee.
3. Choose to engage with non-working group member councillors, non-councillors and outside bodies who might provide advice and guidance.
4. Arrange meetings/ workshops/ brainstorming exercises as it deems necessary.
5. The group does **not** have delegated powers to make decisions on behalf of the Town council.
6. To consider and make recommendations to the Operational Services Committee on matters related to St Georges Paddling Pool.
7. The group reports to the Operational Services Committee.
8. Where necessary, to provide recommendations to the Operational Services Committee from time to time on matters within the Terms of Reference.

4. Amendments to Terms of Reference

Amendments to the Terms of Reference may only be made by the Operational Services Committee.

5. Terms of Reference (meetings)

- The group shall meet as often as required until the Operational Services Committee determine the matter.
- Minutes will be kept, and a copy supplied to each member of the group as soon as reasonably practicable.

6. Meeting Dates

- All representatives should actively participate in the meetings and be committed to following through actions allocated to them.
- Meeting to last no longer than one hour, unless the committee agrees a longer time, within the hour.
- Please arrive in readiness for the meeting to start promptly at the allocated time.

**Kidderminster Town Council
Operational Services Meeting**

5th June 2024

Report to Operational Services Committee

Agenda Item – Public Realm and Operations Update

1. Aim

The purpose of this report is to update Members on the current operational position related to the Public Realm and Operations.

2. Background

Kidderminster Town Council owns a number of Parks, Public Realm and assets, which have been acquired over a number of years when the Town Council was formed in 2015.

The most recent transfer has been the 3 x parks which transferred in January 2023.

Current list of assets which are currently managed and maintained within Operational Services.

- St Georges Park
- Broadwaters Mill Park
- Baxter Gardens
- St Marys grounds adjacent to the Church
- Street Furniture, Inc benches, bus shelter, Welcome to Kidderminster Boundary Nameplates
- Directional Finger Posts
- Kidderminster Allotments (8 in total)
- Waterfall
- Market Street Toilets
- Kidderminster Market
- Grit Bins (Not all)
- Monuments/Clocks, Horse sculpture and War Memorials
- Floral and Hanging Baskets
- Christmas Lights
- Health and Safety

3. Recruitment

KTC appointed a Public Realm and Operations Manager to oversee the management of all forementioned services, post commenced November 2022.

Within the 2 years of the Public Realm and Operations Manager, the services has grown rapidly over this short period, and therefore agreed to recruit a Public Realm and Operations Officer to support service delivery, post commenced March 2024.

4. Current Operational Position

Currently all public realm has a schedule of works, which ranges from cleaning to inspections, repairs and maintenance, for example painting.

Parks Ground Maintenance are undertaken by a third-party contractor MG&B with a schedule of works, which is monitored and inspected, this includes grass cutting, litter picking and bin emptying.

Trees are inspected through a detailed inspection regime, with all high and medium risk works completed.

Play areas are checked and maintained and follow a strict health and safety regime.

We have a number of SLA (Service Level agreements) in place with WFDC, for toilet cleaning, supply floral and hanging flower baskets, mechanical sweeping and allotment trees and St Marys Ground maintenance.

5. Snapshot of works to date

Since taking ownership In January 2023, we have carried undertaken several projects and works to enhance and improve both the parks and public realm.

➤ Parks

- Replacement of old and worn bins, (all new on Broadwaters park)
- Replacement of all signage
- Installing new footpaths to improve accessibility
- Repairing Footpaths
- Painting and Deep Cleaning Park Furniture
- Baxter Car Park – New tar mac surface
- High level tree works
- Clearing waterways
- Instructing new grounds contractor – MB&G
- Major hedgerow works
- Biodiversity improvements – Secured £10,000 of Natural Network funding to enhance Biodiversity
- Play equipment repairs

- New gym equipment installed
- Refurbished 2 x wooden bridges
- Lighting repairs and upgrades
- Tree surveys

➤ **Public Realm**

- Deep cleaned all KTC public realm street furniture, boundary plates and benches
- Deep cleaned and upgraded waterfall
- Management of Kidderminster Markets (annual income £10,000)
- Progressing painting of street furniture
- Repaired and replaced damaged slabs, St Marys
- Removal of graffiti on Town Council land
- Clearing vegetation on highways, through the Lengthsman scheme
- Updated lighting at St Marys
- Updated Market Street toilet amenities
- Allotment Improvements

➤ **Back Office/Safety**

- Set up Operational Services Pages on Kidderminster Town Council website
- Increased social media presence
- Health and safety monitoring system (Play Inspection App)
- Implemented detailed risk Assessments and Inspections
- Agreed and re-designed Service Level Agreements with partners
- Acquired operational vehicle
- Implemented Operational Policies
- Staff training
- Implemented detailed work programmes
- Implemented parks booking system

