



22<sup>nd</sup> August 2024

The meeting of the **SERVICES COMMITTEE** will be held in the **Kidderminster Room WYRE FOREST HOUSE** on **THURSDAY 26<sup>th</sup> SEPTEMBER 2024** at **6:00PM** when Members are summoned to attend.

Yours Sincerely,

Hugh Peacocke  
Chief Executive

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Membership: Councillors:

## **OPERATIONAL SERVICES COMMITTEE AGENDA – THURSDAY 26<sup>th</sup> September 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 Wednesday 5th June 2024.

### **5. Baxter Gardens - Gates. (Appendix 2)**

To receive a report and consider recommendations to approve and agree operating procedures.

## **6. Baxter Gardens – Pay and Play, Kidderminster Tennis Club. (Appendix 3)**

To receive a report and consider recommendation to approve Kidderminster Tennis Club public pay and play arrangements as per lease agreement 6.8. (Attached Agreement).

## **7. Market Steet Public Conveniences – Vandalism. (Appendix 4)**

To receive a briefing report, financial breakdown, April 2021-August 2024, repairs following incidents of vandalism and damage.

## **8. Pesticide Free Policy - Parks . (Appendix 5)**

To receive a report and consider a recommendation to adopt a Pesticide free policy for Kidderminster Town Council Parks only.

## **9. Biodiversity. (Appendix 6)**

To receive a positional update on current position in relation to Biodiversity.

## **10. Green Flag – Broadwaters Mill Park. (Appendix 7)**

To receive a report and consider a recommendation to apply for Green Flag status on Broadwaters Mill Park.

To consider a recommendation to agree CFP Landscape and Heritage undertake a Green Flag practice assessment on Broadwaters Mill Park.

## **11. St Georges Paddling Pool. (Appendix 8)**

To receive short positional update on St Georges Paddling Pool

## **12. Virement of Funds. (Appendix 9)**

To resolve the transfer of £500 from K004 49130 – K001 48021 to support the Christmas Lights event.

To agree virement of funds of £1,250 from K004 21031 and 21040 to K004 41100.

To agree virement of funds of £1,000 from K004 42040 to K004 41010.

## **13. Public Realm and Operations Update. (Appendix 10)**

To receive a positional update on current position within the Public Realm and Open Space setting.

## **14. Operational Services Committee Work Programme. (Appendix 11)**

To receive and consider upcoming Operational Services Work Programme.

# KIDDERMINSTER TOWN COUNCIL SERVICES COMMITTEE

**Minutes of the meeting held on Wednesday 5<sup>th</sup> June 2024  
Held in the Kidderminster Room at 6pm**

**Present:**

Councillors:

L. Carrol (Chair)

V.Caulfield (Vice Chair)

N.Gale

J.Beckingham (Substitute)

S.Miah

**Absent:**

Nil

**In Attendance:**

Mr H Peacocke – Chief Executive

Mr A Stockhall – Public Realm and Operations Manager (PROM)

Mr R Beeston – Public Realm and Operations Officer (PROO)

Councillor S. Hollands

**1. APOLOGIES:**

Councillor B.Connor

The Committee requested that Cllr. Bernadette Connor be replaced in the Operational Services Committee with Cllr. John Beckingham. Ask Full Council to approve and agree changes.

**2. DECLARATIONS OF INTEREST**

Cllr Shazu Miah, Cllr Liam Carroll declared an interest as members of Save the Paddling Pool at St Georges Park

**3. PUBLIC QUESTION TIME**

No Public questions

**4. MINUTES (Appendix 1)**

To approve the minutes of the meeting of Services Committee held on Wednesday 5<sup>th</sup> June 2024.

**RESOLVED:** That the minutes of the previous Services Committee meeting held on Wednesday 5<sup>th</sup> June 2024 be approved as a true record and that they be signed by the Chair.

**5. OPERATIONAL SERVICES TERMS OF REFERENCE. (Appendix 10)**

Received Copies of Operational Services TOR and the CEO outlined contents of document.

- **RESOLVED:** Cllr Shazu Miah recommended amendment to TOR section 8 and include the provision in Standing Orders whereby the "Chair has flexibility to call a meeting if required". Committee agreed to take to June Full Council for agreement.

## 6. BUDGET SUMMARY (Appendix 2)

The meeting receive a summary budget report in respect of the Services as of Friday 17<sup>th</sup> May 2024.

**RESOLVED:** Members considered the budget summary report as of Friday 17<sup>th</sup> May 2024. Cllr Nicky Gale requested information on costs related to Market Street toilets for previous 2 years, PROM to report back at September Committee meeting with breakdown of costs.

## 7. OPERATIONAL SERVICES PROGRESS REPORT. (Appendix 3)

**RESOLVED:** Members received Operational Services work programme, agreed Biodiversity is a standing item on the Work programme. To include in September agenda, Baxter Gardens Park main gates, with Cllr Shazu Miah raising concerns surrounding accessibility to the park.

## 8. TREE MANAGEMENT POLICY. (Appendix 4)

Members considered a report from the Public Realm and Operations Manager (PROM) to adopt KTC Tree Policy.

**RESOLVED:** Members adopted Tree Management Policy.

## 9. BIODIVERSITY POLICY. (Appendix 5)

Members considered a report from the Public Realm and Operations Manager (PROM) to recommend Full Council to adopt KTC Biodiversity Policy.

- **RESOLVED:** Members to recommend Full Council to adopt Biodiversity Policy, and to recommend that Full Council sets up a Biodiversity Working Group

## 10. MEMORANDUM OF UNDERSTANDING FOR THE FRIENDS OF THE PARKS. (Appendix 6)

Members considered a report from the Public Realm and Operations Manager (PROM) to issue the Friend Groups with an agreement to adopt Memorandum of understanding for the Parks.

- **RESOLVED:** Members agreed to adopt Memorandum of Understanding with the agreed amendments to joint working and include "*where appropriate the Town Council will provide materials, tools and expertise on request*"

## 11. ST GEORGES PADDLING POOL UPDATE. (Appendix 7)

Members received positional and financial report from the Public Realm and Operations Manager (PROM) to update on the current status of the paddling pool.

- **RESOLVED:** Members received paddling pool positional and financial update.

**12. ST GEORGES PADDLING POOL WORKING GROUP. (Appendix 8)**

To receive and consider approving St Georges Paddling Pool Working Group TOR.

- **RESOLVED:** Members received amended Terms of Reference and agreed formally for Full Council to appoint 5 Council members to the Paddling Pool Working Group. Agreed to not limit the numbers within the Group and Full Council to agree Chair of the Working Group, which would be an elected member.  
(Cllrs. L. Carroll and S. Miah abstained, due to declaration of interest)

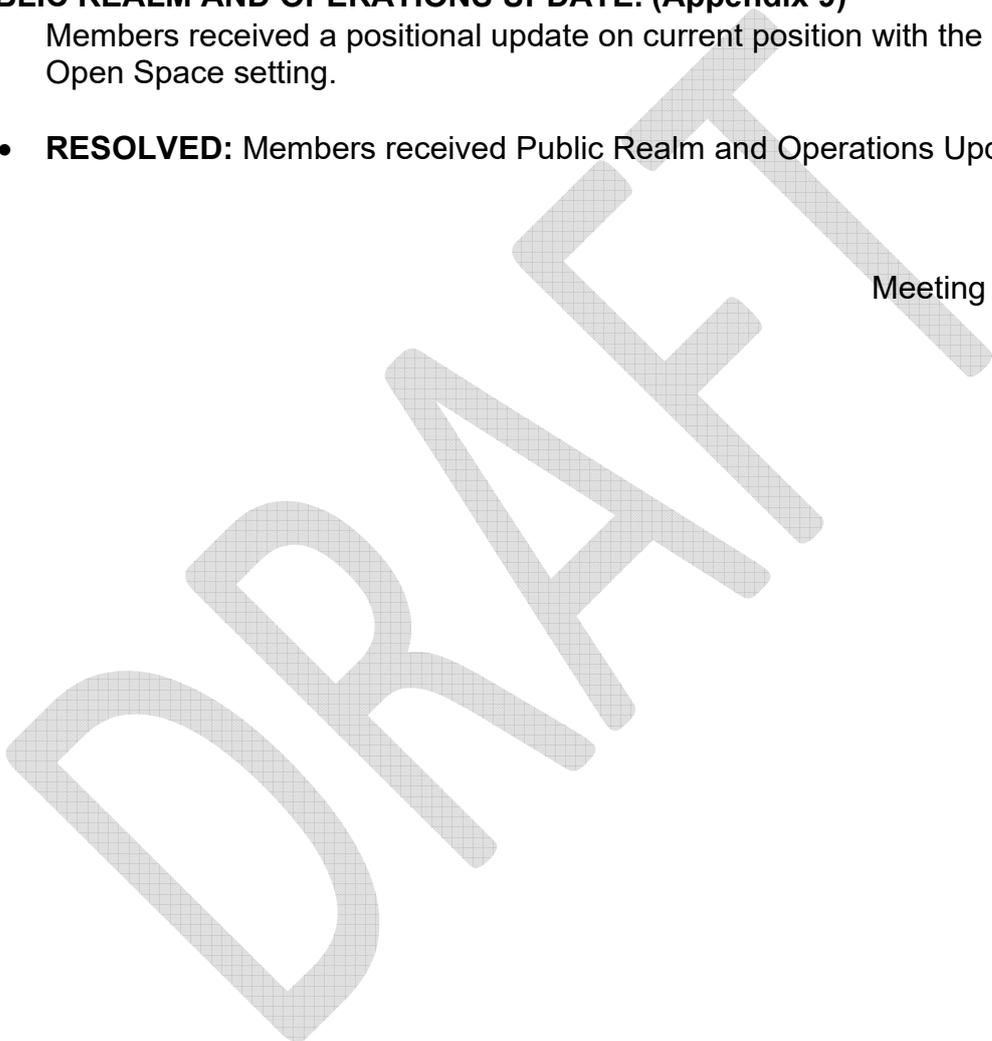
Cllr. S. Miah and the CEO left the meeting at this point.

**13. PUBLIC REALM AND OPERATIONS UPDATE. (Appendix 9)**

Members received a positional update on current position with the Public Realm and Open Space setting.

- **RESOLVED:** Members received Public Realm and Operations Update.

Meeting closed 7.50pm



Kidderminster Town Council  
August 2024

**Public Realm and Operations Kidderminster Parks – Baxter Garden Gate Security**  
**Adam Stockhall – Public Realm and Operations Manager**

**1. Purpose**

The purpose of this report is to confirm current process for the opening and closing of the main gates to the carpark at Baxter Park.

To agree a way forward to ensure we have an agreed process with the main gates for access to the carpark.

**2. Background – Carpark re-surfacing**

The Town Council took on the ownership of Baxter Gardens Park on Thursday 5<sup>th</sup> January 2023 from WFDC.

Part of the negotiation agreement for the transfer, included a grant of £40,000 to re-surface the car park as it was in a poor condition and required a full re-surface. The car park was re-surfaced in July 2023 at a cost of £21,369.

The car park is not lined and will hold a maximum 15-18 vehicles.

