



17 November 2025

The meeting of the **SERVICES COMMITTEE** will be held in the Kidderminster Room, Wyre Forest House, Kidderminster at **6:00 PM on Monday 8th December 2025**.

Yours Sincerely,

Adam Stockhall
Operational Services Manager

Membership: Councillors: J.Beckingham (Chair), H.Dyke (Vice Chair), G.Connolly, N.Gale, S.Miah, L.Carroll, V.Caulfield

SERVICES COMMITTEE AGENDA – MONDAY 8th December 2025

1. Apologies for absence

Cllr S.Miah – Substitute Cllr F.Oborski (MBE)

2. Declarations of interest.

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

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

3. Public Question Time.

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

4. Minutes. (Appendix 1)

To approve the minutes of the meeting of Services Committee held on Wednesday 13th August 2025.

5. M&BG Presentation

To receive a presentation from M&BG, Grounds Maintenance Contractors.

6. Operational Services Work Programme

To receive and note upcoming Operational Services Work Programme.

7. Vision Strategy

To receive a report and to endorse the Operational Services components of the Council's Vision 2025–2029, ensuring alignment with overall strategic objectives.

8. Operational Services Budget Review

To receive a report, note the current expenditure to date for 2026–2027 and to approve the proposed 2026–2027 budgets for submission to Finance and Overview.

9. Operational Services Update

To receive an Operational Services Update.

10. Waterfall Report

To receive a report and consider recommendations.

11. Exclusion of the Press and Public

The following items will be likely to disclose exempt information relating to contractual arrangements and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

Kidderminster Tennis Club

To receive a report on the current Service Level Agreements with Kidderminster Tennis Club, Baxter Gardens Park, and consider recommendations.

**KIDDERMINSTER TOWN COUNCIL
OPERATIONAL SERVICES COMMITTEE**
Minutes of the meeting held on Wednesday 13 August 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 V. Caulfield

In attendance:

Mr. A. Stockhall – Public Realm and Operations Manager

1. Absence

Councillor L. Carroll

2. DECLARATIONS OF INTEREST

None

3. MINUTES

RESOLVED: That the minutes of the Services Committee meeting held on Wednesday 2nd July 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. The Operational Services Manager noted an error on the agenda, which was incorrectly dated **Wednesday, 5 June 2024**. The correct date should have been **Wednesday, 13 August 2025**.

7. ST GEORGES PADDLING POOL REPORT

To receive a positional update and consider recommendations to approve.

RESOLVED: That the Operational Services Committee supported Option a of the report,

- a) The Operational Services Committee recommends to Full Council that the paddling pool be permanently closed, and that appropriate arrangements be made to reinstate the area in a manner that is in keeping with the surrounding landscape.

8. MITCHELL WALL & WATERFALL REPORT

To receive a report and update on the Kidderminster Civic Society Interpretation board, relating to the waterfall.

RESOLVED: The Operational Services Manager will notify the Kidderminster Civic Society and ask that they consult with officers on any future works directly connected to Kidderminster Town Council.

Recognised the interpretation board and agreed to:

a) Acknowledge the description and support its installation.

Kidderminster Town Council Work Programme for Services and Public Realm Committee Meetings for the Municipal Year 2025/26.

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
3 June 2025	Kidderminster markets To recommend for approval to extend KTC – WFDC Extension of the Market Agreement and award Bescott Promotions as new provider.
	St Georges Paddling Pool To recommend for approval by Operational Services Committee
2 July 2025	Terms Of Reference To note Operational Services Terms of Reference.
	Operational Services Progress Report To update on current status
	Operational Business Continuity To recommend for approval, implementation of Services Business Continuity.
	Ring Road Waterfall To recommend approval for the proposed options for improved lighting and landscaping.
	Review of Operational Service Level Agreements with WFDC. To recommend for approval,
	Implementation of a Health and Safety System for Operational Services. To recommend approval for a dedicated Health and Safety System for Operational Services.
13 August 2025	St Georges Paddling Pool To recommend approval for the proposed options and recommend permanent closure to Full Council.
	Mitchell Wall & Waterfall Report. To acknowledge the Interpretation Board.
8 December 2025	M&BG Presentation To receive a presentation, Grounds Maintenance.
	Operational Services Work programme To receive and note upcoming Operational Services Work Programme.
	Operational Services Update Report To update on current status
	Waterfall Report To recommend for approval softscape design and enhancement of lighting
	Kidderminster Tennis Club To recommend for approval, to seek and review current agreement and investigate proposed suggestions.

