

DRAFT

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ADDITIONS TO AGREED WORKS:

ANY ADDITIONAL WORKS THAT ARE REQUESTED BY SHROPSHIRE COUNCIL TO BE ADDED TO THIS AGREEMENT HAVE TO BE AGREED BY BOTH PARTIES, COSTED AND PAID FOR.

EMERGENCIES:

IN THE EVENT OF AN EMERGENCY AND STC ARE UNABLE TO GET A RESPONSE FROM SC, THE PROTOCOL IS:

SCHEDULE 1 - SHROPSHIRE COUNCIL LEISURE SERVICES

The standards have been designed to enable the delivery of services, supporting provision to achieve the required level of quality aligned to the requirements of the features.

Premises: Site Locations	Service Activities	Description	Standards
Shrewsbury Sports Village (Sundorne)	- Football Pitch Maintenance - Artificial Pitch - Grass Areas - Shrub & Roses - Hedges - Arboriculture - Hard Surfaces/ Footpaths	The sports village facility comprises of football pitches including competition and enclosed pitches, rubber crumb synthetic multisport area, cycle track and embankments. The perimeter consists of hedges, specimen trees, shrub beds and amenity grass areas.	Sports turf and artificial surface: Will be maintained to approved sporting standards to allow for the specialist fixture to take place. - See Appendix 1: Football Pitch Maintenance - See Appendix 2: Law 1 The Field of Play - See Appendix 3: Artificial Pitch Maintenance Grass Areas: Will be maintained to approved standards. - See Appendix 4: Grass Areas As part of the required activities the service provider is required to complete path edging and/or encroachment. Shrub & Roses: Will be maintained to approved standards. - See Appendix 6: Shrub and Rose Beds Hedges: Will be maintained to approved standards. - See Appendix 7: Hedges

Premises: Site Locations	Service Activities	Description	Standards
			Arboriculture See Appendix 9: Arboriculture (9.2 & 9.4) Special Events Leisure Services will liaise with the Town Council over programmed fixtures and special event requirements.
Swim Centre, Shrewsbury	- Grass Areas - Shrubs - Hard Surfaces/ Footpaths	The Swim Centre comprises of grass areas and features including shrub beds.	Grass Areas: Will be maintained to approved standards. - See Appendix 4: Grass Areas As part of the required activities the service provider is required to complete path edging and/or encroachment. Shrubs: Will be maintained to approved standards. - See Appendix 6: Shrub and Rose Beds Hard Surface Management and Maintenance: Will be maintained to approved standards. - See Appendix 8: Hard Surface Management and Maintenance (with the use of hand blowers for footpaths)

SCHEDULE 2 - TOWN CENTRE FEATURE AREAS, THE GUILDHALL AND POCKET PARKS

The standards have been designed to enable the delivery of services, supporting provision to achieve the required level of quality aligned to the requirements of the features.

Site Locations	Service Activities	Description	Standards
The Library Grounds, Castle Foregate, Shrewsbury (0.715 hectares) Shrewsbury Castle	- Grass Areas - Shrubs - Hedges - Arboriculture	Shrewsbury Library is one of a network of library branches in Shropshire	Grass Areas: Will be maintained to approved standards. - See Appendix 4: Grass Areas As part of the required activities the service provider is required to complete path edging and/or encroachment. Shrub & Roses: Will be maintained to approved standards. - See Appendix 6: Shrub and Rose Beds Hedges: Will be maintained to approved standards. - See Appendix 7: Hedges Arboriculture: - See Appendix 9: Arboriculture (9.2 & 9.4)
The Guildhall, Frankwell Quay, Shrewsbury	No activities delivered		

SCHEDULE 3 - SHROPSHIRE COUNCIL BEREAVEMENT SERVICES

The standards have been designed to enable the delivery of services, supporting provision to achieve the required level of quality aligned to the requirements of the features.

