

**Kidderminster Town Council  
Events & Services Committee  
Thursday 9<sup>th</sup> July 2020**

To Councillors

N. Knowles (Chairman); R. Bishop; H. Dyke; N. Gale; F. Oborski MBE; M. Rayner; S. Rook;  
D. Ross; M. Stooke; and P. Young

The next meeting of Events & Services Committee, will be held on **Thursday 9<sup>th</sup> July 2020 at 6.00pm in the Town Hall**, Vicar Street, Kidderminster for the transaction of the business detailed below:



Tony Beirne  
Town Clerk

**AGENDA**

<b>Item</b>	<b>Subject</b>	<b>page</b>
1.	Apologies	
2.	Minutes of the meeting held on 12 <sup>th</sup> September 2019 ( <b>attached</b> )	<b>3</b>
3.	Declarations of Interest	
4.	Grounds Maintenance - Allotments ( <b>attached</b> )	<b>5</b>
5.	Installation of a Defibrillator, Walter Nash Road, Kidderminster & Telephone Box Adoption ( <b>attached</b> )	<b>7</b>
6.	Grit Bins ( <b>attached</b> )	<b>9</b>
7.	Rowland Hill Statue ( <b>attached</b> )	<b>11</b>
8.	Lengthsman ( <b>attached</b> )	<b>13</b>
9.	2020/21 Maintenance programme ( <b>attached</b> )	<b>15</b>
10.	2020/21 Services Programme Update ( <b>attached</b> )	<b>17</b>
11.	2020/21 Events Programme Update ( <b>attached</b> )	<b>19</b>
12.	Referrals from Council ( <b>attached</b> ) a) 'Jo Cox Great Get Together' b) Knife Angel	<b>21</b>
13.	Budget ( <b>attached</b> )	<b>23</b>

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KIDDERMINSTER TOWN COUNCIL  
MINUTES OF THE EVENTS & SERVICES COMMITTEE  
Held in the Council Chamber, Kidderminster Town Hall, Kidderminster  
On Thursday 12<sup>th</sup> September 2019 at 6.00pm

**Present:** Councillors N. Knowles (Chairman), R. Bishop, H. Dyke, N. Gale, M. Kelly, F. Oborski MBE, M. Rayner, S. Rook, D. Ross, and M. Stooke

- ES.14            Apology**  
Councillor P. Young
- ES.15            Minutes of the meeting held on 13<sup>th</sup> June 2019**  
**RESOLVED:** - that the minutes of the meeting held on 13<sup>th</sup> June 2019 be agreed as a correct record.
- ES.16            Declarations of Interests by Members**  
None.
- ES.17            Kidderminster Arts & Food Festival (KAFF)**  
Nina Price, Arts & Play Development Officer, Wyre Forest District Council updated the Committee on the plans and timetabling for all the KAFF events that will be happening between Saturday 19<sup>th</sup> October 2019 and Saturday 2<sup>nd</sup> November 2019. Events included a world record attempt to have the most 'astronauts' gathered in one location. Nina also informed the Committee that 'Sheepfest' would also be included in the KAFF programme.  
**RESOLVED:** - that the update be noted
- ES.18            Community Awards 2019 - Update**  
The Town Clerk informed the Committee that the organisation for the Community Awards was almost complete and the final arrangements were being reviewed. There was a technical run through planned for Friday 13<sup>th</sup> September 2019 and a full rehearsal on Wednesday morning before the event.  
**RESOLVED:** - that the update be noted
- ES.19            Christmas 2019**  
    i.    Lights Switch On  
The Town Clerk updated the Committee on the plans for Christmas 2019. The project plan was progressing to timescales. Michael Neri Theatrical were organising both the Christmas Lights Switch On and the Pantomime. Significant work was going on across the community and in schools to promote both events.  
    ii.   Santa in the Town Hall  
The Town Clerk informed the Committee that once the Community Awards had been completed work would start on 'Santa in the Town Hall'. The Committee agreed that a task and finish group should be set up to support the Office Manager  
**RESOLVED:** - that  
    i.    the updates be noted  
    ii.   That Councillors R. Bishop, N. Gale, S. Rook, D. Ross and M. Stooke be delegated as the task and finish group to oversee the delivery of 'Santa in the Town Hall'

**ES.20 Work Programme - Events and Services**

The Town Clerk went through the work programme to update the Committee on the delivery of services.

The date agreed for the Mayor's Ball was Friday 6<sup>th</sup> March 2020.

