



**MAGHULL
TOWN
COUNCIL**

Maghull Town Hall

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**LOCAL COUNCIL
AWARD SCHEME
FOUNDATION**

Dated this 25th Day of February 2020

**NOTICE IS HEREBY GIVEN that a meeting of AMENITIES COMMITTEE will be held on
WEDNESDAY 4th MARCH 2020 at 6.30pm in the Council Chamber, Maghull Town Hall**

Note: DECLARATIONS OF INTEREST – If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Town Clerk at least 24 hours in advance of the meeting.

A G E N D A

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Public Participation
- 4 **To confirm the Minutes of Amenities Committee held 4th December 2019**
Members are asked to consider Draft Minutes (Pages 1 - 4)
- 5 **Amenities Manager Update – Committee Resolutions**
Members are asked to consider the report (Pages 5 – 14)
- 6 **Amenities Committee Work Programme 2019/20**
Members are asked to consider the report (Pages 15- 23)
- 7 **Proposed 2020/21 Grounds Maintenance Operations**
Members are asked to consider the report (Pages 24 - 29)
- 8 **Parks Review 2019 – Play equipment & play area upgrades at King George V Field and Glenn Park**
Verbal Report by Amenities Manager – for noting only
- 9 **Celebration Benches**
Verbal report by Amenities Manager – for noting only
- 10 **Maghull Town Council Participation in “Keep Britain Tidy” Campaign**
Verbal report by Amenities Manager – for noting only
- 11 **Chair's Report**
Verbal report for noting only.

**Miss A. McIntyre
Town Clerk**

Miss A. McIntyre, Town Clerk & Treasurer



MAGHULL TOWN COUNCIL
AMENITIES COMMITTEE MEETING
HELD 4th DECEMBER 2019

PRESENT - Councillor Y. Sayers (In the Chair) and Councillors (Cllrs): Carr, K. Hughes, McKinley and J. Sayers.

ALSO PRESENT – A. Spencer (Amenities Manager) and S. Larking (Minutes)

1. **APOLOGIES FOR ABSENCE** – Apologies received from Cllrs Josh Burns and Desmond.
2. **DECLARATION OF INTERESTS** – Cllrs McKinley and Y. Sayers declared pecuniary interests as Sefton Ward Councillors for the agenda item on the Parks review.
3. **PUBLIC PARTICIPATION** – None received.
4. **MINUTES OF AMENITIES COMMITTEE 25th September 2019.**

RESOLVED that the Minutes of Amenities Committee held on 25th September 2019 were approved as a correct record.

5. AMENITIES MANAGER UPDATE – COMMITTEE RESOLUTIONS

The Amenities Manager note that many actions had been completed. He provided an update by exception for the actions in progress:

- Mersey Forest: Held meeting; Planting, where appropriate, to begin in February/March 2020
- Judo Hut: Quotation for demolition received; considering other options for re-use. Update requested on bid to Sport England for indoor sport facility for racquet sports. Noted that level of vandalism reduced and that embankment an on-going issue
- Fleet: will present proposals for replacement vehicles (2 flat beds and a van) to Finance and General Purposes Committee on 16 December. Proposal includes maintenance agreement, MTC livery and safety features. Noted that tax incentives for low emission vehicles
- Culvert on Hall Lane: Update requested on responsibility as works required to trees and to clear watercourse which is full of bottles. Noted that Sefton responsible as this was excluded from lease.
- Celebration benches: Agreed at last meeting. Cost of bench and installation approximately £370. Resident who requested bench is happy with progress. Scheme to be promoted in New Year.
- Parks review: update on agenda (item 7)

RESOLVED that

1. **Amenities Manager to seek update on funding to Sport England for indoor sport facility**
2. **Amenities Manager to seek clarification from Sefton Council about responsibility for trees in culvert along Hall Lane**
3. **The report be noted**

6. AMENITIES COMMITTEE WORK PROGRAMME 2019/20

The Amenities Manager reported progress on the work programme, linked to the Council's Business Plan:

- Parks Review: Funding agreed for KGV Park (£86,766). Approval to be sought at Finance and General Purposes Committee on 16 December. Proposal for Glen Park to be reviewed (Agenda item 7)
- Priority One and Two Trees works: Trees identified for work have been felled, some waste to be removed from site
- Internal Audit recommendations: On-going

RESOLVED that

1. The report be noted

7. PARKS REVIEW 2019 – PLAY EQUIPMENT AND PLAY AREA UPGRADES AT KING GEORGE V FIELD

The Amenities Manager gave a verbal report on upgrades to KGV Park to be funded from s106. Cllrs considered a site plan/layout provided by Wicksteed (playground suppliers). Key points:

- New and refurbished play equipment
- Equipment fully accessible
- Fencing around play area for younger children

Other points:

- On-going works in parks to reduce anti-social behaviour (ASB) including reducing hedges
- Additional infrastructure required including additional lighting and CCTV

Key points made by Cllrs.