Kidderminster Town Council

Report Title: Vision Strategy 2025-2029

- **Meeting:** Operational Services Committee
 - **Date of Meeting:** 8th December 2025
 - **Author(s):** Adam Stockhall
 - **Date of report:** 24th November 2025
1. **Summary:** To consider recommendations and to agree the Council Operational Services Vision Strategy 205-2029 as set out in appendix one.
 2. **Background:** Full Council approved the Council's Vision Strategy 2025-2029 at Full Council on January 2025. The plan provides clear guidance for members, public and staff and gives clear guidance to everyone regarding the functions, services, aims and objectives of the Council.
 3. **Current Situation:** Operational Services has ensured that key facilities and services continue to be maintained to a high standard. This is reflected in the recent achievement of being awarded the prestigious Green Flag—currently the only site in the Wyre Forest area to hold this recognition.

Public toilets remain open and fully functional, which is particularly noteworthy given that several other toilets within the town are still closed or non-operational.

We continue to deliver a successful and vibrant twice-weekly market, which has been well received on social media and features a varied selection of stalls.

In addition, Operational Services supports nine allotment sites across Kidderminster, each independently managed by long-standing committee groups.

Operational Services consistently seeks to deliver value for money in accordance with the Council's Financial Standing Orders.

4. **Expected Outcomes:** The Vision Strategy will be measured through regular monitoring and is expected to demonstrate progress against its stated aims and objectives. Performance will be reviewed through the Finance and Overview process.
5. **Risk Assessment:** Ensuring that budgets align with the Vision and that appropriate resources are allocated to enable effective delivery of works.
6. **Financial and Resources:** This will be presented in the Budget review to Operational Services to propose 2026-27 resources to ensure assets and services can successfully be maintained and improved.

7. **Conclusion and Recommendation:** To endorse the Operational Services components of the Council's Vision 2025–2029, ensuring alignment with overall strategic objectives.
8. **Appendices:** Vision Strategy – Appendix One

Kidderminster Town Council

Report Title: Operational Services Budget review

- **Meeting:** Operational Services
 - **Date of Meeting:** 8th December 2025
 - **Author:** Adam Stockhall
 - **Date of report:** 24th November 2025
1. **Summary:** To review 2025-2026 budget position and agree proposed 2026-2027 budget increased for recommendation to Finance and Overview.
 2. **Background:** Officers have continued to operate within the approved Operational Services expenditure for 2025–2026. While there have been challenges within Operational Services, overall budgets remain on target with the exemption of a couple.

We are expected to see an overspend due to unforeseen emergency works. For example, the allotments budget will exceed by £8,500 as a result of a major water leak at the Rifle Range allotment. Under the terms of the current agreement, the Town Council was responsible for undertaking the necessary repairs.

In light of increased works and uplifts in materials and contractors, we have recommended adjustments to certain budget lines. Please refer to **Appendix One** for further details.

3. **Current Situation:** Budgets for 2026–27 have remained stable, with all planned works forecast and accounted for, with the exception of the Allotments budget noted above.
4. **Expected Outcomes:** The Operational Services Committee acknowledges both the current and revised budgets and requests approval from Finance and Overview for 2026–2027.
5. **Risk Assessment:** The increase in budgets for 2026-2027 ensures that all planned and programmed work is fully accounted for. Without the necessary funding, essential maintenance and upgrades may not be completed, which could compromise the quality and upkeep of our parks and public spaces.
6. **Financial and Resources:** As shown in **Appendix One**, clearly lays out the expenditure for 2026-2027.
7. **Conclusion:** The Operational Services Budget remains largely within the approved allocation overall. However, there is a notable overspend within the Allotments service area. This variance is a result of unforeseen emergency works required at one of the allotment sites to address a significant water leak in the pipework. Although unplanned, these costs were essential to prevent further damage and disruption to services.

The expenditure forecast for 2026–2028 indicates increases across several budget lines, as outlined in Appendix One.