**RESOLVED:** - that the update be noted

**ES.21 Budget**

**RESOLVED:** - that the budget updates be noted

**ES.22 Exclusion of the Press and Public**

**RESOLVED:** - that, under Section 100 of the Local Government Act 1972 and in accordance with Standing Order 3(b), the press and public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the disclosure of categories 1, 2 and 3 of "exempt information" as defined in the appendix to the standing orders.

**ES.23 St George's Paddling Pool**

The Town Clerk reported that the Friends of St George's Park were looking at a solution to reline the paddling pool in order to protect its integrity and prevent future leaks. They were currently consulting various contractors.

The Committee expressed concern about the lack of technical information to make an informed decision of supporting the future maintenance of the pool during its six week summer opening period.

The Town Clerk informed the Committee that the intention was to have a further update for the next meeting which would examine costs and risks going forward.

**RESOLVED:** - that an update on the options for the future management of the pool be reported to the next meeting.

The meeting ended at 7.15pm

Chairman

Date

## Events & Services Committee

### 9<sup>th</sup> July 2020

#### **Grounds Maintenance - Allotments**

##### **1. Purpose**

The purpose of this report is to update the Committee on our allotments and seek agreement to carry out various capital works.

##### **2. Detail**

As part of the agreement to set up the Town Council, ownership of the allotments (listed below) transferred from WFDC to Kidderminster Town Council

- Greatfield Road & Rifle Range
- Aggborough and Railway Bridge Allotments
- Comberton and Chester Road
- Cookley, Franche and Salisbury Drive

These allotments are all managed by local committees/associations and are in the main self-contained and self-managed.

The Town Council as land owner has responsibility for access and boundaries

##### **3. Financial Implications**

The Town Council's annual budget for 2020/21 is £4,000. This budget is to manage the access and egress to the allotments to keep them safe and clear.

The budget has been increased for 2020/21 as there are some capital works that need completing Specifically

Aggborough - £1165 to provide road stone to repair the road access on the allotment

Franche - £627 to replace the damaged boundary fencing at the allotment.

Total £1,729

##### **4. Risk**

The Town Council, as land owner has responsibility for this work.

##### **5. Recommendation**

The Committee are asked to

- i. note the report
- ii. agree the expenditure to repair the damage at the two allotments detailed in this report

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## Events & Services Committee

### 9<sup>th</sup> July 2020

#### **Installation of a Defibrillator, Walter Nash Road, Kidderminster & Telephone Box Adoption**

##### **1. Purpose**

The purpose of this report is to seek the Committee's agreement to installing a defibrillator in the disused phone box on Walter Nash Road, Kidderminster, DY11 7HE. The process would involve the Town Council adopting the phone box for use as a defibrillator 'house' and ensuring its maintenance.

##### **2. Detail**

The proposal has come from Councillor Kevin Gale.

Siting the defibrillator in Walter Nash Road would serve the local community and would provide a new resource.

BT want to remove the phone box but it could be adopted by the Town Council as a safe place to secure the defibrillator. The British Heart Foundation have expressed their support for the idea, who have referred to the difference local access to a defibrillator makes in saving lives.

##### **3. Financial Implications**

The cost of purchasing and installing the defibrillator could be in the region of £1,500 but there is no ongoing cost except checking the phone box is accessible. The cost includes the defibrillator, a secure store for it and adopting/adapting the phone box. The batteries have a five-year life span and would need replacing then.

The intention is to mitigate some of these costs by applying for grant funding through the British Heart Foundation.

The initial cost can be met from reserves and offset by any grant funding the Council successfully obtains.

##### **4. Risk**

The installation of a defibrillator is subject to one major risk – vandalism. However, the costs of installation include securing the phone box and a secure storage case which will house the defibrillator. It will be accessible by code which is available from the local ambulance service.

##### **5. Recommendations**

The Committee are asked to

- i. agree that the Town Council should investigate further installing a defibrillator in Walter Nash Road
- ii. Seek grant funding to support the project
- iii. agree that Town Council be requested to make £1,500 available from reserves to ensure the project is delivered

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## Events & Services Committee

### 9<sup>th</sup> July 2020

#### Grit Bins

##### 1. Purpose

The purpose of this report is to update the committee on the programme to install grit bins across the parished area of Kidderminster.

##### 2. Detail

The Town Council agreed a sum of £3,000 to install grit bins across the parish. WCC had reduced their installation programme but had agreed to provide the grit for any bins parish councils install. As a result, Town Councillors were asked to identify if there were any areas in their ward that needed a grit bin. The following programme was agreed

Grit Bins		
	Site	Status
a)	Puxton Drive to be sited on the incline between the junctions of Hawstone Close & Brooklands Drive.	installed
b)	Eastwood Drive junction with Comberton Road	installed
c)	Broadwaters Drive	installed
d)	Lorne Grove/Lorne St Junction on grass verge	installed
e)	Charles Avenue	installed
f)	Lyndhurst Drive	installed
g)	Héronswood Drive	installed – temporarily removed due to vandalism – revisiting siting options
h)	Woodpecker Grove	on order
i)	Way Croft	on order

##### 3. Financial Implications

The cost of purchasing and installing a grit bin is circa £300. The cost of refilling a grit bin is paid for by WCC with WFDC as the contractor.

