



Maghull Town Hall

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NOTICE IS HEREBY GIVEN to attend a Meeting of the AMENITIES COMMITTEE which will be held in THE VENUE at MAGHULL TOWN HALL on Wednesday 17th April 2024 at 6:30 PM

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.*

1 Apologies for Absence

2 Declarations of Interest

3 Public Participation.

4 To Confirm the Minutes of the Last Meeting

Members are asked to confirm the Minutes of the meeting held on 15th November 2023 (Pages 1 - 3)

5 Health & Safety Update

Members are asked to consider the report (Pages 4 - 9)

6 Business Justification Request

Members are asked to consider the report (Pages 10 - 12)

7 Play Equipment Refurb/Upgrade Schedule

Members are asked to consider the report (Pages 13 - 18)

8 Town Hall Refurbishment Update

Members are asked to consider the verbal update

9 Chair's Report

A handwritten signature in black ink, appearing to read 'A. McIntyre'.

Miss A. McIntyre FSLCC
Town Clerk

Minutes of Amenities Committee Meeting Held Wednesday 15th November 2023 at 6:30 PM

Those present :

Chairman : Cllr G Birchall

Councillors : Cllr L Birchall, Cllr P Brougham, Cllr K Hughes, Cllr D Leatherbarrow, Cllr C Parker, Cllr J Sayers

Officers : A Mc Intyre, D Stephens

1 Election of Chair and Vice Chair

RESOLVED that Cllr G Birchall be elected as the Chair of the Amenities Committee for the rest of the municipal year.

2 Apologies for Absence

No apologies were received

3 Declarations of Interest

None received.

4 Public Participation.

None received.

5 To Confirm the Minutes of the Last Meeting

RESOLVED that the minutes of the meeting held on 20th September 2023 were approved as a correct record.

6 Budget 2024/25

Members considered the detailed report relating to the proposed budget for 2024/25 which would be submitted to the Finance & General Purposes Committee for scrutiny before being referred to Full Council at their budget setting meeting.

The proposed budget emphasised the need to reflect on the changes to the estate during the financial year as well as the increases to staff costs as a result of the latest pay increases.

The parks needed to be kept up to standard and this was reflected in the proposed costs but did not allow for significant upgrades to be made to the park play equipment moving forward. Members were informed that the parks had not had individual upgrades apart from Glenn Park and KGV and Dodd's Park, in particular, needed some attention.

Members discussed the impact on the budget and the precept demand if additional improvements were made and the costs if the parks were kept at the current standard. It was the Council's ambition to work towards Green Flag status for the main parks in the town but this would need more investment.

Members thanked the officers for their hard work in producing the report.

RESOLVED that:

1. The proposed budget, as detailed in the report, be submitted to Finance & General Purposes Committee for comment;
2. The report be noted.

7 PSPO Signage

Members considered the report of the Amenities Manager which highlighted the

issues surrounding the effective management and enforcement of the Public Space Protection Order (PSPO) within Maghull parks and open spaces.

Issues highlighted included the signage in the parks which was not the same as the signage used by Sefton MBC. The Sefton signage used maps of their parks to assist park users in determining which was the appropriate area for dogs on lead and off lead. The Amenities Manager had produced maps which would assist the park users within Maghull. It was also noted that there had been numerous complaints from park users (dog owners and non dog owners) about the enforcement of the order and its unfairness.

Members noted the issues and were concerned that the maps produced were compliant with the PSPO's requirements which would, obviously, affect the enforcement of the Order.

RESOLVED that:

- 1. The maps be sent to Sefton Legal Services to check the compliance with the PSPO;**
- 2. The (compliant) maps be placed in South Meade and Dodd's Parks as a trial basis;**
- 3. An article be produced for the next Maghull Magazine explaining the maps and the PSPO;**
- 4. The report be noted.**

8 Health & Safety Update

Members received a Health & Safety Update from the Amenities Manager. The Council had recently undertaken a comprehensive Review with the aid of the Council's H&S consultants, Peninsula. The review had highlighted several aspects of the Council which required improvement. The list was considerable and would result in an increase of work load for the Amenities Manager, supported by the Clerk. However, it was imperative that the remedial works be completed as quickly as possible and this was part of the Council's journey in improving its Health and Safety profile across the board.