- Netherton received funding to reduce ASB. Amenities Manager to contact Sefton to check if funding available
- Concerns about reliability of cameras at Leisure Centre
- Agreed that Sefton Arc would provide reports on ASB. No feedback received. Need confirmation that Sefton Arc are scrutinising cameras in Maghull
- Issue about ongoing revenue costs for CCTV

RESOLVED that

1. Amenities Manager to seek clarification about funding for tackling ASB from Sefton Council
2. Amenities Manager to seek clarification about ASB reports from Sefton Arc
3. Report be noted

8. SEFTON COUNCIL PUBLIC SPACES PROTECTION ORDER (Dog Control)

The Amenities Manager reported that the Council is working to publicise Sefton Council's Public Spaces Protection Order (Dog Control). It is an opportunity to respond to residents' concerns about dogs on children's play areas and sports pitches. Sefton have stepped up enforcement patrols. MTC limited in publicising the order as there are no notice boards in parks. Signs, screwed into hardboard, to be hung on railing and bollards. An example of signage was circulated at the meeting. Cost for 35 signs is approximately £674.

Key points made by Cllrs:

- Gated play areas used by dog walkers to exercise dogs
- Signs great
- Need to provide some context for signs
- Scheme to be managed fairly and firmly
- Check who receives income from fixed penalty notices
- Check if funding available from Sefton for signage. Town Clerk to write to Sefton.

RESOLVED that

1. Amenities Manager to seek clarification about who receives income from fixed penalty notices
2. Town Clerk to write to Sefton about funding for PSPO signage
3. The report be noted

9. DEMOLITION OF JUDO HUT AT MAGHULL TOWN HALL

Update provided under agenda item 5.

10. CHAIRS REPORT

No report given

11. EXCLUSION OF PRESS & PUBLIC

RESOLVED that the press and public be excluded due to confidential nature of the item under discussion.

12. PARKS REVIEW 2019 – PLAY EQUIPMENT AND PLAY AREA UPGRADES AT GLENN PARK

The Amenities Manager provided an update:

- Cllrs agreed to fund an upgrade of Glen Park of £34,00 from s106 funding
- Site visit including Cllr McKinley
- Quote received for £51,279 which exceeds budget set by Cllrs
- s106 funding available for Sudell Ward which Council could bid for
- Play area to be expanded incorporating boundary of green gym
- ASB an issue on green gym, proposal would help reduce ASB
- Other works in park to reduce ASB including reducing hedge which has increased passing surveillance

- Will join up with "Friends Of" group. Residents around Haymans Green keen to look after the park
- Link to work with schools to adopt areas in parks
- 2 options:
 - Bring scheme in line with original budget
 - Apply for s106 funding
- 3 Sudell Ward Councillors would need to agree s106 funding
- Recommendation is that park is upgraded as equipment and play equipment is outdated

Key points from Cllrs:

- Consider reducing entry point to reduce egress route
- Friends of group could apply for funding from Police and Crime Commissioner
- Update to be provided on use of Powers of General Competence to run an arm's length company which would be eligible for funding not open to the Council to bid for
- Concerns about future funding for core MTC business; MTC to milk assets better

RESOLVED that

1. Approval for play equipment and play area upgrades at Glenn Park.
2. Approval that officers liaise with Sudell Ward Councillors to apply for S.106 funds (at a Sefton Council level) to "bridge the gap" between committed S.106 funds (by a Maghull Town Council level) and the overall cost of proposed upgrades at Glenn Park.
3. Approval that the resolutions of Amenities Committee with regards to S.106 expenditure (at Glenn Park) be referred to Finance & General Purposes Committee for approval.
4. The report be noted

CHAIRMAN

Report to: Amenities Committee
Date of Meeting: 4th March 2020
Agenda Item Number 5
Subject: Amenities Manager Update – Committee Resolutions
Report of: Amenities Manager
Exempt / Confidential No
Report:

Summary

To update Members on the progression of resolutions made during meetings of Amenities Committee in June, September and December 2019.

Maghull Town Council Priority	Yes/No
1. Development and Protect the Community	Yes
2. Develop Parks and Green Spaces	Yes
3. Value for Money and Enterprising Council	Yes
4. Develop Leisure and Activity for All	Yes
5. Develop/support Community Services and Groups	Yes
6. Support Culture and Heritage	Yes
7. Health and Wellbeing Programme	Yes
8. Statutory Requirement	No

Recommendation(s)

Amenities Committee is requested to:-

1. Note the contents of this report.

Reasons for Recommendation(s)

Amenities Committee Members will meet on four occasions during the course of the 2019/20 municipal year. This report will help better inform Members of progress against resolutions agreed at each meeting.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

All costs associated with the maintenance of parks, open spaces and facilities are met by 2019/20 Facilities Service Budget.