Premises: Site Locations	Service Activities	Description	Standards
General Cemetery (Longden Rd Shrewsbury) Rural Cemeteries Pulverbatch Westbury Minsterley Alberbury Great Ness	• Grass Areas • Waste Bins • Shrubs & Roses • Hedges • Hard Surfaces/ Footpaths • Arboriculture • Burial cremated remains • Burial graves	The General Cemetery is divided into the old and new sections and is 1238 hectares in total. Funeral services are held, and work undertaken will include all aspects of the burial procedure.	As instructed by Bereavement Services provision will be made as appropriate for burials. The necessary requirements to be specified by Cemetery Registrar or nominated representative. Cremated remains including caskets and containers will also be interned on plots specified by the registrar. Stillborn babies to be buried in the SANDS graves provided. Burial Services also includes the reopening of graves and burials on reserved plots. Due regard will be paid to Health & Safety requirement when excavation work is undertaken working below ground level. Grass Areas: Will be maintained to approved standards. • See Appendix 4: Grass Areas As part of the required activities the service provider is required to complete path edging and/or encroachment.

Premises: Site Locations	Service Activities	Description	Standards
			Waste Bins: Will be maintained to approved standards with waste bins emptied at a frequency to ensure they do not become full. All contents of bin to be removed at each visit. • See Appendix 5: Waste Bins Shrub & Roses: Will be maintained to approved standards. • See Appendix 6: Shrub and Rose Beds Hedges: Will be maintained to approved standards. • See Appendix 7: Hedges Hard Surface Management and Maintenance Will be maintained to approved standards. • See Appendix 8: Hard Surface Management and Maintenance Arboriculture: • See Appendix 9: Arboriculture (9.2 & 9.4) Making up of Sunken Graves at Rural Cemeteries • Re-instate with soil and re-seed

SCHEDULE 4 - SHROPSHIRE COUNCIL ENVIRONMENTAL 'MAINTENANCE (INC.HIGHWAYS)

The standards have been designed to enable the delivery of services, supporting provision to achieve the required level of quality aligned to the requirements of the features.

Site Locations	Service Activities	Description	Standards
Herongate (7.39 hectares)	- Grass Areas - Shrubs & Hedges - Waste Bins - Arboriculture	Large Open Space (Urban Area) Is this SSSI site going to C/side, if so, it needs removing	Grass Areas: Will be maintained to approved standards. - See Appendix 4: Grass Areas As part of the required activities the service provider is required to complete path edging and/or encroachment. Waste Bins: Will be maintained to approved standards with waste bins emptied at a frequency to ensure they do not become full. All contents of bin to be removed at each visit. - See Appendix 5: Waste Bins Shrub & Roses: Will be maintained to approved standards. - See Appendix 6: Shrub and Rose Beds Hedges: Will be maintained to approved standards. - See Appendix 7: Hedges
Telford Estate (2_174 hectares)	Arboriculture	Large Open Space (Urban Area) Is this c/side if it is it needs removing?	Arboriculture: See Appendix 9: Trees

Site Locations	Service Activities	Description	Standards
Burrsfield (2.625 hectares)	Grass Areas	Large Open Space (Urban Area) Are these two areas going to c/side?	Grass Areas: Will be maintained to approved standards. See Appendix 4: Grass Areas As part of the required activities the service provider is required to complete path edging and/or encroachment.
Radbrook Pool (1.271 hectares)			
Bayston Hill Brookfield Lythwood Road Eric Lock Road Cruckton, Church Close Bomere Heath The Crescent Wheat Hill Rise Brook Road at Bomere Heath Grafton, Newbanks Callow Crescent, Minsterley Linley Avenue, Pontesbury Ford, The Leasowes Nesscliffe The Crescent Wattlesborough Hanwood Vine Close Westbury- Hinwood Road Cross Houses – Lower Cross Longnor Buildwas – Park View Meole P & R	- Grass Areas - Shrubs & Hedges	Large Open Space (Rural Area)	Grass Areas: Will be maintained to approved standards. - See Appendix 4: Grass Areas As part of the required activities the service provider is required to complete path edging and/or encroachment. (never done in the rural areas) Shrub & Roses: Will be maintained to approved standards. - See Appendix 6: Shrub and Rose Beds

