KIDDERMINSTER TOWN COUNCIL OPERATIONAL SERVICES COMMITTEE
Minutes of the meeting held on Wednesday 18th March 2026
Held in Unit 2, Forest Industrial Park at 6pm

Present:
Councillors:
Councillor H. Dyke (Chair)
Councillor J. Beckingham
Councillor V. Caulfield
Councillor S. Miah
Councillor N. Gale
In attendance:
Mr. A. Stockhall – Operational Services Manager (OSM)
Mr. R. Beeston – Operational Services Officer (OSO)

1. Apologies for absence
Councillor George Connolly

2. Absences:
Councillor B. Brookes
Councillor L. Carroll

3. 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.

Resolved: Councillor N. Gale declared that she is the Ward Councillor for both the District and Town Councils, for the Silverwood Estate, where Clement Dalley Play Park is located.

4. 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.

Resolved: Nil

5. Minutes.
Resolved: That the minutes of the Services Committee meeting held on Wednesday 1st July 2026 be approved as a true record and signed by the Chair.

6. Election of Deputy Chair for the 2026–2027 Services Committees.
To elect a Deputy Chair for the Services Committees for the 2026–2027 municipal year.

Resolved: Members of the Services Committee elected Councillor S. Miah Deputy Chair for the 2026–2027 municipal year.

7. Climate Change and Carbon Reduction.
To receive the report of the climate change and Biodiversity Working Group and agree any actions arising from this report.

Resolved: Members received and noted the actions outlined by officers that have been adopted and implemented within operational service delivery to support climate change and biodiversity objectives, as set out in the Working Group's actions arising from the report.

Cllr V. Caulfield asked how emissions could be recorded and quantified, noted that third-party expertise may be required to provide appropriate support and suggested consideration be discussed with the Climate Change and Biodiversity working group.

8. Operational Services Terms of Reference.

To note the Terms of Reference.

Resolved: Members noted the Terms of Reference. Cllr Caulfield requested that in section 3 Terms of Reference, that the paddling Pool be removed from the list of assets. Officers agreed to this action.

9. Operational Services Work Programme

To receive and note upcoming Operational Services Work Programme.

Resolved: The Committee noted the Operational Services Work Programme and requested that updates on Operational Services biodiversity and climate support initiatives be provided at each meeting of the Services Committee.

10. Operational Services Update

To receive an Operational Services Update.

Resolved: The Committee noted the Operational Services update. During discussion, **Cllr S. Miah** sought clarification from Officers regarding the current working relationships with the various Friends of the Parks groups following the update. Officers acknowledged the valuable contribution made by the Friends groups in supporting and enhancing the Council's parks. It was recognised that, while relationships can occasionally be challenging, all parties share the common objective of maintaining and improving the quality of the parks for the benefit of residents and visitors. Officers confirmed their commitment to continuing to work collaboratively with the Friends groups to foster positive and constructive partnerships.

Cllr H. Dyke suggested holding an annual event for all the Friends of the Parks groups at the Town Hall as a way of recognising and thanking them for their valuable contribution to the maintenance and enhancement of the town's parks. The event could include light refreshments, such as tea and cakes, to acknowledge their ongoing commitment and voluntary work.

11. Friends of Parks

To receive a copy of the Friends Memorandum of Understanding and update on the current operational position.

Resolved: To note the Memorandum of Understanding and reaffirm the Council's commitment to working in partnership with Friends Groups in support of the maintenance, enhancement and promotion of the Council's parks and green spaces.

Councillor H. Dyke requested that officers prepare an updated Memorandum of Understanding for the Friends of the Parks, clearly identifying the respective responsibilities relating to park operations. The revised Memorandum of Understanding should be presented at the meeting on Wednesday, 23 September 2026, for review and approval.

To support the development of improved communication and engagement arrangements between the Council and Friends Groups, including the exploration of alternative meeting formats and mechanisms for regular dialogue.

To agree, in principle, the establishment of a Friends of the Parks Forum, comprising representatives from the Friends Groups, relevant Council officers and a nominated member of the Operational Services Committee, to facilitate constructive engagement, information sharing and collaborative working.