The Town Council has now spent £2,300 of the original £3,000 budget last year and has made provision for £2,000 in the current year

##### 4. Risk

The installation programme was slow to start as it was difficult to obtain landowners permission. After a meeting with WCC Highways officers a new approach was adopted after the highways officers said they were very unlikely to challenge the siting of grit bins on highways land and our contractors WFDC who install the bins have long experience of siting bins in safe locations.

The two main risks are

- Being asked to remove a bin by a land owner
- Vandalism or damage to bins

These risks are mitigated by siting bins on WCC highways and WFDC officer monitoring the bins for damage.

##### 5. Recommendation

The Committee are asked to

- i. note the report
- ii. agree to canvass all Councillors to ascertain if further grit bins should be added to the list.

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## Events & Services Committee 9<sup>th</sup> July 2020

### Rowland Hill Statue – Briefing Note

#### **1. Purpose**

The purpose of this briefing note is to update the Committee on the questions raised about the actions of Sir Rowland Hill during the colonisation of South Australia during the 1830's

#### **2. Detail**

This issue arose during the recent media attention given to the history of statues across the Country and the question was raised regarding Sir Rowland Hill's actions during his time working on the emigration plans.

Research from the biography of Sir Rowland Hill gives details of his work on the project. Further detail on this can be sourced from the Town Clerk.

#### **3. Summary**

As far as our research shows Sir Rowland Hill was not involved in any exploitation of native peoples in Australia. His motives appear genuine over the 3 years in which he was involved in providing humane and successful emigration and settlement to South Australia (1836-9).

Problems did develop between the Adelaide settlers and the aboriginal peoples in the 1840s, but these had nothing to do with Hill who was by then deeply involved in postal reform in the United Kingdom.

#### **4. Recommendations**

The Committee are asked to note the briefing note

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## Events & Services Committee

### 9<sup>th</sup> July 2020

#### Lengthsman

##### **1. Purpose**

The purpose of this report is to update the Committee on the work of the Lengthsman.

##### **2. Detail**

The Lengthsman carries out two significant roles for Worcestershire County Council (WCC) which are facilitated by the Town Council. Specifically

- i. VAS (vehicle activated signs) management
- ii. Highways related maintenance
- i. VAS

The VAS signs are a WCC service. WCC decides where the signs are situated and agrees the rotas for when they are moved around the locality. The Town Council supports this service by providing storage and recharging facilities for batteries and ensuring the Lengthsman delivers on the rotation and monitoring of signs. A number of the VAS in Kidderminster have been purchased by the local County Councillors through their delegated budget and 'gifted' to the Town Council by WCC.

In essence the Town Council looks after the maintenance of batteries. A £200 budget has been agreed for 2020/21 to allow for the purchase of any new batteries. (Even though they are rechargeable they do wear out after some years of use.)

- ii. Highways related maintenance

This is work the Lengthsman carries out on behalf of WCC but which Town Councillors can have a direct input for their ward. The work must be highways related e.g. gutters, clearing signage, cutting back trees and foliage.

During the last first three months of the year the Lengthsman carried out the following works

	Address	Works
1.	Lichfield Close	Cleaned blocked drain, weeding, cut back verges
2.	Hillside Drive	Cut back branches and clear leaves and grass
3.	Marlpool Lane	Dig out and rod covered drain
4.	Marlpool Close	Clear blocked drains
5.	Hurcott Lane	Cut back overhanging branches
6.	Nursesey Garden	Clearing back overgrowth on paths
7.	Linnett Rise	Clearing and weeding pavements
8.	Summerhill Ave	Cutback overhanging trees

##### **3. Covid19**

From March to May 2020 the service was suspended by Worcestershire County Council (WCC) because of the pandemic. The service has now been reinstated and the Lengthsman is carrying out his agreed schedule.

##### **4. Financial Implications**

There are no financial implications arising from the work of the Lengthsman. All work carried out is highways and as such can be recharged to WCC.

The only financial cost is the £200 allocated in the 2020/21 budget for any new batteries that may need purchasing

##### **5. Risk**

There are no strategic risks arising from this report. The risk assessment for Covid19 has been completed and WCC have signed it off.

