



28th November 2024

The meeting of the **SERVICES COMMITTEE** will be held in the **Kidderminster Room WYRE FOREST HOUSE** on **TUESDAY 10TH DECEMBER 2024** at **6:00PM** when Members are summoned to attend.

Yours Sincerely,
Adam Stockhall
Public Realm and Operations Manager

Membership: Councillors: L.Carroll, S.Miah, J.Beckingham, V.Caulfield, N.Gale

OPERATIONAL SERVICES COMMITTEE AGENDA – TUESDAY 10TH DECEMBER 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 Thursday 26th September 2024.

5. St Georges Paddling Pool.

To receive a positional update on St Georges Paddling Pool and consider recommendations to approve. To include short presentation, Caroline Taylor, ref National Lottery Funding. (Appendix 2)

Working Group Meeting Minutes 31st October 2024. (Appendix 2.1)

6. Budgets 25/26

6.1 To receive and consider a summary budget report in respect of the Services as of November 2024. (appendix 3)

6.2 To recommend a budget for Operational Services for financial year 25-26 (Appendix 3.1)

7. Section 106 Grants

To receive a positional update on current position related to S106 projects and expenditure, Broadwaters Mill Park. (Appendix 4)

8. Parks Transfer – Willowfield, King George V, Forrester Way, Jerusalem Walk.

Positional Update.(Appendix 5)

Meeting queries and answers inc WFDC Offer (Appendix 5.1)

9. Health and Safety – Annual Risk Management review.

To receive a report and consider recommendation to approve Risk assessment approach and to review annually the Public Realm and Operations Risk Assessments.(Appendix 6)
Public Realm and Operations Risk Assessments. (Appendix 6.1)

10. Biodiversity.

To receive a positional update on current position in relation to Biodiversity. (Appendix 7)

11. Operational Unit.

To receive and consider recommendations and approve and witness seal affixed to lease agreements.(Appendix 8)

Draft Copy Heads of Terms (Appendix 8.1)

12. Green Flag Update – Broadwaters Mill Park.

To receive a positional update regarding Green Flag status on Broadwaters Mill Park.
(Appendix 9)

13. Income Opportunity – Broadwaters Mill Park car park.

To receive a report and consider options presented and agree a way forward.
(Appendix 10)

14. Public Realm and Operations Identity Creative.

To receive a report and consider recommendations to progress and explore branding identity for the Public Realm and Operational services.(Appendix 11)

Branding Ideas (Appendix 11.1)

15. Christmas Lights – Tendering Exercise

To receive a report and consider recommendations.(Appendix 12)

Broadwaters Park Xmas Lighting Map. (Appendix 12.1)

High Street Xmas Lighting Map (Appendix 12.2)

16.Operational Services Committee Work Programme.

To receive and consider upcoming Operational Services Work Programme.(Appendix 13)

**KIDDERMINSTER TOWN COUNCIL
SERVICES COMMITTEE**

**Minutes of the meeting held on Thursday 26th September 2024
Held in the Kidderminster Room at 6pm**

Present:

Councillors:

L. Carroll (Chair)

J.Beckingham

S.Miah

Substitute Helen Dyke for Vicky Caulfield.

Absent:

Cllr N.Gale

In Attendance:

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

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

1. APOLOGIES FOR ABSENCE:

Apologises were received from V.Caulfield (Vice Chair)

2. DECLARATIONS OF INTEREST.

Cllr L. Carroll acknowledged he was part of the Save the paddling pool group.

3. PUBLIC QUESTION TIME.

Nil.

4. MINUTES (Appendix 1).

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

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

5. BAXTER GARDENS - Gates (Appendix 2).

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

- **RESOLVED:** Members received report and agreed for the Town Council to maintain current main gates operating procedure as set out in Appendix 2 Baxter Garden Gate Security.
- Members discussed the current lease agreement and asked officers to investigate break out clauses within the agreement.
- Members requested a copy of the current lease agreement.

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).

RESOLVED: Members received report and agreed Kidderminster Tennis Club are complying to section 6.8 (pay and play) arrangements as per lease agreement.

Members requested officers through social media promote pay and play.

Members requested Pay and Play remains as an agenda item.

Cllr. S. Miah left the meeting at this point.18.50

7. MARKET STREET PUBLIC CONVENIENCES – Vandalism. (Appendix 4)

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

RESOLVED: Members noted financial breakdown on costs for the period of April 2021 – August 2024, related to 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.

RESOLVED: Members adopted Pesticide free policy – Parks.

9. BIODIVERSITY. (Appendix 5)

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

- **RESOLVED:** Members noted positional update.

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.

- **RESOLVED:** Members received report and agreed Officers apply for Green Flag status on Broadwaters Mill Park.
- Members agreed to a Green Flag practice assessment on Broadwaters Mill Park, to be carried out by CFP Landscape and Heritage.

11. ST GEORGES PADDLING POOL. (Appendix 8)

To receive short positional update on St Georges Paddling Pool.

- **RESOLVED:** Members noted paddling pool positional update.
- Members agreed for the paddling pool working group to continue to look at alternative options
- Members agreed to review and agree recommendations in December Operational Services Committee.

12. VIREMENT OF FUNDS (Appendix 9)

- **RESOLVED:** Members agreed to the transfer of £500 from K004 48021 in support of the Christmas Lights Event as requested by the Events Committee, held on the 11th September.
- Members agreed to the transfer of funds of £1,250 from K004 21032 and 21040 to K004 41100.
- Members agreed to the transfer 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.

- **RESOLVED:** Members noted Public Realm and Operations update.
- Public Realm and Operations Manager noted the excellent work Rob has been doing on the parks, and this was echoed by the committee members.

14. OPERATIONAL SERVICES COMMITTEE WORK PROGRAMME. (Appendix 11)

To receive and consider upcoming Operational Services Work Programme.

- **RESOLVED:** Members received Operational Services work programme update.
- Members agreed to be included for December Committee meeting, draft policy to prohibit fireworks and lanterns on parks.
- Members agreed for the Public Realm and Operations Officer to explore financial income parking opportunities for Broadwaters Mill Park car park.
- Members agreed to operate the waterfall during the weekends, Friday – Monday, commencement date 6th December 2024.

KIDDERMINSTER TOWN COUNCIL
OPERATIONAL SERVICES COMMITTEE

Agenda Item: St Georges Paddling Pool Kidderminster - Update
Adam Stockhall – Public Realm and Operations Manager
10th December 2024

1. Aim

To provide key issues, information and consideration for the Operational Services Committee to recommend Options to be considered

2. Background

Following the closure of the paddling pool in 2022, numerous meetings have taken place to discuss the future of the pool, captured in brief below,

- **September 2022**
Following the closure of the pool in August 2022 several concerns had been identified and a report submitted to the services committee with a recommendation resolved to appoint the external inspection of the pool.
- **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.
- **December 2022**
Resolved to mothball the pool for one year and not dug up to give the community time to seek external funding.
- **November 2023**
allocated 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 the Council, any decision on the pool future to be deferred for consideration by the new Town Council after elections on 2nd May 2024.
- **May 2024**
Council resolves to work towards reinstating the much-loved St. George's Park Paddling Pool with the aim of reopening it as soon as is sustainably possible.
- Council further resolves to consider that, once reopened the Paddling Pool should operate for the same period (May to September) as the Stourport Paddling Pool and Brinton Park Splash Pad.
Council therefore instructs the Services Committee to work with Officers and our external funding consultant, the community and businesses to achieve the

reinstatement and reopening. This should include a full financial forecast of oncosts to ensure sustainability is achieved.

Having regard to the expected petition from “The Save Our Paddling Pool” group: That the Operational Services Committee, at its meeting on 5th June 2024, should set up a Working Group, to make recommendations regarding this matter. The “Save Our Paddling Pool” group should be included in the membership of the Working Group.

St. Georges Paddling Pool should be a standing item on the Full Council Agenda until this is resolved.

- **June 2024**

Full Council agreed paddling pool working group,
Council Members appointed,

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

Non-Council Working Group Members:

1 Cllr Fran Oborski

2 Peter Young

3 Nigel Grace

- **July 2025**

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

- **12th September 2024**

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

- **October 2024**

Working Group met on the 31st of October, minutes attached.

- **November 2024**

Peter unable to attend Services Committee Meeting on 10 December, due to prior commitment.

- **November 2024**

Email received by Harriet from Plunkett, Head of Engagement, works in partnership with Peter from the Co-op.

Hello Adam

Thank you so much for the additional info which has been really helpful to give a fuller picture. There is always potential to convert a much-loved community asset or service into community ownership, however there will need to be an element of trading income. My instinct in this scenario is that the trading element would either be charging for use via a season card or membership, (which would incur additional management costs), or to look at incorporating the paddling pool with another service such as a café, that could subsidise the maintenance. Now you have shared additional info, my instinct is that lottery grant funding is the way to go. But I would be more than happy to join you on the 10th Dec to outline the community business model, so that you are fully informed to explore the potential of this option as well.

Do let me know your thoughts.

Best wishes

Harriet

Harriet English (*she/ her*)

Head of Engagement

Plunkett UK, The Quadrangle, Woodstock, Oxfordshire OX20 1LH
Tel: 01993 630022 | Mobile: 07792 936 881



3. Operational Services Committee to consider,

- Operational Service Committee agree for the Paddling Pool working Group to continue to investigate grant funding opportunities while addressing the decision on the paddling pool position.
- Operational Services Committee agrees to notify all Kidderminster Town Council Members that the pool will now not open in time for Summer 2025.
- Operational Services Committee to set a deadline date of decision, this will allow every opportunity for the Working Group to continue to look at opportunities for funding and continue to fund raise to support refurbishment and running costs.
- Operational Services Committee recommend minor maintenance to the pool and surround, this should be supported through St Georges paddling pool expenditure and would include a general tidy and deep clean of the area. Estimate £2,000.

4. Recommendation

It is recommended that Services Committee RESOLVES:

To review considerations and consider decisions for the following,

- Operational Service Committee agree for the Paddling Pool working Group to continue to investigate grant funding opportunities while addressing the decision on the paddling pool position.
- Operational Services Committee agrees to notify all Kidderminster Town Council Members that the pool will now not open in time for Summer 2025.
- Operational Services Committee to set a deadline date of decision, this will allow every opportunity for the Working Group to continue to look at opportunities for funding and continue to fund raise to support refurbishment and running costs.
- Operational Services Committee resolve to undertake minor maintenance to the pool and surround, this should be supported through St Georges paddling pool expenditure and would include a general tidy and deep clean of the area.

ST GEORGES PADDLING POOL WORKING GROUP

Minutes of the meeting held on Teams 31st October 2024 19.00pm

Present:

Councillors:

S.Miah

S. Hollands

B.Conner

Working Group:

Nigel Grace

Absent:

Working Group:

F.Oborski

P.Young

In attendance:

Mr A Stockhall – PROM

Mr R Beeston – PROO

Caroline Taylor – ctaylorconsulting

Peter Westall – Chief Values Officer, The Midcounties Co-operative

1. APOLOGIES

Cllr Caulfield

Cllr Brookes

2. TERMS OF REFERENCE

Agree Terms of Reference.

Did not resolve due to lack of numbers at the beginning of the meeting.

Appoint Chair, must be an elected Kidderminster Town Council member.

Item not resolved, connection issues, for both S. Hollands and S.Miah at the beginning of the meeting and apologises for both Cllr B.Brookes and V. Caulfield, Adam Stockhall, Public Realm and Operations Manager, agreed to Chair on this occasion.

3. SEVERN TRENT APPLICATION OUTCOME.

Notify of decision.

Caroline Taylor, Kidderminster Town Council Consultant (ctaylorconsulting), explained the outcome of the application, which was unsuccessful, no explanation was submitted by Severn Trent to explain why the application was unsuccessful. (KTC Councillors were informed of this decision via email on the 12/09/24.

4. ALTERNATIVE FUNDING OPTIONS

Severn Trent had recommended possible alternative funding opportunities, although there are very few, with only small amounts of money available, £500-£1,000 – but none of the proposed trusts or foundations offer grants of any real amount.

5. LOTTERY FUNDING

Caroline discussed in brief to the group the possibilities, which I've highlighted the main points below,

An application to the National Lottery Community Fund (NLCF) could come from either the Town Council or the group themselves, or they could make a joint application. There are some reasons why one or other might be better to apply:

- Town Councils- the big question that doesn't really have a great answer other than cost, is why are they not paying? That would work against any application by KTC alone
- Paddling Pool Action Group - to apply, any group needs to be constituted and be able to provide: **a governing document, such as a constitution; a committee or board with at least two unrelated members; a bank account in your organisation's name ; yearly financial accounts.** This would exclude the Paddling Pool Action Group
- St Georges - given that the group needs to be recognised, it would need to be this group that makes the application either alone, or in conjunction with the Town Council. It could be that St George's apply, and the PPAG then operate as a subgroup but there would need to be some St Georges representation on the group as they would be legally responsible for the money and how it was spent

Applications can be made at any time and decisions depend on the level of funding requested:

- under £20,000 - within 16 weeks - this is a one stage application process
- over £20,001 -this is a two-stage process and a decision on whether they take the application forwards is made on the information requested in an Expression of Interest form.

Caroline will be attending the Services Committee on the 10th of December, reference Lottery Funding.

6. PETER WESTALL – MIDCOUNTIES COOP.

Peter gave a mini presentation, I've attached a brief guide to the legal structure, it would be a community-based organisation, and would rely on a number of factors, which is outlined in the attachment.

Apologises I've not come across this before and therefore I have little to no knowledge on this subject area.

In brief my taking on this would still require the full refurbishments be funded outside of this, the community group take on the asset, alongside all of the liability, health and safety, management, and would need to raise the annual running costs, which would need to include any ongoing repairs and maintenance which to date is circa £40,000.

Invitation has been sent to attend the Operational Services Committee on 10th of December, to possibly talk in a little more detail.

Invitation declined by Peter as he has a pre-booked meeting.

Meeting ended: 20.15

1	APPENDIX 3									
2	Costc	Costc(T)	Incexp	Account	Account(T)	Original	Revised	Amount	Commitment	Variance
3	K004	EVENTS AND SERVICES	EXP	11010	BASIC PAY Salaries	82,000.00	0.00	50,941.42	0.00	31,058.58
4	K004	EVENTS AND SERVICES	EXP	11020	NIERS Salaries & Wages	8,800.00	0.00	5,565.45	0.00	3,234.55
5	K004	EVENTS AND SERVICES	EXP	11030	SUPER ERS CURRENT Salaries & Wages	2,500.00	0.00	866.25	0.00	1,633.75
6	K004	EVENTS AND SERVICES	EXP	21010	REPAIRS AND MAINTENANCE OF BUILDINGS	25,000.00	0.00	22,898.00	240.00	1,862.00
7	K004	EVENTS AND SERVICES	EXP	21011	MARKET STREET PUBLIC CONVENIENCES REPAIRS AND MAINTENANCE OF BUILDINGS	6,000.00	0.00	2,517.00	269.44	3,213.56
8	K004	EVENTS AND SERVICES	EXP	21012	TOWN COUNCIL PARKS	40,000.00	0.00	25,023.19	15,060.79	-83.98
9	K004	EVENTS AND SERVICES	EXP	21030	STATUES AND MEMORIALS	1,500.00	0.00	0.00	89.00	1,411.00
10	K004	EVENTS AND SERVICES	EXP	21031	CLOCK TOWER (OXFORD STREET) MAINTENANCE AND ELECTRICITY	1,000.00	0.00	502.79	0.00	497.21
11	K004	EVENTS AND SERVICES	EXP	21032	WAR MEMORIALS MAINTENANCE	500.00	0.00	0.00	330.00	170.00
12	K004	EVENTS AND SERVICES	EXP	21034	ST GEORGES PADDLING POOL EXPENDITURE	10,000.00	0.00	0.00	0.00	10,000.00
13	K004	EVENTS AND SERVICES	EXP	21036	ALLOTMENTS	5,000.00	0.00	1,565.20	702.00	2,732.80
14	K004	EVENTS AND SERVICES	EXP	21037	DEFIBRILATOR	500.00	0.00	216.93	0.00	283.07
15	K004	EVENTS AND SERVICES	EXP	21038	WATER FEATURE	3,750.00	0.00	41.31	0.00	3,708.69
16	K004	EVENTS AND SERVICES	EXP	21039	PLAY EQUIPMENT	3,500.00	0.00	2,883.95	270.00	346.05
17	K004	EVENTS AND SERVICES	EXP	21040	TOWN CENTRE MARKET	750.00	0.00	0.00	180.00	570.00
18	K004	EVENTS AND SERVICES	EXP	21410	MAINTENANCE OF GROUNDS	60,000.00	0.00	37,122.43	3,268.00	19,609.57
19	K004	EVENTS AND SERVICES	EXP	21411	LENGTHSMAN EXPENDITURE	4,500.00	0.00	6,388.95	828.51	-2,717.46
20	K004	EVENTS AND SERVICES	EXP	21412	TREE WORKS	5,000.00	0.00	3,450.00	650.00	900.00
21	K004	EVENTS AND SERVICES	EXP	21421	TOWN CENTRE HANGING FLOWERS	15,000.00	0.00	333.23	0.00	14,666.77
22	K004	EVENTS AND SERVICES	EXP	21430	ST MARYS CHURCHYARD MAINTENANCE	14,000.00	0.00	0.00	315.00	13,685.00
23	K004	EVENTS AND SERVICES	EXP	22030	ELECTRICITY	1,900.00	0.00	1,525.21	0.00	374.79
24	K004	EVENTS AND SERVICES	EXP	22031	MARKET STREET PUBLIC CONVENIENCES ELECTRICITY	3,100.00	0.00	1,499.72	0.00	1,600.28
25	K004	EVENTS AND SERVICES	EXP	23700	RENT OF PROPERTY	6,000.00	0.00	0.00	0.00	6,000.00
26	K004	EVENTS AND SERVICES	EXP	25010	MARKET STREET PUBLIC CONVENIENCES WATER AND SEWERAGE RATES	1,950.00	0.00	674.72	0.00	1,275.28
27	K004	EVENTS AND SERVICES	EXP	27041	MARKET STREET PUBLIC CONVENIENCES CONTRACTOR CHARGES - CLEANING	25,000.00	0.00	190.00	0.00	24,810.00
28	K004	EVENTS AND SERVICES	EXP	31010	MAYORS VEHICLE COSTS	3,000.00	0.00	62.06	0.00	2,937.94
29	K004	EVENTS AND SERVICES	EXP	31020	VEHICLE COSTS	9,000.00	0.00	5,006.61	0.00	3,993.39
30	K004	EVENTS AND SERVICES	EXP	31040	MECHANICAL SWEEPER	6,000.00	0.00	0.00	0.00	6,000.00
31	K004	EVENTS AND SERVICES	EXP	41010	EQUIPMENT PURCHASE AND REPAIR	4,000.00	0.00	2,118.27	9.30	1,872.43
32	K004	EVENTS AND SERVICES	EXP	41020	CIVIC FURNITURE PURCHASE AND REPAIR	1,000.00	0.00	307.31	25.98	666.71
33	K004	EVENTS AND SERVICES	EXP	41100	DIRECT MATERIALS	3,250.00	0.00	2,167.11	187.44	895.45
34	K004	EVENTS AND SERVICES	EXP	42040	MAINTENANCE OF STREET FURNITURE	4,200.00	0.00	750.88	1,288.89	2,160.23
35	K004	EVENTS AND SERVICES	EXP	42041	GRIT BINS	1,000.00	0.00	434.90	0.00	565.10
36	K004	EVENTS AND SERVICES	EXP	49015	TRAINING	1,000.00	0.00	83.32	730.00	186.68
37	K004	EVENTS AND SERVICES	EXP	49130	CHRISTMAS LIGHTS	22,500.00	0.00	28.92	130.00	22,341.08
38	K004	EVENTS AND SERVICES	EXP	49150	CREATION OF EARMARKED RESERVE	0.00	0.00	10,000.00	0.00	-10,000.00
39	K004	EVENTS AND SERVICES	EXP			382,200.00	0.00	185,165.13	24,574.35	172,460.52
40	K004	EVENTS AND SERVICES	INC	84410	LENGTHSMAN INCOME	-4,500.00	0.00	-11,160.00	0.00	6,660.00
41	K004	EVENTS AND SERVICES	INC	85090	USE/RELEASE OF EARMARKED RESERVE	-10,000.00	0.00	-10,850.00	0.00	850.00
42	K004	EVENTS AND SERVICES	INC	87100	RENTS	-11,000.00	0.00	0.00	0.00	-11,000.00
43	K004	EVENTS AND SERVICES	INC	88300	INCOME - MISCELLANEOUS	0.00	0.00	-11,259.00	0.00	11,259.00
44	K004	EVENTS AND SERVICES	INC			-25,500.00	0.00	-33,269.00	0.00	7,769.00
45	K004	EVENTS AND SERVICES				356,700.00	0.00	151,896.13	24,574.35	180,229.52
46						356,700.00	0.00	151,896.13	24,574.35	180,229.52
47										