**3. Carpark Map**



#### 4. Main Gates – Operating Procedure

The Town Council took on the current operations of the main gates in a similar manner to the Wyre Forest District Council, with minor changes recently implemented to improve access for vehicle parking. This included working with the neighbouring school, with the school caretaker opening and closing during term time to alleviate parking concerns and provide parking for school drop off and pick up, this included their recent summer school fete.

The tennis club kindly provide support with the evening locking as they are present on site late into the evening, approx. 10pm, although this does vary.

The Tennis Club will also ensure the site is secure during the day when the carpark is not in use, one side will always remain open to allow pedestrian access.

#### 5. Financials

The figures below have been costed from 3 x security companies to provide full time opening and locking of the main gates, based on 2 x visits per day, 7 days a week, 52 weeks of the year.

##### Prices based on 52 weeks of the year

Company	Weekly Visits Twice Daily (7 days per week)	Annual Cost
Arm Secure	£300	£15,600
Taybar Security	£279	£14,508
4 Forces	£276	£14,352

Council would need to increase precept by approx. 1.5% on £15,000.

#### 6. Comments

- A. Kidderminster Town Council Officers have not received any complaints regarding park access from the main gates.
- B. Kidderminster Town Council have improved accessibility by providing the neighbouring school with a key, the school caretaker opens and closes the gate during school drop off pick up, which supports with traffic congestion and parking restrictions.
- C. Kidderminster Town Council do not have officer capacity to manage the opening and closing of the gates on a full-time permanent basis.
- D. Kidderminster Tennis Club support Kidderminster Town Council with the management of the gates and provide valuable support during the evening with the locking of the gates.
- E. Officers do not recommend the gates being left open permanently, this has a high risk of intrusion and anti-social issues.

#### 7. Recommendation

It is recommended that Kidderminster Town Council RESOLVES:

- The committee agrees to maintain current operating procedures.
- The committee agrees to fund security company to provide operating procedures.

**Kidderminster Town Council  
August 2024**

**Public Realm and Operations – Kidderminster Tennis Club – Pay and Play  
Adam Stockhall – Public Realm and Operations Manager**

**1. Purpose**

The purpose of this report is to confirm the current Lease arrangements within reference section 6.8 Pay and Play.

**2. Background – Kidderminster Tennis Club.**

Kidderminster Town Council took on the ownership of Baxter Gardens Park on Thursday 5<sup>th</sup> January 2023 from WFDC, included as part of the transfer both the tennis courts and clubhouse, which through a long term tenancy agreement with the Kidderminster Tennis Club.

The agreement was signed by both WFDC and Kidderminster Tennis Club on the 14<sup>th</sup> September 2011, the agreement is for a period of 25 years and expires on the 13<sup>th</sup> September 2036.

Kidderminster Tennis Club pay a peppercorn rent of £1.00 payment, with the landlord (Kidderminster Town Council) committing £2000 per annum in minor repairs and maintenance.

**3. Section 6.8 – Pay and Play**

As per the lease agreement, section 6.8 pay and play, as outlined below

**(a) The Tenant shall make the tennis courts on the Property available for use by the members of the public on a "Pay and Play" basis for:**

**(i) a minimum of 10 hours per week (Monday to Sunday) between 1 April and 30 September each year; and**

**(ii) a minimum of 4 hours per week (Monday to Sunday) between 1 October and 31 March in each year,**

**PROVIDED THAT the Tenant may only charge a reasonable fee for such use, such fee to be agreed in writing with the Cultural Services Manager of the Landlord (or such other person as the Landlord may from time to time appoint) on or before 1 April in each year (time not being of the essence).**

**(b) The Tenant hereby agrees to promote the opportunity to use the "Pay and Play" facility to members of the general public throughout the Term of this lease.**

Kidderminster Town Council Officers met with Members of Kidderminster Tennis Club on Wednesday 28<sup>th</sup> August , to discuss concerns raised by Town Council Members regarding accessibility for members of the public to play tennis as per outlined in section 6.8.

There was clear acknowledgement from the Tennis Club, that they should be doing more to promote pay and play, although they did convey the service was available if requested.

I did explain that I agreed that there was a lack of accessibility to pay and play and it wasn't clear on how someone could book a court to pay and play, which they did acknowledge.

Both the Town Council and Club agreed the following to ensure that they could provide accessibility as per outlined within the agreement, the following will be implemented,

**Kidderminster Tennis Club , currently provide the following availability of the 2 x tennis courts at Baxter Gardens for members of the public to “Kidderminster Tennis, Pay and Play “.**

**Play can be booked for one-hour sessions . (Suitable footwear must be worn) . Cost to play, £10 , one-hour sessions per court . For example, £5 each for 2 players, or £2.50 per player for 4 ( doubles) . Applies for years 2024/2025, subject to change .**

**Available Times APRIL- SEPTEMBER .**

**Tuesday 12.00 Midday to 3pm.**

**Thursday 12.00 Midday to 3pm.**

**Friday 11am - 1pm**

**Saturday 8am- 9am**

**Sunday 6pm- 7 pm**

**Available Times OCTOBER- MARCH.**

**TUESDAY 12 Midday to 3pm.**

**THURSDAY 12 Midday to 2pm . (Excludes Christmas Day , Boxing Day and New Year's Day).**

**Two mobile numbers of club members with key access are provided (to arrange “ Kidderminster Tennis Pay and Play” ) who will arrange to open the courts for play when “ Pay and Play “ is used . Play is not likely to be supervised during this time.**

**The club will be secured afterwards, and the park gate locked , as members also do each day after club use thereby securing the park .**

**This dovetails with court use by our club coach Tony Wright , who provides year-round coaching to all ( no membership required ) and coaches approximately 50 juniors year-round (Saturdays 9am -3pm,all ages and**

abilities, no membership required) and holiday club coaching to juniors (all ages) in Summer Holidays .

The courts are of course used by the club members at other times for 'mix ins and matches .

Our website is also currently being updated with details of “ Kidderminster Tennis Pay and Play “. A new sign is being created outside the clubhouse with “ Pay and Play “ details and contact details which should be installed in the next few weeks .

#### **4. Recommendation**

It is recommended that Kidderminster Town Council RESOLVES:

- Town Council officers to observe and to ensure Kidderminster Tennis Club is adhering to its commitment as per section 6.8 Pay and Play.
- Town Council officers to ensure as agreed with Kidderminster Tennis Club, that both Signage and website has been updated as per arrangements.

**Briefing Note – Public Conveniences- Vandalism Costs 2021-2024**  
**Adam Stockhall – Public Realm and Operations Manager**

This briefing note is designed to help Town Councillors with providing information on related expenditure to Market Street toilets related to vandalism.

**Maintenance agreement**

Kidderminster Town Council took ownership of Market Street toilets in 2016 from Wyre Forest District Council, with responsibility to clean and maintain, with associated costs.

Kidderminster Town Council have an agreement with Wyre Forest District Council to provide maintenance services to the toilets, this includes the following,

- Opening and closing.
- Cleaned twice daily am/pm.
- Provide all cleaning materials and equipment.
- Daily Health and Safety checks.
- Shall replace up to 10 toilet roll holders, 6 toilet seats and 8 light bulbs per year.

Kidderminster Town Council are responsible for all other works, this includes structural and maintenance repairs, which includes vandalism damage.

**Vandalism costs**

2021-2022	£1,560
2022-2023	£1,100
2023-2024	£6,728
2024-2025	£270

2021-2023, works related to miscellaneous vandalism for example broken windows, damaged door locks, damaged lighting, damaged soap dispensers, damage to disabled changing platform.

2023-2024, major replacement of all toilets/urinals, cubicles, pipework disabled changing platforms, hand dryers, lighting, taps.

2024-2025, repair broken window and backing plate to toilet.

We anticipate vandalism to occur on an annual basis, therefore we have our budget set at £6,000 (K004 21011 Market Street Public Conveniences Repairs and Maintenance of Building) to deal with such incidents.

**Kidderminster Town Council  
Operational Services Meeting**

**26<sup>th</sup> September 2024**

**Report To Operational Services Committee**

**Agenda Item – Pesticide Free Policy Parks**

**1. Aim**

To provide key issues, information, and consideration for the Operational Services Committee to agree the Council adopt the Pesticide Free Parks Policy.

**2. Background**

Currently we operate weed spraying across all parks with the exception of St Georges Park, which for a number of years has refrained from the application of chemically spraying weeds and relied on a different form of weed control (with areas both being left to mature or removed manually) , this was in practice when it was under the ownership of WFDC, Kidderminster Town Council agreed to operate under this model on the transfer of St Georges park.

The 2 x parks Baxter and Broadwaters are sprayed twice annually, normally in the months of April and September, we use a chemical called ROUNDUP PROACTIVE which is a glyphosate-based product (Data sheet attached for reference).

Application is applied via a knapsack and can only be applied by a qualified operative with a recognised PA1&6 qualification.

**3. Discussion / Comment**

Currently Kidderminster Town Council does not have a policy to guide and support pesticide application within our parks.

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.

Without the use of pesticides as a whole it will give a different feel and look to a park that has been sprayed with weed killer for example neater edges, less evasive weeds, less labour intensive.

Kidderminster Town Council is supported by the three individual Friend Groups, Friends of Baxter Gardens, Friends of Broadwaters Mill Park and Friends of St Georges to reduce and or remove the use of Weed Killer.

#### **4. Financials**

No Financial implications.

#### **5. Recommendation**

It is recommended that Services Committee RESOLVES:

Operational Services Committee agrees to support and adopt the Pesticide Free Parks Policy.

# Draft Pesticide Free Parks Policy

Kidderminster Town Council aims to provide a high standard of grounds maintenance for all its parks.

With the ever-increasing awareness of the environmental and undesirable effects of pesticides on health and eco-systems, this Policy pledges that alternative methods will be used in place of pesticides wherever possible.

This review has been triggered by growing public concern over:

- possible health effects of exposure to pesticides (this term is used to include insecticides, herbicides, and fungicides);
- the effects that pesticide use is having on our wildlife – the serious decline of bees and pollinators, bird species and mammals such as hedgehogs have all been linked to pesticide use; and
- possible contamination of water sources. When used on hard surfaces, such as pavements, there is a possibility of run off or residues of pesticides which can contaminate water courses and contaminate aquatic wildlife.

When used on soft surfaces, such as vegetation or grass swards, there is a possibility of spray drift and contamination of adjacent areas.

This Policy identifies how we propose to use alternatives to pesticides on sites owned by Kidderminster Town Council and where we will seek to influence the use of alternatives. This does not include land owned by the Town Council or land maintained by other local authorities. However, wherever possible we will encourage pesticide free practice across the town's parks.

Currently, St Georges Park is maintained without the use of pesticides which has been championed by the Friends of St Georges Park and will be a model the Town Council will aspire to emulate across its other parks, these being Baxter Gardens and Broadwaters Mill Park. Any parks that are transferred through localism will be reviewed and every effort will be made the transition them to operate in line with this policy.

Below is the range of non-chemical alternatives which will be trialled instead of Pesticides:

- Acetic acid dilutions can be effective in controlling weeds on hard surfaces in a variety of situations. Acetic acid is biodegradable and poses no risk of bioaccumulation;

- Hand weeding, particularly for smaller areas such as playgrounds and on paths running through parks;
- Differing types of mulching. This is a particularly useful approach in ornamental beds and in parks;
- Mechanical sweeping for areas such as pavements or throughfares and in combination with the use of acetic acid spraying;
- High pressure hot water treatments.