Members noted that work that had already taken place and endorsed the implementation plan which had been drawn up by the Amenities Manager.

It was also noted that the Finance & General Purposes Committee would also need oversight of the implementation plan as H&S overview was the purview of that Committee.

RESOLVED that:

- 1. The work undertaken by the Amenities Manager with regards to H&S be noted;**
- 2. The implementation plan and its progress since the review be noted;**
- 3. The report be noted.**

9 Covid Memorial

Members were informed that Sefton Council was currently working on a project to install covid memorials in the 5 township areas of Sefton. These areas are Bootle, Crosby, Formby, Maghull and Southport. The memorials would consist of a bench with a circle of trees around it, based within a green, open space within each

township area. The parks they have chosen for potential sites were based on being the main parks within their areas that attract a lot of visitors. To that end, Sefton would like MTC's approval to install a memorial within the rose garden at KGV.

members discussed the proposal and the other options for improvements to the Rose Garden which had been cleared but not replanted. Members thought that this would be an appropriate way for the pandemic and the difficulties everyone had suffered to be recognised and remembered.

RESOLVED that:

- 1. Permission was given for the Covid Memorial to be palced in the KGV Rose Garden (exact site to be determined);**
- 2. Costs for the project be financed by Sefton MBC;**
- 3. The report be noted.**

10 Chair's Report

The Cahir thanked everyone for attending the meeting.

CHAIR

Report to: Amenities Committee
Date of Meeting: 17th April 2024
Agenda Item Number 5
Subject: Health & Safety Report – 6 monthly review
Report of: Amenities Manager
Exempt/Confidential Report: No

Summary

This report is to advise members on MTC’s compliance with health and safety requirements and best practice.

Maghull Town Council Priority	Yes/No
Development and Protect the Community	No
Develop Parks and Green Spaces	No
Value for Money and Enterprising Council	No
Develop Leisure and Activity for All	No
Develop/support Community Services and Groups	No
Support Culture and Heritage	No
Health and Wellbeing Programme	Yes
Statutory Requirement	Yes

Recommendation(s)

Amenities Committee is requested to: -

1. Note the contents of this report.
2. Consider any outstanding actions and contemplate whether they would prefer to receive a health and safety update at each amenities meeting or maintain it on a six-month basis.

Reasons for Recommendation(s)

I am writing to provide an update on the progress we have made regarding health and safety compliance at MTC following the external H&S Compliance Audit conducted back in August 2023.

As many of you are aware, the audit highlighted several areas where our health and safety management fell below an acceptable level, with some matters requiring urgent corrective action. This assessment, judged against the Enforcing Authorities Enforcement Policy Statement, raised concerns about potential formal enforcement action if we were to receive an inspection visit.

Over the past six months, our team has been dedicated to implementing processes aimed at improving various aspects of our health and safety management, including contractor

management, statutory compliance management, hazardous substance management, and staff well-being management.

I am pleased to report that a recent follow-up audit review has noted significant progress in these areas. As a result, the town council is now operating at an acceptable level of health and safety compliance.

To uphold and enhance this standard, we will refine the processes implemented in the past 12 months, continue to hold monthly team meetings, conduct toolbox talks, and establish goals and objectives for staff members as part of our annual & semi-annual appraisal reviews.

With this progress in mind, I kindly ask the committee to review the report, consider any outstanding actions, and contemplate whether they would prefer to receive a health and safety update at each amenities meeting or maintain it on a six-month basis. To foster a culture of safety within the organisation officers suggest the former.

Alternative Options Considered and Rejected

NA

What will it cost and how will it be financed?