8. **Recommendation:** To note the current expenditure to date for 2026–2027 and to approve the proposed 2026–2027 budgets for submission to Finance and Overview.
9. **Appendices:** Appendix One – Budget Overview

Kidderminster Town Council

Report Title: Public Realm and Operations Update

Meeting: Operational Services Committee

Date of Meeting: 8th December 2025

Author: Rob Beeston – Operational Services Officer

Date of Report: 26th November 2025

1. Summary

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. 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 which was conducted in July this year. All all high and medium risk works have either been completed or are booked in for completion this financial year.

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.

4. Snapshot of works since July

➤ Parks

- Green flag awarded for Broadwaters Mill Park
- Wildflower areas seeded
- Biodiversity funding awarded for Broadwaters Mill Park. (£5000 with 30% match funding) for improvements at Broadwaters Mill Park (water course improvements) now completed.
- Repairs made to footpaths at St Georges Park
- Bridge repairs at Broadwaters Mill Park
- Benches restored at St Georges Park
- Painting and Deep Cleaning Park Furniture
- Clearing waterways
- 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
- Progressing painting of street furniture
- Waterfall issues investigated.
- Removal of graffiti on Town Council land
- Repairs to St Mary's Square
- Repairs to Market Street toilet
- Allotment Improvements including hedge and tree works.
- Deep clean and essential repairs to Market Street toilets Monument base restored at St Georges Park
- War memorial at St Marys Cleaned
- War memorial at Hoo Brook Cleaned

➤ 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

St Georges Park path works



St Georges Park monument base restoration



New barrier installed at Broadwaters



Tree Works



Public Realm

Repairs made to St Marys square paving





Lengthsman Works Nr Spennells



New Solar VAS sign Installed



Waterfall cleaned



Hoo Brook monument cleaned



Operational Unit Branding



5. Paddling Pool

For the Operational Services Committee to note, the following is a summary of the proposal received from Pool Bros, Commercial & Leisure Water Specialists. The company specialises in swimming pools and hot tubs.

Pool Bros contacted the Council approximately ten days ago following social media reports regarding the paddling pool's closure. Officers advised the company that it had resolved to close the facility, a decision under consideration for the past three years. The company subsequently proposed a reduced cost for the necessary repairs and upgrades, as well as managing daily operational checks.

Key Proposal Details

- **Refurbishment Scope:** Pool Bros proposes a full refurbishment and maintenance package designed to resolve operational and public safety risks including degraded surface finishes, non-compliant drainage, and absence of treatment automation.
- **Investment Cost:** The target investment for the refurbishment work is £118,000 + VAT.
- **Annual Maintenance:** This is supported by an annual maintenance contract valued at £37,000 + VAT per year.
- **Identified Risks (Based on UK Diveworks Survey):** Key findings noted were failed painted surfaces/breakdown of screed absence of circulation or automatic dosing (presenting high bacterial risk), unsecured central drain, and cracked paving slabs posing public trip hazards.

Officer's Note for Transparency

The costings in the report are based solely on the UK Diveworks condition survey; no site visit or detailed costing exercise has been undertaken by Pool Bros.

Officers felt it important to formally note this unsolicited report for transparency.

6. Future planned works

The following works are currently being scoped or planned for future implementation:

St George's Park Tennis Courts: Pickleball Markings

Following public interest from both the Friends of the Park and individual residents, officers will proceed with adding pickleball markings to the existing tennis courts.

- It is technically feasible to implement dual markings for both tennis and pickleball on the same court surface, typically using a contrasting line colour for clarity. The remarking cost is estimated to be in the region of £500, which officers will implement in the current operational period.

Conservation and Restoration Projects

- **Angel of Peace Statue:** Quotes are being sought for a specialist conservation clean of the bronze statue. If costs exceed the remaining current budget, the project will be provisionally planned for inclusion in the 2026/27 budget.
- **St George's Park Monument:** Restoration plans include a sympathetic clean and the repair of the monument's failing lime-based mortar. Costs are estimated to be in the region of £500
- **Canal Side Crane:** Quotes will be procured in the New Year to address identified light rot on the timber components of the historic crane structure near St Mary's Church.