Kidderminster Town Council aspire to encourage biodiversity wherever we can, and therefore will seek to identify areas within it's ownership here mowing can be minimised and look to increase perennial wildflower areas to help provide additional food sources for butterflies and bees.

There are some areas where alternative weed control methods are not yet fully developed, such as the control of Knotweed, so the Town Council approach to pesticide reduction is required in line with the Environmental Protection Act 1990, below. Therefore, use of herbicide may need to be considered as a control for certain invasive species.

#### Environmental Protection Act 1990

Japanese knotweed is classed as 'controlled waste' and as such must be disposed of safely at a licensed landfill site according to the Environmental Protection Act (Duty of Care) Regulations 1991.

The Town Council needs to be mindful of the above legislation but will seek to avoid the use of harmful pesticides whenever possible in dealing with 'controlled waste' under the above Act.

Where it is necessary for pesticides to be applied on parks land, these will be applied in such a way that it conforms fully with the latest Health and Safety Legislation (primarily the Health and Safety at Work etc Act 1974 (HSWA)) and Pesticide Legislation (The Plant Protection Products (Sustainable Use) Regulations 2012 & Control of Pesticides (Amended) Regulations 1997).

Climate Emergency Impact: This Motion contributes to our commitment to respond to the Climate Emergency, in our Climate Change Motion in 2022 whereby Kidder Town Council recognised the scale of the emergency and would

produce a strategy to deal with it on a local level and to work with partners to face the challenge.

DRAFT



# ROUNDUP® PROACTIVE

A foliar applied translocated herbicide for the control of annual and perennial grass and broad-leaved weeds.  
For the control of emerged weeds in industrial and amenity situations, in forestry and in aquatic areas.

Degraded by micro-organisms/microbes in the soil.

The (COSHH) Control of Substances Hazardous to Health Regulations may apply to the use of this product at work.

This product contains a soluble concentrate containing 360 g/l glyphosate, present as 441 g/l (35% ww) of the potassium salt of glyphosate.

Contents **e** 5 litres

**MAPP Number 17380**

PROTECT FROM FROST

Imported

Lot number/production date:

© Monsanto 2015 (MdB)  
Not for reformulation or repackaging.  
No licence is granted under any patent.



**The Voluntary Initiative**

*This label has been produced according to the  
Crop Protection Association Voluntary Initiative (VI) guidance*

MONSANTO UK LIMITED,  
PO Box 663, Cambridge, CB1 0LD  
Tel: (01954) 717550  
Tel: (01954) 717575 - Technical Enquiries

E-mail: [technical.helpline.uk@monsanto.com](mailto:technical.helpline.uk@monsanto.com)  
Website: [www.monsanto-ag.co.uk](http://www.monsanto-ag.co.uk)

In case of emergency day or night, telephone National Chemical Emergency  
Centre: (01865) 407333

**To avoid risks to human health and the environment, comply with the instructions for use.**

**Keep only in the original container**

**Do not contaminate water with product or its container**

#### **IMPORTANT INFORMATION**

FOR USE ONLY AS AN AGRICULTURAL/HORTICULTURAL/  
INDUSTRIAL/FORESTRY/AQUATIC HERBICIDE

**Crops/situations:**

All edible and non-edible crops (destruction, before sowing/planting).  
Grassland.

Apples, pears; plums, cherries, damsons.

Natural surfaces not intended to bear vegetation; permeable surfaces  
overlying soil; hard surfaces.

Enclosed waters, open waters, land immediately adjacent to aquatic areas.

Forest, forest nursery (weed control, stump application and chemical  
thinning).

Amenity vegetation.

**Maximum individual dose:** }

**Maximum number of treatments:** } Full details are given in Statutory Area

**Latest time of application:** } on the attached leaflet

**Other specific restrictions:** } (Crop Specific Information – marked#)

**READ THE LABEL BEFORE USE. USING THIS PRODUCT IN A MANNER THAT IS  
INCONSISTENT WITH THE LABEL MAY BE AN OFFENCE. FOLLOW THE CODE OF  
PRACTICE FOR USING PLANT PROTECTION PRODUCTS**

## **SAFETY PRECAUTIONS**

### **Operator protection**

*\* Engineering control of operator exposure must be used where reasonably practicable in addition to the following personal protective equipment:*

\*WEAR SUITABLE PROTECTIVE GLOVES when handling the concentrate and when handling contaminated surfaces.

\*WEAR SUITABLE PROTECTIVE CLOTHING (COVERALLS), SUITABLE PROTECTIVE GLOVES AND RUBBER BOOTS when using hand-held sprayers, hand-held rotary atomisers, weed wiper equipment, spot gun equipment or when making cut stump treatments OR WHEN USING STEM INJECTION EQUIPMENT.

*\* However, engineering controls may replace personal protective equipment if a COSHH assessment shows they provide an equal or higher standard of protection.*

WASH HANDS AND EXPOSED SKIN before eating and drinking and after work.

### **Environmental protection**

Do not contaminate water with the product or its container except when used as directed. Do not clean application equipment near surface water. Avoid contamination via drains from farmyards and roads.

Recommendations apply to the use of this herbicide for the control of weeds growing in or by water and must be read in conjunction with the Official Code of Practice entitled "Guidelines for the Use of Herbicides on Weeds in or near Watercourses and Lakes" obtainable from Department of Environment and Rural Affairs (DEFRA publications 08459 556000), Scottish Executive, Environment and Rural Affairs Department, Department of Agriculture and Rural Development for Northern Ireland and the National Assembly for Wales Agriculture Department.

The Water Act, 1989, The Water Resources Act 1991, the Control of Pollution Act 1974, The Northern Ireland Water Resources Act 1992 and the Control of Pollution and Local Government (Northern Ireland) Order 1978, may apply to the act of applying Roundup ProActive for the control of weeds growing in or by reservoirs and water courses, e.g. rivers, streams, ditches, drains and ponds/lakes discharging into such water courses.

### **Storage and disposal**

KEEP AWAY FROM FOOD, DRINK AND ANIMAL FEEDINGSTUFFS.

KEEP OUT OF REACH OF CHILDREN.

KEEP IN ORIGINAL CONTAINER, tightly closed, in a safe place.

RINSE CONTAINER THOROUGHLY by using an integrated pressure-rinsing device or manually rinse three times. Add washings to sprayer at time of filling and dispose of safely. Triple rinsed containers may be disposed of as non-hazardous waste.

### **Medical advice**

Medical guidance is available on a 24 hour basis by telephoning the National Chemical Emergency Centre on 01865 407333 or for doctors, from the National Poisons Information Service on 08448920111.

## **DIRECTIONS FOR USE**

IMPORTANT: This information is approved as part of the Product Label. All instructions within this section must be read carefully in order to obtain safe and successful use of this product.

### **Warnings**

EXTREME CARE SHOULD BE TAKEN TO AVOID SPRAY DRIFT AS THIS CAN SEVERELY DAMAGE NEIGHBOURING CROPS OR PLANTS.

DO NOT MIX, STORE OR APPLY ROUNDUP PROACTIVE IN GALVANISED OR UNLINED STEEL CONTAINERS OR SPRAY TANKS.

DO NOT leave spray mixtures in tank for long periods and make sure tanks are WELL VENTED.

### **Restrictions**

A period without rain of at least 6 hours and preferably 24 hours must follow application of Roundup ProActive

Do not spray onto weeds which are naturally senescent, or where growth is impaired by drought, high temperatures, a covering of dust, flooding or frost at, or immediately after application, otherwise poor control may result.

Do not spray in windy conditions as drift onto desired crops or vegetation can severely damaged or destroy them.

Do not tank-mix Roundup ProActive with adjuvants, pesticides or fertilisers, except as specified in the Compatibility section.

After application, large concentrations of decaying foliage, stolons, roots or rhizomes should be dispersed or buried by thorough cultivation before crop drilling.

Applications of lime, fertiliser, farmyard manure and pesticides should be delayed until 5 days after application of Roundup ProActive.

Keep stock out of treated areas for at least 5 days. TREATED POISONOUS PLANT SPECIES MUST BE REMOVED BEFORE REGRAZING OR CONSERVING.

### **Weeds controlled**

Roundup ProActive herbicide controls most emerged grasses and broad-leaved weeds. It is important that all weeds are at the correct growth stage when treated, otherwise some re-growth may occur and this will need re-treatment.

Apply Roundup ProActive herbicide once grasses and broad-leaved weeds have emerged and they have ACTIVELY GROWING green leaves.

- PERENNIAL GRASSES must have full emergence of healthy, green leaf. (Common Couch, for example, becomes susceptible at the onset of tillering and new rhizome growth, which usually occurs when plants have 4-5 leaves, each with 10-15 cm of new growth).
- PERENNIAL BROAD-LEAVED WEEDS are most susceptible around the flowering stage.
- ANNUAL GRASSES AND BROAD-LEAVED WEEDS should have at least 5 cm of leaf, or 2 expanded true leaves, respectively. In set-aside, annual grasses are best treated at full ear emergence, or before stem elongation. Application during the stem extension phase of annual grasses e.g. Black-grass and Brome species between the end of April and end of May, may result in poor control and require re-treatment.
- BRACKEN should be treated after frond tips are unfurled, but pre-senescence.
- OTHER SPECIES - recommendations for specific Areas of Use are given in the Recommendation Tables.

This product will not give an acceptable level of control of Horsetails (*Equisetum arvense*) – repeat treatment will be necessary.

### **Aquatic**

Roundup ProActive herbicide controls emerged and floating aquatic weeds including Common Reed, Reed Sweet-grass, Reed Canary-grass and Water-lily.

Treat when the weeds are actively growing with full emergence of green leaf, at flowering and before dieback. Best results are obtained from applications in the periods from mid-July to mid-August on Water-lilies and mid-August to mid-September on Reeds.

### **Following crops**

Upon soil adsorption the herbicidal properties of Roundup ProActive are lost permitting the drilling of crops 48 hours after application. See the 'Recommendation Tables' for specific restrictions.

### Crop specific information#

	Maximum individual dose (litres of product per hectare):	Maximum total dose (litres of product per hectare)	Latest time of application:
Permanent grassland (destruction), rotational grassland (destruction).	6	-	5 days before harvest, grazing or drilling
Apple and pear orchards.	5	-	After harvest (post leaf-fall) but before green cluster stage
Cherry, plum and damson orchards.	5	-	After harvest (post leaf-fall) but before white bud stage
All edible and non-edible crops (destruction before sowing/planting)	5	-	-
Natural surfaces not intended to bear vegetation, permeable surfaces overlaying soil, hard surfaces	5	-	-
Enclosed waters, open waters, land immediately adjacent to aquatic area.	6	-	-
Forestry: Weed control	10 litres/hectare	-	-
Stump application	200ml/litre of water (20% solution of product in water)	-	-
Chemical thinning (by injection)	2 ml per 10cm diameter (or less) of tree	-	-
Amenity vegetation	5 litres/hectare	-	-

**Other specific restrictions :**

Users must consult the appropriate water regulatory body (Environment Agency/Scottish Environmental Protection Agency) before using the product near water and must obtain their agreement before using this product to control aquatic weeds. The maximum concentration of active substance in treated water should not exceed 0.2 ppm.