(B) Capital

None

Implications of Recommendations:

Financial Implications	All costs associated with the maintenance of parks, open spaces and facilities are met by 2019/20 Facilities Service Budget.
Resource Implications	Officer time for the maintenance of parks, open spaces and facilities.
Legal Implications	None.
Equality & Diversity Implications	None.

Implementation Date for Decision

Immediately following the conclusion of Amenities Committee.

Appendices

1. Amenities Committee Resolution Log for the 2019/20 Municipal Year.

Background Papers

1. Amenities Committee Papers, 12th June 2019
2. Amenities Committee Papers, 25th September 2019.
3. Amenities Committee Papers, 4th December 2019.

Contact Officer	Alex Spencer – Amenities Manager
Telephone Number	0151 526 3705
Email Address	Alex.spencer@maghull-tc.gov.uk

1. Background

Amenities Committee Members will meet on four occasions during the course of the 2019/20 municipal year.

This report has been produced to better inform Members of progress made against the resolutions of each meeting, and to introduce more officer accountability.

Recommendation(s):-

Amenities Committee is requested to:-

1. Note the contents of this report.

Appendix One : Amenities Committee Resolution Log for the 2019/20 Municipal Year

Date of Meeting	Item	Resolved	Lead	Progress
12 th June 2019	5	Officers to contact Mersey Forest about free trees	Amenities Manager	In Progress: Officers have continued to liaise with Mersey Forest to obtain free trees to be planted in parks across the town. Working with Cllr Sharp, officers have developed a number of schemes for tree planting to not only make parks look more attractive, but to also address issues such as flooding. A meeting with Mersey Forest is scheduled for April 2020 to finalise sites and species of trees to be planted.
12 th June 2019	5	Work programme to be amended to make clear that Amenities Committee will focus on sports assets rather than Leases	Amenities Manager	Completed: 2019/20 work programme for Amenities Committee has been amended.
12 th June 2019	6	Sub Committee to be established up to take forward the Parks Review; members Cllrs Josh Burns, McKinley, John Sayers and Yvonne Sayers	Amenities Manager	Completed: Sub-group has been established. An informal meeting was held on at the beginning of July to review what was presented to Amenities Committee in June 2019, and to agree what amendments were required for meeting in September.
12 th June 2019	7	Endorse move to "needs based" model for grounds maintenance operations.	Members	Completed: Members resolved to endorse model at meeting.
12 th June 2019	8	Officers to seek costs for Option 1 (demolition of Judo Hut) in the report.	Amenities Manager	Completed: Officers provided costs for demolition at Amenities Committee in September.

Appendix One : Amenities Committee Resolution Log for the 2019/20 Municipal Year

Date of Meeting	Item	Resolved	Lead	Progress
12 th June 2019	9	Officers to prepare a briefing note on tree works including guidance from Defra	Amenities Manager	Completed: Officers prepared a statement regarding tree works which was uploaded onto Maghull Town Council website before tree works commenced on 8 th July 2019. Advice was sought from DEFRA and Natural England who advised that licences were not required unless the sub-contractor identified nesting birds in a tree which had to be felled on that day.
25 th September 2019	4	That the Minutes of Amenities Committee held on 12 th June 2019 were approved as a correct record.	Members	Completed: Members agreed at meeting.
25 th September 2019	5	Options for vehicles/fleet to be considered and presented to the Chair's Sub-Group	Amenities Manager	In Progress: Options regarding Maghull Town Council's fleet of vehicles were presented to Chair's Sub-Group in December 2019; and presented at Full Council in January 2020. Officers continue to work with Sefton Council in order to access S.106 funds so that a new fleet of vehicles can be purchased.
25 th September 2019	6	Scope out more options for re-use of the building for Facilities	Amenities Manager	In Progress: Officers continue to pursue options for a replacement building for the judo if/when it is demolished. At the time of writing, the most practical option is a modular unit akin to a portacabin with better working and changing conditions for the Facilities Team. However, options for a purpose built brick constructed facility are also being looked into.