All costs associated with this work currently come from the Amenities core budget. Cost £TBC

Implications of Recommendations:

Financial Implications	£TBC
Resource Implications	Officers time
Legal Implications	Potential Enforcement Action under HSE Regs
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the conclusion of Amenities Committee.

Appendices

See attached.

Background Papers Amenities Committee, 15th November 2023, Agenda Item 8, Health & Safety Report – 6 monthly review

Contact Officer	Derek Stephens – Amenities Manager
Telephone Number	0151 526 3705
Email Address	Derek.Stephens@maghull-tc.gov.uk



PENINSULA

Success Starts Here

Mr Derek Stephens
Facilities Manager
Maghull Town Council
Town Hall
Hall Lane
Maghull
Merseyside
L31 7BB

Our ref: SSVIS1/MAG142

14 February 2024

Dear Mr Stephens

Re: Health and Safety Service Visit

Address Visited: Town Hall, Hall Lane, Merseyside, L31 7BB

Visit Date: 13 February 2024

At my recent visit to your premises, the following activities were completed:

- Agreed that the areas to focus on during today's visit would be;
 - Contractor Management
 - Staff Management
 - Risk Assessments
 - COSHH Assessment
 - Reviewing the actions and findings of your previous health & safety compliance audit and providing support in various areas.
- It appeared as though significant progress has been achieved within the last 6 months with regards to closing actions that were raised in the previous report. I was advised that actions are being worked through with input from the councillors. The following items were noted as complete;
- Nova Acoustics have completed a noise assessment which identified actions to reduce employee exposure to noise. I was advised these have now been implemented.
 - The survey identified that in some areas the hearing protection was too high and the correct hearing protection has now been ordered and issued.
- An inventory of hazardous substances has been prepared and is supported by Safety Data Sheets (SDS). X14 Risk assessments have been carried out using the information from the SDS. The assessments identify the control measures followed when using the substances. There are still a number of assessments to be produced to include all hazardous substances that are used.
- Guard checks - Equipment check sheet have now been created and have been implemented. They are to be completed daily when the equipment is in use.
 - Form "IFG - Machine Safety Systems Checks" is available in the on-line document library to assist you.
- A detailed compliance tracker is in place which identifies contractors responsibility for servicing and due dates etc.
- Training has been issued to employees using the modules available on BrightSafe and a training matrix is in place.
- Staff Management - I was advised that there is a detailed process in place. Personnel folders are produced for each employee which includes a copy of the health and safety policy, relevant risk assessments, toolbox talks, signed induction, Employee Safety Handbook, training certificates.

- Employees who drive in the course of their work have their licences checked annually to ensure they remain current for the class of vehicle they drive.

The following actions were identified during the visit or are outstanding from your previous health & safety compliance audit:

- Review the findings from the previous audit report with a view to actioning those outstanding.
- A system is currently in place when using the services of contractors. This includes;
 - Providing a detailed induction with signatures gained
 - Requesting risk assessments for high risk activities
 - Enforcing a signing in process.
 - This process could be further enhanced by the following measures;
 - Issue all contractors a Contractor Questionnaire to complete on an annual basis, not just those that complete higher risk activities.
 - Issue the Health and Safety Handbook for Contractors to verify their understanding and receipt of the handbook by signing the acknowledgement slips.
 - Records should be requested and retained to provide evidence of the assessment of contractor suitability with regard to and safety. Evidence, dependent upon the level of risk, may include -- statutory health and safety documentation (policy statement etc.), testing schedules of work equipment, relevant risk assessments, method statements, safe systems of work, accident reporting procedures and insurance certificates relevant to the contractor's undertaking.
- It is recommended to include only the risk assessment/control measures identified to employees and not the overview and key pages. This would reduce the amount of paperwork each employee is having to read on induction and more clearly highlight the key points.
- Venue Function Suite is used for events including The Cosy Club which can hold up to 80 elderly people, many with accessibility requirements. This venue is located on the first floor and the residents of Maghull require access to the lift. In the event of a fire the lift would be rendered inaccessible which would impede a speedy exit from the premises and potentially put the residents/visitors lives at risk.
 - Complete a General Emergency Evacuation Plan;
Where the general public are in a building, you are required to have a General Emergency Evacuation Plan (GEEP) in place for vulnerable individuals. This must be shared with trained staff who will assist in the evacuation of vulnerable people.
 - Discussions were held around the possibility of relocating the event, and other events where accessibility has to be considered, to the ground floor event room.
 - There should be adequate number of employees trained to assist people in the use of the evacuation chair(s), allowing for employee holidays and sickness absences.
- A path has been installed externally up an embankment with a gradual paved slope. There are potential plans to create a Covid memorial at the top. Queries have been raised as to the accessibility requirements of the path and whether handrails are required. [Please refer to photograph 1]
 - As the slope is not part of an access to a building the Building Regulations may not apply and therefore handrails are not a legal requirement. However, it may be advisable to look at reasonable inclusion measures.
- The recent fire drill identified a fault with the sounder in one area of the premises which has been reported. Ensure this is rectified as soon as possible.

Should you require advice on this report or any other health and safety issue please contact our 24 Hour Advice Service by phone on 0844 892 2785 (option 1) or by email to handsadvice@peninsula-uk.com.



Success Starts Here

Yours sincerely

Alison Gabriel
Health and Safety Consultant

alison.gabriel@peninsula-uk.com

Send To: Derek Stephens <derek.stephens@mugull-tc.gov.uk>

Please Note:

This report is advisory in nature, informational in content, and is intended to assist our Clients to improve their standards of compliance with health and safety legislation and best practice; it does not constitute legal advice. It has been based on observations, and written and oral information, provided by the Client's representative to our Consultant during a site visit to the Client's property, premises or area of work, and is limited to the parts of the Client's undertaking which were reasonably accessible to our Consultant at the time of the visit. This report however has been prepared on the strict understanding that our Client retains ownership of, and remains responsible for, the management of health and safety in its workplace(s). Accordingly, Peninsula will not accept liability for any accident, injury or damages of any kind resulting from the use of, or reliance upon, any information contained in the report.

Photographs

1



Report to: Amenities Committee
Date of Meeting: 17th April 2024
Agenda Item Number 6
Subject: Business Justification request for the Sale of Ride-on Mower
Report of: Amenities Manager
Exempt/Confidential Report: No

Summary

The current operational challenges faced by the MTC ground maintenance team necessitate a strategic investment decision to enhance efficiency and service quality.

Maghull Town Council Priority	Yes/No
Development and Protect the Community	Yes
Develop Parks and Green Spaces	Yes
Value for Money and Enterprising Council	Yes
Develop Leisure and Activity for All	Yes
Develop/support Community Services and Groups	Yes
Support Culture and Heritage	Yes
Health and Wellbeing Programme	Yes
Statutory Requirement	No

Recommendation(s)

Amenities Committee is requested to: -

1. Review and approve this project.
2. Note the contents of this report.

Reasons for Recommendation and plan of action(s)

Overview: The current operational challenges faced by our parks department necessitate a strategic investment decision to enhance efficiency and service quality. The aging ride-on mower, exceeding its 8-year mark, has become increasingly unreliable, leading to frequent and costly repairs. These maintenance issues have resulted in significant downtime, directly impacting our daily operations and the aesthetic appeal of our parks.

Current Situation: The existing tractor, although in excellent condition, has been redundant for over 2.5 years due to a lack of essential attachments. This renders it unfit for purpose, limiting its utility in addressing our operational needs effectively.

Proposal: To address these challenges effectively, we propose selling the aging ride-on mower, estimated at approximately £11,000, and reallocating these funds towards essential attachments for our compact tractor. The estimated cost for the attachments is approximately £10,000.