Appendix 3.1

Cost Centre	Cost Code	Description	Expenditure			Income		
K200 - OPERATIONAL SERVICES			Budget 24-25	Projected outturn 24-25	Budget 25-26	Budget 24-25	Projected outturn 24-25	Budget 25-26
Parks	11010	Staff re-allocation	93,300	93,300	57,533			
*	21410	Parks GMC	60,000	50,000	65,000			
*	21010	R & M	65,000	50,000	55,000			
*	41010	Equipment Purchase & Repair	3,000	3,000	10,000			
	41020	Parks Furniture	1,000	1,000	3,500			
*	21034	St Georges Paddling Pool Upkeep and maintenance	10,000	2,500	0			
		St. George's Park Paddling Pool reinstatement			150,000			
*	?	St Georges Paddling Pool Ext funding	0	0	0	0	0	150,000
	?	Play equipment safety	3,500	4,000	5,000			
	?	Play equipment sinking fund			0			
	?	Uniforms and PPE			1,000			
	85090	EMR (S. 106)				10,000	10,000	15,000
	?	Tennis Club Maintenance Support			2,000			
Public Realm	11010	Staff re-allocation			33,997			
	21430	St Mary's Churchyard (WFDC)	14,000	14,000	14,500			
	21030	Statues & Memorials	1,500	1,500	1,750			
	42040	Street Furniture R & M	5,200	3,500	4,000			
	21031	Clock Tower Oxford Street	2,900	2,900	3,200			
	21032	Maintenance of war memorials	1,000	1,000	1,000			
	27041	Public conveniences	36,050	33,000	35,000			
	11010	Public Conveniences- staff re-allocation			5,753			
	21411	Lengthsman Expenditure	4,500	6,500	7,500			

Appendix 3.1

		Lengthsman salary re-allocation			5,230			
	84410	Lengthsman income				4,500	6,500	7,500
	4110	Materials	2,000	2,000	2,100			
	42041	Grit bins	1,000	1,000	1,050			
	21421	Hanging flowers and planting contractor	15,000	15,000	16,000			
	?	Defibs	500	500	550			
	?	Water feature	3,750	3,750	4,100			
*	?	Tree works	5,000	7,000	12,500			
	?	Biodiversity works			2,000			
	31010	Vehicle and plant hire	12,000	9,500	10,700			
	23700	Equipment storage unit	6,000	2,000	12,000			
	?	Street sweeping contract	6,000	6,000	6,150			
	?	Cleaning statues	0	0	0	0	0	0
Market	?	Market R & M	1,500	1,500	1,550			
	11010	Market salary reallocation	0	0	5,230			
	87100	Market Rent				11,000	10,000	10,000
	?	Allotments contractor	5,000	5,000	5,150			
	11010	Allotments salary reallocation			5,230			
		Subtotal 2	358,700	319,450	545,274	25,500	26,500	182,500

KIDDERMINSTER TOWN COUNCIL
OPERATIONAL SERVICES COMMITTEE

Agenda Item - Section 106 Grants – Broadwaters Mill Park
Rob Beeston - Public Realm and Operations Officer
10th December 2024

Kidderminster Town Council Services Committee Update on Section 106 Funding - Broadwaters Mill Park

Introduction to Section 106 Funding

Section 106 (S106) funding is a financial contribution made by developers to local authorities as part of the planning process. These contributions are legally bound through agreements that ensure developers help mitigate the impact of their developments on local infrastructure and public services. Funds are typically used for community-benefitting projects such as parks, schools, and transportation improvements. For Broadwaters Mill Park, S106 funding offers an opportunity to enhance public amenities and promote inclusive community use of the space.

Proposed Improvements and Progress Update

The Public Realm & Operations team has explored several initiatives to improve Broadwaters Mill Park, focusing on enhancing the existing amenities and ensuring inclusivity and alignment with the natural surroundings.

1. Children's Play Equipment

- The current play equipment consists of a single rope climbing frame and a metal caterpillar bench.
- To enrich the play area, several play equipment providers have been consulted, with quotes sought for inclusive, durable play equipment. The proposed equipment features steel-footed timber frames to complement the existing climbing frame and the wooded area.
- Surfacing is proposed to remain consistent with the current grass matting, ensuring a cohesive aesthetic.
- **Indicative costs** for the new play equipment stand at approximately **£25,000**. A comprehensive report will be submitted for approval at the February Services Committee meeting.

2. Interpretation Panels

- Four new interpretation panels are planned to highlight:
 - The history of the park, including the listed mill building and waterwheel.
 - The park's biodiversity and wildlife.
- These panels will be professionally designed, featuring bespoke artwork in durable frames.
- **Indicative costs** for the panels, including artwork and frames, are in the region of **£5,000**.

3. Repurposing the Existing Toilet Block

- The toilet block on-site is currently mothballed, with no funding available to reopen it for its original purpose.
- A proposal has been made to "make good" the structure at a cost of approximately.

£6,000. This initial work will prepare the building for potential repurposing.

- Possible future uses include:
 - **A community-led cafe.**
 - **A meeting space.**
 - Further development will depend on public consultation and securing additional grant funding. The Friends of the Park have expressed interest in supporting this initiative.

4. Mill Building improvements.

- The building currently has an old mural, depicting wildlife within the park but is now aging, has some graffiti and has some flaking paint. The internal concrete bench seat has recently been repainted.
- To improve the internal aesthetics, quotes have been obtained to paint over the mural (in white paint) with a view to have a new mural commissioned, in conjunction with the Friends Group.
- Timbre seating, to tie in with other benches and timbre frames ensuring a cohesive aesthetic.
- Improving the electrical supply and supply points within the building to provide improved facilities for events.
- Indicative costs for these improvements are around £1,000.

5. Hosta Bed

- Prior to 2014, a Hosta bed was in place near to "Pooh Sticks" bridge. This was maintained by Wyre Forest District Council. It was presumably removed to reduce maintenance.
- A planting plan has been made to reintroduce Hosta plants, as well as ferns and ever green shrubs. (See Appendix **)
- Bed preparation will be undertaken by the Public Realm & Operations team in March.
- Costs for these improvements are approximately £300 with maintenance being undertaken by the Public Realm & Operations team.

Finances

Current Financial Position – Broadwaters Mill Park

Original Budget £70,664

Approx Spent £33,285

Total Remaining £37,379.34

EARMARKED RESERVE DESCRIPTION	Cat 3 Reserve Code	Existing Reserves Brought Forward 01/04/24 £	New Reserves Made in 2023/24 for 2024/25 £	Total Reserves Carried Forward 31/03/24 £	E
Parks Transfer - S106 Kidderminster Market Auctions	S106-KMA	4,812.00	0.00	4,812.00	
Parks Transfer - S106 Miller Homes	S106-MH	13,977.34	0.00	13,977.34	
Parks Transfer - S106 Upton Road	S106-UR	18,590.00	0.00	18,590.00	

Current Projects to date

New Bins and pads.

Footpath Repairs.

Updating 2 x Wooden Bridges, new boardwalk, and railings.

Green Flag.

Deep Cleaning and painting.

New Signage.

Pool and Brook clearance works.

Major drainage clearance works.

New LED Lighting

Next Steps

- Detailed plans and cost breakdowns will be finalized and submitted for approval at the February Services Committee meeting.
- Continued consultation with stakeholders, including the Friends of the Park, to explore grant funding and public engagement opportunities for the repurposed toilet block.
- The Public Realm & Operations team will work to ensure the projects align with the broader vision for Broadwaters Mill Park as a valued community asset.

This suite of improvements represents an exciting opportunity to enhance the park for residents and visitors while preserving its natural and historical character.

KIDDERMINSTER TOWN COUNCIL
OPERATIONAL SERVICES COMMITTEE

Agenda Item - Parks Transfer Update**Adam Stockhall – Public Realm and Operations Manager****10th December 2024****1. Aim**

The purpose of this report is to update Members on the current position related to the potential transfer of the following Parks,

- Willowfield Park
- Forrester Way Park
- King George V
- Jerusalem Walk

To work in partnership with Wyre Forest District Council on a phased approach to discuss all remaining Kidderminster Parks and other transferable assets.

2. Background

Kidderminster Town Council agreed to on the 4th September 2024, to authorise officers to commence negotiations through a phased approach to the transfer of Willowfield Park, Forrester Way Park, King George V and Jerusalem Walk to the Kidderminster Town Council, and negotiate any other remaining parks and assets through a phased approach.

Any final agreements in operational matters are to be brought to the Operational Services Committee for approval, and any budgetary considerations would need to be approved at Full Council.

Ward members were consulted for views/comments on the 11th September, for any local issues they may have knowledge of, for example anti-social issues, resident concerns. Comments were received from Cllr Mary Rayner, who noted off previous anti-social issues at Jerusalem Walk, although not recently, no other issues to note.

Group leaders sent appointment for midday Wednesday 30th October at the Green Street Depot, to commence first round of negotiations, please see attached, brief meeting overview.

Team Meeting took place on Tuesday 12 November, present Cllr S.Miah and Cllr Dyke. Discussed in brief next steps, please see attached email.

We agreed to negotiate with WFDC officers through email, this will enable correspondence and decisions to be completed quicker, with clear dialogue captured through email.

Transcript of email, highlighted below,

Dear Steve and Tracey,

Thank you for your proposal which is detailed below alongside our original offer, it's evident both parties are still a little way apart, although I'm still confident we can get a deal done in principle, this is of course dependent on agreement at our Operational Services Committee who can recommend we take them on, with the financial implications needing to be signed off at Full Council.

For reference this is our timetable for approvals,

Operational Services Committee – 10th December.

Full Council – 22nd January.

Any offer agreed after 10th December, would need to be approved at our next Services Committee which would be 27th February 2025 and then Full Council 16th April 2025.

WFDC Offer,

- In principle WFDC agree to fund lifting the current assets under consideration to an acceptable standard, and
- Upon transfer will undertake to maintain those existing facilities for a period of not more than twelve months at zero cost to KTC

KTC Offer.

	2025-26	2026-27	2027-28	
Cost of maintaining parks				
Willowfield Park	£8,750	£5,000	£2,500	
Forrester Way Park	£8,750	£5,000	£2,500	
King George V	£8,750	£5,000	£2,500	
Jerusalem Walk	£8,750	£5,000	£2,500	
Total per park	£35,000	£20,000	£10,000	
Total Package: £65,000				

Considering WFDC proposal, our offer is as follows,

1. Agree to formalise 12-month SLA with WFDC to carry out the Grounds Maintenance contract for 2025-26, cost neutral, pending WFDC schedule of works, and agreed with KTC officers.
2. WFDC repair all of the defects as highlighted within the Play Inspection Reports, WFDC to engage with the Play Inspection Company to undertake a second report on completion of works to ensure all items have been resolved fully, this will need to be in conjunction with Rob and an Officer from WFDC.
3. Grant funding to the amount of £15,000 to support enhancements Kidderminster Town Council wish to undertake, replace bins, paint and clean railings and gates, to be paid in full on transfer.

We feel this is both a reasonable and fair proposal on the table, and we look forward to your response.

Regards

3. Current Position

WFDC acknowledged email on 21st November, awaiting formal response to KTC offer.

WFDC has agreed in principle to the revised (highlighted in the email) offer presented by the Public Realm and Operations Manager which was agreed as part of a larger discussion with Town Council Members, Cllr S.Miah and H.Dyke, all party leaders were invited to the meeting.

4. Recommendation

It is recommended that Services Committee RESOLVES:

- Operational Services Committee support the proposal and agree to progress to the next stage of negotiations, ratification and legal process.
- Operational Services to note, costs tbc, with the expectation these will be met from current K004 expenditure.
- Operational Services Committee support to commit to a transfer 1st April 2025.

KTC Proposal 1	2024-25 (Part Year: 3 Months, Jan – March)	2025-26	2026-27	2027-28
Cost of maintaining parks				
Willowfield Park	£2,500	£8,750	£5,000	£2,500
Forrester Way Park	£2,500	£8,750	£5,000	£2,500
King George V	£2,500	£8,750	£5,000	£2,500
Jerusalem Walk	£2,500	£8,750	£5,000	£2,500
Total per park	£10,000	£35,000	£20,000	£10,000
Total Package: £75,000				

KTC Proposal 2	2024-25 (Part Year: 3 Months, Jan – March)	2025-26	2026-27	2027-28
Cost of maintaining parks				
Willowfield Park	£1,750	£7,000	£3,500	£1,750
Forrester Way Park	£1,750	£7,000	£3,500	£1,750
King George V	£1,750	£7,000	£3,500	£1,750
Jerusalem Walk	£1,750	£7,000	£3,500	£1,750
Total per park	£7,000	£28,000	£14,000	£7,000
Total Package: £56,000				

MBG Contract £26,300

- To confirm WFDC are the registered owners. **Agreed, seeking clarification with the arrangement on King George V.**
- Do the 4 x parks have active Friend groups. **No active Friend Groups.**
- Do the parks have any restrictions/easements. **No restrictions/easements.**
- Do the parks get locked on an evening, if so by who. **All parks remain open.**
- Up to date Tree Survey (Any TPO) – **No TPO, received Tree Survey.**
- S106 Monies and any commitments. **No S106**
- Play Equipment Inspection (Play Inspection Company KTC funded £795)
- Current Maintenance Schedule. **Awaiting schedule.**
- Any social ASB issues. **No issues to be concerned about, or recorded incidents.**

- Formal commitment next tranche of parks, Springfield, Spennells, Bewdley Hill, phase 3. **Agreed to note this in any formal agreement.**
- Any other assets carparks, street cleaning Town Centre. **Didn't discuss.**
- Paid additional legal costs, due to conflict of interest with our Legal support provided by WFDC.
- Carry out play repairs as per report. **WFDC to undertake all works as per play inspection report.**

WFDC note of offer,

In terms of an agreement, I think we're close. Your position was £65k spread over three years. For WFDC this is against a current direct staffing cost of £15k which we'll be unable to remove. We'll have a c. £8k figure on top of that for indirect / overhead costs that again we'll be unable to take out. So, taking that on board our offer to KTC is as follows:

- In principle WFDC agree to fund lifting the current assets under consideration to an acceptable standard, and
- Upon transfer will undertake to maintain those existing facilities for a period of not more than twelve months at zero cost to KTC

Note this is labour time only (including oncosts) and estimated annual costs including vehicles and materials will bring the total closer to £20k per year.



Phase 1 Costs.pdf

KIDDERMINSTER TOWN COUNCIL
OPERATIONAL SERVICES COMMITTEE

Agenda Item - Health and Safety – Annual Risk Management Review

Adam Stockhall – Public Realm and Operations Manager

10 December 2024

1. Purpose

Annual Health and Safety review, in particular Risk Management Strategy and Risk Assessments.

2. Background

Kidderminster Town Council formally adopted '**Kidderminster Town Council Risk Management Policy Public Realm and Operation**' on the 8th of September 2022. (Attached Policy and Updated Risk Assessments). This will ensure the Council will protect the Health and Safety of its employees and others who may be affected by the Council's activities and continue to monitor Risk Assessments on a regular basis in accordance Health and Safety at Work Act 1974.

3. What is Risk Management?

3.1 "Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance., together with community focus; structures and processes, standards of conduct and service delivery arrangements. " Audit Commission, worth the risk – Improving Risk Management in Local Government (2001).

3.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work.

3.3 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive.

- a. Strategic Risk** – long term adverse impacts from poor decision making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario, Government intervention.
- b. Compliance Risk** – failure to comply with legislation, or laid down procedures, or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts.
- c. Financial Risk** – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased council Tax levels/impact on Council.
- d. Operating Risk** – failure to deliver services effectively, malfunctioning equipment, hazard to services users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

3.4 Not all of these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, a monetary consideration may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

3.5 Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

4. Why does the Council need a Risk Management Strategy?

4.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

4.2 The Risk Management Strategy will help to ensure that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance,

4.3 There is a requirement under the relevant Accounts and Audit (England) Regulations 2011 (SI 2011/817) to establish and maintain a systematic strategy, framework and process for managing risk and putting in place adequate internal controls.