➤ Before/After Pictures

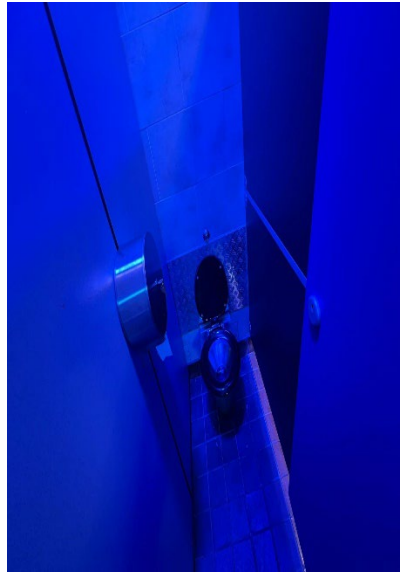














6. Finances

Total Operational Budget £350,000

MB&G Grounds Maintenance Contract £51,000

Service Level Agreements

- St Marys Grounds maintenance £13,605
- Allotment Tree Inspections £2,800
- Floral and Hanging Baskets Supply and Maintain (May – Sep) £14,913
- Mechanical Sweeping, Parks and Park Car Parks £5,850
- Market Street Toilet Cleaning £24,690
- Christmas Lights £23,000

7. Looking Ahead

➤ Looking ahead

- Take on more parks
- Take on more open spaces and assets
- Improve partnership working
- Green Flag status (Parks)
- Be more self-efficient
- Grow Operational team
- Continually drive improvements
- External funding opportunities
- Improve Biodiversity

**KIDDERMINSTER TOWN COUNCIL
OPERATIONAL SERVICES COMMITTEE
Terms Of Reference**

1. Scope

Kidderminster Town Council has delegated the functions listed below to the Operational Services Committee. The Committee will provide an opportunity where Officers and Members can bring together their knowledge, skills, and experience in pursuit of Services excellence. The group will consider and determine Operational and Health and Safety of Public Realm amenities relevant to the Town Council and any items raised from this service area.

2. Objective

The main objective of the Committee is to develop and promote controls and initiatives, and to improve standards of service performance throughout the workplace.

3. Terms of Reference

1. To manage and control 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
2. 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.
3. To set and monitor policies in relation to the management of the Town Council's Parks
4. To set and monitor policies in relation to the management of Street Furniture including Benches, Bus Shelters, Finger Posts, Monuments and Clocks, Boundary Signs and Grit Bins.
5. To monitor the effectiveness of operational activities, making recommendations to Full Council for improvements as required.
6. To ensure that all operational activities support and inform the budget planning process.
7. To approve applications for external funding for any projects which are not already in the Council's budget and monitor their delivery, where successful.
8. To monitor the effectiveness of the Kidderminster Town Council Lengthsman.
9. To function as the Council's operational Health and Safety Committee.
10. To approve any applications for external funding for projects within the Committee's remit, which are not included in the Town Council's budget.
11. To set and monitor policies in relation to the management of Town Council's organised and/or sponsored events, including community events and events organised by other parties for the benefit of the communities in Kidderminster.
12. To approve formation and issue Terms of Reference to working or advisory groups supporting delivery of Town Council events.
13. Where necessary, to provide recommendations to the Council from time to time on matters within the Terms of Reference.

4. Membership

- The Operational Services Committee will comprise of 5 Members of the Town Council. It will be supported by the Kidderminster Town Council Public Realm and Operations Manager and Public Realm and Operations Officer.
- All meetings will be open to the public and Guests may be invited to attend the Services Committee meetings for a specific agenda item or meeting.

5. Review of Terms of Reference

The Town Council will formally review the Terms of Reference annually.

6. Amendments to Terms of Reference

Amendments to the Terms of Reference may only be made by the Town Council.

8. Terms of Reference (meetings)

- The group shall meet at least quarterly
- Minutes will be kept, and a copy supplied to each member of the group as soon as reasonably practicable.
- Every effort will be made to re-arrange cancelled meetings as soon as is reasonably practicable.

9. Meeting Dates

- All representatives should actively participate in the meetings and be committed to following through actions allocated to them.
- Agenda and notice of the time and place of the meeting to be published and circulated to members at least 3 clear days prior to meetings.
- Meeting to last no longer than one hour, unless a longer time is agreed by the committee, within the hour.
- Please arrive in readiness for the meeting to start promptly at the allocated time.

Agreed meeting dates for 2024/25

Date	Time	Location
5 th June 2024	18.00	Kidderminster Room WFH
26 th September 2024	18.00	Kidderminster Room WFH
10 th December 2024	18.00	Kidderminster Room WFH
27 th February 2025	18.00	Kidderminster Room WFH