When applying through rotary atomisers, the spray droplet spectra produced must be of a minimum Volume Median Diameter (VMD) of 200 microns.

Weed wipers may be used in any recommended crop where the wiper or chemical does not touch the growing crop.

When using weed wipers, the maximum concentrations used must not exceed the following:

Weed wiper Mini	1:2 dilution with water
Other Wipers	1:1 dilution with water

For stump application the maximum concentration must not exceed 200ml product per 1.0 litre water.

**AMENITY, INDUSTRIAL AND GENERAL WEED CONTROL**

**Exclusion Times**

People, pets and wildlife need not be kept out of treated areas. It is best not to walk in areas where the spray is still wet as transfer to other vegetation may lead to unwanted damage to other foliage. Once the spray is dry this cannot occur.

**Area of Use**

Roundup ProActive is recommended for control of annual and perennial grasses and broad-leaved weeds in non-crop areas, for cleaning up weedy ground prior to planting or sowing and for aquatic weed control. Roundup ProActive may also be used as a directed spray in ornamental plantings, orchards and for spot treating weeds in grassland. Roundup ProActive must be targeted only at weed growth on hard surfaces such as roadsides and paths, (see recommendation table for details).

**Application Rate**

**1.5 to 5 litres/ha – refer to Recommendation Tables**

### **Application Guidance**

Use the following guidance when spraying at a rate of 5 l/ha.  
For more details of suitable nozzles see 'Mixing and spraying section.'

	Spraying with 5 l/ha	
HYDRAULIC SPRAYERS	Standard volume (200 l/ha)	Low volume (100 l/ha)
Boom sprayer	5 litres in 200 litres water covers 1 ha	5 litres in 100 litres water covers 1 ha
Knapsack /handheld sprayer*	250ml in 10 litres water covers 500 m <sup>2</sup>	500 ml in 10 litres water covers 1000 m <sup>2</sup>

\* Walking speed of 1m/second and 1m swath

Roundup ProActive can also be applied using rotary atomisers and weed wipers.  
See 'Mixing and Spraying' section

## RECOMMENDATION TABLE

AREA OF USE	TARGET WEEDS/ USAGE	CROP	WEED INFESTATION	APPLICATION RATE l/ha	WATER VOLUME	APPLICATION TIMING AND GUIDANCE
ALL EDIBLE AND NON-EDIBLE CROPS (DESTRUCTION, BEFORE SOWING/PLANTING)	Vegetation management	-	Annual weeds Perennial grasses Perennial broad-leaved weeds	1.5 4.0 5.0	80-250 l/ha* or hand-held equipment	*Rotary atomisers may be used at a water volume of 10-40 l/ha. Ensure droplet diameter falls within the range 200-300 microns  Do not use in or alongside hedgerows
GRASSLAND - DESTRUCTION	GRASS	Short rotation Ryegrass, longer leys and permanent pasture	Short rotation Ryegrass with annual weeds  Leys 2-4 years old with perennial grass weeds  Long leys 4-7 years old with perennial broad-leaved weeds  Permanent pasture  See Weed Table below	3.0  4.0  5.0  6.0	150-250 l/ha*	Treat EITHER before grazing/mowing in June-Oct, when growth is 30-60 cm, not dense and lacking mature seeds, OR re-growth after grazing/mowing.  Select the application rate which controls/destroys the least susceptible weed and grass species present in the sward.  Grass may be conserved or grazed by cattle, dairy cows or sheep 5+ days after spraying. REMOVE POISONOUS PLANTS BEFORE GRAZING/MOWING.  ONLY direct drill grass and clover EITHER into 1-2 year leys without mat, 5+ days after spraying, OR long leys with some mat, in the spring following autumn application.

### APPLICATION RATE FOR GRASSLAND DESTRUCTION

3 l/ha		4.0 l/ha		5 l/ha		6 l/ha	
Annual Meadow-grass	Meadow Fescue	Black-bent	Creeping Soft-grass	Bracken**	Red Clover	Common Ragwort	Nardus (Mat grass)
Common Chickweed	Meadow Foxtail	Broad-leaved Dock	Curled Dock	Common Sorrel	Sedges	Hard Rush	Red Fescue
Common Mouse-ear	Rough Meadow-grass	Cock's-foot	Perennial Rye-grass	Common Nettle	Sheep's Sorrel	Heath Rush	White Clover*
Dock Seedlings	Speedwell species	Common Bent	Plantains	Creeping Buttercup*	Soft Rush	Jointed Rush	Yellow Rattle
Italian Rye-grass	Timothy	Common Couch	Soft Brome	Creeping Thistle	Spear Thistle	Molinia (Purple Moor-grass)	Sheep's Fescue
Mayweed species		Creeping Bent	Yorkshire Fog	Daisy	Tufted Hair-grass		
				Dwarf Thistle	Yarrow		
				Perennial Sow-thistle			

\* White clover is best cut in June and sprayed one month later

\*\* At full frond expansion

## Japanese Knotweed control

Japanese Knotweed is an invasive alien species reducing biodiversity in areas where it becomes established and propagating from tiny fragments of root, often spreading along watercourses. It is scheduled under the Wildlife and Countryside Act 1981 and all parts of the plant must be treated as Controlled Waste under the Environmental Protection Act 1990. Roundup ProActive can be used alone as part of an eradication programme or as part of an integrated programme in conjunction with soil disturbance or removal. Dormant rhizomes will not be controlled by Roundup ProActive, but may be stimulated to grow by soil disturbance and then sprayed. It is particularly suitable for use near water. Sites must be monitored for at least three years and re-treated as necessary.

Area of Use	Target Weed	Method	Application Rate Water Volume	Application Guidance
Amenity vegetation; Forestry; Natural surfaces not intended to bear vegetation, permeable surfaces overlying soil, hard surfaces; Enclosed waters, open waters, land immediately adjacent to aquatic area	Japanese Knotweed	Foliar application	5l/ha  Hydraulic sprayers 80-250 l/ha  or hand-held equipment	For best results apply after the onset of flowering (usually August/September) but before dieback. Use specialist extending hand lances for stands 2-3m tall. Good coverage is essential; spray the underside as well as the upper surface of the leaves.  Or  As part of an integrated programme, spray when stems are 1-1.5m high (Usually at end of May) and repeat once re-growth reaches 1-1.5m again later in same season or the following year. (More re-growth will occur from this timing.)
		Stem filling technique	10 ml of 20% solution per stem	See National Trust Methodology for full details*. Cut stems approx. 200mm above base of cane & 40mm above node. Rupture the central stem tissue with a screwdriver and use a spot gun to insert Roundup ProActive into the hollow stem within 15 minutes of cutting.
		Stem injection technique	2 ml of neat solution per stem	Using specialist stem injection equipment, inject directly into individual stems.
		Hand-held weed wiper	1 part to 2 parts water	Use where overall spraying is not desirable or target plants are small or unsuitable for stem filling, (< 8mm) e.g. in re-treatment following foliar spraying.
				Use where overall spraying is not desirable, especially near watercourses or among desirable plants. Timing: After mid-August but before leaf fall.  Stems must be >8mm diameter

\*Download from <http://www.projects.ex.ac.uk/knotweed> or contact the Monsanto Technical Helpline 01954 717575

**Natural surfaces not intended to bear vegetation, permeable surfaces overlying soil, hard surfaces**

Area of Use	Target Weeds/Usage	Weed Infestation	Application Rate l/ha.	Water Volume	Application Guidance
Natural surfaces not intended to bear vegetation, permeable surfaces overlying soil, railway ballast	Vegetation management - including roadsides, paths, and along fences	Annual weeds Perennial grass weeds Perennial broad-leaved weeds	1.5 4.0 5.0	Hydraulic sprayers 80-250 l/ha* or hand-held equipment	Do not use under polythene or glass.
Hard surfaces (excluding railway ballast)	Vegetation management on hard surfaces - including roadsides, paths, concrete and alongside walls	Annual weeds Perennial grass weeds Perennial broad-leaved weeds	1.5 4.0 5.0	Hydraulic sprayers 80-250 l/ha* or hand-held equipment	Apply this product carefully. Ensure spraying takes place only when weeds are actively growing (normally March to October) and is confined only to visible weeds including those in the 30cm swath covering the kerb edge and road gulley – do not overspray drains
AMENITY VEGETATION	Vegetation management Ornamental areas	Annual weeds	1.5	Hydraulic sprayers (boom and knapsack) at water volumes 80-400 l/ha* See Mixing & Spraying section.	Do not use under polythene or glass.
		Perennial grasses and broad-leaved weeds	5		
*Rotary atomisers may be used at a water volume of 10- 40 l/ha. Ensure droplet diameter falls within the range 200-300 microns					

AREA OF USE	CROP	TARGET WEEDS/ USAGE	WEED INFESTATION	APPLICATION RATE l/ha	WATER VOLUME	APPLICATION TIMING AND GUIDANCE
ORCHARDS	APPLE, PEAR, PLUM, CHERRY, DAMSON	Perennial grasses, broad- leaved weeds	All levels of most species	5	200-400 l/ha	Spray AFTER autumn leaf-fall and BEFORE: Apples, pears - green cluster stage Stone fruit - white bud stage  Treat root suckers in late spring only.  Trees must have been established 2+ years. Avoid contact with tree 30+ cm above ground.
		Root suckers	-	5		
ENCLOSED WATERS, OPEN WATERS, LAND IMMEDIATELY ADJACENT TO AQUATIC AREAS	-	Emerged Weeds - Reeds, Rushes, Sedges, Grasses and Watercress	All levels/species	5	200-400 l/ha or hand-held equipment (p.18)	Consult appropriate Environment Agency regional office before use.  On water-lilies it is preferable to use a tractor or boat-mounted sprayer. During spraying do not exceed a pressure of 2.0 bars (30 p.s.i.). When using a tractor mounted sprayer do not exceed 8 kph (5mph).  Use boat-mounted sprayers at slowest practical speed. Always apply against direction of any current. When disturbed by wash, WATER-LILIES may require re-treatment.
		Floating Weeds - White water-lily - Yellow water-lily	All levels	6	100-200 l/ha or hand-held equipment (p.18)	
GRASSLAND, PLANT FREE AREAS, ORNAMENTAL PLANTINGS, AMENITY VEGETATION	-	Individual weeds	All levels	1:2 dilution with water for wick-type weed wipers  For 'new generation' wipers consult the manufacturer for guidance.		Weeds must be 10+ cm taller, and wiper 5+ cm higher, than desired vegetation.  Contact Monsanto or your distributor for specific recommended weed wiper applicators.  Treated POISONOUS WEEDS must be removed or allowed to completely degenerate before grazing or conserving.

## Forestry weed control

Roundup ProActive can be used for site preparation and for weed control in planted out trees.