##### **6. Recommendation**

The Committee are asked to note the report

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## Events & Services Committee – Thursday 9<sup>th</sup> July 2019

### 2020/21 Maintenance Programme

Schedule		2020/21		2021/22	
<b><u>Benches</u></b>					
		<b>Item</b>	<b>Cost £</b>	<b>Item</b>	<b>Cost £</b>
1.	Franche Road	Varnish	50.00	No action	0
2.	Comberton Hill	Clean	50.00	Replace	645.33
3.	Ring Road	Clean	50.00	No Action	0
4.	Pike Mills	Sand wooden slates and varnish	350.00	Detailed clean	83.91
5.	Town Hall	Touch up	50.00	Detailed clean	83.91
6.	College	Sand and paint	175.00	Detailed clean	83.91
7.	Blackwell Street	Sand and paint	175.00	Paint varnish	746.00
8.	High Street (x3)	Touch up	50.00	Paint benches	1119.99
<b><u>Bus Shelters</u></b>					
9.	Blackwell Street	Clean	50.00	Touch up/detailed clean	173.46
10.	Coronation Gardens	Detailed clean	50.00	Touch up/detailed clean	173.46
<b><u>Boundary Name plates</u></b>					
11.	Bewdley Hill	Clean	50.00	Detailed clean	83.91
12.	Habberley Lane	Clean	50.00	Detailed clean	83.91
13.	Sion Hill	Clean	50.00	Detailed clean	83.91
14.	Wolverhampton Road	Clean	50.00	Detailed clean	83.91
15.	Stourbridge Road	Clean	50.00	Detailed clean	83.91
16.	Birmingham Road	Detailed clean & paint	250.00	Detailed clean	83.91
17.	Bridgenorth Road	Clean	50.00	Detailed clean	83.91
18.	Stourport Road	Clean	250.00	Detailed clean	83.91

19.	Comberton Road	Clean	50.00	Detailed clean	83.91
20.	Franche Road	Clean	50.00	Detailed clean	83.91
<b>Finger Posts</b>					
21.	Monthly monitoring of all posts		250.00		
22.	Comberton Hill Underpass	Clean	50.00	Detailed clean	83.91
23.	High St	Clean	50.00	Detailed clean	83.91
24.	Opposite Tesco Super store	Clean	50.00	Paint to black	346.92
25.	Opposite Town Hall	Clean	50.00	Detailed clean	83.91
26.	Opposite Barclays Bank	Clean	50.00	Detailed clean	83.91
27.	Pike Mills Car Park Entrance	Clean	50.00	Paint to black	346.92
28.	Pike mills Car Park Entrance New Rd end	Clean	50.00	Paint to black	346.92
<b>Town Centre</b>					
29.	Planters	Plant and maintain	800.00	Maintenance	400.00
30.	Toilet Signage	Maintenance	250.00	Maintenance	0
<b>Grit bins</b>					
31.	Separate Report				
<b>Statues/Memorials</b>					
32.	Baxter Statue	monitoring	50.00		
33.	Jubilee Gardens Fountain	Detailed quarterly clean	200.00	Detailed quarterly clean	200.00
34.	Rowland Hall	monitoring	50.00		
35.	War Memorials	monitoring	50.00		
36.	<b>TOTAL WORKS</b>		<b>3,900</b>		<b>4,499</b>
37.	<b>RESERVE</b>		<b>1,300</b>		
38.	<b>BUDGET</b>		<b>5,200</b>		
Coding – all work 2020/21 is maintenance					
Priority (potential H&S concerns)		Medium – Updating (No H&S concerns)	No immediate action required (maintenance)		
<b>For Decision</b>					
The Committee are asked to note the maintenance programme for 2020/21					



**Kidderminster Town Council  
Events & Services Committee  
9<sup>th</sup> July 2020**

**Services Programme 2020/21 - Update**

<b>Service</b>		<b>£</b>	<b>Actions</b>	<b>Comment</b>
1.	St Mary's Church Yard	12,360	Work programme being delivered as agreed	
2.	Statues & Memorials	4,950	Worcester Street Clock annual service carried out	
3.	St George's Paddling Pool	4,500	Not feasible to open in 2020. Risk assessment carried out. "impossibility of maintaining social distancing"	Press release and social media posts to be circulated
4.	Market Street toilets	25,000	Toilets reopened – more detailed cleaning schedule agreed and additional cost being met by WFDC	Review September 2020
5.	Town Centre Hanging Flowers	12,040	Flowers delivered and set up in town on schedule. Additional flowers became available this year and were also installed by WFDC at no extra cost to Town Council	

