

KIDDERMINSTER TOWN COUNCIL
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The meeting of the **SERVICES COMMITTEE** will be held in the **Kidderminster Room WYRE FOREST HOUSE** on **THURSDAY 27TH FEBRUARY 2025** 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 – THURSDAY 27TH FEBRUARY 2025

1. Apologies.

2. Declarations of interest.

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

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

3. Public Question Time.

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

4. Minutes. (Appendix 1)

To approve the minutes of the meeting of Services Committee held on Tuesday 10th December 2024.

5. Public Realm and Operations Update (Appendix 2)

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

6. St Georges Paddling Pool. (Appendix 3)

To receive a positional update on St Georges Paddling Pool and consider recommendations to approve.

7. Play Inspection Annual Report. (Appendix 4)

To receive a positional update and consider recommendations to approve.

8. Fireworks & Chinese Lanterns Policy (Appendix 5)

To receive a report and consider a recommendation to approve the Fireworks and Chinese Lantern Policy.

9. Fishing Policy (Appendix 6)

To receive a report and consider a recommendation to approve the Fishing Policy.

10. Kidderminster High Street Markets (Appendix 7)

To receive a report and consider recommendation to approve a five -year extension to retain the Markets Licence from WFDC and appoint LSD Promotions as the appointed contractor for the management and operation of the market.

11. Public Toilets. (Appendix 8)

To receive a report and consider recommendation.

12. Section 106 improvement works - Broadwaters. (Appendix 9)

To receive a report regarding play and interpretation boards.

13. Public Realm and Operations Identity Creative.(Appendix 10)

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

14. Virement of Funds (Appendix 11)

To receive report and to agree virement of funds with K004 Expenditure.

15. Waterfall (Appendix 12)

To receive a report and consider recommendations.

17. Operational Services Committee Work Programme. (Appendix 13)

To receive and consider upcoming Operational Services Work Programme.

18. Exclusion of the Press and Public

19. CONFIDENTIAL Christmas Lights – Tendering Exercise (Appendix 14)

To receive a report and consider recommendations.

KIDDERMINSTER TOWN COUNCIL SERVICES COMMITTEE

Minutes of the meeting held on Tuesday 10th December 2024
Held in the Kidderminster Room at 6pm

Present:

Councillors:

L. Carroll (Chair)

J.Beckingham

N.Gale

Substitute Fran Oborski for Shazu Miah

Absent:

S.Miah

In Attendance:

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

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

Observer:

H.Dyke

1. APOLOGIES FOR ABSENCE:

2. Cllr Shazu Miah

3. DECLARATIONS OF INTEREST.

Cllr Liam Carroll and Cllr Fran Oborski acknowledged that they were part of the Save the paddling Pool Group.

4. PUBLIC QUESTION TIME.

Nil.

5. MINUTES (Appendix 1).

To approve the minutes of the meeting of Services Committee held on Thursday 26th September 2024.

RESOLVED: That the minutes of the previous Services Committee meeting held on Thursday 26th September 2024 be approved as a true record and that they be signed by the Chair.

6. ST GEORGES PADDLING POOL -

- Caroline Taylor, (CT Consulting), presented a short presentation, with reference National Lottery Community Fund, and the following was noted,
 - 2 x Stage Process, first stage application enquiry
 - **Community Group (Friends of St Georges Park)- could apply, although 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**
 - 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 - see attached
- Noted it would be a difficult, detailed application process.
-

RESOLVED:

- Members suggested Friends of St Georges Park be asked to attend the next Paddling Pool Working Group, with a meeting to be agreed for January 2025 and consulted on the National Lottery Community Funding grant, this will allow the group time to discuss and decide a way forward, with the outcome of the meeting to be shared at Services Committee in February to review.
- Members received report and agreed for the Paddling Pool Working Group to continue to investigate grant funding opportunities.
- Members agreed to notify all Kidderminster Town Council Members that the paddling pool will not open for 2025.
- Operational Services Committee Members agreed that during the next Services Committee meeting, scheduled for 27th February 2025, the committee members will review the options for St Georges Paddling Pool and recommend a final decision to be made by Full Council regarding its future.?
- Members agreed for the Working Group to continue seeking alternative funding opportunities.
- Members agreed for officers to undertake minor maintenance to the pool and surround, agreed to support through St Georges paddling pool expenditure and include a general tidy and deep clean of the area. Members acknowledged this may cause confusion to the general public if general maintenance and cleaning to the pool are carried out, therefore social media and communications need to be clear prior to any works.
- It was noted by Cllr Nicky Gale, the failure to elect a Chair due to the poor turnout to the previous meetings and highlighted this as a concern and highlighted a lack of commitment.

7. BUDGETS– 2025/26

- **RESOLVED:** Members noted Budget Position November 2024.
- Members agreed to recommend the budget for Operational Services for financial year 2025-26, as presented by the Public Realm and Operations Manager.

8. SECTION 106 GRANTS – BROADWATERS MILL PARK

- **RESOLVED:** Members noted positional update.
Cllr Liam Carroll noted and thanked Officers for Operational Updates.
Cllr Gale, noted works on Broadwaters Mill Park shelter walls had been undertaken prior to consideration by Members, and asked to be kept informed prior to works of this nature. Is this a reasonable request?

9. PARKS TRANSFER – WILLOWFIELD, KING GEORGE V, FORRESTER WAY, JERUSALEM WALK.

- **RESOLVED:** Members received a positional update and agreed to Support the proposal and agree to progress to the next phase of negotiations, ratification and legal process.
To note costs, with the expectation these will be met from current K004 expenditure.
- To commit to a transfer from 1st April 2025.

10. HEALTH AND SAFETY – ANNUAL RISK MANAGEMENT REVIEW

Members received a report and considered recommendations to approve Risk Assessment approach and to review annually the Public Realm and Operations Risk Assessments

- **RESOLVED:** Members agreed to adopt Risk Management approach.
- Members agreed to review Public Realm and Operations Risk Assessments annually.
- Members thanked officers for detailed report.

11. BIODIVERSITY.

- **RESOLVED:** Members noted Biodiversity update, and agreed this has been a worthwhile project and highlights Kidderminster Town Council commitment to Biodiversity within our parks.

12. OPERATIONAL UNIT

Members received a report and considered recommendations and

- **RESOLVED:** Members agreed to approve the arrangements of the lease, sealed in the presence of 2 x Councillors, Cllr Fran Oborski and Cllr Vicky Caulfield

13. GREEN FLAG UPDATE – BROADWATERS MILL PARK.

- Members noted Green Flag Update.

14. INCOME OPPORTUNITY – BROADWATERS MILL PARK CAR PARK.

- Members received report and **RESOLVED:**
- To Defer a decision for a period of 12 months, this will enable the Council to undertake improvements through s106 investment.
- Members happy to return in 12 months and review income opportunities for the car park.

Cllr Fran Oborski, left meeting at 19.30.

15. PUBLIC REALM AND OPERATIONS IDENTITY CREATIVE.

- **RESOLVED:** Members agreed for 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.
- Members noted this could be considered for all Town Council services.

16. CHRISTMAS LIGHTS – TENDERING EXERCISE

- Members received a report and **RESOLVED:**
- For the Public Realm and Operations Manager to initiate a tendering exercise for the procurement of Christmas illuminations for the Town Centre and Broadwaters Mill Park.
- To agree to a fixed 4 year contract.
- To agree to revisit the area of Worcester Street on completion of Town centre upgrades, Spring 2025.
- To include Worcester Street as an additional pricing item with the tendering document.
- To approve the tendering timeline as per report.

17. OPERATIONAL SERVICES WORK PROGRAMME.

- Members noted work programme.

RESOLVED:

- To include a report on the provision for payment options to be installed on both Broadwaters and Market Street Toilets.
- Report on the viability to re-open Broadwaters Toilets.
- Grounds Maintenance Review

DRAFT

Kidderminster Town Council
Operational Services Meeting

27th February 2025

Report to Operational Services Committee

Agenda Item – Public Realm and Operations Update

1. Aim

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

2. Background

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

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

3. Recruitment

An additional post has been budgeted for an additional member of the team and agreed to recruit a part time Public Realm and Operations Operative, who will compliment and support the delivery of operational works, on the ground. This member of the team will enhance and develop parks and the public realm through a work program. A recruitment drive for this post will commence in March 2025 with a view to have an operative in post for the April.

4. Current Operational Position

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

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

Trees are inspected through a detailed inspection regime, with all high and medium risk works completed. Low works have been completed for 2024 and we plan to have a further full and detail tree and report undertaken in 2025.

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

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

5. Snapshot of works 10th December 2024

➤ Parks

- Green flag management plan and application for award has now been submitted – awaiting judging.
- Supported Friends of Broadwaters with their Christmas events
- New wildflower areas seeded.
- Continued leaf clearance
- Fallen tree removal.
- Repairs to Baxter Gardens dog exercise area
- Repairing Footpaths
- Painting and Deep Cleaning Park Furniture
- Clearing waterways
- Biodiversity improvements completed and grants now received.
- Play equipment repairs

➤ **Public Realm**

- Continuing to keep all KTC public realm street furniture, boundary plates and benches in a cleaned condition.
- RB met with the Operations Manager from WFDC to discuss SLAs.
- Deep clean of Market Street toilets have been completed.
- Management of Kidderminster Markets (annual income £10,000)
- Progressing painting of street furniture
- Waterfall issues investigated.
- Removal of graffiti on Town Council land
- Repairs to Market Street toilet
- Allotment Improvements including hedge and tree works.