Site Locations	Service Activities	Description	Standards
Oxon P & R Minsterley • Alder Drive • Maple Drive • Park Meadow • Oak Drive • Ash Lea Ford • Manor Crest • Quail Ridge • Sub-station			
Wroxeter Closed Churchyard	• Grass Areas • Arboriculture	Rural Closed Churchyards	Grass Areas: Will be maintained to approved standards. • See Appendix 4: Grass Areas • Some areas have to be strimmed rather than mown As part of the required activities the service provider is required to complete path edging and/or encroachment. (never done in the rural areas) Arboriculture: • See Appendix 9: Arboriculture (9.2 & 9.4)
Church Pulverbatch Closed Churchyard			
Pontesbury Closed Churchyard			
Asterley Closed Churchyard			
Little Ness Closed Churchyard			
Cruckton Closed Churchyard			

Appendix 1: Football Pitch Maintenance

The maintenance of football pitches shall be to the following standard

Table 01

Task	Response times for non-compliance
Maintenance of Football Pitches – All specified sites	5 working days

List of Grass Football Pitches:

1 x competition Pitch

8 x Adult Pitches

2 x junior (can be re-configured depending on demand)

3 x 9-a-side (can be re-configured depending on demand)

3 x 5-a-side/7-a-side (can be re-configured depending on demand)

Table 02

ACTIVITY	STANDARD
Grass Cutting	The Service Provider shall cut the pitch grass to maintain a uniform grass height during the playing season, between 25 and 40mm long. To achieve this, it's recommended that football pitches have a minimum of twenty (20) cuts per year, allowing for additional cuts to be made if the weather is good and promotes a faster rate of growth.
Initial Measure and Marking Out	Annually, prior to the beginning of the football season, the Service Provider shall set out and mark the pitches. Lines must be marked with a non-toxic white marking compound using a pedestrian line marker or equivalent equipment. The line marking material must be agreed by the Authorised Officer prior to use.
Remarking	The Service Provider will re-mark the pitches during the playing season using a compound as detailed above. Re-marking of the lines is required at reasonable intervals throughout the season.
Aeration	The Service Provider shall aerate the football pitches, as necessary. Any arisings from this operation shall be removed for disposal.
Localised Spiking Harrowing	The Service Provider shall during the playing season undertake localised spiking to remove surface water. Prior to re-marking the pitches the Service Provider shall, using suitable equipment, chain harrow the surface to maintain surface levels.

ACTIVITY	STANDARD
Rolling	During the playing season, the Service Provider shall, using suitable equipment, roll the whole area of the pitch.
Localised Sanding	The Service Provider shall undertake sanding operations on areas of excessive wear.
Renovation	The Service Provider shall carry out annual renovation of the goal mouths, penalty boxes and center circles. The renovation work will be carried out using a sports mix seed.
Fertilizer	The Service Provider shall use appropriate methods, fertilize football pitches where necessary from April with an accepted fertilizer. Fertilizer must be applied evenly across the surface area. It must not be applied in windy conditions or in periods of drought. Application must preferably be made when rainfall is imminent otherwise, the area must be irrigated to avoid scorching of the sward.
Weed Control	The Service Provider shall maintain each football pitch and provide a method statement outlining how it proposes to apply a suitable herbicide to football pitches at the beginning of the growing season. The affected areas should not be mown for three days following herbicide application.
Goal post installation and removal	The Service Provider shall maintain all goal post to ensure they are installed prior to the start of the season and removed at the end of the season. All goal post to be removed no later than 10 working days once the playing season has finished. Net fittings to be provided. New goalposts need to be provided by SC

Appendix 2: LAW 1: The Field of Play

The line marking of Football Pitches shall be to the following standard

Table 03

Task	Response times for non-compliance
The Line Marking of Football Pitches - All specified sites	5 working days

