

**KIDDERMINSTER TOWN COUNCIL
OPERATIONAL SERVICES COMMITTEE
Minutes of the meeting held on Wednesday 2nd July 2025
Held in Unit 2 Forest Industrial Park at 6pm**

Present:

Councillors:

Councillor J. Beckingham (Chair)

Councillor H. Dyke (Vice Chair)

Councillor G. Connolly

Councillor N. Gale

Councillor S. Miah

Councillor L. Carroll

Councillor V. Caulfield

In attendance:

Mr. A. Stockhall – Public Realm and Operations Manager

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

1. Apologies for Absence

None

2. DECLARATIONS OF INTEREST

None

3. MINUTES

RESOLVED: That the minutes of the Services Committee meeting held on Monday 2nd June 2025 be approved as a true record and signed by the Chair.

4. PUBLIC QUESTION TIME

None received.

5. TERMS OF REFERENCE

The Committee noted its Terms of Reference as approved by Full Council on 16th April 2025.

6. PUBLIC REALM AND OPERATIONS UPDATE

The PROO provided an update on current operations within the Public Realm and Open Space settings, including routine maintenance, seasonal planting, and site inspections.

RESOLVED: That the update be noted.

7. OPERATIONAL BUSINESS CONTINUITY

The Committee considered the draft Operations Business Continuity Plan provided by the PROM. The plan outlined procedures to ensure continuity of core services in the event of emergencies or disruptions.

RESOLVED: That the Operations Business Continuity Plan be approved.

8. WATERFALL

The PROO presented a report on the town centre waterfall feature, highlighting the current condition, maintenance history, and available options for refurbishment or decommissioning.

RESOLVED: That the PROM obtains quotes for refurbishment and explores potential partnership opportunities, with a progress report to be brought to the next Committee meeting.

9. REVIEW OF OPERATIONAL SERVICE LEVEL AGREEMENTS WITH WYRE FOREST DISTRICT COUNCIL

The Committee considered a report reviewing existing Service Level Agreements (SLAs) with Wyre Forest District Council and opportunities for revision or renegotiation.

RESOLVED:

1. That the Committee supports entering discussions with Wyre Forest District Council regarding potential revisions to SLAs to better reflect service expectations.

10. IMPLEMENTATION OF A HEALTH AND SAFETY SYSTEM FOR OPERATIONAL SERVICES

The Committee considered a proposal to implement a formalised Health and Safety system across Operational Services, including training, risk assessments, and reporting protocols.

RESOLVED:

1. That the PROM should produce a report to the Overview and Finance Committee detailing costing for the whole council in adopting a Health and Safety system across the whole council.

11. TO REVIEW ARRANGEMENTS FOR PUBLIC ACCESS TO THE TENNIS COURTS AT BAXTER GARDENS

The Committee considered the current arrangements for public access to the tennis courts at Baxter Gardens, noting concerns regarding the visibility and clarity of the existing pay and play booking system. It was acknowledged that improved public awareness and accessibility are required to ensure the courts are fully utilised.

RESOLVED:

1. That officers work with Kidderminster Tennis Club, as leaseholders of the courts, to improve signage and visibility of the pay and play booking system with a progress report to be brought to the next Committee meeting.
2. That the PROO prepares a report detailing the current lease arrangements and outlining potential alternative delivery models for consideration.