5. What is the Council's philosophy on Risk Management?

5.1 Kidderminster Town Council Public Realm and Operational services recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise uncertainty in achieving its goals."

5.2 The Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk. Risk management is an integral part of the Councils management processes.

6. What is the Risk Management Process

6.1 The Risk Management Strategy will be implemented by

- a. Risk Identification - identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.
- b. Risk Analysis - Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

6.2 Risk Control. Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control require the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level. Options for control include:

- a. Elimination — the circumstances from which the risk arises are removed so that the risk no longer exists.

- b. Reduction — loss control measures are implemented to reduce the impact/likelihood of the risk occurring.
- c. Transfer — the financial impact is passed to others e.g. by revising contractual terms.
- d. Sharing — the risk is shared with another party. e. Insuring — insure against some or all of the risk to mitigate financial impact. f. Acceptance — documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

6.3 Risk Monitoring. The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

7. Roles and Responsibilities

7.1 Culture / Ethos. It is important that risk management becomes embedded into the everyday culture and performance management process of the Council Public Realm and Operational Services. The roles and responsibilities set out below are designed to ensure that risk is managed effectively.

7.2 Responsibility of Operational Services Committee —Risk management is seen as a key part of the Cllrs stewardship role and there is an expectation that Cllrs will lead and monitor the approach adopted. This will include:

- Approval of the Risk Management Strategy.
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.
- Annual review of the Public Realm and Operational services Risk Assessments.

7.3 Public Realm and Operations Manager. The Public Realm and Operations Manager will be responsible for overseeing the implementation of the detail of the Public Realm and operations Risk Management Strategy. The Public Realm and Operations Manager will:

- update the Operational Services committee on the implications of new or revised legislation relating to the Public Realm and Operational setting.
- assist in handling any litigation claims relating to the Public Realm and Operational setting.
- advise on any Health and Safety implications of the chosen or proposed arrangements for service delivery.

7.4 Training. Risk Management training to its employees. The aim will be to ensure that officer/s have the skills necessary to identify, evaluate and control the risks associated with the services they provide and deliver.

8. Future Monitoring

8.1 Review of Risk Management Strategy - This Strategy will be formally reviewed annually.

9. Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Council's Operational Services committee. It will assist in demonstrating that the Council's Public Realm and Operations is committed to continuous service improvement and effective corporate governance.

4. Recommendation

It is recommended that Kidderminster Town Council RESOLVES:

- a. Adopt Risk Management Approach
- b. Annually review Public Realm and Operations Risk Assessments.

Kidderminster Town Council**Kidderminster Town Council Risk Management Policy Public Realm and Operation**

Document Control	
Version Number	3
Adopted on	8th September 2022
Last Reviewed	8/4/23, 8/4/24
Review Date	

Introduction

The Health & Safety at Work Act 1974 requires employers to, as far as is reasonably practicable, ensure the health and safety of their employees whilst at work. The Management of Health and Safety at Work Regulations 1999 requires employers to carry out risk assessments to identify potential risks and take necessary measures to remove or reduce and control risk. Risk assessments are a universally acknowledged method of challenging existing methods of work, for assessing risks associated with tasks and for ensuring that best practice is achieved. It is therefore essential that all Services ensure that appropriate risk assessments are in place, in line with this policy, and that actions are implemented to eliminate or reduce risks in the workplace.

This policy and guidance support legislation relating to the management of risk and provides a corporate framework to assist Services with the development and implementation of risk management by risk assessment.

Policy Statement

Kidderminster Town Council has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise any impact which could present itself, thus preventing the council from achieving its vision “We will work to provide services across the parish of Kidderminster for the benefit of all residents by supporting improvements in housing, open spaces and education”

Risk management will form part of the Council’s management process. The council is aware that not all risks can be eliminated fully, however through correct and careful procedures there will be a focussed approach to managing any risks.

The Council will expect all Councillors and employees at all levels to understand the nature of any risks and accept responsibility for risks associated with their area of authority, as follows:

- **Councillors** Services Committee to oversee effective management of risk by council staff

- **Public Realm and Operations Manager** to ensure that the Council manages risk effectively through the development of a comprehensive risk management strategy
- **Employees** To manage risk effectively in their job

Objectives

The Town Council will:

- Ensure that Risk Management forms an integral part of the Council's Public Realm and Operational procedures
- Risks are identified and managed at the appropriate level
- Put the Council in a position to take advantage of opportunities
- Recognise when and how it needs to deal with threats, including the transfer, the control and management of risks
- Integrate the Council's Health & Safety statement or policy within the day to-day and business processes
- Manage any risk in accordance with best practice
- Anticipate and respond to changing social, environmental, and legislative requirements
- Identify risks and the impact of those risks when adopting policies and making operational decisions
- Positively and actively promote an awareness of risk management for all council services
- Establish clear roles, responsibilities, and reporting lines within the Council
- Inform relevant Committees of the Council, where applicable, of potential risks identified
- Provide training of staff in risk management procedures
- Carry out risk assessments in all areas of the council's activities
- Continue to monitor procedures and assessments periodically and in any event at least each year
- Prepare contingency plans for potential risks which could have a significant effect on the council and or the community

Risk Assessments


- Risk assessments will be scored as either low, medium, or high, based upon the impact of any risk and the likelihood of its occurrence. From the risk assessments an Action Plan will be produced. The Risk Assessment and Action Plan will be reported to the responsible Committee, along with any mitigation proposals and financial consequences that may require funds to achieve.

HEALTH AND SAFETY RISK ASSESSMENT

There is a general duty on all employers to ensure the health, safety, and welfare at work of all their employees. This is laid out in the Health and Safety at Work Act 1974. This duty is expanded in later regulations which spell out the specific requirements on employers to undertake risk assessments for every job and process, and to act on them.

The following assessment has been developed to assess the activities, risks and identify appropriate prevention and control measures

It is important to note that the system is open to change should it be found that there are areas that are not amply covered.

DOCUMENT DETAILS			
Document Title:	Risk Assessment – Kidderminster Markets		Document ID: OPS -014
Department/Service Area:	Operations – Kidderminster Town Council	Manager:	Adam Stockhall
Area/Task Assessed:	Kidderminster Markets		
Activity:	Health and Safety Monitoring		
Assessment Date:	08/04/24	Review date:	08/04/24
Assessment By:	Adam Stockhall	Signed:	

Updated:	2022	<input checked="" type="checkbox"/>	2023	<input checked="" type="checkbox"/>	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Activity/Hazards	Risk	Persons Affected	Controls	Risk score	Further Controls	Risk Score
High Street Market Operation – At all times	Injuries, untrained persons in working area.	Third party staff, Members of the public Traders	H&S awareness and guidance given by Market Supervisor/Manager Untrained persons prohibited from working area Additional Documentation submitted to Public Realms and Operation Manager Management regulations Trader's contract Operational Methods Statement	Med	AD Hoc Inspections – Public Realm and Operations Manager Public Realm and Operations manager to monitor contractors Risk Assessments and Operating Procedures	Low
High Street Market Operation – Setting-up, Trading hours and dismantling	Personal health & hygiene	Third party staff Traders	Access available to WCs and washing facilities on Market Street Car Park 09.00-17.00hrs Access to first aid kit provided Additional Documentation Management regulations Operational Methods Statement Traders	Med	AD Hoc Inspections – Public Realm and Operations Manager Public Realm and Operations manager to monitor contractors Risk Assessments and Operating Procedures	Low

High Street Market Operation – At all times	Vehicle collision, Traffic on the Highway	Traders and Members of the public	Stalls positioned in accordance plan Sheeted side and rear walls to prevent pedestrian/Trader access to the Highway Barriers blocking any gaps. Designated pedestrian crossing points remaining accessible Additional Documentation Management regulations Operational Methods Responsible market Supervisor/Manager Traders	Med	AD Hoc Inspections – Public Realm and Operations Manager Public Realm and Operations manager to monitor contractors Risk Assessments and Operating Procedures	Low
High Street Market Operation – At setting up and dismantling	Public access to the working area	Traders and Members of the public	Working area supervised by Market Supervisor/Manager Contractors wearing high viz vests within working area Additional Documentation Contractors set up/pack down Risk Assessment	Med	AD Hoc Inspections – Public Realm and Operations Manager Public Realm and Operations manager to monitor contractors Risk Assessments and Operating Procedures	Low

High Street Market Operation – At setting up and dismantling	Trip hazard of loose equipment & stock	Third party staff, Traders and Members of the Public	Stock to be delivered directly to stall Trolleys and pallet lifters not to be left unattended Stock to be secured against wind lift Additional Documentation Management regulations Operational Methods Working methods supervised by Market Supervisor/Manager	Med	AD Hoc Inspections – Public Realm and Operations Manager Public Realm and Operations manager to monitor contractors Risk Assessments and Operating Procedures	Low
High Street Market Operation – At setting up and dismantling	Personal injury when handling and erecting / dismantling stalls	Third party staff and Traders	Training given by Market Contractors Ongoing supervision by Market Supervisor/Manager Use of appropriate PPE when working Access equipment made available for working at height No individual lifting of more than 20Kgs Additional Documentation Contractors set up/pack down Risk Assessment	Med	AD Hoc Inspections – Public Realm and Operations Manager Public Realm and Operations manager to monitor contractors Risk Assessments and Operating Procedures	Low

High Street Market Operation – At setting up and during trading hours	Electrical safety	Third party staff, Traders and Members of the Public	110v step-down transformers to be used. Traders' generators not permitted All management kit to be PAT tested and RCD protected All cables to be protected by cable protectors to prevent trip hazards/barriered off Additional Documentation Management regulations Operational Methods Statement Responsible Staff and Traders	Med	AD Hoc Inspections – Public Realm and Operations Manager Public Realm and Operations manager to monitor contractors Risk Assessments and Operating Procedures	Low
High Street Market Operation – At all times	Inclement weather. Wind-lift to stalls or sheeting.	Third party staff, Traders and Members of the Public	Stalls secured by ground anchors and linked together or Stalls weighted with minimum of 15kg per leg (min 60kg per stall) Sheeting secured Ban on tall displays liable to topple Market cancellation in extreme weather (wind speed in excess of 48mph) Additional Documentation Management regulations Operational Methods Statement Responsible Staff and Traders	Med	Public realm and Operations manager to review extreme weather with third party Management Public Realm and Operations manager to monitor contractors Risk Assessments and Operating Procedures	Low

High Street Market Operation – During trading hours	Trip and slip hazards	Third party staff, Traders and Members of the Public	Pavements to be kept clear of stock and refuse Regular litter picking, sweeping All spillages promptly removed Additional Documentation Management regulations.	Med	AD Hoc Inspections – Public Realm and Operations Manager Public Realm and Operations manager to monitor contractors Risk Assessments and Operating Procedures	Low
High Street Market Operation – During trading hours	Exhaustion and sunburn	Third party staff, Traders and Members of the Public	Awareness guidance, welfare facilities are available to Stallholders (Market Street Toilets 9.00-17.00) Access to water and refreshments Facilitate first aid requirements Easy access for ambulance Additional Documentation Management regulations Operational Methods Statement Traders' Risk Assessments Responsible Staff and Traders	Med	Public Realm and Operations manager to monitor contractors Risk Assessments and Operating Procedures	Low

High Street Market Operation – Fire and Emergency evacuation During trading hours	Fire and emergency evacuation	Third party staff, Traders and Members of the Public	No smoking rule enforced Fire extinguishers to be on food preparation stalls Emergency town centre procedures to be followed as directed by emergency authorities Evacuation practice Additional Documentation Operational Methods Statement Risk Assessments Responsible Staff and Traders	Med	AD Hoc Inspections – Public Realm and Operations Manager Public Realm and Operations manager to monitor contractors Risk Assessments and Operating Procedures	Low
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High Street Market Operation – Food Safety During trading hours	Food safety	Third party staff, Traders and Members of the Public	<p>Management Regulations include CBC's Guidance to Mobile Traders at Markets & other Outside Events</p> <p>Requirement of Traders to possess a Chartered Institute of Environmental Health Level 2 Certificate in Food Safety in Food Catering.</p> <p>HACCP (Hazard Analysis Critical Control Point)</p> <p>Risk assessments by Traders</p> <p>Inspection by Environmental Health Officer</p> <p>Assessment by Market Supervisor/Manager</p> <p>Trading Availability of washing facilities</p> <p>Additional Documentation</p> <p>Operational Methods Statement</p> <p>Traders Risk Assessments.</p> <p>Environmental Health Officers</p>	Med	Public Realm and Operations manager to monitor contractors Risk Assessments and Operating Procedures	Low
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High Street Market Operation – At close of business.	Loose equipment, refuse, fires in bins, vermin, and site security.	Third party staff, Traders and Members of the Public	All stalls dismantled and equipment and bins removed to storage Cleansing of all areas Final walk-round inspection by Market Supervisor/Manager Update to daily risk assessment and accidents books as necessary Additional Documentation Operational Methods Statement Contractors set up/pack down Risk Assessment Market Supervisor/Manager Daily Risk Assessment Responsible Staff and Traders	Med	AD Hoc Inspections – Public Realm and Operations Manager Public Realm and Operations manager to monitor contractors Risk Assessments and Operating Procedures	Low
Insurance	Inadequate cover or over insurance Increasing costs Areas not covered Policy lapsed	Kidderminster Town Council	Review of insurance with brokers annually	Med	Public Realm and Operations to review and monitor	Low

Loss of Income	Third party contractors fee not paid	Kidderminster Town Council	Public Realm and Operations Manager to ensure that all rent income is paid in a timely manner and recorded within the budget Clear financial terms and conditions agreed and signed by contractor as per licence agreement.	Med	Public Realm and Operations Manager to monitor Budgets and Licence agreement Monthly operational and financial meetings held with third party management	Low
Reputational Risk to Council	Adverse and persistent local media coverage Adverse central government response, involving (threat of) removal of delegated powers Officer(s) and / or Members forced to resign	Kidderminster Town Council Market Contractors	Clear Contract conditions set out as per Licence Agreement Quality assurance monitoring Monthly meetings with management	Med	Public Realm and Operations will monitor and manage Licence accordingly	Low
Reporting and auditing	Information Communication Risk of Bank making errors No control over spends Fraud	Kidderminster Town Council	Financial information is a regular agenda item (Finance Committee) and discussed/reviewed and approved at meetings. All payments must be authorised by Chief Executive	Med	Overview monitoring by Town Council Chief Executive	Low

Financial Records	Inadequate records Financial irregularities Failure to comply with legislation.	Kidderminster Town Council	The Council has Financial Regulations which set out the requirements Formally Adopting Financial Standing Orders Internal Audit to offer advice as appropriate	Med	Overview monitoring by Town Council Chief Executive and Public Realm and Operations Manager	Low
Payments	Incorrect invoicing Incorrect Payments Late Payments	Kidderminster Town Council	Financial Loss due to settlement of double or false invoices. The Public Realm and Operations Manager to ensure accuracy of work with monthly payment list	Med	Overview monitoring by Town Council Chief Executive	Low
Budgeting	Inadequate Precept does not deliver budget	Kidderminster Town Council	Chief Executive and Financial Chair are to take dual responsibility to produce an effective budget yearly to ensure against financial loss Review of all services provided not to have impact on reserves. Budget brought to council and agreed yearly.	Med	Programmed budget meetings to ensure budgets are monitored regularly	Low


HEALTH AND SAFETY RISK ASSESSMENT

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DOCUMENT DETAILS

Document Title:	Risk Assessment - Strimmer/Brush Cutter - Highways		Document ID: OPS -001
Department/Service Area:	Operations – Kidderminster Town Council	Manager:	Adam Stockhall
Area/Task Assessed:	Strimming and Brush cutting – Public Highways		
Activity:	General Stimming and Brush cutting in common areas and highways		
Assessment Date:	08/04/24	Review date:	08/04/25
Assessment By:	Adam Stockhall	Signed:	

Updated:	2022	<input checked="" type="checkbox"/>	2023	<input checked="" type="checkbox"/>	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Activity/Hazards	Risk	Persons Affected	Controls	Risk Score	Further Controls	Risk Score
Slips, trips, and falls	Movement around site	Operative	Only designate/recognised access and egress routes should be used. Site should be inspected and checked prior to carrying out work. Hazards should be cleared, or defined, cut materials should be cleared at regular intervals during work. Relevant footwear and PPE must always be worn.	Med	Lengthsman Training Safe Use of Power Tool & PUWER	Low
Contact with moving parts	Operation of strimmer/Brush Cutter	Operative, Public, Uncontrolled dogs.	Only trained and competent persons should use equipment. Prestart checks should be carried out prior to use and defects reported. First aid equipment and suitably qualified first aider should be available on site.	Med	Cleaning, refuelling should only take place when equipment is switched off. Plant and machinery should be maintained in line with manufactures. Faulty equipment to be removed immediately for repairs. Lengthsman Training Safe Use of Power Tool & PUWER	Low
Struck by flying objects	Operation of strimmer/Brush Cutter	Operative and public	Warning signs must be used to warn members of the public of work activities, in high risk areas for example public footpaths. Suitable and sufficient PPE should be identified, always used, and maintained whilst operating a strimmer. Suitable first aid equipment should be readily available on site. Stop operations and allow pedestrians to pass.	Med	Correct guards relevant to attachment on machine to direct cuttings downwards/away from path. Lengthsman Training Safe Use of Power Tool & PUWER	Low

Noise and vibrations	Operation of strimmer/Brush cutter	Operative and Public	Only trained and competent persons should use equipment, equipment should be maintained in line with manufactures recommendations. Prestart checks should be carried out prior to use and defects reported. Operational personnel should be made aware of the noise/vibration levels generated during use and the associated hazards, controls. Suitable and sufficient PPE should be identified, always used, and worn whilst operating strimmer.	Med	Management, supervision of plant and staff in relation to purchasing, hiring, maintaining of equipment, and exposure levels in line with procedures. Machine logbooks to be kept up to date. Timing of strimming operation to avoid noise around residential areas. Lengthsman Training Safe Use of Power Tool & PUWER	Low
Fire/Exposure to flammable substances	Refuelling/lubrication of equipment	Operative and members of the public	Only trained and competent persons should carry out refuelling of equipment. Suitable fire fighting and spillage equipment should be available, and persons trained in its use. Full COSHH assessments should be available and complied with for products being used.	Med	Use suitable fuel containers. Review COSHH data. Lengthsman Training Safe Use of Power Tool & PUWER	Low
Fuel/Oil spills	Environment	Operative, public, wildlife and animals	Only use containers, which are specially designed for strimming, fuelling and lubrication. Pollution spill kits to be made available	Med	Lengthsman Training Safe Use of Power Tool & PUWER	Low