➤ **Back Office/Safety**

- New Operational Office project completed.
- Continuing to grow our social media presence.
- Health and safety monitoring system (Play Inspection App)
- Implemented detailed risk Assessments and Inspections
- Agreed and re-designed Service Level Agreements with partners
- Grow our inventory of tools and equipment.
- Implemented Operational Policies
- Expanding staff work programmes

➤ **Works Pictures – Parks**

Fallen Trees at Broadwaters after Storm Darragh





Pond improvement Works at Broadwaters



New Hedgerow planted at St. Georges



Newly Installed Solar VAS

Chester Road South







Operational Unit





6. Friends Groups updates

In addition to the 3 signed Memorandums Of Understanding from our Friends Groups we have now received and agreed to work programmes supplied by the groups (Appendix **)

➤ Friends Of St Georges Park

The ceiling lights have now been installed by an electrician employed by the friends. The group are continuing to undertake winter maintenance to the shrub bed they manage.

➤ **Friends Of Broadwaters Park**

The friends group are continuing to litter pick the park, but have handed over the herbaceous bed maintenance to the public realm & operations to who will now pick this up. The friends had a successful Christmas event that was well attended.

➤ **Friends Of Baxter Gardens**

The Public Realm and Operations Team continue to meet with the group, this has now been set as every other month. The group's AGM was on Monday 13th January however as only two members attended; the group was not able to elect members as per their constitution. The group now consists of two members who are struggling to recruit new volunteers. The chair of the group has noted that she will approach the St Georges group and ask them to consider merging. As the group only consists of 2 members, the team provides updates and answers question but are unable.

7. Finances

Total Operational Budget £350,000

MB&G Grounds Maintenance Contract £51,000

Service Level Agreements

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

8. Looking Ahead

➤ **Looking ahead**

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

ST GEORGES PADDLING POOL WORKING GROUP
Minutes of the meeting held on Teams 5th February 2025 18.00pm

Present:

Councillors:

S.Miah

V.Caulfield

Working Group:

F.Oborski

Absent:

Working Group:

P.Young

Nigel Grace

In attendance:

Mr A Stockhall – PROM

Mr R Beeston – PROO

Keith Budden (Guest)

Cllr M.Rayner (Guest)

1. APOLOGIES

Cllr S. Hollands

Cllr B. 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, due to low numbers, apologies received for both Cllr B. Brookes and S. Hollands

Adam Stockhall, Public Realm and Operations Manager, agreed to Chair on this occasion.

3. INVITES

Invites sent to Friends of St Georges, Keith Budden and Cllr M. Rayner.

4. Notify of decision.

Severn Trent – Unsuccessful application

Co-op – Unsuitable for funding.

5. Alternative Funding Options

Biffa Award

Grant is for capital only and is from 10 to 75k grant with a maximum project size of 200k at least 10% of the cost must be met by a third party.

This fund would only fund the Friends Group as a constituted, not for profit community organisation and not the Town Council

St George Park is eligible as less than 5miles from Hartlebury landfill. The grant money comes from Landfill tax payments.

Recreation facilities funded must have community support and be open for a minimum of 104 days per annum

However, to access the capital grant the land Biffa require that if the organisation applying does not own the project site, a fully signed lease between the landowner and the applicant, with at least 10 years remaining must be in place for Recreation projects.

The town council would need to provide a lease at no cost or a peppercorn rent as well as a service level agreement valid for 10 years that would cover the renovation, maintenance and supervision of the pool and also provide support to cover public liability insurance for the friends group.

The town council would be responsible for the public procurement of the renovation works and assist with the grant reporting. The friends Group would commit to paying the grant to the town council.

Keith Budden has kindly offered to support any application process as a volunteer and will personally be seeking an opportunity to speak with the "Friends of St Georges" and explain to the group and how it could work, please see below draft submitted to the Friends.

I was requested by the Save the Paddling Pool committee to explore grant funding for the renovation of the pool.

The only suitable fund I found is Biffa Award, this fund would only fund the Friends Group as a constituted, not for profit community organisation and not the Town Council

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The town council would be responsible for the public procurement of the renovation works and assist with the grant reporting. The friends Group would commit to paying the grant to the town council.

I would be happy to assist in preparing the grant application at no cost.

Details of application and full T&Cs Recreation - Biffa Award

I would be delighted to come down to the park on a Saturday morning and meet the Friends Group.

Cllr Shazu would seek to approach businesses, interest in donating to support the pool refurbishment.

Cllr Mary Rayner held a raffle, proceeds to support the Save the Paddling Pool.

6. Comments.

➤ Public Realm and Operations Manager Comments

Refurbishment Timeline, to note the importance of agreeing the paddling pool outcome to ensure appropriate time for officers to carry all the necessary works to complete in time for Summer 2026.

Paddling Pool working group minutes to be noted for Operational Services Committee in February to review.

Meeting ended: 19.00

Kidderminster Town Council
Operational Services Committee

27th February 2025

Agenda Item - St Georges Paddling Pool – Update
Adam Stockhall – Public Realm and Operations Manager

1. Aim

To provide key issues, information, and consideration for the Operational Services Committee to review and consider recommendations for St Georges Paddling Pool.

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,

1. Cllr Shazu. Miah
2. Cllr Ben. Brookes
3. Cllr Steve. Hollands
4. Cllr Vicky. 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**

Paddling Pool Working Group met on the 31 October.

Unable to formally elect chair, due to low numbers.

Notified of Severn Trent unsuccessful outcome.

Discussed alternative funding, agreed not to pursue as only offering small amounts of grants.

Lottery Funding update, to be discussed further at the next meeting.

Presentation – Co-Op.

➤ **November 2024**

Email update received from co-op representative, who explained without an element of trading income (pay to use), or looking to incorporate with another service, for example a café, this wouldn't be the appropriate option, therefore has been discounted.

➤ **10 December 2024 – Services Committee Update**

Committee agreed and all Members notified that the paddling pool would remain closed for 2025, regardless of any formal decision.

Members agreed for the paddling pool working group to continue to look at alternative options.

Member agreed to support a deep clean of the pool to include surround, allocated £2,000- from K004 21034 St Georges Paddling Pool Expenditure

Members agreed to review options and consider recommendations on 27th February 2025 Operational Services Committee, and propose

➤ **Council Resolution 22 January 2025**

➤ **29 January 2025 – Working Group Meeting**

Elect Chair

Operational update

Co-ops Grant funding, notify of Outcome

Consider alternative Funding – National Lottery Grant

Consider next steps

➤ **Week commencing 13 January 2025**

Undertaking deep clean of the pool and surround, to visually improve the area whilst the pool is mothballed.

Paddling Pool will remain on the Services agenda for reviews and updates.

3. Financials

Quote April 2024.

To note that the quote for the installation of the plant room, does not guarantee any part or process of any potential planning applications, and does not include electrical supply from mains to plant room.

Plant Room Construction – concrete block/render finish with foundations and timber framed flat roof, £35,177.00.

Paddling Pool – Upgrade and refurbishment

£94,760.00

Total £129,760.

Mains electrical supply – No formal quote received, estimate £10,000-£20,000

Recommend Contingency funding.

➤ **Week Commencing 3 February 2025**

Paddling Pool working group meeting took place on Wednesday 5th February (Minutes Attached, Appendix 3a)

Cllr Fran Oborski, noted that the Friends of St Georges Park are open to discussions, which would entail the Friends obtaining a fully signed lease between the landowner and applicant (KTC) valid for 10 years.

Keith Budden has kindly offered to support any application process as a volunteer and will personally be seeking an opportunity to speak with the “Friends of St Georges” and explain to the group and how it could work, please see below draft submitted to the Friends.

4. Public Realm and Operation Manager comments

Refurbishment Timeline, to note the importance of agreeing the paddling pool outcome to ensure appropriate time for officers to carry all the necessary works to complete in time, should the Council resolve to open by Summer 2026.

Met Greg Seale, The Splash Company on Thursday 6 February 2025, was positive they could do the works, with a formal response to follow, estimate would though be in excess of £200,000 to refurbish to the specification required.

5. Recommendations

It is recommended that Services Committee RESOLVES:

To review considerations and consider decisions for the following,

To recommend to Full Council that it:

- Authorise Officers to carry out any further research, including public consultation if required.
- To formally authorise officers to undertake the full procurement process for obtaining quotes for the paddling pool and plant room. The authorisation ensures the specification of works and procurement opportunity are equal and fair for all potential contractors/suppliers. By following this process, due diligence will be met in seeking competitive quotes ensuring a full and final financial costing, so that the matter can be properly assessed in Budget 2026-27
- Paddling Pool working group to continue seeking funding opportunities.
- Request the Operational Services Committee to consider alternative options for the area of the paddling pool, aimed at the same age group, should the Council decide not to re-open the Paddling Pool

ST GEORGES PADDLING POOL WORKING GROUP
Minutes of the meeting held on Teams 5th February 2025 18.00pm

Present:

Councillors:

S.Miah

V.Caulfield

Working Group:

F.Oborski

Absent:

Working Group:

P.Young

Nigel Grace

In attendance:

Mr A Stockhall – PROM

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Keith Budden (Guest)

Cllr M.Rayner (Guest)

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Cllr Shazu would seek to approach businesses, interest in donating to support the pool refurbishment.