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**Kidderminster Town Council  
Events & Services Committee  
9<sup>th</sup> July 2020**

**Events Programme 2019/20**

<b>Service</b>		<b>£</b>	<b>Actions</b>	<b>Comment</b>
1.	Mayor Making	Civic budget	Deferred – outline plan to hold the event later in Civic Year when social distancing rules allow	tba
2.	Mayor's Sunday	Civic budget	Outline plan for service at end of Civic Year – subject to social distance guidance	<b>March/April 2021</b>
3.	Kidderminster Arts & Food Festival	5,000	Outline planning going ahead. Refocussed as a community event. To be confirmed August 2020	<b>October 2020 tbc</b>
4.	Dementia KDAA support	3,000	Dementia concert booked for December 2020 subject to social distancing guidance	<b>To be confirmed September 2020</b>
5.	Remembrance Sunday	Civic budget	To be confirmed subject to social distancing guidance	<b>Sunday 8<sup>th</sup> November 2020</b>
6.	Father Christmas in the Town Hall	2,520	Date booked – outline plan in place – to be confirmed subject to social distancing guidance	<b>To be confirmed August/September 2020</b>
7.	Christmas Lights Switch on	8,000	Date booked outline plan in place for event on Saturday 21 <sup>st</sup> November 2020	tbc
8.	Sports Awards	750	Cancelled – WFDC no future funding	

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## Events & Services Committee

### 9<sup>th</sup> July 2020

#### Referrals from Town Council

- i. 'Jo Cox Great Get Together'
- ii. Knife Angel

#### 1. Purpose

The purpose of this report is to ask if the Committee will agree to the Town Council supporting two additional public events in the in the Town

#### 2. Detail

These two initiatives were raised at the Town Council meeting in December 2019, see Minute below

#### **C.510 Public participation**

*Two specific items had been referred to Council. They were: -*

- i. Knife angel/angel of peace*
- ii. Jo Cox – Great Get Together/Community Matters*

*It was agreed that both the events should be referred to the Events and Services Committee for detailed consideration of how the Town Council can offer its support*

#### 3. Current Position

Both these initiatives have been impacted by the Covid19 pandemic

- the Jo Cox event was run on a smaller scale in June this year
- we are awaiting an update on the status of the Knife Angel project

#### 4. Financial Implications

Hosting a 'Jo Cox Great Get Together' event would cost in the region of £300 and this cost could be allocated to the Civic Budget

The costs related to the 'Knife Angel' are currently being investigated but this would include lorry transportation and a crane for installation.

#### 5. Risk

There are no strategic risks arising from this report

#### 6. Recommendation

The Committee are asked to agree to a further report on the Town Council supporting these initiatives once their future plans are known

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<b>EVENTS &amp; SERVICES COMMITTEE</b>	<b>2020/21 Original Budget</b>	<b>2020/21 Actual to 30/06/20</b>	<b>2020/21 Variance Budget to Actual</b>
<b><u>Budget Spend to June 2020</u></b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>4. EVENTS AND SERVICES</b>			
<b><u>EXPENDITURE</u></b>			
St Mary's Churchyard	12,360	0	12,360
Statues and Memorials	4,950	304	4,646
Maintenance of Street Furniture - cleaning and replacement	5,200	0	5,200
St Georges Paddling Pool	4,500	0	4,500
Market Street Public Conveniences	25,000	760	24,240
Grounds Maintenance (Allotments)	4,000	0	4,000
Signage Boards (b/f from 2017/18 & 2018/19)	7,360	0	7,360
Lengthsman	200	310	(110)
Dementia Services	3,000	0	3,000
Grit Bins	2,000	0	2,000
Kidderminster Arts and Food Festival	5,000	0	5,000
Kidderminster Arts Promotion	1,500	0	1,500
Town Centre Hanging flowers	12,040	0	12,040
Town Centre Planting	4,000	0	4,000
Christmas Lights	30,000	0	30,000
Christmas - Santa in the Town Hall	2,520	0	2,520
<b>GROSS EXPENDITURE</b>	<b>123,630</b>	<b>1,374</b>	<b>122,256</b>
<b><u>INCOME</u></b>			
Lengthsman - Income from WCC	0	349	(349)
Earmarked Reserve - Baxter / Rowland Hill Statue	(500)	0	(500)
Earmarked Reserve - War Memorials	(2,950)	0	(2,950)
Earmarked Reserve - Signage Boards	(7,360)	0	(7,360)
<b>GROSS INCOME</b>	<b>(10,810)</b>	<b>349</b>	<b>(11,159)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>112,820</b>	<b>1,722</b>	<b>111,098</b>