Strimming general areas.	Personal injury, members of the public, thrown objects.	Operative and members of the public	Machine supported by quick release harness all guards fitted to machine. Work carried out as per operators' manual Safe working zone maintained. PPE must be worn boots, gloves, facemask, and overalls. Optional PPE- ear muffs. Stop working if pedestrians come within 10m. Safe Systems of Working	Med	Chapter 8 Training Lengthsman Training Safe Use of Power Tool & PUWER	Low
Strimming in overgrown area	As above possible missiles hard to see due to overgrown nature	Operative and members of the public	Safe Systems of Working clean working method. Walk the whole site to ascertain any unforeseen dangers. Maintain PPE.	Med	Chapter 8 Training Lengthsman Training Safe Use of Power Tool & PUWER	Low
Brush cutting overgrown sites using saw blades.	Personal injury severe cuts and lacerations.	Operative and members of the public	Machine supported by quick release harness all guards fitted to machines. Work carried out in a safe working area no one to enter closer to operator than 10m works carried out as per Safe Systems of Working and Operators manual. Full PPE to be worn boots, gloves, overalls, face mask, hard hat. PPE optional ear protectors, dust mask. Lone working would not be allowed. Certificate of Competence in the use of brush cutters with saw blades.	Med	Chapter 8 Training Lengthsman Training Safe Use of Power Tool & PUWER	Low
Lone Working	Isolation	Operative	Maintenance of machinery Charged up mobile phone First Aid available	Med	Contact card available with essential contacts available.	Low
Pulls/strains/muscular /skeletal injuries	Manual handling	Operative	Manual handling training of staff Correct harness to be when operating machinery Machine operation training Assessment before task	Med	Regular breaks taken to reduce straining Share workload with qualified staff.	Low


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DOCUMENT DETAILS

Document Title:	Risk Assessment – Litter Picking - Highways		Document ID: OPS -002
Department/Service Area:	Operations – Kidderminster Town Council	Manager:	Adam Stockhall
Area/Task Assessed:	Litter Picking – Estates/Dual Carriageways/High Speed Roads – Public Highways		
Activity:	General litter pick in common areas and highway lay-bys including dual carriageway verge high speed roads and riverbanks. Removing waste from litter bins and dog bins		
Assessment Date:	08/04/24	Review date:	08/04/25
Assessment By:	Adam Stockhall	Signed:	

Updated:	2022	<input checked="" type="checkbox"/>	2023	<input checked="" type="checkbox"/>	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Activity/ Hazards	Risk	Persons Affected	Controls	Risk Score	Further Controls	Risk Score
Manual Handling General picking up litter, carrying bags, moving bins, moving large objects. Reaching, bending, or twisting	Personal Injury. Strains, pulled/torn muscles/ligaments	Operatives	Use litter picker, to avoid unnecessary bending Lift and move items using your legs to bend, not your back. Take regular breaks to prevent fatigue. Assess items for hazards before you move them (e.g. sharp edges, unknown substances. Wear appropriate PPE	Med	PPE provided. Safe System of Work. Trained and competent Staff. Chapter 8 Training	Low
Biological Hazards. Dirty water in ditches. Broken glass, metal objects. Faeces/Vomit. Used condoms. Used syringes & Hypodermic needles.	Personal Injury. Cuts and infections such as <input type="checkbox"/> <input type="checkbox"/> Tetanus, <input type="checkbox"/> <input type="checkbox"/> Septicaemia, <input type="checkbox"/> <input type="checkbox"/> Hepatitis B and HIV	Operatives	Appropriate PPE to be worn at all times. Litter picker, hand tools to be used at all times, do not use hands. Gloves to be worn at all times. Do not pick up unidentified and potentially hazardous waste or handle any biohazard. Report any such hazards to Public Realm and Operations or KTC staff members	Med	Use of PPE provided. Use of equipment provided Safe System of Work. Trained and competent Staff.	Low
Adverse conditions Affecting road users.	Personal Injury. Injuries due to slip / trip	Operatives	Operatives to be fully aware of road conditions.	Med	PPE issued Program works to suit weather conditions	Low

Rain, Ice / Snow, excessive heat, Damage to road surfaces.	Injuries due to public vehicle skidding / loss of control		Operatives to report any areas of concern, some or all areas may be cancelled.			
Lone Working	Assault on staff Verbal Abuse. Impact Injury. Undetected Accident.	Operatives	Training undertaken prior to duties from induction/procedures manual. Staff selection i.e. People skills and abilities are matched to the demands of job. Phones issued with programmed numbers to KTC staff. PPE equipment provided reflective clothing and phones.	Med	Mobile Phone provided & charged Safe Working Practice. Trained and competent Staff. Inform Public Realm & Operations Manager if a deviation from daily route is needed Reporting procedures in place. Inform Public Realms and Operations Manager of any abusive or expected abusive behaviour	Low
Physical Hazards: Ground surfaces-uneven or slippery. Steep banks. Shrubs, brambles, tree branches etc. Weather: sun and hot temperatures; wet and cold temperatures.	Personal Injury. Injuries due to slip / trip Heat. Exhaustion. Sun Stroke Drowning	Operatives	Operatives to be fully aware of road conditions. Operatives to report any areas of concern, some or all areas may be cancelled. PPE should be worn in relation to weather conditions i.e. sun hat and sun cream in hot weather, waterproof warm clothing in cold weather. Take regular breaks out in sun. Water provided and drunk regularly.	Med	PPE issued Program works to suit weather conditions	Low

Working on the highways (Generic)	Personal Injury. Injuries due to public vehicles Injuries due to slip / trip Heat. Exhaustion. Sun Stroke	Operatives	Training undertaken prior to duties from induction/procedures manual. Staff selection i.e. People skills and abilities are matched to the demands of job. Phones issued with programmed numbers to senior staff. PPE equipment provided reflective clothing, phone, caps, sunscreen, water	Med	Mobile Phone provided & charged Safe Working Practice. Trained and competent Staff. Inform Public Realm and Operations Manager if a deviation from daily route is needed Reporting procedures in place. Inform Public Realm and Operations Manager of any abusive or expected abusive behaviour Chapter 8 Training	Low
Estate roads (pavements with verge) Under 40mph Vehicle & staff off road	Personal Injury. Injuries due to slip / trips / falls Injuries due to public vehicles	Operatives	Park up close to the kerb Work towards traffic Hi-visibility clothing to be worn	Med	Ensure any blue directional arrow used is secure and is displaying the correct direction Ensure beacons & four-way indicators are working and showing	Low
Estate roads Under 40mph Vehicle positioned on road	Personal Injury. Injuries due to slip / trips / falls Injuries due to public vehicles	Operatives	Park up close to carriageway Work towards traffic Hi-visibility clothing to be worn	Med	Ensure any blue directional arrow used is secure and is displaying the correct direction Ensure beacons & four-way indicators are working and showing	Low
Roads where parking affects traffic flow	Personal Injury Injuries due to public vehicles Injuries due to slip / trips / falls	Operatives	Alert other road users that work is being undertaken by using signs where necessary / required	Med	Ensure any blue directional arrow used is secure and is displaying the correct direction	Low

			Hi-visibility clothing to be worn Traffic cones if necessary		Ensure beacons & four-way indicators are working and showing	
Roads up to and over 40mph where operative is working at the edge of the carriageway	Personal Injury Injuries due to public vehicles Injuries due to slip / trips / falls	Operatives	Long sleeve hi-visibility clothing to be worn Ensure any signage is positioned correctly informing other road users i.e. men at work Site specific risk assessment prior to work carried out	Med	Ensure any blue directional arrow used is secure and is displaying the correct direction Ensure beacons & four-way indicators are working and showing	Low


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DOCUMENT DETAILS

Document Title:	Risk Assessment – Hedge Cutting – Estates/Highways		Document ID: OPS -003
Department/Service Area:	Operations – Kidderminster Town Council	Manager:	Adam Stockhall
Area/Task Assessed:	Hedge Cutting– Estates/ Public Highways		
Activity:	General hedge cutting in common areas and highways		
Assessment Date:	09/04/24	Review date:	09/04/25
Assessment By:	Adam Stockhall	Signed:	

Updated:	2022	<input checked="" type="checkbox"/>	2023	<input checked="" type="checkbox"/>	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Activity/ Hazards	Risk	Persons Affected	Controls	Risk Score	Further Controls	Risk Score
Cutting above shoulder height.	Personal injury, Falling	Operative Environment Public	Works will be carried out from a suitable level platform. Certificate in Competence using mechanical cutter. PPE	Med	Ladder Safety Training Working at Height	Low
Cutting from ground level to shoulder height using mechanical cutters.	Personal injury	Operative and Public	Safe Systems of Working including safe working area. Operator's manual, competence in use of machine. PPE boots, overalls, dust mask, gloves, glasses. Maintain tools. Certificate in Competence using mechanical cutter	Med	Safe Use of Power Tools & POWER Lengthsman Training	Low
Fuelling machines	Fire Burns Explosion	Operative	As Above plus dedicated fuel cans used with funnel or pouring spout, fire extinguisher carried in each vehicle, dry powder or BCI to meet BS5423. PPE gloves, overalls and boots.	Med	Safe Use of Power Tools & POWER Lengthsman Training	Low

Vibration through hands from machines such as Strimmer's, Chain Saws, Hedge cutters, Blowers etc	Hand Arm Vibration Syndrome" (White Finger)	Operative	All machinery to be fitted with anti-vibration handles. Equipment kept sharp and well maintained. All operatives using this type of equipment issued with liner gloves to keep hands warm and to reduce vibration, Teams encouraged to rotate tasks to reduce exposure time. Relax grip where possible and exercise/massage fingers and hands during times of inactivity. Operatives to report any tingling or numbness in the hand, arm, elbow and shoulder. Winter overhauls of machinery, operatives trained in the use of machinery. Risks to be pointed out at team meetings.	Med	Safe Use of Power Tools & PUWER Lengthsman Training	Low
Noise.	Ear damage	Operative	Ear defenders to be worn at all times. Maintain PPE.	Med	Safe Use of Power Tools & PUWER Lengthsman Training	Low
Slips, Trips, Falls	Movement around site	Operative	Site should be inspected and checked prior to carrying out work. Hazards should be cleared, or defined, cut materials should be cleared at regular intervals during work. PPE to be worn at all times	Med		Low

Contact by moving parts	Operation of hedge cutter	Operative and Public	Only trained and competent persons should use equipment Prestart checks should be carried out prior to use and defects reported. Warning signage and safety barriers erected in high-risk public areas. Operator to wear PPE while operating cutter, gloves, helmets, eye protection, safety gloves and boots	Med	Cleaning and refuelling should only take place when equipment is switched off. Plant and machinery should be maintained in line with manufactures guidelines. Faulty equipment to be removed immediately for repairs Safe Use of Power Tools & PUWER Lengthsman Training	Low
Struck by flying objects	Operation of hedge cutter	Operative and Public	Warning signage and safety barriers erected in high-risk public areas. Operator to wear PPE while operating cutter, gloves, helmets, eye protection, safety gloves and boots	Med	Lengthsman Training Safe Use of Power Tools & PUWER	Low
Fuel/Oil spills	Environment	Operative, Public and wildlife	Only use containers, which are designed for fuelling and lubricating cutter Pollution spill kits	Med	Lengthsman Training Safe Use of Power Tools & PUWER	Low
Fire/Exposure to flammable substances	Refuelling/lubrication of equipment	Operative public	Only trained and competent persons should carry out refuelling of equipment. Suitable firefighting and spillage equipment should be available, and persons trained in its use. Full COSHH assessments should be available and complied with for products being used.	Med	Use suitable fuel containers. Review COSHH data.	Low

Pulls/strains/ muscular/ske letal injuries	Manual handling	Operative	Manual handling training of staff Correct harness to be when operating machinery Machine operation training Assessment before task	Med	Regular breaks taken to reduce straining Share workload with qualified staff.	Low
Lone working	Isolation	Operative	Maintenance of machinery Charged up mobile phone First Aid available	Med	Contact card available with essential contacts available.	Low

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DOCUMENT DETAILS

Document Title:	Risk Assessment – Manual Handling		Document ID: OPS -004
Department/Service Area:	Operations – Kidderminster Town Council	Manager:	Adam Stockhall
Area/Task Assessed:	Manual Handling		
Activity:	Manual Handling		
Assessment Date:	09/04/24	Review date:	09/04/25
Assessment By:	Adam Stockhall	Signed:	

Updated:	2022	<input checked="" type="checkbox"/>	2023	<input checked="" type="checkbox"/>	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Activity/Hazards	Risk	Persons Affected	Controls	Risk score	Further Controls	Risk Score
Manual Handling General picking up litter, carrying bags, moving bins, moving large objects. Reaching, bending or twisting	Personal Injury. Strains, pulled/torn muscles/ligaments	Operative	Use litter picker, to avoid unnecessary bending. Lift and move items using your legs to bend, not your back. Take regular breaks to prevent fatigue. Assess items for hazards before you move them (e.g. sharp edges, unknown substances. Wear appropriate PPE	Med	PPE provided. Safe System of Work. Trained and competent Staff. Manual Handling Training	Low


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DOCUMENT DETAILS

Document Title:	Risk Assessment – Hand Tools	Document ID: OPS -005
Department/Service Area:	Operations – Kidderminster Town Council	Manager: Adam Stockhall
Area/Task Assessed:	Operating Hand Tools – Verge maintenance	
Activity:	General use of hand tools in common areas and highways	
Assessment Date:	09/04/24	Review date: 09/04/25
Assessment By:	Adam Stockhall	Signed: 

Updated:	2022	✓	2023	<input checked="" type="checkbox"/>	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Activity/Hazards	Risk	Persons Affected	Controls	Risk Score	Further Controls	Risk Score
Loading and unloading vehicle by hand, tools	Personal injury.	Operative	PPE boots, gloves, overalls. Assistance when lifting heavier items.	Med	Manual Handling training	Low
Ground cultivation using hand tools.	Personal injury.	Operative	Operatives are competent in the use of hand tools also in manual handling, works carried out to Safe Systems of Working PPE boots, gloves, overalls.	Med	Lengthsman Training Safe Use of Power Tools & PUWER	Low
Pruning by means of hand saws.	Personal injury.	Operative	Competent in the use of hand tools. PPE boots, overalls, optional PPE gloves, glasses	Med	Lengthsman Training Safe Use of Power Tools & PUWER	Low
Pruning by means of secateurs and loppers.	Personal injury.	Operative	Competent in the use of hand tools. PPE boots, overalls, optional PPE gloves, glasses	Med	Lengthsman Training Safe Use of Power Tools & PUWER	Low
Cutting above shoulder height.	Personal injury, Falling	Operative Environment Public	Works will be carried out from a suitable level platform. PPE	Med	Safe Use of Power Tools & PUWER Ladder Safety Training Working at Height	Low


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DOCUMENT DETAILS

Document Title:	Risk Assessment – Kidderminster Allotments		Document ID: OPS -006
Department/Service Area:	Operations – Kidderminster Town Council	Manager:	Adam Stockhall
Area/Task Assessed:	Kidderminster Allotments – Salisbury Drive, Wilton Avenue, Dowles Road, Aggborough Crescent, Offmore Lane, Dunclent Crescent, Goldthorn Road, Greatfield Road		
Activity:	Allotment Maintenance		
Assessment Date:	09/04/24	Review date:	09/04/25
Assessment By:	Adam Stockhall	Signed:	

Updated:	2022	<input checked="" type="checkbox"/>	2023	<input checked="" type="checkbox"/>	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Activity/Hazards	Risk	Persons Affected	Controls	Risk score	Further Controls	Risk Score
Driveways	Slips, Trips and Falls Personal Injury Vehicle damage	Tenants	Tenants will report any issues to the Public Realm and Operations Manager	Low	Quarterly Inspections by the Public Realm and Operations Manager	Low
Mature Trees	Damage to properties Personal Injury	Tenants General Public	WFDC will record trees on ArborTrack and provide tree inspections every 18 months.	Med	Any tree works requiring works will be agreed and implemented by the Public Realm and Operations Manager	Low
External Boundary Fences	Unauthorised access Personal Injury	Tenants General Public	Tenants will report any issues to the Public Realm and Operations Manager	Low	Quarterly Inspections by the Public Realm and Operations Manager	Low

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DOCUMENT DETAILS

Document Title:	Risk Assessment – Market Street Toilets		Document ID: OPS -007
Department/Service Area:	Operations – Kidderminster Town Council	Manager:	Adam Stockhall
Area/Task Assessed:	Market Street Toilets		
Activity:	Health and Safety Monitoring		
Assessment Date:	11/04/24	Review date:	11/04/25
Assessment By:	Adam Stockhall	Signed:	

Updated:	2022	<input checked="" type="checkbox"/>	2023	<input checked="" type="checkbox"/>	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Activity/Hazards	Risk	Persons Affected	Controls	Risk score	Further Controls	Risk Score
General Cleansing	Personal Injury.	General Public	SLA Cleansing arrangement in place with Wyre Forest District Council Cleaned twice daily both am/pm	Low	2 Monthly site visits with contractor All faults reported to Public Realm and Operations Manager. Visual Adhoc inspections carried out by Public Realm and Operations Manager	Low
Security	Personal Injury Damage to facility	General	SLA agreement in place with Wyre Forest District Council, will open and close facility daily 9am/2.30pm. Building secured daily after 5pm5pm. Security issues reported to Public Realm and Operations Manager	Low	2 Monthly site visits with contractor All faults reported to Public Realm and Operations Manager. Visual Adhoc inspections carried out by Public Realm and Operations Manager	Low


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DOCUMENT DETAILS

Document Title:	Risk Assessment – Street Furniture		Document ID: OPS -008
Department/Service Area:	Operations – Kidderminster Town Council	Manager:	Adam Stockhall
Area/Task Assessed:	Street Furniture – Benches, Statues/Monuments, Grit Bins, Boundary Nameplates, Bus Shelters, Finger Posts		
Activity:	Health and Safety Monitoring		
Assessment Date:	11/04/24	Review date:	01/04/25
Assessment By:	Adam Stockhall	Signed:	

Updated:	2022	<input checked="" type="checkbox"/>	2023	<input checked="" type="checkbox"/>	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Activity/Hazards	Risk	Persons Affected	Controls	Risk score	Further Controls	Risk Score
General Cleansing	Deterioration of asset	General Public	Steet Furniture deep cleansed once annually.	Low	2 Monthly site visits with contractor Visual Adhoc inspections carried out by Public Realm and Operations Manager	Low
Repairs &Maintenance	Deterioration of asset	General public	<p>All repairs and relevant expenditure are actioned and authorised in accordance with the correct procedures of the Town Council.</p> <p>SLA in place with Wyre Forest District Council who will replace/maintain fixtures and fittings as required as a result of vandalism or part of a replacement programme</p>	Med	<p>All faults reported to Public Realm and Operations Manager.</p> <p>Visual Adhoc inspections carried out by Public Realm and Operations Manager</p> <p>Annual review of assets is undertaken for insurance provision</p> <p>Assets fully insured public liability</p>	Low

Health and Safety	Personal Injury Insurance Claims	General Public Kidderminster Town Council	<p>Health and Safety SLA agreement in place with Wyre Forest District Council, to ensure amenities meet relevant H&S standards for both users and staff employed at the location.</p> <p>Wyre Forest District Council shall ensure in line with the SLA agreement that the structure and surrounding area is safe for users and the general public.</p> <p>If the facility is deemed that safety is compromised or the facilities should be out of action for maintenance purposes then the toilets will be closed until the works have been carried out.</p>	Med	<p>All faults reported to Public Realm and Operations Manager.</p> <p>Visual Adhoc inspections carried out by Public Realm and Operations Manager</p>	Low
Damage/Vandalism	Financial General Public	Kidderminster Town Council General Public	<p>Periodic visual checks of amenities</p> <p>SLA cleansing and maintenance schedule in place.</p> <p>Health and Safety SLA agreement in place with Wyre Forest District Council to ensure amenities meet relevant H&S standards for both users and staff employed at the location</p>	Med	<p>All faults reported to Public Realm and Operations Manager.</p> <p>Visual Adhoc inspections carried out by Public Realm and Operations Manager</p> <p>Annual review of assets is undertaken for insurance provision</p> <p>Assets fully insured public liability</p>	Low


HEALTH AND SAFETY RISK ASSESSMENT

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The following assessment has been developed to assess the activities, risks and identify appropriate prevention and control measures

It is important to note that the system is open to change should it be found that there are areas that are not amply covered.