Appendix One : Amenities Committee Resolution Log for the 2019/20 Municipal Year

Date of Meeting	Item	Resolved	Lead	Progress
25 th September 2019	7	Officers to follow up with Sefton Council about responsibility for trees in culvert along Hall Lane	Amenities Manager	<p>In Progress: Officers continue to work with Sefton Council's Estate and Legal officers to finalise Heads of Terms regarding the maintenance of Hall Lane Park and Bobby's Wood.</p> <p>At the time of writing, officers have sent two responses to Sefton Council and are awaiting a final lease to be drafted.</p> <p>Sefton Council have confirmed that works to trees in the culvert are planned for March 2020 which will be undertaken by them. In addition, responsibility for the culvert will rest with Sefton Council not Maghull Town Council.</p>
25 th September 2019	7	Rustic play area (at Glenn Park) to be reviewed and actions taken to secure beams	Amenities Manager	Completed: Officers inspected natural play area at Glenn Park and repaired/relocated beams following vandalism.
25 th September 2019	8	A Celebration Bench scheme be introduced in Maghull Parks	Members	Completed: Members resolved to introduce scheme at meeting.
25 th September 2019	8	Officers to liaise with residents about location and charge for bench	Amenities Manager	<p>Completed: Amenities Committee resolved to introduce a Celebration Bench Scheme in September 2019, and officers have worked with residents who attended that meeting to identify where a bench should be sited.</p> <p>Benches were order in January 2020, with a six week lead in time. Residents have been updated on progress.</p>

Appendix One : Amenities Committee Resolution Log for the 2019/20 Municipal Year

Date of Meeting	Item	Resolved	Lead	Progress
25 th September 2019	9	One pitch at Pimbley to be reopened for the 2019/20 season	Amenities Manager	Completed: One pitch has been reopened at Pimbley Playing Field for the 2019/20 season.
25 th September 2019	9	Sefton District School Boys Under 15s to hire the pitch and changing facilities for 2019/20	Amenities Manager	Completed: Sefton District Schoolboys Under 15s Football Team began using the football pitch at Pimbley Playing Field in September 2019.
25 th September 2019	9	Officers to undertake defibrillator mapping and look at options to secure funding for defibrillators	Amenities Manager / Community Services Manager	Completed: Officers completed a mapping exercised for defibrillators in the town, and an article was included in Champion Newspaper week commencing 10 th February 2020.
25 th September 2019	10	A report entitled "Amenities Manger Update – Committee resolutions" to be a standing agenda item for future meetings	Members	Completed: Members resolved to have report as standing agenda item at meeting.
25 th September 2019	10	The report be noted	Members	Completed: Members noted at meeting
25 th September 2019	12	That the press and public be excluded due to confidential nature of the item under discussion.	Members	Completed: Members resolved to exclude members of press and public at meeting.
25 th September 2019	13	Wicksteed be appointed to supply playground equipment to deliver the Parks Review 2019	Amenities Manager	Completed: Officers have contacted Wicksteed and made a provisional order for playground equipment at King George V Playing Field, subject to S.106 funding being approved by Finance & General Purposes Committee on 11 th December 2019.
25 th September 2019	13	The Parks Review 2019 sets the strategic direction for the management of parks and open spaces owned/managed by Maghull.	Members	Completed: Members resolved to at meeting.

Appendix One : Amenities Committee Resolution Log for the 2019/20 Municipal Year

Date of Meeting	Item	Resolved	Lead	Progress
25 th September 2019	13	KGV Playing Field to be the flagship park for Maghull	Members	Completed: Members resolved to at meeting.
25 th September 2019	13	Operational responsibility for parks and open spaces in Maghull rests with the Amenities Manager	Members	Completed: Members resolved to at meeting.
25 th September 2019	13	Approval to be sought from Finance and General Purposes Committee to allocated S106 funding to KGV park (£85,000) and Glenn Park (£34,000)	Amenities Manager	Completed: S.106 funding for playground upgrades at King George C Playing Field and Glenn Park were approved by Finance & General Purposes Committee on 11 th December 2019.
4 th December 2019	5	Amenities Manager to seek update on funding to Sport England for indoor sport facility		In Progress: The Amenities Manager discussed bid applications with the Town Clerk, who confirmed that owing to a lack of skill-set within the current workforce, no application had been submitted.
4 th December 2019	5	Amenities Manager to seek clarification from Sefton Council about responsibility for trees in culvert along Hall Lane		Completed: Sefton Council have confirmed that works to trees in the culvert on Hall Lane have been scheduled for March 2020.
4 th December 2019	7	Amenities Manager to seek clarification about funding for tackling ASB from Sefton Council		Completed: Sefton Council have confirmed that funding cannot be directly applied for, however though the grant provided by the Police & Crime Commissioner and through the Crime Reduction Partnership, Sefton Council to commission services to prevent anti-social behaviour. Specifically for Maghull, over the mischief period, the youth bus was on site, a climbing wall, indoor glow activity and outdoor diversionary activities