AREA OF USE	TARGET WEEDS/USAGE	WEED INFESTATION	APPLICATION RATE L/HA.	WATER VOLUME	APPLICATION GUIDANCE
Forestry: - Pre-planting	Arable land, planting, replanting, & grassland areas	Arable weeds  Grassland weeds	4.0  5.0	Hydraulic sprayers: 80-250 l/ha or rotary atomisers: 10-40 l/ha*	All tree species may be planted 7 days or more after treatment  *Where rotary atomisers are used their droplet diameter must fall within the range 200-300µm.
Forestry: - Post-planting (directed) in conifers & broad-leaved trees	Clean-up around trees with knapsack applications.	Annual/perennial grasses and broad-leaves	4.0	Apply as a concentration of 1 part to 49 parts water (2%)  or  Weed wiper mini: 1 part to 2 parts water	It is ESSENTIAL to use a TREE GUARD for all applications made in the growing season.  Treat bracken after frond tips are unfurled but before senescence.  Treat heather late August to end September.  All other woody weeds are treated June-August, before leaf senescence (but after new growth of crop has hardened).
		Woody weeds:  Bracken/Beech Brush/Brambles Sycamore/Oak Hazel/Willow/Ash	3.0		
		Heather (peat soils)	4.0		
		Heather (mineral soils)	6.0		
		Rhododendron (*)	10.0 or 4% solution	250l/ha	
(*) For improved control of Rhododendron add Mixture BNF (ADJ AO570) at a concentration of 2% final water volume to 8.0 l/ha of . Application using the weed wiper is not suitable.					

AREA OF USE	TARGET WEEDS/USAGE	WEED INFESTATION	APPLICATION RATE L/HA.	WATER VOLUME	APPLICATION GUIDANCE
Forestry: - Post-planting (overall dormant season in certain conifers – conifer release)	Grass weeds	Black Bent, Cock's-foot, Common Couch, Creeping Soft-grass, False Oat-grass, Fescues, Meadow-grasses, Other Bent species, Purple Moor-grass, Sweet Vernal-grass, Tufted Hair-grass, Wavy Hair-grass, Wood Small-reed (Bush grass)	1.5	Hydraulic sprayers: 200-250 l/ha  or  Hand-held equipment - see 'Mixing and Spraying' section	Species safe to spray when fully dormant and leader growth has hardened:  Corsican, Lodgepole and Scots Pines, Norway Spruce, Sitka Spruce, Lawson Cypress, Western Red Cedar.  Douglas Fir and Noble Fir - safe to spray when fully dormant and leader growth has hardened but NOT in spring.  If overall application takes place after the optimum timing weed control may be reduced. It is advisable to spray a limited area of forest to test crop safety under local conditions before widespread overall application in subsequent years.  These recommended application rates refer to forestry usage only.  Inadequate control may result if used in other areas.  See Caution below
	- Lowland areas		2.0		
	- Upland areas		2.0		
	Bracken	All levels of all species	2.0		
	Beech & Birch	All levels of all species	2.0		
	Brambles	All levels of all species	3.0		

**Caution:** The timing of hardening of leader growth varies considerably between locations and between seasons. It may occur as early as the end of July or be delayed to October or later. To avoid damage to Lammas growth, sprays should be directed away from leaders.

AREA OF USE	TARGET WEEDS/USAGE	WEED INFESTATION	APPLICATION RATE L/HA.	WATER VOLUME	APPLICATION GUIDANCE
Forestry: - Stump application for chemical thinning	Deciduous trees	All species	10% solution of in water		Apply the solution to saturate the rim of the newly cut surface, with a suitable adapted clearing saw, spot gun or paintbrush. Treat as soon as possible after felling, in the period November to March/April. Do not apply in the period of active sap flow in the spring/early summer. Do not cut trenches or drill holes and fill with the solution or use undiluted product.  Note: for ease of identification of treated areas a suitable, commercially available, water-soluble dye may be added to the prepared spray solution.
	Coniferous trees	All species	20% solution of in water		
Forestry: - Chemical thinning by injection of tree stems	Coniferous and deciduous species	-	2 ml neat per cut per 10 cm diameter (or less) tree		Use a hatchet to cut one notch in trees up to 10cm diameter and apply 2 ml of the solution to each cut. Use two or three notches in trees over 10cm diameter. Do not treat in the period of active sap flow in the spring/early summer.
ENCLOSED WATERS, LAND IMMEDIATELY ADJACENT TO AQUATIC AREAS, OPEN WATERS	Emerged weeds: reeds, rushes, Sedges, grasses and Watercress	Dense infestations only	5.0 l/ha Hydraulic sprayers 200-400 l/ha (optimum 250 litres) or hand-held equipment See 'Mixing and Spraying.'		Users must consult the appropriate Environment Agency Regional Office or Scottish Environmental Protection Agency before applying Roundup ProActive herbicide in reservoirs, water courses and waterways.  Roundup ProActive herbicide may be used for the control of aquatic weeds in the presence of fish if used in strict accordance with the recommendations in this section
	Floating weeds: -White Water-lily -Yellow Water-lily	Dense infestations only	6.0l/ha Hydraulic sprayer 100-200 l/ha or hand-held equipment See 'Mixing and Spraying.'		On Water-lilies it is preferable to use a tractor or boat-mounted sprayer. During spraying, do not exceed a pressure of 2.0 Bars (30 p.s.i.). When using a tractor mounted sprayer, do not exceed 8 kph (5 mph). With a boat-mounted sprayer, use a slow forward speed to cause minimum disturbance to the floating leaves of the weeds. The use of a boat may result in some leaves being disturbed before Roundup Pro Bio herbicide can be absorbed. Applications made in flowing water should be sprayed against the directions of the flow. When disturbed by wash, WATER-LILIES may require re-treatment.

## ENCLOSED WATERS, OPEN WATERS, LAND IMMEDIATELY ADJACENT TO AQUATIC AREAS

Target Weeds	Hydraulic Sprayers	Amount of Roundup ProActive	Area Treated	Water Volume
Emergent weeds e.g. reed, grasses, water cress	Boom sprayer	5.0 litres	1 ha	200-400 litres Optimum 250 litres
	Knapsack sprayer	50 ml	100 m <sup>2</sup>	2.0 to 4.0 litres
Floating weeds e.g. water-lilies	Boom Sprayer	6.0 litres	1 ha	100-200 litres
	Knapsack Sprayer	60 ml	100 m <sup>2</sup>	4.0 litres

### Mixing and spraying

Roundup ProActive mixes readily with water and can be applied in spray volumes ranging from 10-400 l/ha using tractor mounted, knapsack, rotary atomisers and hand-held sprayers. Specialised application equipment such as weed wipers, stem injection and spot gun applicators may be used where indicated. Correctly calibrate all sprayers under field or use conditions prior to application.

#### a) Tractor mounted and powered hydraulic sprayers

These should be capable of applying accurately 80-400 l/ha within a pressure range of 1.5-2.5 bars (20-35 psi).

Half fill the spray tank with clean water, start gentle agitation, and then add the correct amount of Roundup ProActive. Top up the tank with water to the required level. To avoid foaming do not use top tank agitation. Use of a defoamer may be necessary.

##### *Medium Volume application (150-300 l/ha)*

Avoid high water volumes (>300 l/ha) which may lead to run-off from the treated vegetation, resulting in reduced control. Low drift nozzles such as air induction and pre-orifice types producing a medium or coarse spray (BCPC definition) should be used to minimise the risk of drift.

##### *Low Volume Application (minimum 80 l/ha)*

Low volume application can be achieved by reducing pressure and the appropriate nozzle selection. Low drift nozzles which produce a medium spray quality (BCPC definition) should be used to minimise the risk of drift.

#### b) Knapsack sprayers

Recommended delivery range is 80 - 250 l/ha. Half fill the spray tank with clean water, add the correct amount of Roundup ProActive and top up with water. Fill

according to best practice as given on the CPA's Voluntary Initiative website ([www.voluntaryinitiative.org.uk](http://www.voluntaryinitiative.org.uk))

When used at a walking speed of 1 metre/second to apply a swath of 1 metre width, most knapsack sprayers fitted with a Hypro AN 2.0 or similar nozzle deliver approximately 200 l/ha spray volume (or 10 l per 500 m<sup>2</sup>). To apply 3.0 l/ha of , therefore, use a 1.5% solution, i.e. 150ml Roundup ProActive made up to 10 litres. Similarly, knapsack sprayers fitted with low volume nozzles such as Hypro AN 1.0 typically deliver approximately 100 l/ha spray volume. To apply 3.0 l/ha Roundup ProActive in this case use 3.0% solution.

#### c) Rotary Atomisers

Roundup ProActive may be applied neat through specialised ULV applicators which have drift reducing systems or at a spray volume of 10-40 l/ha through conventional rotary atomisers.

Hand-held machines can be used to apply a spray volume of 10-40 l/ha, e.g. Herbi and Herbaflex. Tractor-mounted rotary atomiser boom sprayers are suitable for use in forest situations to apply a spray volume of 10- 40 l/ha.

When rotary atomisers are used to apply Roundup ProActive ensure that the droplet diameter falls within the range 200-300 microns for all uses.

Stir the correct amount of Roundup ProActive to control the particular target species into the sprayer bottle half filled with clean water. Top up with water, close the top and shake gently to ensure good mixing

#### d) Weed Wipers

For ropewick applicators use a concentration of 1 part Roundup ProActive to 2 parts of water and add a water-soluble dye if required. Care should be taken to avoid dripping onto wanted vegetation.

For new generation weed wipers, use 1part Roundup ProActive to 10 or 20 parts of water or as directed by manufacturer's instructions. A list of machines is included in the Company Advisory section at the end of this label.

#### e) Cut Stump Applicators

For cut stump treatment an Enso attachment to rotary saws may be used. This technique is specific to scrub clearance in Forestry. A suitable water soluble dye may be used.

#### f) Stem injection

Use a hatchet to cut one notch in trees up to 10cm diameter and two to three notches in trees above 10cm diameter. Use 2 ml of undiluted Roundup ProActive per notch. Specialist stem injection equipment can be used to inject 2 mls Roundup ProActive into hollow stems such as Japanese Knotweed and Giant Hogweed.

### g) Spot Gun Applicators

Spot gun applicators are for the treatment of individual weeds.

Apply 5 ml of spray to target weed, using a narrow cone TG-3 or TG-5 nozzle.

Spot Diameter (metres)	Amount of Roundup ProActive(ml) per 5 litres spray solution			
	3.0 l/ha	4.0 l/ha	5.0 l/ha	10.0 l/ha
0.3	20	28	35	70
0.6	85	110	140	280

When used in paddocks keep livestock out of treated area until treated Ragwort or other poisonous weeds have either been removed or died down completely.

### Boat mounted sprayers

For use in aquatic situations. Prepare sprayer as for knapsack sprayers (Section b above). Calibrate and spray at the lowest speed possible. Always apply against the direction of any current.

#### **Compatibility:**

Roundup ProActive is physically compatible with some other pesticides. For up to date information on compatible products contact Monsanto UK Limited (tel: 01954 717575) or visit [www.monsanto-ag.co.uk](http://www.monsanto-ag.co.uk). Roundup ProActive is compatible with Mixture B NF (ADJ 0570). Where conventional hydraulic sprayers are being used Mixture B NF may be added to the spray tank solution, at a rate of 2% of the final water volume, for all pre-plant and post-plant directed sprays only.

DO NOT APPLY WITH MIXTURE B NF TO EDIBLE CROPS, GRASSLAND OR AQUATIC WEEDS.

Do not tank-mix Roundup ProActive when using rotary atomiser sprayers.  
N.B. Maintain continuous agitation when using Roundup ProActive in a tank-mixture.