Table 04

ACTIVITY	STANDARD
Field of Play	The field of play must be rectangular and marked with continuous lines which must not be dangerous. Artificial playing surface material may be used for the field markings on natural fields if it is not dangerous. These lines belong to the areas of which they are boundaries. The field of play is divided into two halves by a halfway line, which joins the midpoints of the two touchlines.
Lines to be Marked	Only the lines indicated in Law 1 are to be marked on the field of play. Where artificial surfaces are used, other lines are permitted provided they are a of different colour and clearly distinguishable from the football lines. The two longer boundary lines are touchlines. The two shorter lines are goal lines.
Centre Mark	The centre mark is at the midpoint of the halfway line. A circle with a radius of 9.15 m (10 yds) is marked around it.
Line Width	All lines must be of the same width, which must not be more than 12.7 cm (5 ins). The goal lines must be of the same width as the goalposts and the crossbar.
Additional Markings	Marks may be made off the field of play 9.15 m (10 yds) from the corner arc at right angles to the goal lines and the touchlines.

Guidance to Support Understanding of Pitch sizes

Diagram 1: Adult Playing Field Marked

- Measurements are from the outside of the lines as the lines are part of the area they enclose.
- The penalty mark is measured from the centre of the mark to the back edge of the goal line.

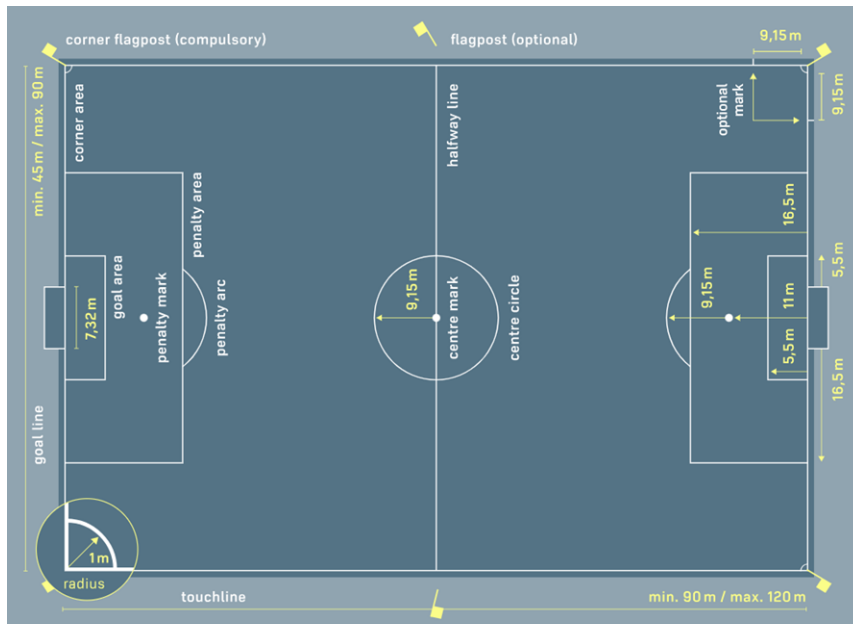


Diagram 2: Junior Playing Field Marked



Insert diagram from STC

Appendix 3: Artificial Pitch Maintenance

The maintenance of artificial pitches shall be to the following standard to the playing characteristics such as ball roll and bounce, stud slide and shock absorption are improved by the carpet's longer fibers (around 40-50mm) and cushioning rubber infill. These features must be preserved to allow a 3G pitch to provide a consistently high standard of play.

Table 05

Task	Response times for non-compliance
Maintenance of Artificial Pitches – All specified sites	5 working days

List of 3G Artificial Turf Pitches:

- 1 x Full size
- 4 x 5-a-side markings within
- 4 x 7-a-side markings within

Table 06

ACTIVITY	STANDARD
Weekly Pitch Cleaning/ maintenance	The Service Provider shall remove debris such as leaves, twigs, and dirt can accumulate on the surface and affect its performance. • Inspect for damage: Check the turf for any signs of damage or wear and tear, such as loose seams, tears, or worn-out areas. Promptly report any issues to prevent further damage. • Remove debris: Use a broom or leaf blower to clear the surface of any debris, especially after windy or stormy weather. • Brush the turf: Regularly brush the turf fibres to prevent matting and keep the surface even. Matting can affect ball roll and player traction.
Leaf Clearance	The Service Provider shall remove leaf fall and not allow it to accumulate, particularly during the autumn months when leaf fall can accumulate and over time mulch down into the surface fibers creating issues with drainage, cleanliness, performance, and durability.
Reporting	The Service Provider shall immediately report any damage or concerns with the Surface Seams and lines.