7. Friends Groups updates

➤ Friends Of St Georges Park

KTC officers have worked hard to improve the working relationship with the Friends of St George's Park.

Despite officers' best efforts to work collaboratively, the relationship remains strained. Unfortunately, the group is often critical and negative regarding actions undertaken by officers on the park, both when officers attempt works in partnership and when routine duties are carried out. There has also been specific criticism directed towards our contractors. While KTC acknowledges that mistakes can and do happen in operational delivery, our contractors have proactively offered to fund additional plants and trees for the group as a gesture of goodwill, but the group has proven difficult to engage with on this offer.

In an effort to reset the operational working relationship, officers have formally requested a dedicated meeting with the Friends group in the new year. As of the date of this report, a reply to this request has not yet been received.

➤ Friends Of Broadwaters Park

The Friends of Broadwaters Mill Park continue to be an active and engaged group that works positively and collaboratively with KTC. This strong partnership was emphatically proven following the park's success in achieving the prestigious Green Flag Award.

The group maintains a regular litter-picking schedule and has undertaken weeding on the remaining border they manage. They remain in good communication with council officers.

The group is particularly keen to progress long-term projects, including the repurposing of the old toilet block and a proposed restoration of the historic waterwheel and mill building, with aspirations to explore hydroelectric potential as part of a wider heritage and sustainability initiative.

➤ **Friends Of Baxter Gardens**

The Friends of Baxter Gardens group remains inactive in practical terms, operating with just two members and currently holding no organised activities. The group does not appear to be proactively recruiting any new members, and officer offers to assist the group with recruitment have been ignored to date.

The Chair has expressed feeling under pressure and limited in capacity, although they kindly assisted KTC this year by watering the bedding displays. When officers attend the group's meetings, the focus tends to be on asking for council updates, with the group providing very little feedback regarding their own activities or plans.

The group continues to face significant barriers, including banking issues and a lack of governance capacity, with no officers elected at this year's AGM. A possible merger with the St George's Park group has been explored as a solution but appears to have been ruled out.

At present, the group cannot be considered functionally active, and officer support has been scaled back accordingly while monitoring continues.

Officers will report back to the Services Committee at the next meeting seeking a formal decision on no longer recognising the Friends of Baxter Gardens group as a formal entity, as the group is functionally inactive and provides no practical value, while creating unnecessary administrative work for officers.

8. 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

9. **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
- Look in to grant funding for repurposing Broadwaters Toilet Block
- Improve Biodiversity
- Operational Services corporate branding

Kidderminster Town Council

Report Title: Kidderminster Ring Road Waterfall

- **Meeting:** Operational Services Committee
 - **Date of Meeting:** 8th December 2025
 - **Author:** Rob Beeston – Operational Services Officer
 - **Date of report** 25th November 2025
1. **Summary:** To provide Operational Services Committee with proposed alternative ideas on how to display and operate the waterfall without the need for the water element of the feature.
 2. **Background:** In response to recent issues with the water supply, Operational Services Officers have been exploring alternatives to enhance the area surrounding the waterfall both aesthetically and functionally. In the February Services committee, it was resolved that officers should propose alternative ideas, which can be displayed and operated without the need for the water element of the feature.
 3. **Current Situation:** The waterfall is currently out of commission due to ongoing water loss issues. Operational Services Officers note that the Kidderminster Civic Society has already installed an interpretation panel at the site, which provides historical and contextual information for visitors.
 4. **Expected Outcomes:** A plan for the area is for soft landscaping enhancement to soften the hard landscaping and better frame the existing waterfall; it is proposed that planting two Silver Birch trees. These will be supported by a selection of low-level shrubs chosen specifically to provide colour and structure throughout all four seasons. The work includes full preparation of the planting beds with high-quality compost and fertiliser to guarantee the long-term health of the new greenery.
 5. **Risk Assessment:** No Health and Safety Concerns, although It may come under scrutiny in terms of the content.
 6. **Financial and Resources-** The estimated landscaping works and lighting enhancements are expected to cost in the region on £3000. These costs can be met within existing budgets
 7. **Conclusion and Recommendation(s)** It is recommended that committee
 - a. Approve the quoted works to be completed

Or

 - b. Completely mothball the site until funding can be provided to re-commission the waterfall at a future date.