For knapsack sprayers: mix thoroughly and use immediately when using Roundup ProActive in tank mixture.

Always consult manufacturers' recommendations before use.

## **COMPANY ADVISORY INFORMATION**

This section is not part of the Product Label under the Plant Protection Products Regulations 1995 and provides additional advice on the product.

### **General Information**

Roundup ProActive herbicide is an advanced formulation containing glyphosate. Roundup ProActive is taken up by foliage and translocated to underground roots, rhizomes and stolons, providing control of both annual and perennial grasses and broad-leaved weeds. Roundup ProActive is rapidly adsorbed onto particulate

matter in soils and water and is quickly degraded by the micro-organisms present in soil and aquatic bottom sediments. Until degraded, the active ingredient in Roundup ProActive, glyphosate, is practically immobile in soils and is, therefore, unlikely to contaminate groundwater.

Roundup ProActive is a glyphosate formulation which, having no hazard classification, offers a high standard of operator safety. To maximise the intrinsic safety of Roundup ProActive to operator, consumer and environment, the label recommendations and the DEFRA/HSC/NAW publication "Code of Practice for Using Plant Protection Products" of January 2006, should be adhered to.

### **Symptoms on the weeds**

Symptoms of treatment are generally first seen 7-14 days, or longer, if growth is slow after spraying. Leaf symptoms take the form of a reddening then yellowing of the foliage and are first seen on the grass weeds but take longer to appear on broad-leaved weeds. Reaction of nettle is slow.

**IMPORTANT:** To obtain optimum weed control, weeds must be left undisturbed with no further treatment or cultivation for 7 days after application. Allow 2-3 weeks for symptoms to develop then re-treat any unaffected plants using spot treatments. A covering of dew may reduce efficacy where run-off occurs.

Reduced control is likely where weed growth is impaired by natural senescence, drought, high temperature, a covering of dust, flooding or severe/prolonged frost at, or immediately after application.

For aquatic weed control, on reeds and grasses leaf symptoms usually appear within 14-21 days of spraying in the early autumn. Complete foliage desiccation usually occurs 30-40 days after spraying. At this stage the reeds can be cut and removed. During cold conditions leaf symptoms may not appear before natural dieback but no growth will occur in the season following spraying.

### **Effects of weather**

See Directions for Use (Restrictions).

Roundup ProActive will remain efficacious at low but not freezing temperatures however the onset of symptoms will be delayed.

A covering of dew may reduce efficacy where run-off occurs.

Reduced control is likely where weed growth is impaired by natural senescence, drought, high temperature, a covering of dust, flooding or severe/prolonged frost at, or immediately after application.

### **Weed resistance strategy**

Glyphosate, the active ingredient in Roundup ProActive is a Group H herbicide based on the mode of action classification system of the Herbicide Resistance Action Committee.

Under Best Practice there is a low risk for the development of weed resistance to Roundup ProActive. There are no known cases of weed resistance to glyphosate in UK.

Strains of some annual weeds have developed resistance to glyphosate in some parts of the world leading to poor control. A strategy for preventing and managing such resistance should be adopted. This should include integrating herbicides with a programme of cultural control measures and /or active ingredients with a different mode of action.

Users are encouraged to implement a weed resistance strategy based on (a) Good Agricultural Practices and (b) Good Plant Protection Practices by:

- Following label recommendations on rates and timing.
- The adoption of Integrated Weed Management practices
- Minimising the risk of spreading weed infestations
- The implementation of good spraying practice to maintain effective weed control
- Using the correct nozzles to maximise coverage
- Application only under appropriate weather conditions

Monitoring performance and reporting any unexpected results to Monsanto UK Ltd (Tel: 01954 717575).

## **General Cautions**

Take extreme care to avoid drift, particularly when using near or alongside hedgerows. The use of low drift nozzles such as 'air induction' and 'pre-orifice' nozzles are recommended.

## **New generation weedwipers**

Logic Contact 2000  
Carrier Rollmaster  
Allman Ecowipe  
Rotowiper (UK) Ltd  
C-Dax™ Eliminator  
Weedswiper™

## **Disposal**

Follow the guidance on the disposal of surplus spray solution, tank washings, concentrate and containers as given in Section 5 of the DEFRA/HSC/NAW publication "Code of Practice for Using Plant Protection Products" of January 2006

## **Sprayer hygiene**

It is essential to thoroughly clean-out spray tanks, pumps and pipelines and nozzle or disc assemblies, with a recommended detergent cleaner, between applying this product and other pesticides to avoid contamination from pesticide residues.

## **Environmental Information Sheet**

An Environmental Information Sheet for this product is available from the CPA's Voluntary Initiative website ([www.voluntaryinitiative.org.uk](http://www.voluntaryinitiative.org.uk))

### Trademark References

Roundup® is a Registered Trademark of Monsanto Technology LLC.  
Monsanto® and the Vine symbol are registered trademarks of Monsanto Technology LLC.

All other brand names referred to are trademarks of other manufacturers in which proprietary rights may exist.

Monsanto does not warrant that the purchase or use of equipment mentioned in this document will not infringe any patent or trademark registration.

## **MATERIAL SAFETY DATA SHEET**

Following the instructions on this Product Label for the specified uses should ensure that the product is used safely and efficaciously for those uses.

A current Material Safety Data Sheet is available on request (telephone Monsanto Technical Helpline 01954 717575) or can be downloaded from the Monsanto website: [www.monsanto-ag.co.uk](http://www.monsanto-ag.co.uk)

**Kidderminster Town Council  
Operational Services Meeting**

**5<sup>th</sup> June 2024**

**Report To Operational Services Committee**

**Agenda Item – Biodiversity Update**

**1. Aim**

To provide key issues, information, and Updates for the Operational Services Committee.

**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 plants and animal that live together.

Continue to promote Biodiversity within our open spaces and work with Members of the Biodiversity working Group to implement agreed actions as per Biodiversity Plan (To be developed and agreed at Operational Services Committee)

**3. Update**

Officers are currently working in partnership with Natural Network, Friends of the Parks and Town Council Officers (Biodiversity Group) on promoting and implementing Biodiversity gains within our parks.

First meeting took place on 8<sup>th</sup> August, Biodiversity working group as follows (Cllr D. Hine Chair, Cllr N. Gale (Apologies received) and Cllr J. Beckingham).

Agreed actions,

- Public Realm and Operations Manager to develop action plan as discussed and agreed with working group.
- Re-convene to finalise action plan with working group.
- Agree Action Plan with Full Council.

**1. Recommendation**

It is recommended that Kidderminster Town Council RESOLVES:

- Biodiversity to remain ongoing item on the Operational Services Committee agenda.
- Town Council officers to update Operational Services Committee with current position and status of works.

**Kidderminster Town Council  
August 2024**

**Kidderminster Parks – Green Flag, Broadwaters Mill Park  
Adam Stockhall – Public Realm and Operations Manager**

### **1. Purpose**

The purpose of this report is to agree, to formally apply for Green Flag status on Broadwaters Mill Park and undertake a practice assessment in preparation for the Green Flag judging, this will both provide and support officers in identifying concerns/areas of improvement etc.

### **2. Background**

On completion of the parks transfers in 2022, it was the ambition for the Town Council Officers to improve and enhance all 3 x parks and improve the overall appearance and quality, we now feel we are progressing well, through meticulous planning and service delivery and are well placed to apply for Green Flag status.

The process to obtain Green Flag is complex and remains difficult to achieve and is judged against a number of criteria's which have been listed below.

Green Flag (Pennant) status was achieved at Broadwaters in 2011/2012. The other 2 x parks, St Georges and Baxter Gardens have to date not achieved Green Flag status.

### **3. Green Flag Award/Process**

- The Green Flag Awards are designed to recognise the best green spaces in the country. The Green Flag Scheme is owned by the Department of Communities and Local Government, who license the management of the scheme to a consortium led by Keep Britain Tidy.
- Since 1997 the Awards have set the standard for the management of parks and green spaces. Awards are made on an annual basis, and sites must reapply each year to maintain their status.
- Parks and green spaces are judged against the following eight criteria:
  - **That it is a welcoming place** (judges will look for good access and good signage).
  - **That it is healthy, safe and secure** (for example equipment and facilities are safe, dog fouling is addressed, adequate health and safety policies are in place).
  - **That it is clean and well maintained** (policies on litter, vandalism and maintenance are in place and in practice).

- **Environmental Management** (that environmentally sound techniques are used in the management).
  - **Biodiversity, Landscape and Heritage** (natural features, landscapes, building and structural features are appropriately managed).
  - **Community involvement** (the site should actively pursue the involvement of members of the community and have knowledge of the patterns of use of the site).
  - **Marketing and Communication** (a marketing strategy should be in place and the space should be promoted as a community resource).
  - **Management** (a management plan should be in place, actively implement and regularly reviewed).
- Green Flag Judging has a two-part process
- Stage One: Desk Assessment- Assess the application, management plan and associated documentation.
  - Stage Two: Site Assessment – Site Visit to ensure the criteria as set out in the background is being put into practice on site.

Application round closes on the 31<sup>st</sup> January 2024.

#### 4. Financials

Green Flag Practice Assessment and Report - £900

To ensure we are prepared prior formal Green Flag judging, and we put ourselves in the best position to be successful.

Green Flag Application fees.

Prices displayed exclude VAT

Size (hectares)	Price	Heritage Fee	Community Fee	Innovation Fee	VAT
up to 19.99	369.00 GBP	124.00 GBP	0.00 GBP	0.00 GBP	20.00 %
20.00 an over	424.00 GBP	124.00 GBP	0.00 GBP	0.00 GBP	20.00 %

## **5. Comments/Officer Process**

- A. Kidderminster Town Council Officers will complete and implement a management plan which will be in place prior to the application.
- B. Kidderminster Town Council officers and the friends of Broadwaters will support the application process, Green Flag has strong emphasis towards community groups and the friends play a pivotal role in this process.
- C. Kidderminster Town Council Officer have ambitions to achieve Green Flag status at Broadwaters on the first attempt.
- D. Kidderminster Town Council Officers have ambition to apply for Green Flag status on the two remaining parks, St Georges and Baxter Gardens in 2025/26.

## **6. Recommendation**

It is recommended that Kidderminster Town Council RESOLVES:

- The committee agrees to, officers apply for Green Flag status on Broadwaters Mill Park.
- The committee agrees to a practice assessment to ensure Officers are in the best position to be successful with the application process.

## Kidderminster Town Council

### St Georges Paddling Pool Kidderminster - Update Adam Stockhall – Public Realm and Operations Manager

#### 1. Aim

To provide Operational Services Committee, position update.

#### 2. Background

Full Council agreed paddling pool working group,  
Members appointed,

- Cllr S. Miah
- Cllr B. Brookes
- Cllr S. Hollands
- Invitation accepted, Cllr V. Caulfield,

Working Group and Members of Save the Paddling Pool group met on Wednesday 24 July to review Severn Trent Application.

- Severn Trent application attached and agreed.
- Agreed, Cameron Smart, professional photographer, who is a relative to a member of the Save the paddling pool working group, has kindly offered his services free of charge to produce a short video, which is part of the application process. ( Will show the video as part of this report and happy to share with any other Members who would like to view).