DOCUMENT DETAILS

Document Title:	Risk Assessment – Water Feature		Document ID: OPS -009
Department/Service Area:	Operations – Kidderminster Town Council	Manager:	Adam Stockhall
Area/Task Assessed:	Water Feature		
Activity:	Health and Safety		
Assessment Date:	11/04/24	Review date:	01/04/25
Assessment By:	Adam Stockhall	Signed:	

Updated:	2022	<input checked="" type="checkbox"/>	2023	<input checked="" type="checkbox"/>	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Activity/Hazards	Risk	Persons Affected	Controls	Risk score	Further Controls	Risk Score
Water Running water	Drowning Falling into water	General Public	Over flow chambers secured with metal top which requires lifting tool to remove. Metal grill secured to main pool. Boulders add further protection to prevent access. Water flow is set low and therefore prevents any over spray. Water feature is set on a timer and runs at set times only.	Med	Visual Adhoc inspections carried out by Public Realm and Operations Manager	Low
Repairs & Maintenance	Deterioration of asset	General public	All repairs and relevant expenditure are actioned and authorised in accordance with the correct procedures of the Town Council.	Med	Visual Adhoc inspections carried out by Public Realm and Operations Manager Annual review of assets is undertaken for insurance provision Assets fully insured public liability	Low
Electrics	Personal Injury	General Public	All electrics secured and locked in a cabinet away from running water. Access can only be gained by allocated key holder.	Med	Visual Adhoc inspections carried out by Public Realm and Operations Manager	Low

Damage/Vandalism	Financial Personal Injury	Kidderminster Town Council General Public	Periodic visual checks of amenities	Med	Visual Adhoc inspections carried out by Public Realm and Operations Manager Annual review of assets is undertaken for insurance provision Assets fully insured public liability	Low
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DOCUMENT DETAILS

Document Title:	Risk Assessment – Flower Displays		Document ID: OPS -010
Department/Service Area:	Operations – Kidderminster Town Council	Manager:	Adam Stockhall
Area/Task Assessed:	Flower Displays		
Activity:	Installation and Maintenance		
Assessment Date:	12/04/24	Review date:	12/04/25
Assessment By:	Adam Stockhall	Signed:	

Updated:	2022	<input checked="" type="checkbox"/>	2023	<input checked="" type="checkbox"/>	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Activity/Hazards	Risk	Persons Affected	Controls	Risk score	Further Controls	Risk Score
Installing / removal of hanging baskets.	Collision with other vehicles. Falls from height. Personal injury.	Members of Staff General Public	<p>All Operations are carried out in line with an SLA overseen by the Wyre Forest District Council and are instructed to follow the below</p> <p>All signage to highway or footpath in accordance with Chapter 8 Highways Sign Regulations.</p> <p>All staff trained in the use of equipment. Safe Systems of Working with cherry picker, ladders and platforms.</p> <p>Manual handling covered by induction training.</p> <p>PPE gloves, overalls, boots, high visibility waistcoats / jackets. Flashing beacons & lights</p>	Med	<p>Visual Adhoc inspections carried out by Public Realm and Operations Manager</p> <p>Visual inspection of all relevant certificates to ensure staff are competent to carry out activity</p>	Low
Watering street tubs and vases by means of a bowser.	Trip or slip hazard. Collision with other vehicles	Members of Staff General Public	<p>All Operations are carried out in line with an SLA overseen by the Wyre Forest District Council and are instructed to follow the below</p> <p>Task undertaken at low volume of traffic flow i.e. early morning, road signing in accordance with Chapter 8 of Road Signing Regulations.</p> <p>PPE high visibility jackets / waistcoats, 2 man operation.</p> <p>Driver competent with use of trailers.</p> <p>Maintain signs.</p> <p>Safe Systems of Working. Public awareness</p>	Med	Visual Adhoc inspections carried out by Public Realm and Operations Manager	Low

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DOCUMENT DETAILS

Document Title:	Risk Assessment – Christmas Lights		Document ID: OPS -011
Department/Service Area:	Operations – Kidderminster Town Council	Manager:	Adam Stockhall
Area/Task Assessed:	Christmas Lights		
Activity:	Installation and Maintenance		
Assessment Date:	12/04/24	Review date:	12/04/25
Assessment By:	Adam Stockhall	Signed:	

Updated:	2022	<input checked="" type="checkbox"/>	2023	<input checked="" type="checkbox"/>	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Activity/Hazards	Risk	Persons Affected	Controls	Risk score	Further Controls	Risk Score
Installing / removal of Christmas Lights.	Collision with other vehicles. Falls from height. Personal injury.	Members of Staff General Public	<p>All Operations are carried out by a specialist company and adhere to safe working practices.</p> <p>All staff trained in the use of equipment. Safe Systems of Working with cherry picker, ladders and platforms. Manual handling covered by induction training. PPE gloves, overalls, boots, high visibility waistcoats / jackets. Flashing beacons & lights</p>	Med	<p>Visual Adhoc inspections carried out by Public Realm and Operations Manager</p> <p>Visual inspection of all relevant certificates to ensure staff are competent to carry out activity</p>	Low
			<p>Appropriate Highways License to ensure safety whilst operating MEWP on highway</p>	Med	<p>Must ensure Licence approval via WCC before any works agreed on highways. To be completed on WCC website.</p>	Low
Electrical Testing	Personal Injury	Members of Staff General Public	<p>All Operations are carried out by a specialist company with qualified staff and adhere to safe working practices.</p>	Med	<p>Visual Adhoc inspections carried out by Public Realm and Operations Manager</p> <p>Visual inspection of all relevant certificates to ensure staff are competent to carry out activity</p>	Low


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DOCUMENT DETAILS

Document Title:	Risk Assessment – Working at Height		Document ID: OPS -013
Department/Service Area:	Operations – Kidderminster Town Council	Manager:	Adam Stockhall
Area/Task Assessed:	Working At Height – Use of Ladders		
Activity:	The Use of Ladders		
Assessment Date:	12/04/24	Review date:	12/04/25
Assessment By:	Adam Stockhall	Signed:	

Updated:	2022	<input checked="" type="checkbox"/>	2023	<input checked="" type="checkbox"/>	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Activity/Hazards	Risk	Persons Affected	Controls	Risk score	Further Controls	Risk Score
Use of ladders and step ladders	Personal Injury Falls from ladders Breaks Fatality	Operative	Only industrial class 1&2 step ladders and ladders to be used Employees should carry out visual inspection prior to use Ladders should be footed and secured at the top if possible Ladders should be positioned at the correct angle 1:4 Competent trained person If the ladder shows signs of excessive wear or damage, it will be taken out of use immediately and labelled UNSAFE DO NOT USE	MED	Working at Height Training	LOW

Use of MEWP, Mobile Elevated Working Platforms	Personal Injury Falls Breaks Fatality Entrapment Overturning Collision	Operative	<p>Competent trained person</p> <p>Complete a daily visual check in line with manufacturer's instruction</p> <p>Report defects or problems and take out of service until rectified</p> <p>Specific on site training on how to use specific Platform</p> <p>Check ground conditions and ensure on flat even surface</p> <p>Only operate in dry, with little or no wind conditions</p> <p>Outriggers must be extended and chocked before raising platform</p> <p>Guard Rails to the platform must be fitted and effective to include toe rails</p> <p>Operative to secure harness with a short work restraint lanyard with a suitable anchor point within the basket to stop the operative getting into a position</p>	MED	Separate completed Dynamic Risk Assessment to be completed prior activity	LOW
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			<p>where they could fall from carrier</p> <p>Do not operate a MEWP close to overhead cables or other dangerous machinery, or allow any part of the arm to protrude into a traffic route</p>			
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Parks – Generic Risk Assessment

Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
Loading and unloading vehicle by hand, tools, equipment, soil, plants, rubbish etc.	Personal injury.	Members of Staff	M	<ul style="list-style-type: none"> Trailers with ramps are available. PPE boots, gloves, overalls. Assistance when lifting heavier items. Maintain trailers 	L
Security of loads in transport.	Personal injury, collision.	Members of Staff General Public Emergency Personnel	M	<ul style="list-style-type: none"> Ropes and sheets provided drivers competent with use. Competence in securing and tying (knots) in loads. 	L
Loading and unloading using mechanical equipment.	Personal injury.	Members of Staff	M	<ul style="list-style-type: none"> All equipment users hold Certificates of Competence in use e.g. drivers, tractor drivers, JCB drivers, fork lift drivers.. PPE boots, gloves, overalls. 	L
Travel to and from site.	Personal Injury, collision	Members of Staff General Public Emergency Personnel	M	<ul style="list-style-type: none"> All drivers must hold a full license Also competent with the use of trailers. Vehicles checked by driver daily, also 10 weekly safety inspection by garage. 	L
Loading and Unloading Mowers	Personal injury	Members of Staff	M	<ul style="list-style-type: none"> Low loader trailers used for transporting, walk up tail boards. Ramps fitted. Ramps covered with non-slip coverings. <ul style="list-style-type: none"> Protective footwear provided. Trailer checked each day by driver, also defect reporting system 	L
Noise.	Ear damage	Members of staff	M	<ul style="list-style-type: none"> Ear defenders to be worn at all times. Maintain PPE. 	L

Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
Vibration through hands from machines such as Strimmers, Chain Saws, Hedge cutters, Blowers etc	"Hand Arm Vibration Syndrome" (White Finger)	Members of Staff	M	<ul style="list-style-type: none"> All machinery to be fitted with anti vibration handles. Equipment kept sharp and well maintained. All operatives using this type of equipment issued with liner gloves to keep hands warm and to reduce vibration, Teams encouraged to rotate tasks to reduce exposure time. Relax grip where possible and exercise/massage fingers and hands during times of inactivity. Operatives to report any tingling or numbness in the hand, arm, elbow and shoulder. Winter overhauls of machinery, operatives trained in the use of machinery. Risks to be pointed out at team meetings. Ongoing monitoring by Occupational Health. 	L
Litter picking beds.	Personal injury. Infections	Members of Staff General public	M	<ul style="list-style-type: none"> Litter picking tools provided to avoid personal contact with litter. PPE boots, gloves, overalls. Inoculation from infectious diseases e.g. hepatitis B etc 	L
Emptying litter bins.	Personal injury plus contamination by unknown substance.	Members of Staff General Public	M	<ul style="list-style-type: none"> Manual handling and an appreciation of COSHH included within induction also general rule if in doubt leave alone. Report to supervisor. PPE boots, gloves, overalls. Hand cleaning and first aid box carried within vehicle 	L
Emptying doggy bins.	As above	Members of Staff General Public	M	<ul style="list-style-type: none"> As above plus all bins lined with throw away plastic sack 	L

Cleaning of buildings, general mopping, sweeping, washing down and window cleaning.	Personal injury. Irritation. Falls	Members of Staff General Public	M	<ul style="list-style-type: none"> Any chemicals used would be stored and used in accordance with COSHH regulations. PPE gloves, overalls, dust mask, goggles will be supplied and their use monitored in accordance with COSHH. Work area to be cordoned off from the public. Information signs displayed 	L
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Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
Clean furniture / equipment cleaning agents e.g. chemicals, graffiti remover.	Personal injury, contamination.	Members of Staff General Public	M	<ul style="list-style-type: none"> Any chemicals used would be stored and used in accordance with COSHH regulations. PPE gloves, overalls, dust mask, goggles will be supplied and their use monitored in accordance with COSHH. On completion where required furniture will be washed down with copious amounts of water supplied by mains or trailer water bowser. Work area to be cordoned off from the public. Information signs displayed 	L
Cleaning furniture / equipment by sanding machine	Personal injury, electrocution.	Members of Staff	M	<ul style="list-style-type: none"> Safe Systems of Working to be complied with at all times. PPE gloves, dust masks, goggles, overalls. Work area to be cordoned off from the public 	L
Ground cultivation using hand tools.	Personal injury.	Members of Staff	M	<ul style="list-style-type: none"> Operatives are competent in the use of hand tools also in manual handling, works carried out to Safe Systems of Working PPE boots, gloves, overalls. 	L
Painting equipment on site and undertaking preservative treatments on site	Personal injury plus contamination to members of the public.	Members of Staff General Public	M	<ul style="list-style-type: none"> Public excluded from site until paint / preservative is dry, warning signs used to inform the public of the hazard and maintained as long as required. All paints and preservative will be supplied and used as per COSHH regulations. PPE breathing masks may be required with some preservatives 	L
Erection on site of sports posts and crossbar.	Personal injury.	Members of Staff	M	<ul style="list-style-type: none"> Safe Systems of Working prior to operation. PPE hard hats, gloves, boots, overalls. 	L

Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
Dismantle sports posts on site.	Personal injury.	Members of Staff	M	<ul style="list-style-type: none"> Safe Systems of Working prior to operation. PPE hard hats, gloves, boots, overalls. 	L
Transportation of sports posts and crossbars.	Personal injury.	Members of Staff	M	<ul style="list-style-type: none"> Any overhang when transporting posts to be marked with a flag or end marker. To comply with Road Traffic Act 1988 and 1991. Flashing beacon attached to vehicle and lights to be used. 	L
Storage of sports posts.	Personal injury	Members of Staff	M	<ul style="list-style-type: none"> All posts and crossbars are stored in their sets to reduce the need for moving. PPE hard hats, gloves, boots, overalls. 	L
Installing / removal of hanging baskets.	Collision with other vehicles. Falls from height. Personal injury.	Members of Staff Agency staff	M	<ul style="list-style-type: none"> All signage to highway or footpath in accordance with Chapter 8 Highways Sign Regulations. All staff trained in the use of equipment. Safe Systems of Working with cherry picker, ladders and platforms. Manual handling covered by induction training. PPE gloves, overalls, boots, high visibility waistcoats / jackets. Flashing beacons & lights 	L
Watering street tubs and vases by means of a bowser.	Trip or slip hazard. Collision with other vehicles	Members of Staff Agency staff	M	<ul style="list-style-type: none"> Task undertaken at low volume of traffic flow i.e. early morning, road signing in accordance with Chapter 8 of Road Signing Regulations. PPE high visibility jackets / waistcoats, 2-man operation. Driver competent with use of trailers. Maintain signs. Safe Systems of Working. Public awareness 	L

Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
Removal of plants, rubbish & debris from watercourse or body, grills & out falls.	Personal injury. Drowning. Infection from Wells disease and other infectious diseases.	Members of Staff	M	<ul style="list-style-type: none"> Where possible debris etc. should be removed from the bank by means of drag rakes. Where the debris is greater than 1 man can safely lift with a drag rake the blockage will be reported to the supervisor. All works in the area of streams / rivers will be 2-person operation (where applicable) 1 person remaining at the top of each bank equipped with a rope in case the other requires assistance. If a single person operation they must wear a safety harness equipped with a lanyard strong enough to support the person and able to clip onto a secure and suitable Great care should be taken on the banks to secure safe footings. PPE should be worn at all times, waders, overalls, rubber gloves. Contamination of the skin by stream water should be avoided. Health monitoring should follow if there has been exposure to open water. 	L

				<ul style="list-style-type: none"> • Washing equipment on site should be provided <p><i>No operator should enter the water unless;</i></p> <ul style="list-style-type: none"> • The depth of the water is known and there are no known underwater hazards. • The water is not fast flowing. There are no strong or unpredictable under currents. • The bed is firm and able to provide a secure footing. • Rescue equipment including life preservers and suitable ropes are on site. 	
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Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
Pruning by means of hand saws.	Personal injury.	Members of Staff	M	<ul style="list-style-type: none"> Competent in the use of hand tools. PPE boots, overalls, optional PPE gloves, glasses 	L
Pruning by means of secateurs and loppers.	Personal injury.	Members of Staff	M	<ul style="list-style-type: none"> Competent in the use of hand tools. PPE boots, overalls, optional PPE gloves, glasses 	L
Erection of Fence	Personal injury.	Members of Staff General Public	M	<ul style="list-style-type: none"> 2-man driver used, CAT tool used prior to driving of stakes. PPE gloves, boots, overalls & helmet. Cordon off work area. <ul style="list-style-type: none"> Tools and calibrate CAT. Safe Systems of Working 	L
Watering street tubs and vases by means of a bowser.	Trip or slip hazard. Collision with other vehicles	Members of Staff Agency staff	M	<ul style="list-style-type: none"> Task undertaken at low volume of traffic flow i.e. early morning, road signing in accordance with Chapter 8 of Road Signing Regulations. PPE high visibility jackets / waistcoats, 2 man operation. <ul style="list-style-type: none"> Driver competent with use of trailers. <ul style="list-style-type: none"> Maintain signs. Safe Systems of Working. Public awareness 	L
Watering of hanging baskets. Use of bowser	Falls from height. Personal injury.	Members of Staff Agency staff	M	<ul style="list-style-type: none"> As above Safe Systems of Working for cherry picker, ladder and platforms 	L

Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
Watering areas by means of hose pipe.	Trip or slip hazard.	Members of Staff Agency staff Public	M	<ul style="list-style-type: none"> • Works undertaken at times of low usage, early morning. If the hose is across footpath, road signs will be used to warn members of the public. • Maintain signs. 	L
Wet line marking.	Personal injury.	Members of Staff	M	<ul style="list-style-type: none"> • Ready mixed non-harmful product used. • PPE provided boots, overalls, gloves, transfer from container to line marker by use of funnel. • Competence in the use of line marker. • Dry chalk spread by machine or by hand. • PPE boots, gloves, dust mask, goggles. • Data sheets held in stores 	L
Wet line marking. Dry line marking.	Personal injury.	Members of Staff	M	<ul style="list-style-type: none"> • Paint to be used with dedicated line marker. • Dispose of can as per manufacturer's instructions, operators competent to use. • Overalls, gloves & goggles where risk of contact with eyes. • Not to be used in vicinity of others. • Isolate working area. . • Data sheets held in stores 	L
Hard surface line marking spray paint.	Personal injury	Members of Staff	M	<ul style="list-style-type: none"> • Ready mixed non-harmful product used. • PPE provided boots, overalls, gloves, transfer from container to line marker by use of funnel. • Competence in the use of line marker. • Data sheets 	L

Paddling Pool	Personal injury.	Members of Staff	M	<ul style="list-style-type: none"> Pool cleaned by means of hard broom and water. PPE, wellingtons or waders, waterproof trousers & gloves. Keep public clear of the working area. The adding of chlorine granules to the pool water to achieve a level of 5 ppm residual chlorine. This task will be carried out as detailed within the Safe System of Working 	L
		Environment			
		Public			

Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
General Mowing on site	Personal injury Injury from ejected objects.	Members of Staff Agency staff	M	<ul style="list-style-type: none"> All works carried out as per operators manual <ul style="list-style-type: none"> Safe Systems of Working PPE boots, overalls, optional PPE gloves, dust masks, ear protectors. <ul style="list-style-type: none"> Lone working would not be allowed. Stop working within 10m of pedestrians 	L
Mowing machinery checks including blades and bolts.	Personal injury Cuts	Members of Staff Agency staff	M	<ul style="list-style-type: none"> Work carried out in accordance with the operators manual <ul style="list-style-type: none"> Safe System of Working PPE – gloves, overalls and boots. Certificate of Competence in the use of pedestrian mowing machines. 	L
Blowing Hard surface	Personal injury, injury from thrown objects.	Members of Staff Public	M	<ul style="list-style-type: none"> Work carried out as per operating manual Safe System of Working PPE must be worn boots, overalls to cover legs. PPE optional gloves, goggles, dust masks. Stop working within 10m of pedestrians 	L

Grass cutting using hand hooks.	Personal injury.	Members of Staff Public	M	<ul style="list-style-type: none"> • Safe System of Working safe working area, no person to enter closer than 5m of worker. • PPE boots, gloves, overalls to cover legs. • Competent operatives only to use hand hooks. 	L
Fuelling machines	Fire Burns Explosion	Members of Staff Agency staff	M	<ul style="list-style-type: none"> • As Above plus dedicated fuel cans used with funnel or pouring spout, fire extinguisher carried in each vehicle, dry powder or BCI to meet BS5423. • PPE gloves, overalls and boots. 	L

Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
Rotovating on or near the highway.	Collision.	Members of Staff Public	M	<ul style="list-style-type: none"> • Rotovating of any sloping area where machine may slip will only be undertaken if the slope does not exceed a gradient of 1:12. • Competence in the use of Rotovators. 	L
Grass mowing on or near the highway.	Collision.	Members of Staff Environment Public	M	<ul style="list-style-type: none"> • As above plus highway signed in accordance with Chapter 8 of Road Traffic Sign Regulations • PPE - high visibility jackets / waistcoats worn. <ul style="list-style-type: none"> • Maintain / clean signs etc. • Safe Systems of Working 	L
Grass mowing bank areas.	Personal injury.	Members of Staff Agency staff	M	<ul style="list-style-type: none"> • Mowing of any bank area where machine may slip will only be undertaken by use of dedicated machines such as hover mowers and trimmers. • Induction to include appreciation of Chapter 8 of the Road Traffic Sign Regulations. • Safe Systems of Working 	L

Grass mowing in areas adjacent to falls or bodies of water.	Personal injury.	Members of Staff Agency staff	M	<ul style="list-style-type: none"> • Safe Systems of Working. • Competence in the use of pedestrian mowing machines. 	L
Strimming general areas.	Personal injury, members of the public, thrown objects.		M	<ul style="list-style-type: none"> • Machine supported by quick release harness all guards fitted to machine. • Work carried out as per operators' manual • Safe working zone maintained. • PPE must be worn boots, gloves, facemask, and overalls. Optional PPE- ear muffs. • Stop working if pedestrians come within 10m. • Safe Systems of Working 	L
Strimming in overgrown area.	As above possible missiles hard to see due to overgrown nature		M	<ul style="list-style-type: none"> • Safe Systems of Working clean working method. • Walk the whole site to ascertain any unforeseen dangers. • Maintain PPE. 	L

Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
Strimming on banks.	As above. Falling, slipping.	Members of Staff Public	M	<ul style="list-style-type: none"> Never work on slopes where there is a risk of slipping especially in wet conditions. Always wear shoes with good grip. If unsure seek managers advice 	L
Hollowtining	Personal injury, injury from thrown objects.	Members of Staff Public	M	<ul style="list-style-type: none"> Work carried out as per operating manual <ul style="list-style-type: none"> Safe System of Working Walk & stone pick area before starting work. <ul style="list-style-type: none"> All guards fitted to machines. All tines on machine in place and secure. Machines fitted with deadmans handle safety device. PPE must be worn, boots, overalls to cover legs, gloves, goggles, dust masks. <ul style="list-style-type: none"> Stop working if within 10m of pedestrians. Competence in the use of pedestrian hollowtine machines. 	L
Brush cutting overgrown sites using saw blades.	Personal injury severe cuts and lacerations.	Members of Staff Public	M	<ul style="list-style-type: none"> Machine supported by quick release harness all guards fitted to machines. Work carried out in a safe working area no one to enter closer to operator than 10m works carried out as per Safe Systems of Working and operators manual. Full PPE to be worn boots, gloves, overalls, face mask, hard hat. PPE optional ear protectors, dust mask. Lone working would not be allowed. Certificate of Competence in the use of brush cutters with saw blades. 	L

Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
Rotovating Scarifying	Personal injury, injury from thrown objects. Falling.	Members of Staff Environment Public	M	<ul style="list-style-type: none"> • Work carried out as per operating manual <ul style="list-style-type: none"> • Safe Systems of Working • Examine area for hazards before starting work. <ul style="list-style-type: none"> • All guards fitted to machines. • Machines fitted with deadmans handle safety device. • PPE must be worn boots, goggles, and overalls to cover legs, gloves, dust masks. <ul style="list-style-type: none"> • Stop working if within 10m of pedestrians. • Competence in the use of Rotovators / scarifiers 	L
PTO Drive Spindle Tractor fertiliser / gritter	Personal injury. Personal injury.	Members of Staff Public	M	<ul style="list-style-type: none"> • Always insure that the PTO Spindle is covered when not in use and that all the PTO shafts are in good order and have the appropriate covers when in use. <ul style="list-style-type: none"> • Maintain PPE. • Certificate of Competence in the use of tractor implements. 	L
Delivery and storage of chemical.	Personal injury - poison	Members of Staff Public Environment	M	<ul style="list-style-type: none"> • Only MAFF approved chemicals are purchased. • These are ready mixed and delivered to our chemical store in sealed containers. • The chemical store is designed, built and used only for the storage of chemicals, on delivery chemicals are logged in to store register 	L

Flailing adjacent to the highway.	Personal injury Collision	Members of Staff Public	M	<ul style="list-style-type: none"> As above plus road signing to comply with Chapter 8 of Road Signs Regulations PPE as above plus high visibility waistcoat. Certificate of Competence in the use of tractors and implements and chapter 8 training 	L
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Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
Flailing general areas.	Personal injury, injury to the public by collision and thrown objects	Members of Staff Public	M	<ul style="list-style-type: none"> Check site for debris litter and stones. Certificate of Competence in the use of tractors. Works carried out as per operations manual <ul style="list-style-type: none"> Safe Systems of Working PPE boots, overalls, optional PPE gloves, dust mask, ear protectors. Awareness of public, children & animals. <ul style="list-style-type: none"> Stone pick before starting work. Stop working within 25m of the public. <ul style="list-style-type: none"> Certificate of Competence 	L

Chainsaw on ground level	Personal injury – cuts / strains	Members of Staff Public	M	<ul style="list-style-type: none"> • Safe Systems of Working including a marked safe working area. • Clear site as working to remove trip hazards. • Stop saw when moving around site. • Chain brake on when moving forward. • Operator's manual, competence in use of machine. • PPE – boots, overalls, dust mask, chainsaw gloves, and glasses/face shield, helmet optional • Keep chain adjusted and sharp. Check chain & Chain Brake before use. Be aware of kick back zone. • Maintain tools. • Certificate in Competence using Relevant NPTC units 	L
Cutting from ground level to shoulder height using mechanical cutters.	Personal injury	Members of Staff Public	M	<ul style="list-style-type: none"> • Safe Systems of Working including safe working area. • Operator's manual, competence in use of machine. • PPE boots, overalls, dust mask, gloves, glasses. • Maintain tools. • Certificate in Competence using mechanical cutter 	L

Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
Chainsaw off the ground	Personal injury – cuts / strains	Members of Staff Public	H	<ul style="list-style-type: none"> • Safe Systems of Working including a marked safe working area. • Clear site as working to remove trip hazards. • Stop saw when moving around site. • Chain brake on when moving forward. • Operator's manual, competence in use of machine. • PPE boots, overalls, dust mask, chainsaw gloves, and glasses/face shield. Helmet optional Keep chain adjusted and sharp. • Check chain & Chain Brake before use. Be aware of kick back zone. • Maintain tools. • Certificate in Competence using Relevant NPTC units 	L
Cutting above shoulder height.	Personal injury, Falling	Members of Staff Environment Public	M	<ul style="list-style-type: none"> • Works will be carried out from a suitable level platform. • Certificate in Competence using mechanical cutter. • PPE 	L
Attaching equipment to tractor e.g. three point linkage.	Personal injury – cuts / strains / crush	Members of Staff Agency staff	M	<ul style="list-style-type: none"> • Certificate of Competence in the use of tractors. • PPE boots, gloves, overalls. 	L

Drawing chemicals from store.	Contamination by spillage.	Members of Staff Public Environment	M	<ul style="list-style-type: none"> Chemical only to be issued to persons who hold a Certificate of Competence issued by the National Proficiency Test Council (NPTC) All chemicals issued will be logged out. Certificate of Competence (NPTC). Awareness of the Control of Pesticides Regulations 1986 	L
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Hazards	Risk	Persons Affected	Pre Risk score	Control Measures:	Risk score
Spraying of chemicals.	Contamination, Inhalation, Ingestion.	Members of staff Public Environment	M	<ul style="list-style-type: none"> Only persons holding Certificate of Competence (NPTC) will be allowed to use chemicals. Safe Systems of Working on withdraw from store. All chemicals are placed into a lockable transport box for use on site. PPE disposable overalls, boots, gloves To follow chemical guidelines and Instruction. Agreed Chemical – Roundup Pro Active 360 To applied in appropriate weather conditions as per chemical instruction. Contractors Individual Risk Assessment. To spray ONLY designated areas as instructed. 	L
Returning containers.	Personal injury - poison	Members of staff	M	<ul style="list-style-type: none"> All containers are returned to store and logged in. Empty containers are stored for disposal by the supplier. Certificate of Competence (NPTC). Awareness of the Control of Pesticides Regulations 1986 	L
To Note all park inspections recorded via mobile inspection app. Weekly routine inspections,					

Risk Assessment – Risk Map

	HARM/SEVERITY						
OCCURANCE	Trivial/No Injury	Minor Injury	Causing 3 Day Absence	Major Injury to One person	Multiple Major Injury	Death to One Person	Multiple Deaths
Improbable	Low Risk	Low Risk	Low Risk	Low Risk	Low Risk	Medium Risk	Medium Risk
Possible	Low Risk	Low Risk	Low Risk	Medium Risk	Medium Risk	Medium Risk	High Risk
Occasional	Low Risk	Low Risk	Medium Risk	Medium Risk	Medium Risk	High Risk	High Risk
Annual Bi-Annual	Low Risk	Low Risk	Medium Risk	Medium Risk	High Risk	High Risk	High Risk
Regular 3-6 Monthly	Low Risk	Medium Risk	Medium Risk	Medium Risk	High Risk	High Risk	High Risk
Common 1-3 Monthly	Low Risk	Medium Risk	Medium Risk	High Risk	High Risk	High Risk	High Risk
Continuous Daily/Weekly	Medium Risk	Medium Risk	High Risk	High Risk	High Risk	High Risk	High Risk



Kidderminster Town Council Public Realm and Operations

Biodiversity updates

St Georges Park

Works Completed

- Fruit trees planted
- “No Mow” areas now identified by new signage
- Native Bulbs planted

Outstanding works

- Hedging works to be completed upon lifting of bare-root (Late Autumn)
- Improve wild flower edging (near Radford Avenue)













Baxter Gardens

Works Completed

- Fruit trees planted
- “No Mow” areas now identified by new signage
- Native Bulbs planted
- Bug Hotel Installed

Biodiversity works now **complete**











Broadwaters Mill Park

Works Completed

- “No Mow” areas now identified by new signage
- Native Bulbs planted

Biodiversity works now **complete**

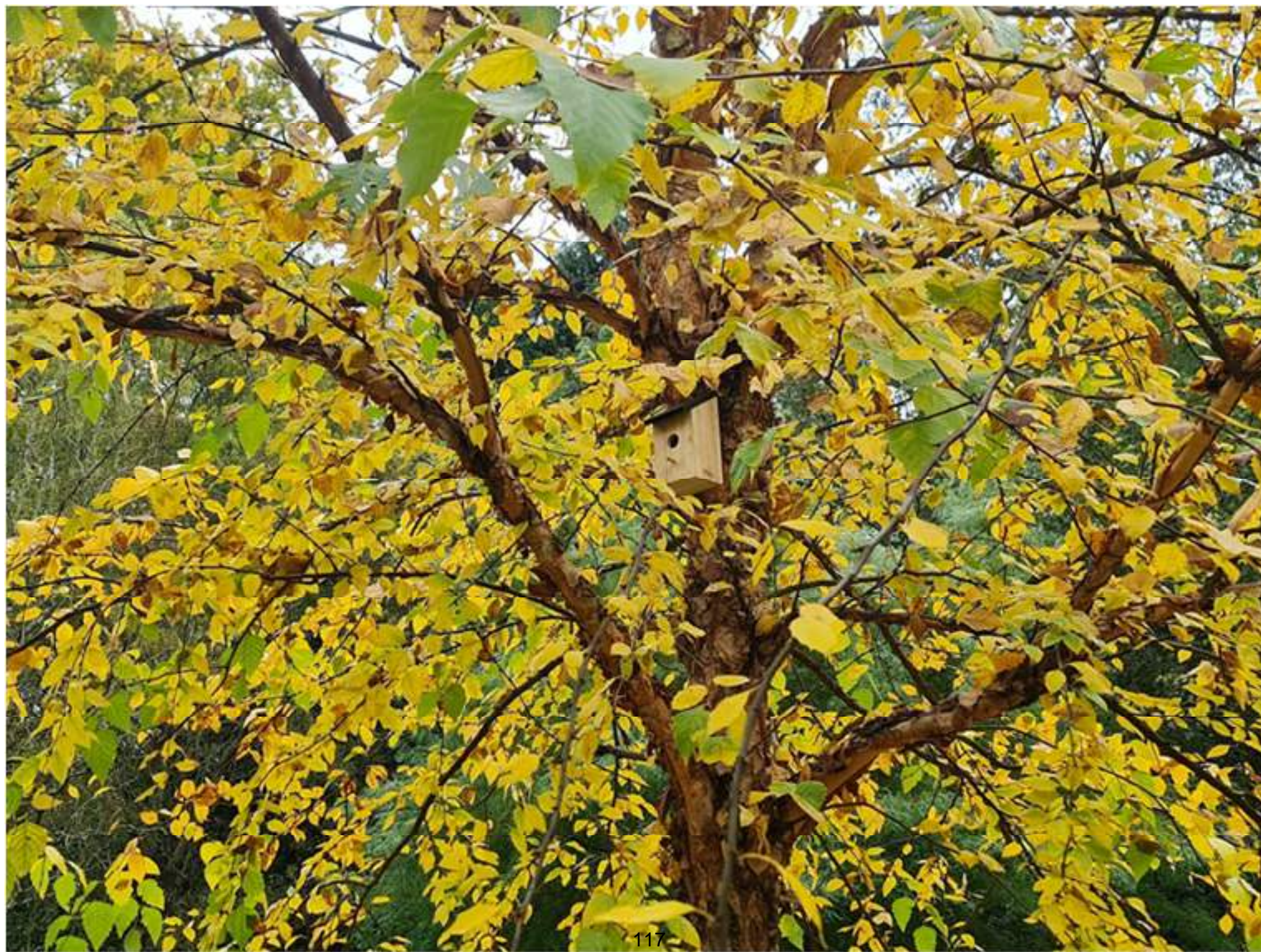












KIDDERMINSTER TOWN COUNCIL
OPERATIONAL SERVICES COMMITTEE

Agenda Item: Public Realm and Operations, Operational Unit
Adam Stockhall – Public Realm and Operations Manager
10th December 2024

1. Aim

The purpose of this report is to update and seek agreement on finalising the relocation of Operational Services to Unit 2, Silverwood's Forest Park Industrial Estate.