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6. Comments.

➤ Public Realm and Operations Manager Comments

Refurbishment Timeline, to note the importance of agreeing the paddling pool outcome to ensure appropriate time for officers to carry all the necessary works to complete in time for Summer 2026.

Paddling Pool working group minutes to be noted for Operational Services Committee in February to review.

Meeting ended: 19.00

Kidderminster Town Council
Operational Services Committee

27th February 2025

Report to Operational Services Committee

Agenda Item – Play Inspection and Annual report update
Adam Stockhall – Public Realm and Operations Manager

1. Aim

The purpose of this report is to update Members on the current position related to the Play Inspection and Annual report.

2. Background

Kidderminster Town Council Officers and Third-party contractors undertake three levels of Inspections to ensure the health and safety of children's play equipment.

These different levels of inspections are carried out to ensure equipment is safe and in good working condition at all times.

The three levels of inspections are as follows,

- **Kidderminster Town Council Officers, Visual inspections:** These should be done weekly. They should include checking the equipment for damage, wear, sharp edges, and loose fixings. You should also check the surfacing and area around the playground for debris or sharp objects.
- **Must be by an appropriately trained officer of contractor (minimum RPII Operational Inspector), Operational Inspections:** This inspection looks in detail at the condition of the equipment; providing a quality control check on the more regular inspections and identifying wear and tear on the equipment. These checks are carried out quarterly by a qualified third-party inspector.
- **Independent Specialist, Annual inspection:** Full detailed report, which It's recommended by the British and European safety standard BS EN1176 and the Health and Safety Executive. Inspection carried out by an independent specialist, The Play Inspection Company.

On completion, inspections are recorded, and any works are inputted into a work programme to rectify, and any items which are deemed dangerous or unsafe are made safe and works completed at the earliest opportunity.

All reports are recorded and saved as a reference of completion, this ensures we can evidence a true record of inspections, visual inspections are stored through the cloud on the Play app, quarterly Inspections, are a paper-based report.

Annual Inspection reports are both recorded electronically, stored on the mobile play app and on a paper-based version.

3. Current Operational Position

Annual reports attached for the three parks, Baxter Gardens, Broadwaters Park and St Georges Park.

In brief we do have equipment which requires minor attention and update (Very Low and Low Risk), and although the majority of items present little to no risk, all works are included into a work programme to action repairs within the agreed expenditure to ensure the safety and longevity of equipment.

We have to date already replaced a number of items, they include new gym equipment and replacement parts to play equipment, items listed,

- Replacement Cradle holders in the Swings – St Georges.
- Climbing Wall – Baxter Gardens.
- New bark – Baxter Gardens.
- Play bins re-furbished and painted.
- New main spring on the seated crocodile.
- New Cross Trainer.
- New Seated Rower.
- Removed Rider – Unsafe (Discontinued).
- Removed Leg Press.
- Removed Hip Twister.
- Removed Tai Chi wheels (Unsafe and broken)
- Repaired Slide
- Relocate equipment, to ensure correct spacing under regulation BSE916630.
- New Play Equipment signage.
- All equipment jet washed and cleaned.



4. To Note

- It is to be noted that Kidderminster Town Council Officers do have concerns with inclusivity and accessibility for all users to access all areas of the play area and equipment.
- To consider future play equipment sinking fund for 2026/2027 and thereafter to ensure equipment and surfaces are well maintained, replaced and upgraded when needed.

5. Finances

Annual inspections which are a statutory function, cost approx. £390 for the 3 x parks, St Georges, Broadwaters and Baxter.

6. Recommendation

It is recommended that Kidderminster Town Council RESOLVES:

- Operational Services Committee to note report and agree to an annual update.
- To note for consideration, play equipment sinking fund for 2026/27
(To be included for consideration by the Committee in December, when it recommends its budget for 26/27)

Kidderminster Town Council
Operational Services Meeting

27th February 2025

Report To Operational Services Committee

Agenda Item: Prohibition of Fireworks, Bonfires, Chinese Lanterns, and Helium Balloons in Broadwaters Mill Park, Baxter Gardens, and St Georges Park

Policy Effective Date: [Insert date]

1. Purpose

The purpose of this policy is to ensure the safety, environmental protection, and enjoyment of Kidderminster Town Council's public parks—Broadwaters Mill Park, Baxter Gardens, and St Georges Park—by prohibiting the use of fireworks, bonfires the release of Chinese lanterns, and the organised release of helium balloons. The policy is designed to minimise risks to wildlife, reduce pollution, and protect public health and safety.

2. Scope

This policy applies to all visitors, residents, and event organisers in Broadwaters Mill Park, Baxter Gardens, and St Georges Park. The prohibition is in place at all times, covering all events and private activities within these parks. This policy will also be implemented on any future sites that come under the ownership of Kidderminster Town Council.

3. Rationale

Fireworks, bonfires, Chinese lanterns, and helium balloons pose serious risks to public safety, wildlife, and the environment. This policy aims to address the following concerns:

- **Public Safety:** Fireworks, bonfires and lanterns can start fires, especially during dry conditions, and helium balloons can damage power lines and other infrastructure. This poses a threat to park users and nearby communities.
- **Environmental Protection:** Fireworks release harmful chemicals into the air and soil, while the debris from lanterns and balloons can persist in the environment for years, harming wildlife and polluting ecosystems.
- **Wildlife Impact:** The noise, light, and debris from fireworks, bonfires, lanterns, and balloons can severely disrupt local wildlife, causing distress, injury, or death.
- **Natural Resource Depletion:** Helium is a finite resource, vital for medical and scientific uses.

4. Environmental Factors

The environmental concerns associated with fireworks, bonfires, Chinese lanterns, and helium balloons are significant. This policy aims to address the following key issues:

4.1 Fireworks

- **Wildlife Disturbance:** Fireworks produce loud noises and bright lights, which can scare and disorient animals, particularly nocturnal species like bats, owls, and small mammals. Birds may abandon nests, leading to reduced breeding success, while small mammals and insects may flee, disrupting local ecosystems.
- **Pollution:** Fireworks contain heavy metals and chemicals such as lead, copper, and barium, which are released into the air, soil, and water, contributing to pollution. These contaminants can be harmful to both wildlife and human health.
- **Litter:** Firework casings, wires, and plastic debris can litter the parks, posing ingestion and entanglement risks to wildlife, including birds, mammals, and fish in nearby water bodies.

4.2 Bonfires

- **Pollution:** Release of gases, for example Carbon Dioxide.
- **Soil and water pollution:** Ash can contain harmful substances that leach into the soil.
Rain can wash pollutants from ash into nearby water sources.
- **Wildlife and Habitat to Wildlife:** Animal may get caught in or near bonfires.
Large fires can destroy vegetation and soil quality.
The light and smoke can interfere with nocturnal wildlife behaviour.
- **Fire Hazards and Climate Effects:** Uncontrolled fires can spread to forests or dry grassland, causing wildfires.
Methane release, Incomplete burning of organic matter can produce methane, a potent greenhouse gas.
- **Waste Management Issues:** Burning waste materials instead of proper disposal can release hazardous pollutants.
If plastic is burned, it can release microplastics and persistent pollutants.

4.3 Chinese Lanterns

- **Fire Hazard:** Chinese lanterns, once released, can drift unpredictably and pose a fire risk when they land, particularly in areas with dry grass, trees, or wooden structures.
- **Wildlife Risk:** The wire frames and other components of lanterns can injure or entangle animals. Birds, for example, may become trapped in the wires, leading to injury or death. Lantern debris can also be mistaken for food by animals, causing internal damage.
- **Long-Lasting Pollution:** The remnants of Chinese lanterns can persist in the environment for extended periods, polluting natural habitats.

4.4 Helium Balloons

- **Litter and Ingestion Hazard:** When helium balloons are released, they eventually deflate and fall to the ground or water, creating litter. Animals, especially marine life, may mistake balloon fragments for food, leading to ingestion, which can cause choking, internal injuries, or death.
- **Entanglement:** The strings attached to balloons can entangle birds and other wildlife, restricting movement and causing injury or death.
- **Non-Biodegradable Materials:** Many balloons are made from materials like latex or Mylar, which do not break down easily, contributing to long-term pollution in the parks and surrounding areas.
- **Helium Resource Depletion:** Helium is a finite resource, vital for medical and scientific uses. The release of helium balloons contributes to the unnecessary depletion of this essential gas.

5. Policy Details

- **Fireworks Prohibition:** The use, possession, or setting off of fireworks in Broadwaters Mill Park, Baxter Gardens, and St Georges Park is strictly prohibited. This includes private individuals, public events, and organized displays, unless explicitly authorized in writing by the Town Council under exceptional circumstances.
- **Chinese Lantern Ban:** The release of Chinese lanterns within any of the three parks is strictly prohibited. This applies to individuals, groups, and events, regardless of the occasion.
- **Helium Balloon Ban:** The release of helium-filled balloons in Broadwaters Mill Park, Baxter Gardens, and St Georges Park is prohibited. The sale or distribution of helium balloons for events taking place in these parks is also not permitted.