Appendix One : Amenities Committee Resolution Log for the 2019/20 Municipal Year

Date of Meeting	Item	Resolved	Lead	Progress
				were commissioned in 2019. At the time of writing, the annual grant from the Police & Crime Commissioner has not been confirmed, however once granted, Sefton Council will be willing to work with Maghull Town Council to see what other diversionary measures and ASB services could be commissioned.
4 th December 2019	7	Amenities Manager to seek clarification about ASB reports from Sefton Arc		Completed: Officers can confirm that security logs are available from Sefton Arc. Where a crime is committed, officers will make logs and surveillance footage available if requested.
4 th December 2019	8	Amenities Manager to seek clarification about who receives income from fixed penalty notices		Completed: Sefton Council have confirmed that money generated from the issuing of fixed penalty notices is, in the first instance, used to pay the contact with enforcement company used by Sefton Council. If a surplus is generated, Sefton Council can purchase items associated with enforcement e.g. litter sticks, dog waste bins.
4 th December 2019	8	Town Clerk to write to Sefton about funding for PSPO signage		Completed: Sefton Council have confirmed that no funding is available.
4 th December 2019	12	Approval that officers liaise with Sudell Ward Councillors to apply for S.106 funds (at a Sefton Council level) to "bridge the gap" between committed S.106 funds (by a Maghull Town Council level) and the overall cost of proposed upgrades at Glenn Park.		Completed: Approval for S.106 funding was approved by Finance and General Purposes Committee on 11 th December 2019. Sefton Council has confirmed that S.106 funding has been approved.

Appendix One : Amenities Committee Resolution Log for the 2019/20 Municipal Year

Date of Meeting	Item	Resolved	Lead	Progress
4 th December 2019	12	Approval that the resolutions of Amenities Committee with regards to S.106 expenditure (at Glenn Park) be referred to Finance & General Purposes Committee for approval.	Amenities Manager	Completed: Approval for S.106 funding was approved by Finance and General Purposes Committee on 11 th December 2019. Sefton Council has confirmed that S.106 funding has been approved.

Report to: Amenities Committee
Date of Meeting: 4th March 2020
Agenda Item Number 6
Subject: Amenities Committee Work Programme 2019/20
Report of: Amenities Manager
Exempt / Confidential No
Report:

Summary

To update Members on the agreed 2019/20 work programme for Amenities Committee.

Maghull Town Council Priority	Yes/No
1. Development and Protect the Community	Yes
2. Develop Parks and Green Spaces	Yes
3. Value for Money and Enterprising Council	Yes
4. Develop Leisure and Activity for All	Yes
5. Develop/support Community Services and Groups	Yes
6. Support Culture and Heritage	Yes
7. Health and Wellbeing Programme	Yes
8. Statutory Requirement	No

Recommendation(s)

Amenities Committee is requested to:-

1. Note the contents of this report.

Reasons for Recommendation(s)

In June 2019, Amenities Committee Members agreed a work programme for 2019/20 to be progressed by officers of the Facilities Service. It is important that Members are kept abreast of how work areas are being progressed during the municipal year.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

All costs associated with the maintenance of parks, open spaces and assets are met by 2019/20 Facilities Budget.

(B) Capital

It is proposed that S.106 funding is used for some park upgrades town-wide including play equipment, noticeboards, street furniture, planting and replacement bins (as detailed in Parks Review).

Implications of Recommendations:

Financial Implications	All costs associated with the maintenance of parks, open spaces and assets are met by 2019/20 Facilities Budget. Call for S.106 funds as per Parks Review.
Resource Implications	None
Legal Implications	None
Equality & Diversity Implications	None.

Implementation Date for Decision

Immediately following the conclusion of Amenities Committee.

Appendices

None

Background Papers

1. Amenities Committee Papers, 12th June 2019
2. Amenities Committee Papers, 25th September 2019
3. Amenities Committee Papers, 4th December 2019

Contact Officer	Alex Spencer – Amenities Manager
Telephone Number	0151 526 3705
Email Address	Alex.spencer@maghull-tc.gov.uk

1. Background

This is the third occasion on which an update against the 2019/20 work programme has been reported to Members.

Progress against work areas has been limited. However, the majority of work areas are to be completed in April 2020, and the Amenities Manager is confident that these deadlines will be met.

Work Programme Work Area	Progress to Date
Amenities Service contribution to Maghull Town Council Business Plan	At a meeting of Full Council on 17 th July 2019, the Town Clerk presented a business plan to Members for next 4 years, including priorities to be progressed by the Facilities Service. The majority of priorities were accepted by Members, although some amendment was required and will be fed back to the Town Clerk.
Implementation of Parks Review	<p>At a meeting of Finance & General Purpose Committee in December 2019, Members resolved to use S.106 funding (held by Maghull Town Council) to fund park upgrades at King George V Playing Field and Glenn Park.</p> <p>Councillors and officers recognise the importance of S.106 funding in order to make improvements to the estate with regards to buildings, infrastructure, planting, signage and further play equipment upgrades. To this end, monthly meetings have been scheduled for officers, ward councillors and Sefton Council officers in order to review how and where S.106 funding can be spent, and to be clear on how goods will be procured.</p> <p>Grounds Maintenance Operatives are prepared for summer operations, which will implement standards set out in the Parks Review as presented in June 2019.</p>
Completion of appraisals for Grounds Maintenance Supervisors and Operatives	<p>A review of learning and development needs Grounds Maintenance Supervisors and Operatives has been completed, which has identified the following:-</p> <ul style="list-style-type: none">• Completion of chain-sawing Part 1• Completion of chain-sawing Part 2• Playground equipment inspections• PA1 and PA6 spraying qualifications• Health & safety qualifications