2. Background

On Wednesday 4th September 2024, Kidderminster Town Council resolved the approval of a 10-year lease of the building located on Silverwood's Forest Park Industrial Estate, following a report submitted by KTC Operational Officers, to deliver Public Realm and Operational services.

3. Purpose

It is intended that on completion, Kidderminster Town Council's Operational Officers will begin migrating operational and office equipment to the new unit, with the goal of fully transitioning and starting to operate out of the new space permanently in the new year.

4. Lease Agreement – Headlines
(Heads of Terms – Appendix 2)

Demised Premises:

- The property has a gross internal area of 2,166 Sq Ft (201.22 Sq M)

Car Parking:

- There is car parking and loading / unloading area in front of each unit within the demised area.

Transaction:

- A new Lease of the demised premises for a term of 10 years.

Rent:

- To be £19,500 per annum, to be paid quarterly in advance by direct debit on the normal quarter days

Rent Review

- There will be an upwards only rent review to market rental value at the end of year five.

Rent Free Period:

- The Landlord has granted the ingoing Tenant a six-month rent free period.
- An additional six-month rent-free period will be granted via a side letter between the Landlord and Tenant, which will follow the six month rent free period granted within the lease.

Rent Deposit:

- The ingoing Tenant will pay a Rent Deposit equivalent to 3 full months' rent (£4,875) which will be retained by the Landlord to ensure that all of the covenants within the Lease are adhered to. (To Note this is likely to be removed)

Repair:

- On a full repairing and insuring basis.

Estate Service Charge:

- The Estate Service Charge includes maintenance of the communal areas.

Insurance:

- The Landlord insures the building and recovers the costs from the Tenant.

Rates and Outgoings:

- The Tenant will be responsible for the payment of business rates, utilities and all other outgoings as a result of its occupation of the demised premises.

5. Recommendation

It is recommended that Services Committee RESOLVES:

- Operational Services Committee agrees to approve the arrangements for the leasing of the operational unit and the affixing of the Council's seal to the lease (to be sealed in the presence of 2 members).

AGREED

MEMORANDUM OF HEADS OF TERMS OF AGREEMENT

**Wyre Forest District Council
Wyre Forest House
Finepoint Way
Kidderminster
DY11 7WF
(LANDLORD)**

**Kidderminster Town Council
Wyre Forest House
Finepoint Way
Kidderminster
DY11 7WF
(TENANT)**

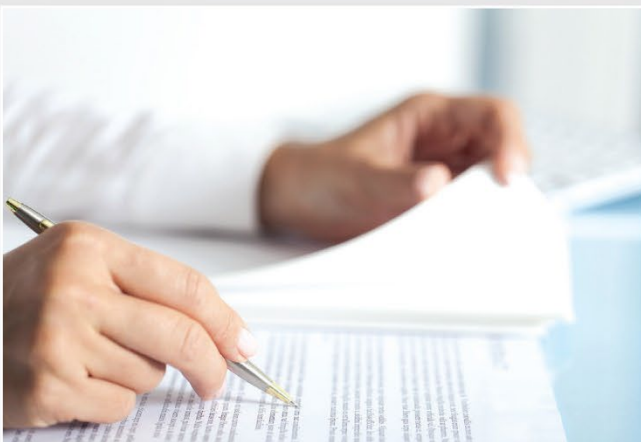
**PROPERTY
Unit 2
Forest Industrial Park
Crosbie Grove
Kidderminster
Worcestershire
DY11 7FX**

SUBJECT TO CONTRACT

**GJS Dillon Commercial Property Consultants
7 Roman Way Business Centre
Droitwich
WR9 9AJ**

Date: 3rd July 2024

07517 698 731



SECTION 1 – THE PARTIES

Landlord:

Wyre Forest District Council
Finepoint Way
Wyre Forest House
Kidderminster
DY11 7WF

Contact: Clare Savage
Email: Clare.Savage@nwedr.org.uk
Telephone: 01562 732928

Tenant:

Kidderminster Town Council
Wyre Forest House
Finepoint Way
Kidderminster
DY11 7WF

Contact: Rob Beeston
Email: Rob.Beeston@kidderminstertowncouncil.gov.uk
Telephone: 01562 732919

SECTION 2 – TRANSACTION DETAILS

Property:	Unit 2 Forest Industrial Park Crosbie Grove Kidderminster Worcestershire DY11 7FX
Demised Premises:	<p>The property has a gross internal area of 2,166 Sq Ft (201.22 Sq M)</p> <p>The scheme comprises of six high bay industrial units with the following specification.</p> <ul style="list-style-type: none"> • Steel portal frames • WC facilities • Roller shutter door • Pedestrian access door • Allocated car parking • Loading/unloading facilities • Three phase electricity • 5.5 metres eaves • Block walls with external composite paneling
Car Parking:	There is car parking and loading / unloading area in front of each unit within the demised area.
Transaction:	<p>A new Lease of the demised premises for a term of 10 years.</p> <p>The Lease will be a Business Tenancy excluded from the protection afforded by the Landlord and Tenant Act 1954 Part II.</p>
Rent:	To be £19,500 per annum, to be paid quarterly in advance by direct debit on the normal quarter days
Rent Review	There will be an upwards only rent review to market rental value at the end of year five.
Rent Free Period:	The Landlord has granted the ingoing Tenant a six-month rent free period.

An additional six month rent free period will be granted via a side letter between the Landlord and Tenant, which will follow the six month rent free period granted within the lease.

Rent Deposit:	The ingoing Tenant will pay a Rent Deposit equivalent to 3 full months' rent (£4,875) which will be retained by the Landlord to ensure that all of the covenants within the Lease are adhered to.
Repair:	On a full repairing and insuring basis.
Estate Service Charge:	The Estate Service Charge includes maintenance of the communal areas.
Insurance:	The Landlord insures the building and recovers the costs from the Tenant.
Rates and Outgoings:	The Tenant will be responsible for the payment of business rates, utilities and all other outgoings as a result of its occupation of the demised premises.
Alterations:	Structural alterations will not be permitted. Non-structural alterations may be permitted with the Landlord's prior written consent (not to be unreasonably withheld) however building plans and written specifications may need to be provided at the Landlord's discretion.
Signage:	External corporate signage will be permitted subject to the necessary consents and will need to be arranged through the Council's approved contractor not to be unreasonably withheld.
Alienation:	<p>The Tenant will have the right to assign the whole of the demised premises subject to Landlord's consent in the usual way.</p> <p>The Tenant will have the right to sub-let the whole or part of the premises but all sub-leases are to be contracted outside the security of tenure and compensation provisions of the Landlord and Tenant Act 1954 Part II.</p>
User Clause:	The property has an existing E (Light Industrial, General Manufacturing, Storage and Distribution) Use Class and must be used for uses under this User Class only.
Access:	The Tenant will have 24/7 access to the building and car park and will be provided with keys to the building.

Rent, insurance and service charges will be subject to VAT at the prevailing rate.

- i) This Memorandum of Letting is not intended to be legally binding.

SECTION 4 – ADVISORS

Landlord's Solicitors:

Property Solicitor
Wyre Forest District Council
Wyre Forest House
Finepoint Way
Kidderminster
DY11 7WF

Contact: Charlotte Beswick
Telephone: 01562 732710
Email: Charlotte.Beswick@wyreforestdc.gov.uk

Landlord's Agent:

GJS Dillon Commercial Property Consultants
7 Roman Way Business Centre
Droitwich
WR9 9AJ

Contact: Kyle Pugh
Telephone: 01905 676169
Email: Kylepugh@gjsdillon.co.uk

Tenant's Solicitors:

HB 121 Solicitors
7 Church Street
Kidderminster
Worcestershire
DY10 2AD

Contact: Nick Hughes
Telephone: 01562 702655
Email: nah@hb121solicitors.co.uk

KIDDERMINSTER TOWN COUNCIL
OPERATIONAL SERVICES COMMITTEE

Agenda Item - Green Flag – Broadwaters Mill Park
Rob Beeston – Public Realm and Operations Officer
10th December 2024

What is the Green Flag Award?

The Green Flag Award is an internationally recognized accreditation for public parks and green spaces, recognizing high standards in environmental management, safety, cleanliness, sustainability, and community engagement. It sets the benchmark for quality and ensures spaces provide welcoming, safe, and enjoyable environments for all. Achieving this award demonstrates a commitment to maintaining and improving green spaces to the highest standards.

The Green Flag project at Broadwaters Park is being led by **Rob Beeston** (Public Realm and Operations Officer) and supported by **Adam Stockhall** (Public Realm and Operations Manager), who are actively working towards obtaining Green Flag status. The goal is to submit for judging in **spring 2025**, working closely with consultants to ensure all criteria are met.

Progress So Far

1. Initial Site Assessment Completed – 08/10/24

- A detailed assessment of the site was conducted by consultants to evaluate its current condition against Green Flag standards.
- The assessment identified strengths, such as community use and existing biodiversity, and areas requiring improvement, including accessibility and minor maintenance issues.
- Feedback from this assessment was overwhelmingly positive, confirming the site's strong potential for accreditation.

2. Initial Request for Information Issued & Clarification Meeting – 15/11/24

- A comprehensive request was made to gather relevant site data, including maintenance schedules, policies, and operational procedures.
- A clarification meeting was held to ensure alignment on Green Flag standards, address initial findings, and prioritize key focus areas.
- This collaborative session set the foundation for ongoing engagement with consultants and stakeholders.

3. Initial Data Review Commenced

- The review involves evaluating collected data to ensure it meets the required benchmarks.

- Policies on environmental management, biodiversity, and community involvement are under scrutiny to align with Green Flag expectations.

4. Ordnance Survey Base Plan Sourced/Received

- A detailed base map has been obtained to support planning and documentation for the site.
- This map is crucial for creating a robust Management and Maintenance Plan, including site layouts, pathways, and key facilities.

5. Policy and Strategy Review Commenced

- Policies relevant to green space management, sustainability, and community use are being reviewed to ensure they reflect best practices.
- Any gaps identified will be addressed to strengthen the application.

6. Management and Maintenance Plan Structure Agreed & Report Template Set Up

- A formal structure for the Management and Maintenance Plan has been established.
- This plan will serve as a key submission document, outlining the long-term strategy for maintaining high standards at the site.

7. Current Expenditure

- Working with CFP limited to draft a Green Flag Management Plan and guide through process - £4795.00, supported through S106 Grants for Broadwater's Mill Park.

Next Steps

1. Undertaking Minor Works Identified in the Initial Assessment

- Minor maintenance issues highlighted during the initial assessment are being addressed. These include repairing pathways, improving signage, and enhancing accessibility.
- These quick wins will demonstrate the council's commitment to proactive improvement.

2. Community Engagement

- Increasing community involvement by enhancing working relationship with the friend's group/volunteers to support activities such as planting and litter picking.

3. Developing the Management and Maintenance Plan

- Populate the agreed structure with detailed strategies for ongoing care, biodiversity enhancement, and visitor experience improvement.

4. Review and Update Policies

- Finalise updates to relevant policies to ensure they meet Green Flag requirements.

The Public Realm and Operations Team is progressing well towards meeting the standards required for Green Flag accreditation. The positive outcomes from the initial assessment underline the team's dedication and the site's potential. With targeted improvements and continued collaborative effort, the team remains on track for a successful judging in spring 2025.

KIDDERMINSTER TOWN COUNCIL
OPERATIONAL SERVICES COMMITTEE

Agenda Item - Income Opportunity – Broadwaters Mill Park – car park
Rob Beeston – Public Realm and Operations Officer
10th December 2024

1. Purpose of the Report

The purpose of this report is to seek approval for the introduction of a range of fees and charges to be introduced on the council's car park at Broadwaters Mill Kidderminster. This existing facility currently has no system of charging in place and is therefore essentially free of charge to anyone making use of the asset. The report will show the current liabilities of the asset together with how through a reasonable investment the council both can recover these costs together with some revenue generating options.

2. Background

Broadwaters Mill Park Car Park features a hardstanding Macadam surface with 50 marked spaces, including three reserved for disabled users. The site is illuminated by an LED lighting column, supported by ambient lighting from the park and surrounding streetlights.

For at least the past decade, parking at the site has been free and unrestricted, including during its ownership by Wyre Forest District Council.

Key users of the car park include:

- **Local residents:** Often use the car park for off-road parking.
- **Car sales garage opposite the park:** Frequently parks vehicles, including some without valid tax, MOT, or insurance.
- **Visitors to the Rose Theatre:** The car park serves as their primary parking site, often reaching capacity, leading to overflow onto grassy areas of the park.

3. Discussion / Comments

3.1 Usage Patterns

Officers conducted a survey and noted the following trends:

- During working hours, the car park averages **15 parked vehicles**, with **10 likely belonging to local residents**.
- The park sees **3–4 active users during these times**, most of whom are local residents walking from home.

- Weekend and public holiday usage is expected to be higher due to increased visitor activity.

3.2 Paid Parking System Options

Several payment methods have been evaluated, including:

- a) **Pay by phone or app:** Minimal upfront cost but limited accessibility for non-digital users.
- b) **Pay-and-display machines:** Example costs include:
 - Basic machines: **£3,000–£5,000**.
 - Advanced machines (supporting card/contactless payments): **£5,000–£7,000**.
 - Annual maintenance costs: **£500–£1,000 per machine**.

3.4 Enforcement and SLA

A Service Level Agreement (SLA) with Wyre Forest District Council is essential for enforcement. Key components include:

- **Parking Places Order (PPO):** A legal order designating the car park for regulated paid parking, allowing fines to be issued for non-payment or misuse.
- **Enforcement services:** Managed by the district council, with annual costs estimated at **£3,000**.

3.5 Resident Parking Permit Option

To address local community concerns, a discounted resident parking permit could be introduced.

- Suggested fee: **£50–£100 annually**, aligning with Wyre Forest District Council's permit pricing.

3.6 Community Response

Implementing a paid parking system may face resistance from local residents and businesses, particularly the car sales garage. A thorough community consultation is recommended to address concerns and mitigate negative responses.

4. Financial Implications

4.1 Initial Investment

- Installation of one pay-and-display machine: **£5,000 (estimated)**.
- Enforcement SLA: **£3,000 annually**.

4.2 Asset Liabilities

Although no recent major works have been undertaken, regular maintenance is necessary to keep the car park functional. Likely costs include:

- **Pothole repairs:** Estimated at **£2,000–£5,000**, depending on the extent of damage.
- **Relining spaces:** Estimated at **£1,500–£2,000**.

These costs should be accounted for in the financial planning of a paid parking system.

4.3 Revenue Projections

a) Paid Parking Revenue

- Daily usage estimate: 15 vehicles.
- Suggested pricing: **£1/hour, capped at £5/day**.
- Annual revenue estimate: **£20,000–£30,000**, based on 50% occupancy for 300 days/year.

b) Resident Parking Permits

- Assuming 50 permits sold at £75 each.
- Annual revenue estimate: **£3,750–£5,000**.

c) Electric Vehicle (EV) Charging Points

- Installation cost for two chargers: **£20,000–£25,000**, including setup and electrical work.
- Revenue: £0.25/kWh, operating at 20% capacity.
- Annual income estimate: **£5,000–£7,500**.
- Potential government grants could offset upfront costs.

5. Recommendations

It is recommended that the Operational Services Committee:

- Conduct a community consultation to gather feedback and address concerns regarding the proposed changes.
- Commission officers to provide detailed costings and refined income projections for the proposed system.
- Consider introducing a resident parking permit scheme to ensure affordability for local users.
- Explore funding opportunities and partnerships for installing EV charging points.

KIDDERMINSTER TOWN COUNCIL
OPERATIONAL SERVICES COMMITTEE

Agenda Item - Public Realm and Operational Services Branding and Marketing
Adam Stockhall – Public Realm and Operations Manager
10th December 2024

1. Aim

To provide key issues, information and consideration for the Operational Services Committee to recommend options to be considered.

2. Background

Kidderminster Town Council has, over time, evolved and changed dramatically, both in terms of the services it delivers and how it engages with its communities. Currently there is a lack of branding which does not represent the Council's Public Realm, Parks and Operational services. This can create several challenges, such as a lack of public recognition, difficulty in communicating services to residents, and an overall perception that these services are not provided.

To enhance Kidderminster Town Council's operational services through new branding and marketing ideas, it's important to focus on both showcasing the services provided and creating an approachable, professional, and engaging identity, therefore we engaged with Made By Being, which is a local Branding and Graphic Design Studio, who supports with bringing branding ideas to life. Together we have developed some early ideas, which we feel is a solid starting point, which has the potential to lead to further change and development.

3. Branding Identity.

To develop a recognisable identity for the Public Realm and Operational services whilst operating alongside existing town branding, for example the Town Hall, this will require a thoughtful approach.

The new identity should be complementary, but also unique enough to stand out as a separate service delivery for parks, green spaces and public realm services.

Attached is an early draft of ideas which officers have discussed with Made By Being and sharing ideas on how emblems, colours, text, photograph style, illustration style, posters, social, small signage, newsletter, and uniform may look moving forward.

4. Moving Forward.

We would encourage for officers to continue developing and working alongside Made By Being to create a design which has a clear identity and represents Kidderminster Town Council's Public Realm and Operational services.

We would welcome Town Councillors to share ideas and suggestions, your input will be invaluable as we explore creative branding concepts.

5. Finances

Early Draft £700, this included, and was funded through current K004 expenditure

- Name Generation
- Logo
- Colour palette
- Typography

Second Stage, this will be funded through current K004 expenditure.

Design of Kidderminster Town Council Identity.

To include:

- Logo
- Divisional logo lock-ups
- Colour Palette
- Typography

£550.00

Design and artwork of Kidderminster Town Council Brand Guidelines

To include:

- Logo
- Colour
- Typography
- Photography
- Example applications

£375.00

Estimate Total £925.00

6. Timescales

- Services Committee to approve final draft and to recommend approval at Full Council, 27th February 2025.
- Seek approval, Full Council 16th April 2025.

7. Recommendation

It is recommended that Services Committee RESOLVES:

- Officers to continue to develop Operational Services branding identity in partnership with MadeByBeing and finalise a brand which can be presented to the Operational Services Committee 27th February 2025.