6. Exceptions: Any exceptions to the above prohibitions must be sought through a written request to Kidderminster Town Council at least 90 days in advance of the proposed event. Exceptions will only be granted in rare and controlled circumstances, with clear environmental safeguards in place.

7. Public Awareness and Education

Kidderminster Town Council will engage in educational outreach to inform the public about the negative environmental impacts of fireworks, Chinese lanterns, and helium balloons. This will include:

- Signage in parks to alert visitors to the policy.
- Informational materials made available online and through local media channels.

8. Conclusion

By implementing this policy, Kidderminster Town Council aims to protect the ecological integrity of Broadwaters Mill Park, Baxter Gardens, St Georges Park and any future site that falls under the ownership of this council, ensuring these public spaces remain safe and enjoyable for all visitors, while also protecting local wildlife and reducing pollution. This policy reflects the council's ongoing commitment to environmental stewardship and community well-being.

9. Recommendation

It is recommended that Services Committee RESOLVES:

1. Operational Services Committee agrees to support and adopt the Prohibition of Fireworks, Bonfires and Chinese lanterns Policy
2. Operational Services Committee agrees to review the policy annually to assess its effectiveness and consider Members, Friends feedback.
3. Operational Services Committee to agree to include or exclude section Exceptions from Policy.

Exceptions: Firework displays may be permitted for organised events with prior approval from The Councils Operational Services Committee, provided that all safety and regulatory guidelines are adhered to and will only be considered in exceptional circumstances, such as national celebrations. (Highlighted in yellow for reference).

Policy produced by: Adam Stockhall, Public Realm and Operations Manager

Approved by: Kidderminster Town Council

Appendix 5a

Prohibition of Fireworks, Bonfires, Chinese Lanterns, and Helium Balloons Policy

1. Aim

The aim of this policy is to ensure public safety, environmental protection, and the enjoyment of Kidderminster Town Council's public parks by prohibiting the use of fireworks, the release of Chinese lanterns, and the organised release of helium balloons. This policy seeks to mitigate risks to wildlife, reduce pollution, and safeguard public health.

2. Introduction

Fireworks, Chinese lanterns, and helium balloons pose significant risks to public safety, wildlife, and the environment. Fireworks can disturb animals, pollute air and water, and create litter. Chinese lanterns present fire hazards and entanglement risks, while helium balloons contribute to environmental pollution and the depletion of a valuable resource. To address these concerns, Kidderminster Town Council has implemented this policy across its public parks.

3. Policy Scope

This policy applies to all visitors, residents, and event organisers within parks owned and managed by Kidderminster Town Council, including Broadwaters Mill Park, Baxter Gardens, and St Georges Park. The prohibitions outlined in this policy always apply and cover all events and private activities.

Fireworks

Wildlife Disturbance: Fireworks cause loud noises and bright lights that can distress and disorient wildlife, particularly nocturnal species such as bats, owls, and small mammals. Birds may abandon nests, impacting breeding success, while other animals may flee, disrupting local ecosystems.

Pollution: Fireworks release harmful chemicals and heavy metals such as lead, copper, and barium into the air, soil, and water, posing risks to both human and animal health.

Litter: Firework debris, including casings, wires, and plastic fragments, can accumulate in parks, creating hazards for wildlife that may ingest or become entangled in the waste.

Bonfires

Pollution: Release of gases, for example Carbon Dioxide.

Soil and water pollution: Ash can contain harmful substances that leach into the soil. Rain can wash pollutants from ash into nearby water sources.

Wildlife and Habitat to Wildlife: Animal may get caught in or near bonfires. Large fires can destroy vegetation and soil quality. The light and smoke can interfere with nocturnal wildlife behaviour.

Fire Hazards and Climate Effects: Uncontrolled fires can spread to forests or dry grassland, causing wildfires.

Methane release, Incomplete burning of organic matter can produce methane, a potent greenhouse gas.

Waste Management Issues: Burning waste materials instead of proper disposal can release hazardous pollutions.

If plastic is burned, it can release microplastics and persistent pollutants.

Chinese Lanterns

Fire Hazard: Once released, Chinese lanterns can drift unpredictably and ignite dry grass, trees, or wooden structures, posing significant fire risks.

Wildlife Risk: The wire frames and components of lanterns can entangle or injure animals, particularly birds. Lantern debris can also be mistaken for food, causing internal injuries or death.

Environmental Pollution: Lantern remnants can persist in the environment for long periods, littering natural habitats and posing ongoing hazards.

Helium Balloons

Litter and Ingestion Hazard: Deflated helium balloons can litter parks and water bodies. Wildlife, particularly marine animals, may mistake balloon fragments for food, leading to choking, internal damage, or death.

Entanglement: Balloon strings pose a risk to birds and other animals, which can become trapped, leading to injury or death.

Non-Biodegradable Materials: Many balloons are made from latex or Mylar, materials that do not break down easily, contributing to long-term environmental pollution.

Helium Resource Depletion: Helium is a limited resource with critical applications in medicine and science. The release of helium balloons leads to unnecessary waste of this essential gas.

4. Conclusion

Fireworks Prohibition: The use, possession, or setting off fireworks in Broadwaters Mill Park, Baxter Gardens, and St Georges Park is strictly prohibited. This applies to private individuals, public events, and organised displays, unless explicitly authorised in writing by the Town Council under exceptional circumstances.

Chinese Lantern Ban: The release of Chinese lanterns within any of the three parks is strictly prohibited. This ban applies to individuals, groups, and event organisers, regardless of the occasion.

Helium Balloon Ban: The release of helium-filled balloons in Broadwaters Mill Park, Baxter Gardens, and St Georges Park is prohibited. Additionally, the sale or distribution of helium balloons for events taking place in these parks is not permitted.

Exceptions: Any exceptions to the above prohibitions must be requested in writing to Kidderminster Town Council at least 90 days before the proposed event. Exceptions will be granted only in rare and controlled circumstances, with strict environmental safeguards in place.

This policy is designed to protect the natural environment, wildlife, and public safety while ensuring that Kidderminster's parks remain clean and enjoyable for all visitors.

Kidderminster Town Council
Operational Services Meeting

27th February 2025

Report To Operational Services Committee

Agenda Item: Broadwaters Mill Park Pool Fishing Policy

Rob Beeston – Public Realm and Operations Officer

1. Aim

To provide key issues, information, and considerations for the Operational Services Committee to make an informed decision on the adoption of a Fishing Policy for Broadwaters Mill Park Pool.

2. Background

Currently, Broadwaters Mill Park has signage in place that prohibits fishing on the pool. However, observations throughout the summer of 2024 have shown that a small but growing number of people, primarily young teenagers and children, are fishing at the pool despite these signs. Kidderminster Town Council has not yet adopted a formal policy on fishing within Broadwaters Mill Park, which limits its ability to enforce any prohibitions or guidelines.

The lack of formal policy has led to ambiguity around enforcement and response, as evidenced by only one complaint received by the council via email over the past year. Broadwaters Friends of the Park, a local community group, has expressed positive support for fishing as a healthy outdoor activity and suggests that it could be beneficial for the community if managed properly.

3. Discussion / Comment

As Kidderminster Town Council currently lacks a formal fishing policy, enforcing or providing guidance around fishing activities at Broadwaters Mill Park is challenging. A clear, structured fishing policy could serve as a valuable tool to guide decision-making, establish rules, and support council staff in managing fishing activities.

Local community feedback, specifically from Broadwaters Friends of the Park, reflects a general consensus that managed fishing could enhance community engagement with the park in a constructive way. By adopting a policy, the Council would establish its intent on fishing as an approved, regulated activity, thereby promoting responsible recreational use of the park while protecting the environment and the interests of all park users. Such a policy could help in educating young people and families about sustainable and respectful fishing practices.

4. Financial Implications

There are no financial implications associated with the recommendation, as implementing a fishing policy does not require additional resources or funding. It should be noted for the sake of this report, an income stream could be available developed should a policy be adopted.

5. Recommendation

- It is recommended that the Operational Services Committee resolves to support the proposal for the development of a Fishing Policy for Broadwaters Mill Park Pool.
- Adoption of this policy would clarify the council's stance on fishing within Broadwaters Mill Park Pool, encourage healthy outdoor activities, and provide a framework for sustainable, respectful fishing practices for the community.

Kidderminster Town Council
Operational Services Committee

27th February 2025

Agenda Item – Kidderminster Markets – Awarding of Contract 2025-2030

Adam Stockhall – Public Realm and Operations Manager

1. Aim

To provide key issues, information and consideration for the Operational Services Committee to consider a five-year extension to retain the Markets Licence extension with Wyre Forest District Council and appoint LSD promotions as the appointed contractor for the management and operation of the market.

2. Background

Kidderminster Town Council agreed to licence the Kidderminster Markets through a Service level Agreement which expires 1st October 2025 with the Wyre Forest District Council, who hold the market Charter.

This enabled Kidderminster Town Council through a formal Procurement process to engage with a contractor to the supply of service, this was awarded to LSD Promotions on a 2 Year agreement, this agreement expires on 31st March 2025.