Work Programme Work Area	Progress to Date
	<ul style="list-style-type: none"> • Road safety qualifications • Horticultural qualifications • Sports ground and amenities qualifications. <p>These will directly feed into the appraisal process for the new financial year, with all staff appraisals to be completed before the end of March 2020.</p>
Review of Maghull Town Council's fleets of vehicles	Options regarding Maghull Town Council's fleet of vehicles were presented to Chair's Sub-Group in December 2019; and presented at Full Council in January 2020. Officers continue to work with Sefton Council in order to access S.106 funds so that a new fleet of vehicles can be purchased.

Recommendation(s)

Amenities Committee is requested to:-

1. Note the contents of this report.

Proposed Amenities Committee Work Programme 2019/20

Work Area	Rationale	Resource Implications	Completion Date
Amenities Service contribution to Maghull Town Council Business Plan	The priorities of the Amenities Service must be incorporated into Maghull Town Council's Business Plan to ensure that all staff work towards strategic and operational objectives.	It may be necessary to call on 2019/20 Facilities Budget, S.106 funding and/or external funding, in the pursuit of priorities.	To be confirmed
Implementation of Parks Review	In 2018/19, a comprehensive review of parks & open spaces was requested to identify where investment was required, and to plan how parks & open spaces would be used.	It will be necessary to call on 2019/20 Facilities Budget, S.106 funding and/or external funding, in the implementation of Parks Review.	April 2020
Completion of appraisals for Grounds Maintenance Supervisors and Operatives	Following production of Maghull Town Council Business Plan, it is important to determine how staff members contribute to organisational priorities at a strategic and operational level. Appraisals also support the personal development of staff, provided the needs of the business are met.	Identified learning, development and training opportunities which contribute towards achievement of organisational objectives will be funded by 2019/20 training budget.	November 2019

Proposed Amenities Committee Work Programme 2019/20

Work Area	Rationale	Resource Implications	Completion Date
Review of leases relating to sports facilities leased by Maghull Town Council	Maghull Town Council leases a number of sports facilities, leases and licences for which require review. Others have not been drafted. A review of lease arrangements is required.	Dependent upon the terms of a lease, there may be a call on 2019/20 Facilities Budget, sourcing external advice/repair, and potential officer time to complete repairs.	January 2020
Review of Maghull Town Council's fleets of vehicles	A number of vehicles within the fleet are old and require regular repair; which has a significant impact on core budgets. Ageing vehicles can also impact upon the "green" agenda.	Repairs to the vehicle fleet are currently met by 2019/20 Facilities Budget, and no funding has been set aside for replacement vehicles. It may be necessary to secure external funding to replace existing fleet.	April 2020
Building local resilience through the creation of "Friends of" groups and closer working with Voluntary, Community & Faith Sector.	Park users have informally supported grounds maintenance operations by, for example, completing litter picking or picking up dog waste. This work is voluntary, yet it supports the work of our operatives. By having formalised "friends of" groups, these can receive funding, be recognised and our operations can continue to be supported.	Formulation of "friends of" groups will likely result on a call on 2019/20 Facilities Budget and/or Grant Funding.	April 2020

Proposed Amenities Committee Work Programme 2019/20

Work Area	Rationale	Resource Implications	Completion Date
	This work also supports the "Better Maghull" workstream as per Community Services area.		
Closer working with partners and the community to reduce anti-social behaviour, vandalism, arson, littering and fly-tipping within our parks & open spaces.	Anti-social behaviour, vandalism, arson and littering is a blight for our parks & open spaces. Fostering closer relations with key partners – perhaps under the umbrella of "Better Maghull" – will ensure that parks and open spaces look and feel better, in addition to a lessening call on budgets to complete remedial works.	Officer time in terms of fostering relations with partners, attending meetings etc.	April 2020
Improved communication with residents of and visitors to Maghull.	The Amenities Service is already engaging with the public via social media in the form of posting daily maintenance schedules and regular work updates. However, social media has a limited reach, and feedback from those who are engaged is limited. It is therefore suggested that the Amenities Service has a meaningful	Office time in terms of developing Communication's Strategy, and undertaking research to identify methods of communication.	April 2020