Public Realm and Operations Identity Creative

Prepared for Adam Stockhall

The Brief

To develop a distinctive and recognisable identity for the operations/parks division of the Town Council. This new identity will allow the department to stand out as a separate entity while remaining under the broader umbrella of the Council.

The creative solution needs to both visually and verbally separate its look and feel from the broader Town Council while making its public-facing services easier to identify and engage with.

Logo Lock-up



Operational Services

Kidderminster Town Council



Operational Services

Kidderminster Town Council



Civic
and Events

Kidderminster Town Council



Operational
Services

Kidderminster Town Council



The Mayor
Of Kidderminster

Kidderminster Town Council



Civic and Events

Kidderminster Town Council



Operational Services

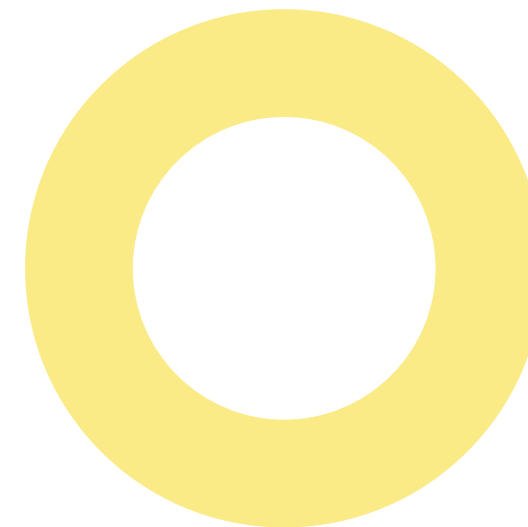
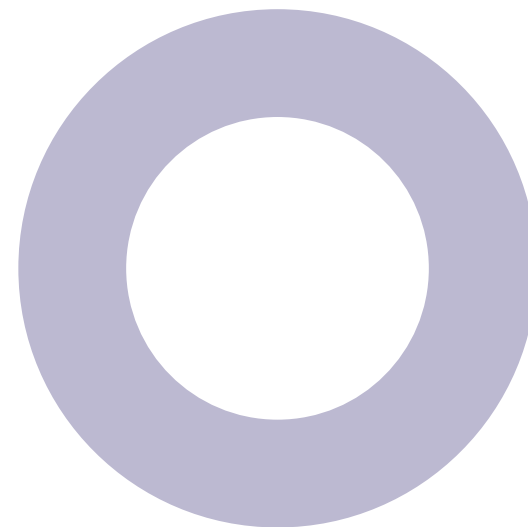
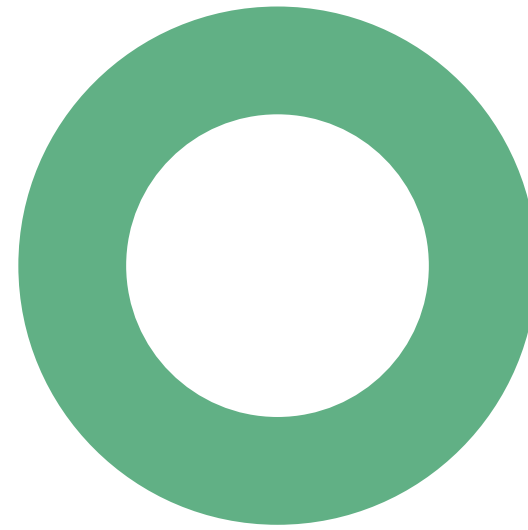
Kidderminster Town Council



The Mayor Of Kidderminster

Kidderminster Town Council

Operational Services Look and feel

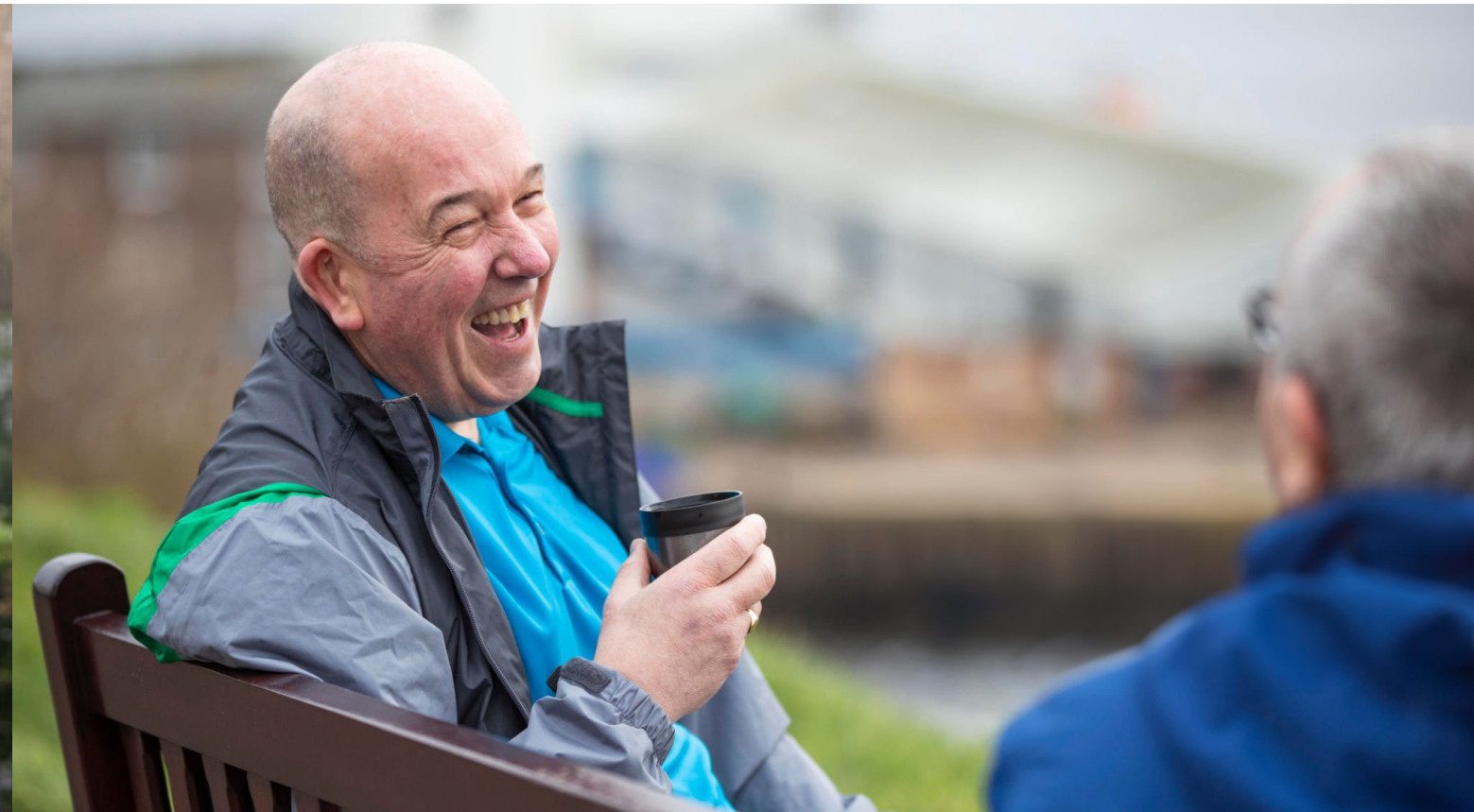


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JjKkLlMmNnOoPpQqRr
SsTtUuVvXxYyZz
0123456789!@£%&

Buenos Aires is a modern, elegant sans-serif typeface characterised by its clean lines, balanced proportions, and a contemporary feel. It features rounded letterforms, giving it a friendly yet professional appearance.

It works well in both display and body text settings, offering excellent readability. Ideal for branding, signage, or editorial design, “Buenos Aires” conveys sophistication and clarity, making it suitable for a wide range of design applications.

Buenos Aires







Welcome to

Broadwaters Mill Park

Picnic area

Herbaceous beds

Picturesque stream

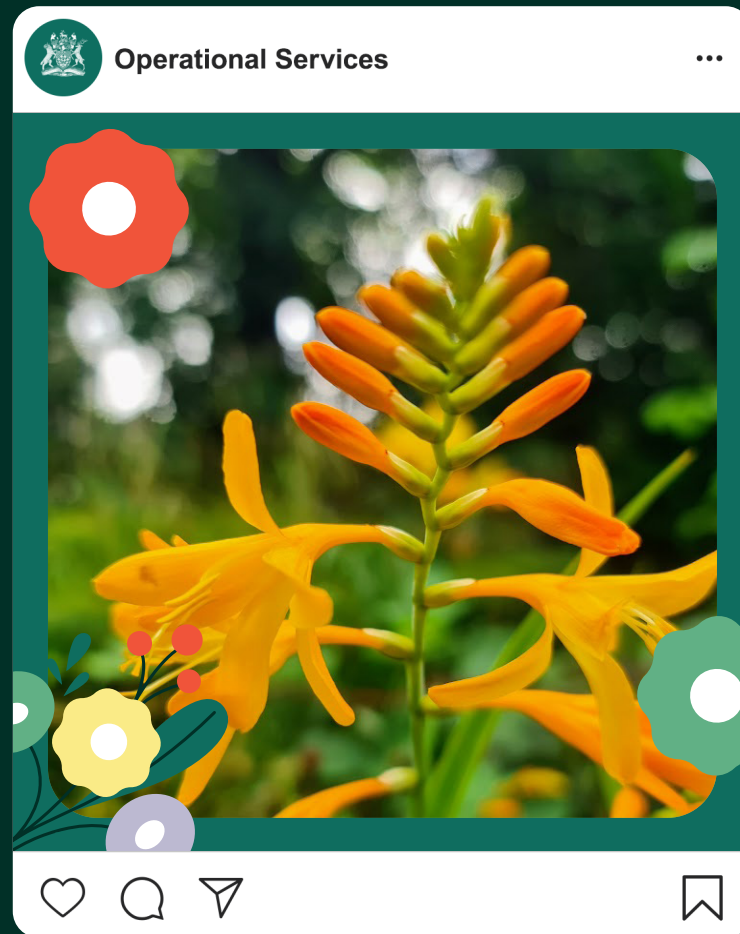
Toilets

Car Park



Operational
Services
Kiddermminster Town Council

Call us to report a problem:
01562 732607





12-16 August 2025

We're tidying up your park.

 Operational Services
Kidderminster Town Council

Call us to report a problem:
01562 732607

Closed!



Due to vandalism the toilets are temporarily closed.
We are working hard to fix them and apologise for any inconvenience.

 Operational Services
Kidderminster Town Council

Call us to report a problem:
01562 732607

Need to report an issue?

Contact us today



Operational
Services
Kidderminster Town Council

Call us to report a problem:
01562 732607

Please enjoy our parks responsibly

Thank you



Operational
Services
Kidderminster Town Council



Operational
Services
Kiddermminster Town Council



October 2024

Our three parks receive new upgrades

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Find out more



We're planting new trees

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Town Hall Update

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua ut enim ad mini.

Find out more



updates

From Kidderminster Town Council

October 2024



Our three parks receive new upgrades

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Operational Services
Kidderminster Town Council



We're planting new trees

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Town Hall update

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Thank You

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KIDDERMINSTER TOWN COUNCIL
OPERATIONAL SERVICES COMMITTEE

Agenda Item - Public Realm and Operational Services Christmas Lights Procurement

Adam Stockhall – Public Realm and Operations Manager

10 December 2024

1. Aim

The purpose of this report is to seek Operational Services Committee approval to initiate a tendering exercise for the procurement of Christmas illuminations for the Town centre of Kidderminster.

2. Background

The Christmas lights play a vital role in enhancing the community's festive spirit and attracting visitors to the town. The current lights have been in use for several years and the current contract provided by Gala Lights expires at the end of this year's current display.

The illuminations have previously covered, (map attached) with the exception of the Town Hall and Worcester Street in 2023 & 2024, this was due to re-development of the building and area of Worcester Street.

3. Proposal

➤ **3a. Scope of Work:**

- Design and supply of new Christmas lights.
- Installation and maintenance during the festive period.
- Removal and storage after the season ends
- Have a technician on site for the switch-on.
- Install and test illuminations in time for the official "Switch-on" (normally mid Nov)
- Take down the illuminations during mid-January
- Ensure that all fixings and catenaries are tested and certified to approved standards.
- To illuminate the following areas:
 - Kidderminster Town Hall
 - Vicar Street
 - High Street
 - Worcester Street, (TBA) Additional Location
 - Marlborough Street
 - Oxford Street (central part)
 - Bridge Street
 - Broadwaters Mill Park (NEW)
 - Maps attached for reference.

➤ **3b. Budget:**

The previous 3-year contract with an option of two additional years (which we took up) was for approximately £150,000 (approx. £30,000 per annum). There was an underspend in 2023 and 2024, due to the none lighting of the Town Hall and Worcester Street which cost £21,500 for 2023 and 2024.

An estimated budget of £40,000 is proposed for 2024 which includes all costs associated with design, installation, maintenance and removal as within the scope of works detailed, with the inclusion of Broadwaters Mill Parks Christmas lighting.

4. Comments

Recommend 4-year contract.

Recommend fixed fee for years 1-4 this will ensure budget control, effectively for the length of contract.

It's important to note, the connectivity project in Worcester Street with the second phase due to be completed in Spring 2025.

Recommend revisiting the area of Worcester Street on completion in Spring 2025, to ascertain if this area can still be lit with Christmas lights, this may be an issue due to the lack of buildings on the urban park side of the town to anchor the lights at an appropriate height.

Recommend including Worcester Street as a separate section to quote as a separate item within the tendering document.



5. Tender Process

We recommend a public tendering process to ensure transparency and competitiveness.

The tender will be advertised on our website and relevant platforms to reach a wide range of potential suppliers.

TIMELINE:

Tender submission deadline February 2025

Evaluation and decision TBC March/April 2025

completion TBC May/June 2025

5. Recommendation

It is recommended that Services Committee RESOLVES:

- Operational Services Committee to agree for the Public Realm and Operations Manager to initiate a tendering exercise for the procurement of Christmas illuminations for the Town centre of Kidderminster and Broadwaters Mill Park.
- Operational Services Committee to agree a fixed fee for years 1-4 to ensure budget control over the length of contract.
- Operational Services Committee to agree to a 4-year contract agreement.
- Operational Services Committee to agree revisiting the area of Worcester Street on completion of project in Spring 2025, to ascertain if this area can still be lit with Christmas lights, this may be an issue due to the lack of buildings on the urban park side of the town to anchor the lights at an appropriate height.
- Operational Services Committee to agree to individually itemise Worcester Street as an additional pricing item within the tendering document, due to the uncertainty with connection and install due to the connectivity project.
- Operational Services Committee to agree to the tendering timeline.



Kidderminster 2019

COVENTRY STREET
TWO COLUMNS
1 X 202637 PER COLUMN

WORCESTER STREET
4 LINES OF 059924 WW
LIGHTS WITH
2 X 050791 IW STARS
CROSSING

LOWER WORCESTER STREET
TWO CROSSINGS
1 X WARM WHITE 202757
& 3 X 050792 STARS
PER CROSSING

MARLBOROUGH STREET
12 SETS OF 051329
ICICLES & 9 X 050791 ICE
WHITE STARS

OXFORD STREET
8 SETS OF 051329
ICICLES & 6 X 050791
ICE WHITE STARS

BRIDGE STREET
12 SETS OF 051329 ICICLES
& 9 X 050791 ICE WHITE
STARS

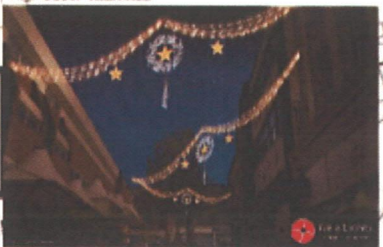
TWO HIGH STREET TREES.
8 X 050765 & 8 X 050791
IW STARS & 8 X 550077
FLOKO STARS PER TREE

HIGH STREET.
4 LINES OF 059924 WW
PEA LIGHTS & 1 X 202633
WITH 1 X 050795 STELLY
STARS

VICAR STREET COL
6 X 550028 10M
CURTAIN WITH 032052
CONE PEARL
CENTREPIECE

TOWN HALL
6 X 050101 3M IW CURTAINS
2 X 050519 ON LARGE WINDOW ON FAR
RIGHT SIDE
13 X 050504 6M BOA FOR SWAG
18 X 1M BOAS FOR BALCONIES (6 X 3M
SECTIONS)
18 X 050791 STELLY STARS
8 X 050779 FESTOON IN WW FOR LINE AT TOP
OF BUILDING

VICAR STREET: 4 CROSSINGS WITH DOUBLE CEILING.
3 X 202633 COURENNE SUSPENSION WITH 3 SETS OF
050795 STELLY STAR GARLANDS ON EACH CROSSING
8 X 059839 30 CEILING PRODUCT.
4 SETS PER CEILING.
PLEASE USE FULL 2M WIDTH.



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

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. Full Council
	Operational Office Accommodation To recommend relocation of operational office on completion of Town Hall. Full Council
	Green Flag 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
	Baxter Gardens – Main Gates security To update on current procedures and agree recommendations.
	Virement of funds To resolve the transfer of £500 from K004 49130 – K001 48021 to support the Christmas Lights event.
	Biodiversity Pesticides – Agree recommendations of report Update – Parks Biodiversity works Biodiversity – Working Group update
	Public Convenience Market Street – Vandalism Costs
	Paddling Pool Progress Update
	St Georges Paddling Pool To update on current position and consider recommendations.
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.
	Section106 Grants To receive a positional update on current position related to S106 projects and expenditure.
	Parks Transfer – Willowfield, King George V, Forrester Way, Jerusalem Walk. Positional Update.

	Health and Safety Annual Risk Management review
	Biodiversity Update – Parks Biodiversity works.
	Operational Unit To receive a report and consider recommendations.
	Green Flag Update – Broadwaters Mill Park. To receive a positional update on Green Flag status on Broadwaters Mill Park.
	Income Opportunity – Broadwaters Mill Park car park To receive a report and consider recommendations
	Public Realm and Operations Identity Creative. To receive a report and consider recommendations to progress and explore branding identity for the Public Realm and Operational services.
	Christmas Lights – Contract Expired 2024. To recommend approval to procure Christmas Lights 2025 onwards.
	Operational Services Committee Work program To receive and consider upcoming Operational Services Work Programme.
27 February 2025	Broadwaters Mill Park-Fishing To recommend approval for the development of a fishing Policy.
	Fireworks Policy To receive a report and consider recommendations
	Play Inspection Annual Report