Rationale: Investing in tractor attachments, including a pull-behind mower, will significantly enhance our grass-cutting capabilities, ensuring a much-improved finish compared to the outdated ride-on mower. Moreover, the inclusion of a spiker and roller attachment will enable us to address longstanding drainage and pest control issues on our sports surfaces. By proactively managing these challenges, we anticipate a notable reduction in associated costs, such as pest elimination programs and extensive drainage works.

Benefits: Enhanced Operational Efficiency: By equipping our tractor with essential attachments, we will streamline our grass-cutting and maintenance processes, reducing downtime and improving overall efficiency.

Improved Service Quality: The investment will enable us to deliver higher quality services to our community, enhancing the aesthetic appeal of our parks and sports surfaces.

Cost Savings: Proactively managing drainage and pest control issues will lead to long-term cost savings by reducing the need for extensive repairs and pest elimination programs.

Conclusion: In conclusion, reallocating funds from the sale of the aging ride-on mower towards essential attachments for our compact tractor is a strategic decision that not only addresses immediate operational challenges but also positions us to deliver higher quality services to our community while reducing long-term maintenance expenses. Failure to invest in the tractor will perpetuate its redundancy, hindering our ability to effectively maintain our parks and sports surfaces. Therefore, we recommend approving this proposal to ensure the continued success and satisfaction of our community.

Alternative Options Considered and Rejected

NA

What will it cost and how will it be financed?

All costs associated with this project will be funded by the sale of the Ride-on Mower and core amenities budget.

Implications of Recommendations:

Financial Implications	£10,000
Resource Implications	Officers time
Legal Implications	None
Equality & Diversity Implications	None

Implementation Date for Decision

Immediately following the conclusion of Amenities Committee.

Appendices

None

Background Papers NA

Contact Officer	Derek Stephens – Amenities Manager
Telephone Number	0151 526 3705
Email Address	Derek.Stephens@maghull-tc.gov.uk

Report to: Amenities Committee
Date of Meeting: 17th April 2024
Agenda Item Number 7
Subject: Play Equipment Upgrades/Refurbishment
Report of: Amenities Manager
Exempt / Confidential No
Report:

Summary

This report is to update Members on the progress and schedule of works on our parks play equipment refurbishment and replacement programme. The identified need for refurbishment and replacement was due to broken or decaying play equipment across several of our parks, with a financial implication of £56,845.

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	No
7. Health and Wellbeing Programme	Yes
8. Statutory Requirement	No

Recommendation(s)

Amenities Committee is requested to: -

1. Note the content of this report and review the schedule of works for replacing equipment and safety flooring – see appendix 1.
2. It is essential to note that the prioritisation of this work order is based on risk assessment, considering factors such as the severity and likelihood of accidents or injuries due to deteriorating play equipment. This approach ensures that resources are allocated efficiently to address the most critical needs first.
3. Approve the communication strategy.

Overview:

Communication Strategy: Updates regarding the progress of the refurbishment and replacement programme will be disseminated through the Maghull Town Council's (MTC) Facebook page and website. Regular posts will inform residents about completed works, upcoming projects, and any delays due to weather conditions or unforeseen circumstances.

Work Order Prioritisation: It is essential to note that the prioritisation of work orders is based on risk assessment, considering factors such as the severity and likelihood

of accidents or injuries due to deteriorating play equipment. This approach ensures that resources are allocated efficiently to address the most critical needs first.

Conclusion: In conclusion, the parks play equipment refurbishment and replacement programme is progressing well, with several works already completed and a schedule outlined for upcoming projects. The facilities management team appreciates the support and understanding of the Council in prioritising the safety and enjoyment of our park users/residents. We will continue to provide updates as the programme advances, ensuring transparency and accountability in our efforts to maintain high-quality amenities for the community. The Council is asked to note the content of this report and support ongoing efforts to enhance our parks' play facilities – see appendix 1 for the schedule of works.