Proposed Amenities Committee Work Programme 2019/20

Work Area	Rationale	Resource Implications	Completion Date
	contribution towards Maghull Town Council's Communication Strategy to best identify how to communicate with the public.		
Review health & safety arrangements across Amenities Service.	Health & safety is of paramount importance to all members of staff and users to our parks. A comprehensive review of all health & safety arrangements is required in terms of person, park users, place and working environment.	Depending on outcome of review, there may be a call on 2019/20 Health & Safety budget, 2019/20 Facilities Budget and/or external funding.	April 2020.
Completion of Priority One and Priority Two tree works as recommended in 2018/19 Tree Survey, and repeat of survey in 2019/20.	Maghull Town Council received a tree survey in 2018 identifying priority one, two, three & four works. A sub-contractor will shortly be appointed to complete priority one works. It will be necessary to undertake an annual tree survey to ensure that the organisation is managing it tree stock effectively.	Works to complete priority one works (as identified in 2018) will be funded through 2018/19 under-spends. Should a tree survey be completed in 2019/20, there will be a call on 2019/20 Facilities Budget.	December 2020

Proposed Amenities Committee Work Programme 2019/20

Work Area	Rationale	Resource Implications	Completion Date
Implementation of recommendations as put forward by 2018/19 Internal Audit Report.	In 2018/19 internal audit put forward a number of recommendations for the organisation. For those relating to the Amenities Service, all will be implemented by the next visit of internal audit in September 2019.	Officer time in terms of implementing recommendations.	August 2019

Report to: Amenities Committee
Date of Meeting: 4th March 2020
Agenda Item Number 7
Subject: Proposed 2020/21 Grounds Maintenance Operations
Report of: Amenities Manager
Exempt / Confidential No
Report:

Summary

To seek Members' approval for proposed 2020/21 grounds maintenance operations.

Maghull Town Council Priority	Yes/No
1. Development and Protect the Community	Yes
2. Develop Parks and Green Spaces	Yes
3. Value for Money and Enterprising Council	Yes
4. Develop Leisure and Activity for All	Yes
5. Develop/support Community Services and Groups	Yes
6. Support Culture and Heritage	Yes
7. Health and Wellbeing Programme	Yes
8. Statutory Requirement	No

Recommendation(s)

Amenities Committee is requested to:-

1. Approved proposed 2020/21 grounds maintenance operations.
2. Note the contents of this report.

Reasons for Recommendation(s)

During the 2019/20 municipal year, Amenities Committee members have passed a number of resolutions which have shaped grounds maintenance operations.

This report seeks to consolidate those resolutions, in order to clearly outline how grounds maintenance operations will be completed in 2020/21.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

All costs associated with the maintenance of parks, open spaces and facilities will be met by 2020/21 Facilities Service Budget.

(B) Capital

Capital investment will be met through a combination of:-

- 2021/21 Facilities Service Budget
- S.106 funding (held by Sefton Council)
- External funding (to be identified)

Implications of Recommendations:

Financial Implications	All costs associated with the maintenance of parks, open spaces and facilities will be met by 2020/21 Facilities Service Budget. Where capital funding is required, this will be met through a combination of 2021/21 Facilities Service Budget, S.106 funding (held by Sefton Council) and external funding (to be identified)
Resource Implications	Officer time for the maintenance of parks, open spaces and facilities.
Legal Implications	Wildlife and Countryside Act 1981.
Equality & Diversity Implications	None.

Implementation Date for Decision

Immediately following the conclusion of Amenities Committee.

Appendices

None

Background Papers

1. Amenities Committee Papers, 12th June 2019
2. Amenities Committee Papers, 25th September 2019.
3. Amenities Committee Papers, 4th December 2019.

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1. Background

During the 2019/20 municipal year, Amenities Committee members have passed a number of resolutions which have shaped grounds maintenance operations.

These resolutions have ranged from service standards in parks & open spaces to where investment in playgrounds should be made.

In addition, Grounds Maintenance Supervisors and Operatives have been consulted during team meetings and away days to determine what level of maintenance is realistically achievable as we move into 2020/21 (having due regard to current standards).

This report therefore attempts to consolidate the resolutions of Members and reconcile the input of grounds maintenance officers in order to shape grounds maintenance operations in 2020/21.

a. The Parks Review 2019

Presented to Members in June and September 2019, the Parks Review proposed maintenance standards and investment in parks and open spaces.

Though Members welcomed the report and accepted proposals for maintenance standards, proposals for investment in playground equipment upgrades were restricted to King George V Playing Field and Glenn Park.

The standards proposed within the Parks Review form the basis for grounds maintenance operations in 2020/21.

b. Needs Based Working Model

Presented in June 2019, Members resolved to implement a "Needs Based" working model for grounds maintenance operations, which took into consideration factors such as the size, characteristics, time to complete work, current condition and level of complaint regarding each site.

It is proposed that this model continues to be implemented in 2020/21.

c. Current standard of Parks & Open Spaces

Grounds maintenance officers have worked hard throughout 2019/20 to build a strong foundation for 2020/21 operations.