The Market is held on pedestrianised highway that is not in the ownership of WFDC and therefore no permission is required from WFDC for use of the land for a market. This may however require the consent of the county council under section 115B of the Highways Act 1980 to place objects and structures on the highway etc. and may also require temporary road closure orders (just as Bewdley Town Council has to secure such closures for the markets that it operates).

Please see attached Market Plan.

3. Public Realm and Operations Manager comments.

To note WFDC Devolution of Services, with the Market Charter to be considered for transfer to KTC if the opportunity arises.

We have consulted Kidderminster BID, who have indicated an interest in holding the Licence to manage Markets in Kidderminster, we will continue to consult and liaise with their officers accordingly.

4. Expenditure

➤ **Previous Income**

- 2025-2025 £10,000

➤ **Expected Income**

- £10,000 (Annually)
- £50,000 (Five Year Period)

5. Management

KTC Public Realm and Operations Manager and Officer will oversee the management of the Market

6. Recommendation

To agree a Five Year extension to retain Markets Licence with Wyre Forest District Council (WFDC retain Market Charter, this charter grants the right to hold a market and prohibits others from holding a similar market in the area).

To license Kidderminster Town Council to hold a market in the pedestrianised area of Exchange Square, Vicar Street and High Street, Kidderminster during the period 1 October 2025 to 30 September 2030 (5 Years)

Agree to a 5 year extension with LSD to expire on 1 October 2030, with the agreement to end in alignment with KTC – WFDC Service Level Agreement.

Kidderminster Town Council
Operational Services Committee

Agenda Item – Public Toilets Report

Rob Beeston – Public Realm and Operations Officer

27th February 2025

1. Purpose of the Report

This report aims to provide key information and considerations for the Operational Services Committee to make an informed decision regarding recommending to Full Council the future operations of Kidderminster Town Council's Public Toilets.

2. Background

Kidderminster Town Council currently owns two public toilets, these being located on Market Street and Broadwaters Park.

- **Market Street Toilets**

The toilet block at Market Street Kidderminster consists of a Male block with a single cubical and 2 urinals, a female block with 3 cubicles and a single disabled toilet which is locked with a RADAR key. Cleaning of the block is undertaken through a Service Level Agreement (SLA) with Wyre Forest District Council (Appendix 1) for the sum of £24000. The contract also means that WFDC opens and closes the toilets and undertakes daily safety check.

KTC budgets for the operation of the toilet block –

| | |
|--|-----------------|
| MARKET STREET PUBLIC CONVENIENCES REPAIRS AND MAINTENANCE OF BUILDINGS | £6,000. |
| MARKET STREET PUBLIC CONVENIENCES ELECTRICITY | £3,100. |
| MARKET STREET PUBLIC CONVENIENCES WATER AND SEWERAGE RATES | £1,950 |
| MARKET STREET PUBLIC CONVENIENCES CONTRACTOR CHARGES - CLEANING | £25,000. |
| | £36,050. |

Kidderminster Town Council is one year into the three year SLA with WFDC for its cleansing services. Officers have tested the market for alternative contract quotes, with a similar specification to the one with WFDC. The SLA has a one year break clause.

Quotations are as follows –

M&BG Ltd - £20000 +VAT

First Point Cleaning Ltd - £22230.80

- **Broadwaters Mill Park Toilets**

The toilet block at Broadwaters consists of a male toilet, with a single cubical and 2 urinals, a female block with 2 cubicles, a single disabled toilet which is locked with a RADAR key, a baby change room and a store cupboard (used by Friends of the park for storage). Prior to being transferred from WFDC to KTC, the toilet block has been in mothball and has not been in operational, this has been the case for several years prior to being transferred to KTC. There is no allocated budget to operate the toilet block but during this financial year officers undertook repairs to a damaged wall and undertook Legionella testing which cost in the region £2000.

Discussion / Comments

The Committee is invited to deliberate on the following options concerning the future operations of Kidderminster Town Council's public toilets, considering the evolving landscape of local governance, potential cost savings, and opportunities for community enhancement:

1. **Exploration of Alternative Cleaning Contracts**

The current Service Level Agreement (SLA) with Wyre Forest District Council (WFDC) for cleaning services at Market Street Toilets is valued at £24,000 annually. Alternative quotations have been obtained:

- M&BG Ltd: £20,000 + VAT
- First Point Cleaning Ltd: £22,230.80

Consideration: Transitioning to a more cost-effective contractor could yield annual savings between £1,770 and £4,000. However, the implications of terminating the existing SLA with WFDC, noting potential TUPE transfer of staff or service disruptions. Recent developments indicate that Wyre Forest District Council is facing financial challenges and the potential restructuring or reduction of services by WFDC could affect existing agreements and support systems.

2. **Potential Closure of Market Street Toilets and Utilisation of Town Hall Facilities**

With the development of new toilet facilities at the Town Hall, the Committee might consider closing the Market Street Toilets to consolidate resources.

Consideration: This action could result in significant savings on maintenance and operational costs. However, the accessibility and convenience for the public, especially in terms of location and capacity of the Town Hall facilities, need careful evaluation.

It should also be noted that the provision of public toilets received a high priority rating in our recent public consultation.

3. **Implementation of Pay-Per-Use System at Market Street Toilets**

Introducing a pay-per-use system could generate revenue to offset operational expenses and ensure the long-term sustainability of the facility.

System Features and Costs

Based on the available quotes, the system would involve:

- **Installation of a Zintec Coated Door** with a porthole and kickplate for durability and security (£1,938.00).
- **A Cash and Contactless Access System** with a wave-on sensor, supporting payments via debit/credit cards, mobile NFC, and cash (£2,249.50).
- **Remote Timer and Locking Mechanism**, allowing for automated opening/closing and access control, reducing manual oversight.

Considerations:

- This system ensures accessibility for all users while enabling the Council to collect fees efficiently.
- The remote monitoring feature provides real-time usage data, allowing for better resource allocation (e.g., optimizing cleaning schedules based on peak times).
- Monthly connection and commission fees would apply for ongoing operation, but a steady income stream could offset these costs. Fees would need to be agreed before commissioning of the system.
- Initial investment of approximately **£4,187.50 (excluding VAT)** would be required.
- Annual Income expectations, based on similar at Bridgenorth Town Council predicated income 2025 was £450.

The Committee should evaluate the feasibility of this system, considering potential revenue generation, public acceptability, and maintenance costs.

4. **Allocation of Budget for Broadwaters Park Toilets**

The Broadwaters Park toilet block has been non-operational and lacks an allocated budget to maintain and cleanse accordingly. To restore functionality, an estimated renovation cost of £10,000 is anticipated. Pay-per-use options would be similar to the above.

Consideration: Allocating funds to renovate and operate these facilities would enhance amenities in Broadwaters Park. The Committee should assess the long-term sustainability, funding and potential usage to justify the investment.

5. **Repurposing Broadwaters Park Toilets into a Community Space or Café**

Exploring grants to transform the Broadwaters Park toilet block into a community hub or café that includes public toilet facilities could serve dual purposes.

Consideration: This initiative could revitalise the space, provide community benefits, and potentially create a revenue stream. Research into available grants, such as those from the National Lottery Heritage Fund, and partnerships with local organisations (such as the Friends Of Broadwaters Park) would be essential.

In conclusion, the Committee is encouraged to weigh these options carefully, considering financial implications, community impact, and the strategic direction of the Town Council in the context of broader local government changes.

5. Recommendations

Market Street Toilets

- To seek out further quotations and to look at ending the SLA with WFDC
- To further explore making the toilet block pay-per-use
- Decommission the toilets and provide public facility at Kidderminster Town Hall

Broadwaters Mill Park Toilets

- To continue to leave toilet block in mothball
- Provide a budget to renovate and operate the toilet block
- Commission officers to further explore repurposing the toilet block through funding

Kidderminster Town Council
Operational Services Committee

Agenda Item - Section 106 Improvements– Broadwaters Mill Park
Rob Beeston - Public Realm and Operations Officer
27th February 2025

1. Purpose of the report

This report aims to provide key information and considerations for the Operational Services Committee to make an informed decision regarding improvements to Broadwaters Mill Park funded from s.106 monies.

2. Background

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.

3. Proposed Improvements

Play Equipment

The Public Realm & Operations team invited suppliers to quote to install new play equipment near the sense garden at Broadwaters Mill Park, that is inclusive and is sympathetic to the natural environment and are as following -

Wicksteed - Total excluding VAT £25,704.05 (Quote – Appendix 1)

Playdale - Total excluding VAT £18,908.64 (Quote – Appendix 2)

Streetscape - Total excluding VAT £29,073 (Quote – Appendix 3)

4. Finances

Current Financial Position – Broadwaters Mill Park

Original Budget £70,664

Approx Spent £33,285

Total Remaining £37,379.34

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

5. Recommendations

It is recommended that the Services Committee RESOLVES to agree to improve play equipment at Broadwaters Mill Park and award work to Wicksteed.

Kidderminster Town Council
Operational Services Committee

27th February 2025

Agenda Item - Public Realm and Operational Services Branding and Marketing
Adam Stockhall – Public Realm and Operations Manager

1. Aim

The purpose of this report is to update and seek agreement on finalising the Operational Services Identity Branding.

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.