To note the anticipated introduction of additional Landscape and Community-focused roles within the Operations team from April 2027 and the opportunities these posts will provide to strengthen support for Friends Groups and community-led initiatives within the Council's parks and open spaces.

To request that officers continue to engage positively with all Friends Groups and provide a further update to the Committee on partnership working and future arrangements as appropriate.

12. Service Level Agreements

To receive a report and consider recommendations.

Resolved: The Committee agreed to the following:

1. That the Public Realm & Operations Officer is instructed to serve six months' notice to terminate the SLAs (not including the hanging basket and mechanical SLA), to take effect on 31 March 2027.

2. That the Public Realm & Operations Officer be authorised to appraise future service delivery arrangements and the potential incorporation of allotment maintenance, St Mary's Churchyard maintenance and Market Street Toilets cleaning within the Council's wider grounds maintenance procurement exercise due in 2027, whilst also considering the extension of the hanging basket contract with WFDC as a separate arrangement.

13. Operational Services New Posts, Job Descriptions and Person Specifications

To receive a report and consider recommendations.

Resolved: The Committee agreed to the following:

1. To note the review undertaken by Officers regarding the naming of the previously approved posts.

2. To approve the renaming of the Horticulture Officer post to Landscape Officer.

3. To approve the renaming of the Community, Commercial and Engagement Officer post to Parks Commercial & Community Officer.

4. To approve the proposed recruitment timetable, with advertisements for all approved Operational Services posts commencing in October 2026, interviews taking place during November and December 2026, and successful candidates commencing employment in April 2027.

5. Cllr V. Caulfield requested that the Parks Commercial & Community Officer be supported in holding a formal qualification relevant to the role. Officers agreed to explore appropriate industry-recognised qualifications and will identify suitable accredited training opportunities.

14. Procurement of the Parks, Green Spaces and Market Street Public Toilets Maintenance and Cleansing Contract

To receive a report and consider recommendations.

Resolved: The Committee agreed to the following:

1. Services Committee to approve the initiation of a tendering exercise by the Operational Services Manager for the procurement of the Parks, Green Spaces and Market Street Public Toilets Maintenance and Cleansing Contract.

2. Services Committee to approve a three-year fixed-term contract, incorporating a 12-month break clause.

3. Services Committee to approve the proposed tendering timetable.

4. Services Committee to authorise the Operational Services Manager, together with a nominated member of the Committee, to undertake the evaluation and scoring of tender submissions, with a recommendation to be presented for approval at the Operational Services Committee meeting on 9 November 2026.

5. Services Committee to authorise the Operational Services Manager to award the contract to the successful tenderer following Committee approval of the evaluation outcome.

15. Clement Dalley Play Park (Silverwood's)

To receive a report and consider recommendations.

Resolved: That the Committee agreed to defer making a recommendation to Full Council on the adoption of the play area pending the receipt of further information and clarification.

Before making a formal recommendation, Members requested that Officers obtain additional information on a number of matters to ensure that the Council has a full understanding of the financial, legal and operational implications associated with the proposed transfer.

The Committee requested that Officers seek confirmation of the following:

- That the third-party landowner will meet Kidderminster Town Council's reasonable legal costs associated with the transfer of the play area.
- Confirmation that residents of the estate will not continue to be charged any service or maintenance fees for the upkeep of the play area once ownership has transferred to the Town Council.
- A draft Heads of Terms setting out the proposed arrangements for the transfer.
- Confirmation of any grant funding or financial contribution that may be available to support the first years of maintenance and assist with the transition of the asset to the Town Council.

The Committee agreed that, once this information has been obtained and reviewed, a further report should be presented to enable Members to determine whether a recommendation should be made to Full Council.

16. Kidderminster Allotments

To seal the Kidderminster Town Council pressed stamp to allotments self-management leases.

Resolved: The Committee agreed to the following:

Following approval by the Services Committee on 18 March 2026, authority is sought to affix the Common Seal of Kidderminster Town Council to each individual allotment lease and to execute and issue the leases to the respective parties, thereby formalising the continuation of the arrangements for a further seven-year term.

13 Franche Allotment

To consider report and consider recommendations.

Resolved: The Committee agreed to the following:

That the Committee authorises the transfer of the land as described and approves the affixing of the Common Seal of Kidderminster Town Council to all necessary transfer documentation.