Autumn/winter operations commenced at the beginning of September (earlier than in previous years) in recognition that many sites around November and December become inaccessible due to flooding. As a result, autumn/winter operations are approximately 6 weeks **ahead** of schedule – which has enabled areas previously not maintained to be tackled.

Moving forward into 2020/21, the challenge will be to not only maintain the current level reached, but to actually enhance and improve our parks and open spaces.

d. “Friends of” Groups and Schools

Councillors and officers have long advocated the role of “Friends of” groups to not only protect but enhance our parks and open spaces.

Officers have collated a list of residents who have shown an interest in forming “Friends of” groups, largely in response to a feeling that anti-social behaviour and vandalism is not acceptable in our parks and open spaces. Officers are in regular contact with these residents.

In addition, linked to Sefton’s 2020 Borough of Culture work, schools have been contacted to determine whether there is an appetite for them to formally adopt areas within our parks and open spaces, to for example, maintain areas or run outdoor projects.

It is hoped that the development of “Friends of” groups, coupled with closer working with schools, will result in greater collaboration with our grounds maintenance officers, improved maintenance standards in our parks & open spaces and greater security. In addition, it is hoped that discrete projects such as tree planting can be completed in conjunction with the community.

e. Future investment in Parks & Open Spaces

Maghull Town Council funds are limited in terms of investing in parks and open spaces. The 2020/21 Facilities Budget is set with revenue expenditure in mind – maintenance as opposed to enhancement.

Therefore, it is proposed that officers work closely with ward councillors for Molyneux, Park and Sudell wards to access S.106 funding and ensure much needed investment.

2. Proposed 2020/21 Grounds Maintenance Operations

It is proposed that the following arrangements apply for Grounds Maintenance Operations in 2020/21:-

2.1 Spring/Summer Operations

- i. The window for spring/summer operations will be from Monday 9th March 2020 to Monday 14th September 2020.
- ii. During this window, (related to standards agreed in Parks Review 2019) the following service standards will apply (weather, equipment and officer capacity permitting)
 - o Playgrounds, surround areas and playing fields will be cut weekly
 - o Multi-use bins will be emptied weekly

- Multi-use bins will be washed monthly
 - Bowling greens will be cut weekly
 - Football pitches will be marked as required by the hiring football team
 - Prior to the commencement of the tennis season, tennis courts will receive one deep clean, after which, officers will inspect regularly to remove detritus.
 - Prior to the commencement of the bird nesting season, hedges will be cut once and to a height of circa 4ft.
 - Playground inspections will be completed once a month as a minimum – (though with the recruitment of 1 x Maintenance Officer and training of Grounds Maintenance Operatives/Supervisors, weekly inspections can be achieved)
 - Tree planting will be undertaken (as per discussions with Mersey Forest)
 - Flower bed planting will be undertaken (works reliant upon Knowsley MBC undertaking procurement exercise)
- iii. Grounds Maintenance Operations will continue to implement a “Needs based” working model. However, to ensure that parks are enhanced as opposed to being maintained, “enhancement weeks” will be employed from mid-April to start the process of improving parks.

“Enhancement weeks” will involve two Grounds Maintenance Officers being dedicated to one park/open space for one week to go “above and beyond” normal maintenance standards – completing work such as edging flower beds, reclaiming pathways, trimming shrubs or hedges and painting assets.

During the “Enhancement week” our other Grounds Maintenance Officers will continue to maintain other parks and open spaces to the agreed service standards.

2.2 Autumn/Winter Operations

- iv. The window for Autumn/winter operations will be from Monday 14th September 2020 to Monday 15th February 2021.
- v. During this window, the following service standards will apply:-
- Playgrounds, surround areas and playing fields will be cut periodically, following review by the Amenities Manager.
 - Multi-use bins will be emptied weekly
 - Multi-use bins will be washed monthly
 - Bowling greens will be prepared for the spring/summer playing season.
 - Football pitches will be marked as required by the hiring football team
 - Hedges will be cut twice and to a height of circa 4ft, at the beginning and end of autumn/winter operations.
 - Playground inspections will be completed once a month as a minimum.

2.3 Further Areas of Work During 2020/21

- vi. The Amenities Manager and Community Services Manager will continue to work together to develop "Friends of" groups, and foster stronger relations with local schools.
- vii. The Amenities Manager is keen to implement phases two and three of the 2018 Tree Survey to ensure trees in parks & open spaces are as healthy as possible, and do not present a danger to the public.
- viii. Work with Ward Councillors for Molyneux, Park and Sudell wards and Amenities Committee members to determine how parks & open spaces within Maghull should be invested in.

Recommendation(s):-

Amenities Committee is requested to:-

1. Approved proposed 2020/21 grounds maintenance operations.
2. Note the contents of this report.