Variety of designs and colour schemes presented to the Operational Services Committee on Tuesday 10th December 2024 for review and consideration, with input received on both colour and artwork.

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.Recommendation

It is recommended that Services Committee RESOLVES:

- To agree and implement designs which will be considered Operational Services branding identity.
- To agree design and Identity and implementation costs, this will be funded through K004 expenditure, £925.



Public Realm and Operations Identity Creative

Prepared for Adam Stockhall

Design Development



Operational Services

Kidderminster Town Council



Operational Services

Kidderminster Town Council

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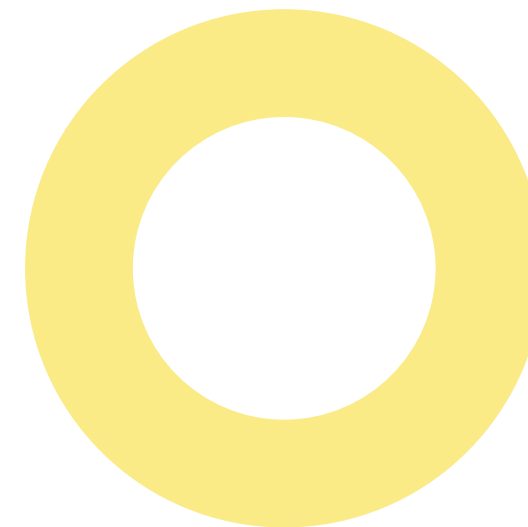
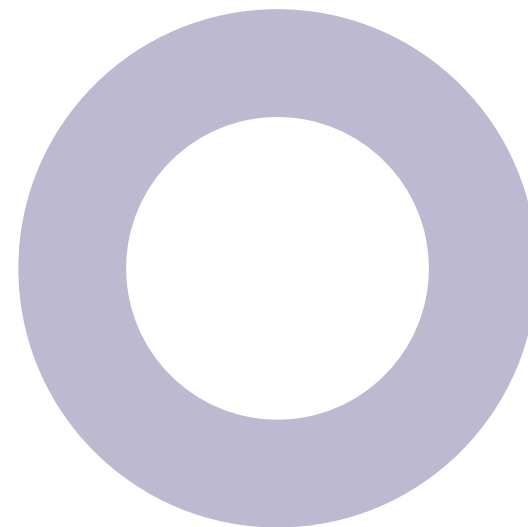
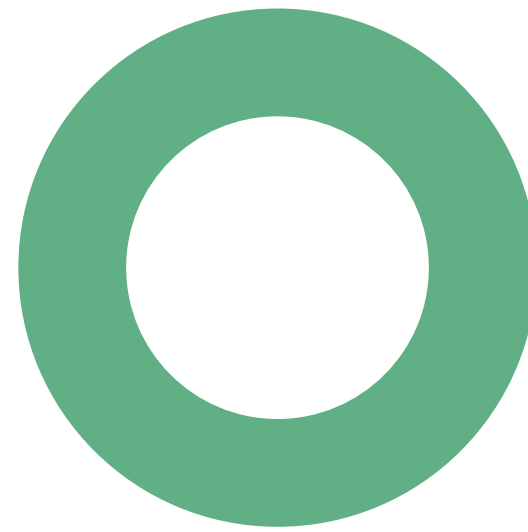
Poppins is a versatile and modern sans-serif typeface with a clean, geometric design. Its balanced letterforms and wide range of weights make it perfect for both headlines and body text. With a contemporary yet friendly feel, Poppins is highly legible and works well across digital and print media. Its open curves and even proportions give it a polished, professional look while maintaining warmth and approachability.

Poppins

Photography Style



Colour Route One



Welcome to

St George's Park


Children's play area

BMX track

Picnic area

Basketball court

Tennis court

Operational Services
Kiddermminster Town Council

Call us to report a problem
01562 732607

Welcome to

Baxter Gardens Park

Children's play area

Dog exercise area

Outdoor fitness

Tennis court

Operational Services
Kiddermminster Town Council

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01562 732607

Welcome to

Broadwaters Mill Park

Picnic area

Herbaceous beds

Picturesque stream

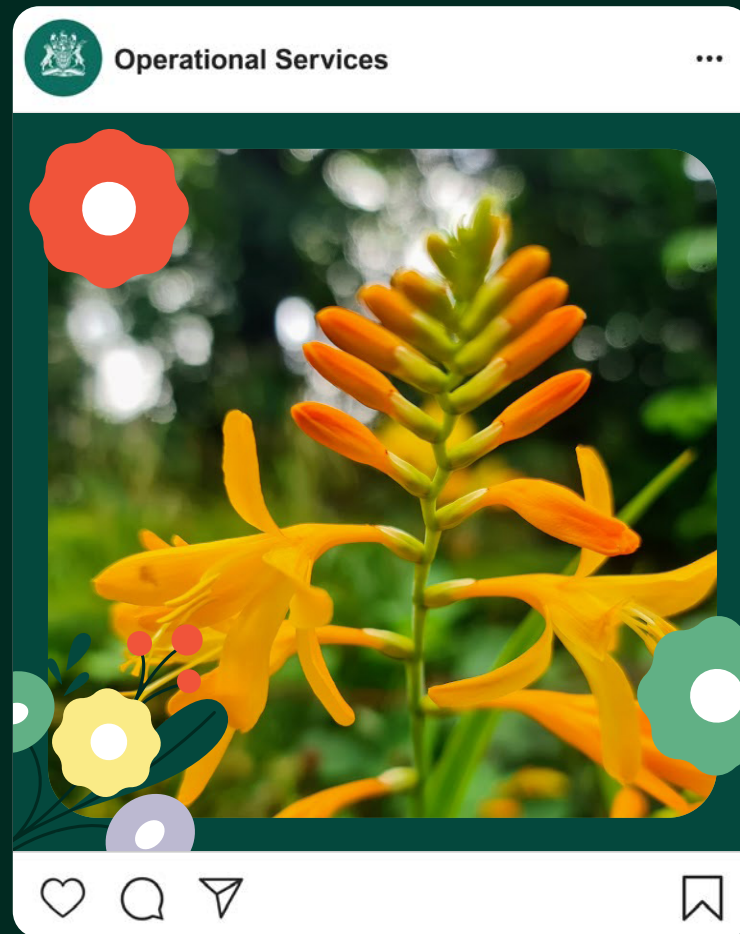
Toilets

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.

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Need to report an issue?

Contact us today



Operational
Services
Kiddermminster Town Council

Call us to report a problem
01562 732607

Please enjoy our parks responsibly

Thank you



Operational
Services
Kiddermminster 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

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Find out more

Team Gear



updates

From Kidderminster Town Council

October 2024



Our three parks receive new upgrades

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Operational
Services

Kidderminster Town Council



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Town Hall update

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Colour Route Two



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Basketball court

Tennis court

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Operational
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Kiddermminster Town Council



Operational
Services
Kidderminster Town Council



October 2024

Our three parks receive new upgrades

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Find out more



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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

Team Gear



updates

From Kidderminster Town Council

October 2024



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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 Meeting**27th February 2025****Report To Operational Services Committee****Agenda Item – Virement of Funds****1. Aim**

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

2. K004 Cost Centre – Virement of Funds. (Attached K004 Budget Overview Appendix 11a).

The Public Realm and Operations Manager has identified both a potential underspend on Cost Centres within Services K004.

It is expected the underspends are likely to see minimum activity between September and the end of the financial year, therefore transferring funds to an active cost centre would ensue underspend is minimal.

| From | Amount | to | Amount |
|-------------------------------|--------|------------------------|--------|
| 21038 Water Feature | £2,000 | 41100 Direct Materials | £1,000 |
| | | 41010 Equipment P&R | £1,000 |
| 21032 War Memorials | £170 | 41010 Equipment P&R | £170 |
| 21040 Town Council Markets | £570 | 21039 Play Equipment | £570 |
| 31010 Plant & Vehicle Hire | £2,900 | 41010 Equipment P&R | £2,900 |
| 31020 Vehicle Costs | £1,000 | 41010 Equipment P&R | £1,000 |
| 42040 Maintenance of Street F | £900 | 41100 Direct Materials | £900 |

3. Recommendation

It is recommended that Services Committee RESOLVES:

- To agree virement of funds of £1,000 from K004 21038 (Water Feature) to K004 41100 (Direct Materials)
- To agree virement of funds of £1,000 from K004 21038 (Water Feature) to K004 41010 (Equipment Purchase and Repair)
- To agree virement of funds of £170 from K004 21032 (War Memorials) to K004 41010 (Equipment Purchase and Repair).
- To agree the transfer of £570 from K004 21040 (Town Council Markets) to K004 21039 (Play Equipment) .

- To agree the transfer of £2,900 from K004 31010 (Plant & Vehicle Hire) to K004 41010 (Equipment Purchase and Repair)
- To agree the transfer of £1,000 from K004 31020 (Vehicle Costs) to K004 41010 (Equipment Purchase and Repair) .
- To agree the transfer of £900 from K004 42040 (Maintenance of Street Furniture) to K004 41100 (Direct Materials) .