Alternative Options Considered and Rejected

None

What will it cost and how will it be financed?

(A) Revenue

Planned Asset Maintenance budget for 2024/25

Total Cost £56,845.00

(B) Capital

None

Implications of Recommendations:

Financial Implications	£56,845.00
Resource Implications	Officer time for the maintenance of parks, open spaces and facilities.
Legal Implications	Failure to comply with HSE guidelines would leave the council open to potential claims in the event of an accident/incident.
Equality & Diversity Implications	None.

Implementation Date for Decision

Next phase of work to commence from April 2024.

Appendices

Appendix One: Schedule of Works for Play Equipment that requires replacement/refurbishment.

Background Papers

1. Amenities Committee Papers, July & November 2023
2. In July & November 2023, Derek Stephens Facilities Manager informed members that several MTC parks have broken or decaying play equipment that, if not dealt with, could potentially result in litigation against MTC.

Contact Officer	Derek Stephens – Amenities Manager
Telephone Number	0151 526 3705
Email Address	Derek.stephens@maghull-tc.gov.uk

Appendix One: Summary of Play Equipment to be replaced or refurbished.

Name of Park	Item that requires replacement	Total cost per site	Work description	Start Date
Moss Park	Safety flooring under single bay 2 seat swing and multi play area.	£4,435.00	The safety surfacing for the single bay 2 seat swing requires a new wet pour floor base due to the existing flooring showing heavy signs of shrinkage around the perimeter which in turn creates trip hazards.	TBC
Glenn Park	Wooden Low Level Trim Trail / Timber A-Frame climber / Timber Basket Swing Set.	£14,830.00	Equipment to be replaced with upgraded equivalent – Timber equipment to have galvanised upright protective covering to prevent strimmer damage and rot. Plus 4 x benches to be repaired.	Work to start week commencing 03/06/2024
Ballswood	Safety Flooring & Basket Swing seat	£4,285.00	Black Wet Pour Area - To remove & replace Wet Pour surfacing approx 30sqm due to shrinkage & heavy damage. This area will then be used as a seating area. 1 x basket swing seat required to replaced damaged seat.	TBC
Dodds Park	Wooden Low Level Trim Trail / Timber A-Frame climber / Swing Bay Safety Flooring.	£11,280.00	Equipment to be replaced with upgraded equivalent – Timber equipment to have galvanised upright protective covering to prevent strimmer damage and rot. To supply & lay new Black Wet Pour safety surfacing for the Swing Bay.	Work to start week commencing 08/04/2024
South Meade	Safety Flooring / Bird Rocker	£2,845.00	To remove and replace approx 13sqm of damaged Wet Pour surfacing that is currently a trip hazard. A new Animal Rocker to	TBC

Appendix One: Summary of Play Equipment to be replaced or refurbished.

Name of Park	Item that requires replacement	Total cost per site	Work description	Start Date
			be installed. Plus 2 x benches to be installed.	
Mersey Avenue	Multi Play Tower / Safety Flooring / Animal Springer	£8,585.00	Multi Tower to be replaced with upgraded equivalent due to corrosion which will lead to structure issues. To supply & lay new Black Wet Pour safety surfacing and install a new Animal Rocker.	TBC
Old Hall	Wooden Low Level Activity Trail	£8,995.00	Equipment to be replaced with upgraded equivalent – Timber equipment to have galvanised upright protective covering to prevent strimmer damage and rot. Plus 3 x additional benches.	Work to start week commencing 06/05/2024
Lathom Avenue	Safety Flooring	£1,590.00	To remove and replace approx 13sqm of damaged Wet Pour surfacing that is currently a trip hazard	TBC

Combined Total Cost to Replace Equipment and Flooring £56,845.00

Please note, all equipment and safety surfacing that requires replacement is in excess 12+ years old.

Appendix One: Summary of Play Equipment to be replaced or refurbished.

Example of Safety Flooring and Timber Activity Trails requiring replacement