#### 3. Severn Trent Application Update.

##### **8<sup>th</sup> August 2024**

Severn Trent application submitted, expected response to application Sep – Oct 2024.

##### **12<sup>th</sup> September 2024**

Unfortunately, Kidderminster Town Council were notified with the disappointing news that the application submitted had not been approved for funding.

The Independent Customer Panel who review the applicants notified by email with little detail, other to say the following,

*“Thank you for applying to our Community Fund.*

*We’re sorry to share that ‘The Peoples’ Paddling Pool, Kidderminster’ has not been approved for funding.*

*We receive so many applications that only those with the strongest fit to our aims and criteria can go to the next stage - independent Customer Panel.*

## **Applying to us again**

*Sadly, we can't accept the same application twice, but you are very welcome to apply again with a different project idea. It does need to be completely different though so before you start, please get in touch with us. We can let you know if it sounds like a good fit and what we need to see for a strong application. We understand how much effort can go into bids, so we always want the time you spend on an application to be worth your while.*

*Now we're in our 5<sup>th</sup> year of the fund, our [annual reviews](#) can show you what our independent customer panel like to see and the types of projects likely to be supported. We also have our project [map](#) so you can see whose been supported locally.*

*We're sorry we haven't been able to be part of your project this time. Thank you again for your application and we wish Kidderminster Town Council every success".*

## **4. Alternative opportunities**

They did send through a list of funders and services who you may be able to get support from, listed below. However, after consulting with Caroline from ctaylorconsulting there are very few to choose from.

There are several really tiny ones, £500-£1,000, but none of these trusts or foundations offer grants of any real amount.

The most obvious is the Community Fund - they could give at a similar level. Caroline will need to check what the Fund will need to make a good application. The main issue will be to see what level of community consultation has been done as we'd need to demonstrate a clear case that the community is behind this - they've got some stuff but might need a community day to generate comments and support.

Likewise, the Community Fund will need a really robust plan for how the group will meet the running costs going forwards. What we put in the Severn Trent form will need to be built on further to make it more robust.

## **5. List of Funders**

- The National Lottery Community Fund – [www.tnlcommunityfund.org.uk/funding](http://www.tnlcommunityfund.org.uk/funding)
- Get Grants – [www.getgrants.org.uk](http://www.getgrants.org.uk) Get Grants FREE Virtual Conference: 1st & 2nd October <https://www.getgrants.org.uk/free-virtual-conference/> Taking place over two days the Virtual Conference will offer the opportunity to benefit from expert fundraising advice, top tips, Q&As, networking and peer-support, and lots of chat.
- Lottery Good Causes – [www.lotterygoodcauses.org.uk/funding-finder](http://www.lotterygoodcauses.org.uk/funding-finder)

- NCVO - the membership community for charities, voluntary organisations and community groups in England – [www.ncvo.org.uk](http://www.ncvo.org.uk)
- Easy Fundraising - Did you know your project can receive funding from 6,000 online retailers, via funding platform easy fundraising? It turns the online shopping of your volunteers, staff and supporters into free monetary donations which you can put towards your project or even your core costs. It is free to apply, register and use and is open to all voluntary and third sector organisations - [www.easyfundraising.org.uk/community](http://www.easyfundraising.org.uk/community)

## **6. Recommendations**

Operational Services Committee are recommended to agree, in principle:

- Agree for the Paddling Pool working group to continue to look at alternative options.
- Members to review and agree recommendations in December Operational Services Committee.

**Kidderminster Town Council  
Operational Services Meeting**

**26<sup>th</sup> September 2024**

**Report To Operational Services Committee**

**Agenda Item – Virement of Funds**

**1. Aim**

To provide key issues, information, and consideration for the Operational Services Committee to agree the virement of Funds from K004 Services.

**2. K004 Cost Centre – Virement of Funds. (Attached K004 Budget Overview Appendix 9A).**

The Public Realm and Operations Manager has identified both a potential underspend and overspend on Cost Centres within Services K004. It is expected the underspends are likely to see minimum activity between September and the end of the financial year, therefore transferring funds to an active cost centre would ensue overspend is minimal.

- Virement of funds of £1,250 from K004 21032 (War Memorials Maintenance) and 21040 (Town Centre Market) to K004 41100 (Direct Materials).
- Virement of funds of £1,000 from K004 42040 (Maintenance of Street Furniture) to K004 41010 (Equipment Purchase and Repair).

**Christmas Lights Event. (Civic & Events Resolved Minutes- Recommendation to Services Committee Appendix 9B).**

To transfer £500 from K004 49130 to K001 48021 to support the Christmas Lights event, following recommendation from the Civic and Events Committee.

**3. Recommendation**

It is recommended that Services Committee RESOLVES:

- To agree virement of funds of £1,250 from K004 21032 (War Memorials Maintenance) and 21040 (Town Centre Market) to K004 41100 (Direct Materials).
- To agree virement of funds of £1,000 from K004 42040 (Maintenance of Street Furniture) to K004 41010 (Equipment Purchase and Repair).
- To agree the transfer of £500 from K004 49130 (Christmas Lights) to K001 48021 (Christmas Events) to support the Christmas Lights event.

APPENDIX 9A

Costc	Costc(T)	Incexp	Account	Account(T)	Original	Revised	Amount	Commitment	Variance	Virement to:
K004	EVENTS AND SERVICE	EXP	11010	BASIC PAY Salaries	82,000.00	0.00	29,404.93	0.00	52,595.07	
K004	EVENTS AND SERVICE	EXP	11020	NIERS Salaries & Wages	8,800.00	0.00	3,221.04	0.00	5,578.96	
K004	EVENTS AND SERVICE	EXP	11030	SUPER ERS CURRENT Salaries & Wages	2,500.00	0.00	495.00	0.00	2,005.00	
K004	EVENTS AND SERVICE	EXP	21010	REPAIRS AND MAINTENANCE OF BUILDINGS	25,000.00	0.00	22,123.66	940.00	1,936.34	
K004	EVENTS AND SERVICE	EXP	21011	MARKET STREET PUBLIC CONVENIENCES REPAIRS AND MAINTENANCE OF BUILDINGS	6,000.00	0.00	1,750.01	269.44	3,980.55	
K004	EVENTS AND SERVICE	EXP	21012	TOWN COUNCIL PARKS	40,000.00	0.00	7,763.80	3,858.29	28,377.91	
K004	EVENTS AND SERVICE	EXP	21030	STATUES AND MEMORIALS	1,500.00	0.00	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	390.34	0.00	609.66	
K004	EVENTS AND SERVICE	EXP	21032	WAR MEMORIALS MAINTENANCE	1,000.00	0.00	0.00	0.00	1,000.00	-£500 To 41100 Direct materials
K004	EVENTS AND SERVICE	EXP	21034	ST GEORGES PADDLING POOL EXPENDITURE	10,000.00	0.00	0.00	0.00	10,000.00	
K004	EVENTS AND SERVICE	EXP	21036	ALLOTMENTS	5,000.00	0.00	1,075.20	1,192.00	2,732.80	
K004	EVENTS AND SERVICE	EXP	21037	DEFIBRILATOR	500.00	0.00	216.93	0.00	283.07	
K004	EVENTS AND SERVICE	EXP	21038	WATER FEATURE	3,750.00	0.00	41.31	0.00	3,708.69	
K004	EVENTS AND SERVICE	EXP	21039	PLAY EQUIPMENT	3,500.00	0.00	1,879.49	1,065.00	555.51	
K004	EVENTS AND SERVICE	EXP	21040	TOWN CENTRE MARKET	1,500.00	0.00	0.00	0.00	1,500.00	-£750 To 41100 Direct materials
K004	EVENTS AND SERVICE	EXP	21410	MAINTENANCE OF GROUNDS	60,000.00	0.00	22,006.09	5,240.45	32,753.46	
K004	EVENTS AND SERVICE	EXP	21411	LENGTHSMAN EXPENDITURE	4,500.00	0.00	4,805.00	1,032.46	-1,337.46	
K004	EVENTS AND SERVICE	EXP	21412	TREE WORKS	5,000.00	0.00	2,800.00	650.00	1,550.00	
K004	EVENTS AND SERVICE	EXP	21421	TOWN CENTRE HANGING FLOWERS	15,000.00	0.00	333.23	0.00	14,666.77	
K004	EVENTS AND SERVICE	EXP	21430	ST MARYS CHURCHYARD MAINTENANCE	14,000.00	0.00	0.00	315.00	13,685.00	
K004	EVENTS AND SERVICE	EXP	22030	ELECTRICITY	1,900.00	0.00	779.21	202.18	918.61	
K004	EVENTS AND SERVICE	EXP	22031	MARKET STREET PUBLIC CONVENIENCES ELECTRICITY	3,100.00	0.00	821.84	0.00	2,278.16	
K004	EVENTS AND SERVICE	EXP	23700	RENT OF PROPERTY	6,000.00	0.00	0.00	0.00	6,000.00	
K004	EVENTS AND SERVICE	EXP	25010	MARKET STREET PUBLIC CONVENIENCES WATER AND SEWERAGE RATES	1,950.00	0.00	331.50	0.00	1,618.50	
K004	EVENTS AND SERVICE	EXP	27041	MARKET STREET PUBLIC CONVENIENCES CONTRACTOR CHARGES - CLEANING	25,000.00	0.00	190.00	0.00	24,810.00	
K004	EVENTS AND SERVICE	EXP	31010	MAYORS VEHICLE COSTS	3,000.00	0.00	0.00	0.00	3,000.00	
K004	EVENTS AND SERVICE	EXP	31020	VEHICLE COSTS	9,000.00	0.00	3,348.83	0.00	5,651.17	
K004	EVENTS AND SERVICE	EXP	31040	MECHANICAL SWEEPER	6,000.00	0.00	0.00	0.00	6,000.00	
K004	EVENTS AND SERVICE	EXP	41010	EQUIPMENT PURCHASE AND REPAIR	3,000.00	0.00	1,641.01	9.30	1,349.69	£1,000
K004	EVENTS AND SERVICE	EXP	41020	CIVIC FURNITURE PURCHASE AND REPAIR	1,000.00	0.00	307.31	25.98	666.71	
K004	EVENTS AND SERVICE	EXP	41100	DIRECT MATERIALS	2,000.00	0.00	1,493.77	458.39	47.84	£1,250
K004	EVENTS AND SERVICE	EXP	42040	MAINTENANCE OF STREET FURNITURE	5,200.00	0.00	558.86	1,288.89	3,352.25	-£1,000 To 41010 Equipment Purchase & Repair
K004	EVENTS AND SERVICE	EXP	42041	GRIT BINS	1,000.00	0.00	0.00	0.00	1,000.00	
K004	EVENTS AND SERVICE	EXP	44410	ICT SUPPORT	0.00	0.00	66.05	0.00	-66.05	
K004	EVENTS AND SERVICE	EXP	49015	TRAINING	1,000.00	0.00	0.00	0.00	1,000.00	
K004	EVENTS AND SERVICE	EXP	49130	CHRISTMAS LIGHTS	23,000.00	0.00	0.00	0.00	23,000.00	-£500 K011 48021 Christmas Lights Switch On
K004	EVENTS AND SERVICE	INC	84410	LENGTHSMAN INCOME	-4,500.00	0.00	-9,215.00	0.00	4,715.00	
K004	EVENTS AND SERVICE	INC	85090	USE/RELEASE OF EARMARKED RESERVE	-10,000.00	0.00	0.00	0.00	-10,000.00	
K004	EVENTS AND SERVICE	INC	87100	RENTS	-11,000.00	0.00	0.00	0.00	-11,000.00	
K004	EVENTS AND SERVICE	INC	88300	INCOME - MISCELLANEOUS	0.00	0.00	-10,200.00	0.00	10,200.00	

5.3. Remembrance Sunday – Sunday 10<sup>th</sup> November 2024

Members were advised there was an overspend on the Remembrance Sunday Parade and Service Budget.