2/27/2025

| Costc | Costc(T) | Incexp | Account |
|-------|---------------------|--------|---------|
| K004 | EVENTS AND SERVICES | EXP | 11010 |
| K004 | EVENTS AND SERVICES | EXP | 11020 |
| K004 | EVENTS AND SERVICES | EXP | 11030 |
| K004 | EVENTS AND SERVICES | EXP | 21010 |
| K004 | EVENTS AND SERVICES | EXP | 21011 |
| K004 | EVENTS AND SERVICES | EXP | 21012 |
| K004 | EVENTS AND SERVICES | EXP | 21030 |
| K004 | EVENTS AND SERVICES | EXP | 21031 |
| K004 | EVENTS AND SERVICES | EXP | 21032 |
| K004 | EVENTS AND SERVICES | EXP | 21034 |
| K004 | EVENTS AND SERVICES | EXP | 21036 |
| K004 | EVENTS AND SERVICES | EXP | 21037 |
| K004 | EVENTS AND SERVICES | EXP | 21038 |
| K004 | EVENTS AND SERVICES | EXP | 21039 |
| K004 | EVENTS AND SERVICES | EXP | 21040 |
| K004 | EVENTS AND SERVICES | EXP | 21410 |
| K004 | EVENTS AND SERVICES | EXP | 21411 |
| K004 | EVENTS AND SERVICES | EXP | 21412 |
| K004 | EVENTS AND SERVICES | EXP | 21421 |
| K004 | EVENTS AND SERVICES | EXP | 21430 |
| K004 | EVENTS AND SERVICES | EXP | 22030 |
| K004 | EVENTS AND SERVICES | EXP | 22031 |
| K004 | EVENTS AND SERVICES | EXP | 23700 |
| K004 | EVENTS AND SERVICES | EXP | 25010 |
| K004 | EVENTS AND SERVICES | EXP | 27041 |
| K004 | EVENTS AND SERVICES | EXP | 31010 |
| K004 | EVENTS AND SERVICES | EXP | 31020 |
| K004 | EVENTS AND SERVICES | EXP | 31040 |
| K004 | EVENTS AND SERVICES | EXP | 41010 |
| K004 | EVENTS AND SERVICES | EXP | 41020 |
| K004 | EVENTS AND SERVICES | EXP | 41100 |
| K004 | EVENTS AND SERVICES | EXP | 42040 |
| K004 | EVENTS AND SERVICES | EXP | 42041 |
| K004 | EVENTS AND SERVICES | EXP | 49015 |
| K004 | EVENTS AND SERVICES | EXP | 49130 |
| K004 | EVENTS AND SERVICES | EXP | 49150 |
| K004 | EVENTS AND SERVICES | INC | 84410 |
| K004 | EVENTS AND SERVICES | INC | 85090 |
| K004 | EVENTS AND SERVICES | INC | 87100 |
| K004 | EVENTS AND SERVICES | INC | 88300 |

| Account(T) | Original |
|--|----------|
| BASIC PAY Salaries | 0 |
| NIERS Salaries & Wages | 0 |
| SUPER ERS CURRENT Salaries & Wages | 0 |
| REPAIRS AND MAINTENANCE OF BUILDINGS | 0 |
| MARKET STREET PUBLIC CONVENIENCES REPAIRS AND MAINTENANCE OF BUILDIN | 0 |
| TOWN COUNCIL PARKS | 0 |
| STATUES AND MEMORIALS | 0 |
| CLOCK TOWER (OXFORD STREET) MAINTENANCE AND ELECTRICITY | 0 |
| WAR MEMORIALS MAINTENANCE | 0 |
| ST GEORGES PADDLING POOL EXPENDITURE | 0 |
| ALLOTMENTS | 0 |
| DEFIBRILATOR | 0 |
| WATER FEATURE | 0 |
| PLAY EQUIPMENT | 0 |
| TOWN CENTRE MARKET | 0 |
| MAINTENANCE OF GROUNDS | 0 |
| LENGTHSMAN EXPENDITURE | 0 |
| TREE WORKS | 0 |
| TOWN CENTRE HANGING FLOWERS | 0 |
| ST MARYS CHURCHYARD MAINTENANCE | 0 |
| ELECTRICITY | 0 |
| MARKET STREET PUBLIC CONVENIENCES ELECTRICITY | 0 |
| RENT OF PROPERTY | 0 |
| MARKET STREET PUBLIC CONVENIENCES WATER AND SEWERAGE RATES | 0 |
| MARKET STREET PUBLIC CONVENIENCES CONTRACTOR CHARGES - CLEANING | 0 |
| PLANT AND VEHICLE HIRE | 0 |
| VEHICLE COSTS | 0 |
| MECHANICAL SWEEPER | 0 |
| EQUIPMENT PURCHASE AND REPAIR | 0 |
| CIVIC FURNITURE PURCHASE AND REPAIR | 0 |
| DIRECT MATERIALS | 0 |
| MAINTENANCE OF STREET FURNITURE | 0 |
| GRIT BINS | 0 |
| TRAINING | 0 |
| CHRISTMAS LIGHTS | 0 |
| CREATION OF EARMARKED RESERVE | 0 |
| LENGTHSMAN INCOME | 0 |
| USE/RELEASE OF EARMARKED RESERVE | 0 |
| RENTS | 0 |
| INCOME - MISCELLANEOUS | 0 |

| Revised | Amount | Commitme | Variance |
|------------|------------|-----------|------------|
| 82,000.00 | 68,234.08 | 0 | 13,765.92 |
| 8,800.00 | 7,533.42 | 0 | 1,266.58 |
| 2,500.00 | 1,172.77 | 0 | 1,327.23 |
| 25,000.00 | 30,737.00 | 240.25 | -5,977.25 |
| 6,000.00 | 2,607.00 | 269.44 | 3,123.56 |
| 40,000.00 | 37,943.09 | 11,018.79 | -8,961.88 |
| 1,500.00 | 105 | 2,041.16 | -646.16 |
| 1,000.00 | 679.63 | 0 | 320.37 |
| 500 | 330 | 0 | 170 |
| 10,000.00 | 1,247.19 | 0 | 8,752.81 |
| 5,000.00 | 4,365.20 | 1,652.00 | -1,017.20 |
| 500 | 216.93 | 0 | 283.07 |
| 3,750.00 | 196.11 | 410 | 3,143.89 |
| 3,500.00 | 2,883.95 | 270 | 346.05 |
| 750 | 180 | 0 | 570 |
| 60,000.00 | 46,697.43 | 8,600.00 | 4,702.57 |
| 4,500.00 | 6,388.95 | 828.51 | -2,717.46 |
| 5,000.00 | 3,450.00 | 650 | 900 |
| 15,000.00 | 14,696.11 | 0 | 303.89 |
| 14,000.00 | 13,605.00 | 315 | 80 |
| 1,900.00 | 2,120.66 | 261 | -481.66 |
| 3,100.00 | 1,906.73 | 0 | 1,193.27 |
| 6,000.00 | 287.98 | 0 | 5,712.02 |
| 1,950.00 | 882.02 | 0 | 1,067.98 |
| 25,000.00 | 24,880.00 | 0 | 120 |
| 3,000.00 | 62.06 | 0 | 2,937.94 |
| 9,000.00 | 6,316.29 | 0 | 2,683.71 |
| 6,000.00 | 5,850.00 | 0.02 | 149.98 |
| 4,000.00 | 3,021.94 | 9.3 | 968.76 |
| 1,000.00 | 307.31 | 25.98 | 666.71 |
| 3,250.00 | 2,806.71 | 187.44 | 255.85 |
| 4,200.00 | 1,268.33 | 1,288.89 | 1,642.78 |
| 1,000.00 | 773.58 | 0 | 226.42 |
| 1,000.00 | 83.32 | 1,460.00 | -543.32 |
| 22,500.00 | 20,093.92 | 0 | 2,406.08 |
| 0 | 28,715.57 | 0 | -28,715.57 |
| -4,500.00 | -12,485.00 | 0 | 7,985.00 |
| -10,000.00 | -34,223.26 | 0 | 24,223.26 |
| -11,000.00 | -5,000.00 | 0 | -6,000.00 |
| 0 | -11,280.98 | 0 | 11,280.98 |

Kidderminster Town Council
Operational Services Meeting

27th February 2025

Report To Operational Services Committee

Agenda Item – KIDDERMINSTER RING ROAD WATERFALL

1. AIM

To review and document the use, purpose, and operational challenges of the Kidderminster Ring Road Water Feature and provide recommendations to the Town Council.

2. BACKGROUND

The waterfall at the bottom of Comberton Hill in Kidderminster has been a long-standing feature designed to enhance the local area. Following the Covid-19 pandemic, the Town Council reopened the waterfall as part of community recovery efforts. Since its reopening, new LED lighting has been installed to improve visibility and aesthetics.

Town Council minute C.594 dated 3rd February 2021 refers:

“Councillors considered the proposal to reinstate the Water Feature on the Great Wall in the town, specifically as a memorial to the way the town had reacted to and dealt with the Covid-19 pandemic. After discussion it was RESOLVED: - that, the Town Council agree in principle, subject to the Events & Services Committee carrying out a full risk assessment on the project, to contribute £2,500 to help complete the restoration of the Water Feature and take on the running and maintenance of the Water Feature once reinstated, the costs to be met within the ongoing maintenance budget.”

Various committee minutes over subsequent years have documented discussions regarding the cost of running the feature, permissions required, and the need for ongoing management. The latest resolutions indicate that the Town Council remains committed to maintaining the feature, provided that its operation remains financially and logistically viable.

A major issue affecting the waterfall’s operation is excessive water loss that came to light in the Autumn of 2024. When the feature runs over a weekend period and for special events including Remembrance Day and Christmas the water reservoir depletes, causing the pump system to shut down.

Refilling Challenges: There is no dedicated water supply on-site, meaning operational staff must manually transport water to the location, which is labour-intensive and inefficient.

Investigation Findings: Officers have conducted investigations to determine the source of the water loss. So far, no leaks have been found in the top or bottom reservoirs. However, the most likely cause appears to be leakage from one of the cast iron pipes that run underground and behind the concrete wall.

REPAIR OPTIONS

Two quotations have been obtained to address the issue:

- **Option 1: Further Investigation** – This involves excavating the pipes underground (but not behind the wall) to determine the precise location of the leak.
- **Option 2: System Modification** – This involves bypassing the existing underground pipework by installing modern pipework along the exterior of the wall. The new pipes could be concealed using rendering or fiberglass to match the concrete wall. This would be pending any planning approval needed.

3. FINANCIAL CONSIDERATIONS

The current operational budget for the waterfall (K004) is **£3,750.00**. The Council must decide whether to proceed with one of the repair options or consider decommissioning the feature if the financial and operational challenges prove unsustainable.

Option 1 (Further Investigation): £6,996.00, which includes £3,200.00 for labour, £980.00 for machine hire, and £1,650.00 for backfill/make-good (if required), VAT.

Option 2 (System Modification): £6,677.75, which includes an app-controlled pump, £389.88 for pipe work, and £80.00 for materials, plus VAT.

4. RECOMMENDATIONS

It is recommended that Services Committee **RESOLVES:**

Approving funding for **Option 1 (further investigation)**

Or

Option 2 (system modification), based on feasibility and long-term viability.

Or

If repairs are deemed too costly, considering the possibility of **decommissioning the waterfall**.

A final decision should be made with careful consideration of budget constraints, public interest, and long-term sustainability.

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 | Operational Services Progress Report To update on current position |
| | St Georges Paddling Pool Position Update |
| | Play Inspection Annual Report |
| | Fireworks Policy To receive a report and consider recommendations |
| | Fishing Policy To receive a report. |
| | Kidderminster Markets To receive a report and consider recommendations. |
| | Public Toilets To receive a report and consider recommendations |
| | Section 106 Improvements – Broadwaters To receive a report regarding play and interpretation boards |
| | Public Realm and Operations Identity Creative To receive a report and consider recommendations and agree design |
| | Virement of Funds To receive report and to agree virement of funds with K004 Expenditure. |
| | Waterfall To receive a report and consider recommendations. |
| | CONFIDENTIAL Christmas Lights To receive a report and consider awarding tender. |
| | Operational Services Committee Work program To receive and consider upcoming Operational Services Work Programme. |

Kidderminster Town Council
Operational Services Committee

27th February 2025

Agenda Item – Kidderminster Town Centre, Town Hall & Broadwaters Mill Park
Christmas Illuminations 2025-28.

Adam Stockhall – Public Realm and Operations Manager

1. Aim

To review tender submission(s) for 'The Kidderminster Town Centre, Town Hall & Broadwaters Mill Park Christmas Illuminations and consider the awarding of a contract.

2. Background

The current light providers Gala have been providing the Christmas lights illuminations for a number of years, with the current contract expiring January 2025.

The scheme included the following areas,

- Kidderminster Town Hall
- Vicar Street
- High Street
- Worcester Street, (TBA) Additional Location
- Marlborough Street
- Oxford Street (central part)
- Bridge Street

Tender portal, ProContract Due North, which ensures wide coverage.

3. Tender Process

Kidderminster Town Council should now review the tenders received and consider the options.

- The date for return of tenders was 14th February 2025.
- The tenders were evaluated, and the summary of submissions is enclosed.
- 2 x Contractors submitted tenders

- Company A - Gala Lights Ltd
- Company B - Lites Ltd

The evaluation sheet identifies Company A as the highest-ranking tender.

Contract length 4 years, with the option to extend for a further 1 + 4 years (Maximum 5 years)

Company A

| | |
|-----------------------|----------------|
| 2025 | £29,500 |
| 2026 | £29,500 |
| 2027 | £29,500 |
| 2028 | £29,500 |
| Total £118,000 | |

Company B

| | |
|-----------------------|----------------|
| 2025 | £29,875 |
| 2026 | £29,875 |
| 2027 | £29,875 |
| 2028 | £29,875 |
| Total £119,500 | |

It is recommended to appoint Company A, Gala Lights, quality (36), Cost Score (100) with Company B, quality score (36), cost score (98.74).

4. Comment

The specification for the tender by both Gala Ltd and Lite Ltd, both scored extremely high on quality, with only the price of company A separating both companies.

5. Financials

The budget for 2025 is £30,000

6. Recommendations

It is recommended that the Services Committee RESOLVES:

To appoint company A, Gala Lights (financial package, and quality of applicant, meets our needs for delivery of the contract).

And

Note contract length is 4 years with the option to extend for a further 1 year (Maximum 5 years), Commencement 1st April 2025

Adam Stockhall

Public Realms and Operations Manager

Enclosures

Quality Evaluation Scoring Sheet.

Tender Packages

Untitled map

Last edit was seconds ago

Add layer

Share

Preview

Broadwaters Mill Park, Stourbridg...

Broadwaters Mill Park

Untitled layer

Line 2

Line 5

Line 6

Line 7

Line 8

For a better printing experience, select "Print map" in the file menu in the left panel.



Kidderminster

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

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

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

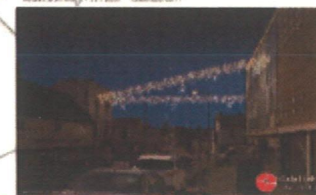
HIGH STREET.
4 LINES OF 059924 WW
PEA LIGHTS & 1 X 202633
WITH 1 X 050795 STELLY
STARS

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 Designs

Christmas 2025

MERRY CHRISTMAS KIDDY

Vicar Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK

With Kidderminster Carpet Roll
Bespoke

MERRY CHRISTMAS KIDDY

Vicar Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK



Vicar Street

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Gala Lights
Leblanc Illuminations UK



Vicar Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK

Colour can be added to any part of the scheme if desired



Vicar Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK



Vicar Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK



Town Hall



PEDESTRIAN
ZONE

No vehicles

Except for
loading by
purpose built
collection vehicles
serving banks
10.30 am 4.30 pm

At any other time

and

At any
time

PEDESTRIAN
ZONE

No vehicles

Except for
loading by
purpose built
collection vehicles
serving banks

Town Hall

Gala Lights Limited ©2025

 Gala Lights
Leblanc Illuminations UK



3D Chandelier Centre



3D Chandelier Centre

Vicar Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK



High Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK

High Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK

With Kidderminster Carpet Roll
Bespoke

High Street
Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK



High Street Trees

Gala Lights Limited ©2025

1st FLOOR 13.470
AVAILABLE FOR A VARIET
ALL ENQUIR

VERS SHOES Outlet

SAVERS
CLEARANCE



Gala Lights
Leblanc Illuminations UK



Coventry Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK



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A1 JEANS
merc
Lee
Vans

THE CARTRIDGE

Worcester Street

Gala Lights Limited ©2025

NO MATCH
GREAT DEALS
5 for £20
Our NEW 12 MATCH deck
allows you to choose any
5 of our £4.99 products
and pay just £20
It's a GREAT



Gala Lights
Leblanc Illuminations UK

MERRY CHRISTMAS KIDDY



Worcester Street

Worcester Street also has 5 swagged crossings





MERRY CHRISTMAS KIDDY

Worcester Street

Worcester Street also has 5 swagged crossings





Worcester Street

Worcester Street also has 5 swagged crossings



Worcester Street

Worcester Street also has 5 swagged crossings



Bridge Street

Gala Lights Limited ©2025



Broadwaters Mill Park

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK

Our lighting scheme in Kidderminster will deliver:

- Bespoke gateway crossings to greet all visitors
- Classic, gently animated glittering Warm white lights used throughout
- Daytime effect materials used through-out. We are using new 3D Print technology so that all motifs look great in the daytime hours
- Subtle animation effects incorporated in motifs through-out scheme
- Environmentally-friendly LEDs used in all motifs, from energy-conscious supplier
- Experienced lighting provider with specialist knowledge
- Project Manager with 16 years Experience in the industry who is based an hour away
- HERs Registered Installation Specialists local to Kidderminster

All lighting will be new, so brightness and impact is guaranteed.



Blackwell Street

ADDITIONAL EXTRAS: EACH COLUMN WOULD BE £425 PER YEAR. THIS INCLUDES ADDING NEW INFRASTRUCTURE INTO COLUMNS

Gala Lights Limited © 2025



Gala Lights
Leblanc Illuminations UK

The background of the image is a dark gradient, transitioning from deep purple at the top to black at the bottom. It is filled with numerous out-of-focus circular light spots, known as bokeh, in shades of red, pink, and purple. These spots vary in size and brightness, creating a soft, dreamy atmosphere.

Thank you

07469 967983 | www.galalights.com | Paul.Compton@galalights.com