**RESOLVED:**

To vire funds to the value of £3,000 to cover overspend on Remembrance Sunday. Members agreed transfer of fund from the Mayor's Vehicle Costs to the sum of £2,000 and £1,000 from Mayoral and Civic Budget.

Members requested the Manager provides details of budget for 2019 to the members of the Committee.

5.4. Christmas Lights Switch On – Saturday 16<sup>th</sup> November 2024

The Manager advised the members that funding for this event had been cut from £3,000 to £2,000 this year and that the BID had said that they were reducing their "match" funding accordingly. Officers met with the BID on 22/08/2024 and it was agreed that we should strive to repeat the success of last year's event.

**RESOLVED:**

To recommend to Services Committee to vire funds to the value of £500 from Christmas Lights Provision underspend to cover additional costs to pay £500 towards a second band for the event which Kidderminster BID have agreed to match fund.

Members wished for it to be noted that the Kidderminster BID give proper recognition to the Town Council for the full funding of the Christmas Lights which are the main focus of the Christmas Lights Switch On Event and also the Town Council's partnership contribution to the event itself. They did not feel that the Kidderminster BID gave the Town Council recognition for the partnership in organising the event and the full provision of the lights of last year's event on their social media advertising.

Members noted that Kidderminster BID would engage entertainment as part of their partnership funding. Members requested that the acts booked be mindful of the audience and material be age appropriate.

Members agreed the switch on time as 6pm.

5.5. Santa in the Town – Saturday 7<sup>th</sup> December 2024

The Manager advised members that the Venue Manager for the Swan Shopping Centre Kidderminster, had confirmed the Town Council were permitted to set up the Santa in the Town on Saturday 7<sup>th</sup> December 2024.

The meeting agreed the following:

**Kidderminster Town Council  
Operational Services Meeting**

**5<sup>th</sup> 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**

Current list of assets which are currently being 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.

An additional post has been budgeted for an additional member of the team and agreed to recruit a part time Public Realm and Operations Officer, who will compliment and support the delivery of operational works, on the ground. This member of the team will enhance and develop parks and the public realm through a work program.

### **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. Low works have been completed for 2024 and we plan to have a further full and detail tree and report undertaken before 2025.

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 since 5<sup>th</sup> June**

#### **➤ Parks**

- Completed works to the bandstand – new ceiling, safety barrier
- Removed Ivy from Mill building on Broadwaters
- Restored and improved lighting on Broadwaters
- Installed “No Mow” signs across the tree parks
- Repairing Footpaths
- Painting and Deep Cleaning Park Furniture
- Low level tree works
- Clearing waterways
- Biodiversity improvements – Secured £10,000 of Natural Network funding to enhance Biodiversity
- Play equipment repairs
- Lighting repairs and upgrades

➤ **Public Realm**

- Continuing to keep all KTC public realm street furniture, boundary plates and benches in a clean condition
- Repaired and upgraded waterfall lighting
- 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 Market Street toilet security
- Allotment Improvements

➤ **Back Office/Safety**

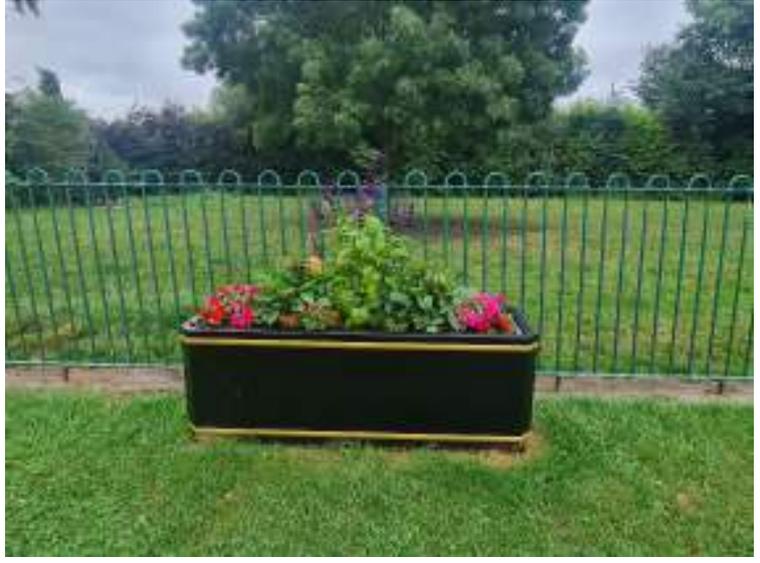
- Continuing to grow our social media presence
- Health and safety monitoring system (Play Inspection App)
- Implemented detailed risk Assessments and Inspections
- Agreed and re-designed Service Level Agreements with partners
- Grow our inventory of tools and equipment
- Implemented Operational Policies
- Staff training – Inspector training booked
- Expanding staff work programmes
- Implemented parks booking system

➤ Works Pictures - Parks

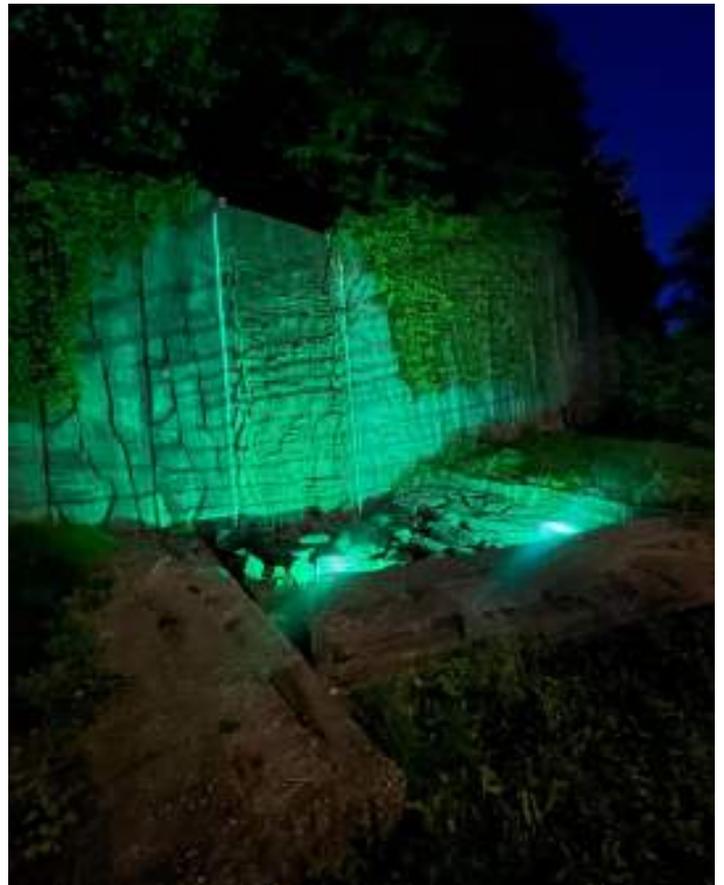








➤ Works Pictures - Public Realm Works



## **6. Friends Groups updates**

We have now secure 3 signed Memorandums Of Understanding from our Friends Groups (**Appendix \*\***). These documents set out the working relationships between Kidderminster Town Council and the Friends Groups as well as formalise and work plans undertaken by them which will be approved by the council.

### ➤ **Friends Of St Georges Park**

The ceiling and balustrade on the bandstand at St Georges Park has now been finished, thereby completing the project which was initially started by Wyre Forest District Council. Friends of St George's are now exploring lighting and flooring options, which will need to be funded by them to the bandstand.

### ➤ **Friends Of Broadwaters Park**

The Public Realm and Operations team met with the Friends group in July. Items such as current and future works were discussed as well as the potential for a redevelopment of the Senses Garden, which could be funded externally by the local Methodist Church.

### ➤ **Friends Of Baxter Gardens**

The Public Realm and Operations Team continue to meet with the group on the 2<sup>nd</sup> Monday of each Month. As the group only consists of 2 members, the team provides updates and answers questions.

## **7. 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

## 8. Looking Ahead

### ➤ Looking ahead

- In discussions with WFDC on parks transfers
- Set our detailed work programs in conjunction with the Friends Groups as set out in the Memorandum of Understanding
- Take on more open spaces and assets
- Improve partnership working
- Green Flag status pre-assessment for Broadwaters
- Be more self-efficient
- Grow Operational team
- Continually drive improvements
- External funding opportunities - Car Park charging on Broadwaters Mill Park, car park.
- Improve Biodiversity
- Operational Services corporate branding

**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
5. Other items of Business

<b>Meeting Date</b>	<b>Item</b>
<b>5 June 2024</b>	<b>Biodiversity Policy</b> To recommend Policy for approval by Full Council
	<b>Tree Management Policy</b> To recommend Policy for approval by Operational Services Committee
	<b>Memorandum of Understanding for the Friends of the Parks</b> To recommend approval by Operational Services Committee
	<b>St Georges Paddling Pool</b> To update on current status
	<b>Operational Services Progress Report</b> To update on current status
<b>26 September 2024</b>	<b>Parks</b> To recommend potential asset transfer of three parks, Forester Way, Marpool Gardens and King V. <b>Full Council</b>
	<b>Operational Office Accommodation</b> To recommend relocation of operational office on completion of Town Hall. <b>Full Council</b>
	<b>Green Flag</b> To recommend approval to appoint consultant to undertake parks management plan for Broadwaters Park – Aimed to support Green Flag application
	<b>Operational Services Progress Report</b> To update on current status
	<b>Baxter Gardens – Main Gates security</b> To update on current procedures and agree recommendations.
	<b>Virement of funds</b> To resolve the transfer of £500 from K004 49130 – K001 48021 to support the Christmas Lights event.
	<b>Biodiversity</b> Pesticides – Agree recommendations of report Update – Parks Biodiversity works Biodiversity – Working Group update
	<b>Public Convenience</b> Market Street – Vandalism Costs
	<b>Paddling Pool</b> Progress Update
<b>10 December 2024</b>	<b>Budget 25/26</b> To recommend a Parks & Public Realm Budget to the Finance and Overview Committee
	<b>Operational Services Progress Report</b> To update on current status
	<b>Health and Safety</b> Annual Risk Management review
	<b>Biodiversity</b> Update – Parks Biodiversity works
	<b>Paddling Pool</b> To update on current position and agree recommendations.

	<b>Income Opportunity</b> Broadwaters Mill Park Car Park
	<b>Section 106 Monies</b> To update Members on planned S106 works.
	<b>Play Inspection Annual Reports</b> To update on current status
	<b>Christmas Lights – Contract Expired 2024.</b> To recommend approval to procure Christmas Lights 2025 onwards.
<b>27 February 2025</b>	<b>Operational Services Progress Report</b> To update on current status