Appendix 4: Grass Areas

The maintenance of Amenity Grass Areas shall be to the following standard

Table 07

Task	Response times for non-compliance	
Maintenance of Amenity Grass - All specified sites. (As identified in the agreed plan specifications and spreadsheet)	Highway visibility splays	5 working days
	Countryside sites	5 working days
	Highway Verge - Rural	10 working days
	Outside 40mph limits	
	Highway Verge - within 40mph limits	10 working days

Table 08

ACTIVITY	STANDARD
Grass Cutting Frequency	The Service Provider shall cut the grass areas to a frequency of once (1) per calendar month during the period between April to October allowing for a total of seven (7) visits per season. (As identified in the agreed plan specifications and spreadsheet) An allowance will be made for an early cut subject to ground condition in March to be agreed by the Authorising Officer prior to any works starting. Any persistent problems with grass cutting an area should be brought to the attention of the Authorised Officer at the earliest opportunity in order that these issues can be considered when monitoring performance and alternative arrangements considered. The Authorised Officer shall be aware that some areas may not be cut at certain times of the day to reduce risk to the public and minimise nuisance. For example, roads with high volumes of traffic at peak times, outside schools and other places of education and in pedestrian areas.
Highway Verges	The Service Provider shall include highway verges, central reserves, islands and roundabouts and side slopes to embankments and cuttings. (As identified in the agreed plan specifications and spreadsheet) Urban (within 40 mph speed limit signs) grass areas to a frequency of once (1) per calendar month during the period between April to October allowing for a total of seven (7) visits per season.

ACTIVITY	STANDARD
	Urban (outside 40 mph speed limit signs) grass areas to a frequency of once (1) per calendar month during the period between April to October allowing for a total of seven (7) visits per season. Rural (within 40 mph speed limit signs) grass areas to a frequency of once (1) per calendar month during the period between April to October allowing for a total of seven (7) visits per season. Rural (outside 40 mph speed limit signs) Cut grass once per year between May & September to a uniform height of 50mm.
Naturalised Grass/ Areas	Naturalised Areas will receive one (1) maintenance visit annually, these comprise of, Hedge lines, Boundaries and embankments, Wooded areas, around pools and wetland areas, next to conservation areas and some areas just left to grow. (As identified in the agreed plan specifications and spreadsheet) The yearly visits will be undertaken between the months of July January – December depending on the requirements and wildlife for the area. In grassed areas containing naturalised ‘bulbs’, it is the responsibility of the Service Provider to ensure that all existing bulbs are allowed to flower, ripen and mature before mowing is carried out at these locations. During the growing, flowering and ripening period, grass shall be cut around the perimeter of the naturalised bulb areas, to form a neat appearance at the standard frequency specified until six weeks after the last flowers have faded. At the end of the six-week period, the area shall be mown, until a finishing cut can be made.
Arisings	The Service Provider shall at the time of cutting leave arising on the ground. Grass clippings that are deposited on to property, street furniture, footpath (paved or gravel), carriageway or memorials in the vicinity of mowing operations shall be removed by the Service Provider.
Ornamental grass	The Service Provider shall cut the grass areas to a frequency of Twice (2) per calendar month during the period between March to October allowing for a total of seven (16) visits per season.

ACTIVITY	STANDARD
	The first and last cut of the season will be delivered by cutting and collecting the arising.
Mowing	The Service Provider shall ensure mowing takes place on the full area of grass at each site. Unless otherwise specified, all grass adjacent to obstacles and boundaries shall be maintained to the height of grass of the surrounding area using appropriate methods and equipment. Grass cutting around fixed obstacles will be carried out as close as possible to the object without causing damage. Where possible 1m left around the base of trees All litter should be removed prior to any mowing commencing. (This is a Kier responsibility) War Graves that are grouped or individual will be maintained but not paid for as part of this agreement.
Sports Pitches	Competition Pitch Minimum of 1 x box mowing week to increase up to a maximum 3. All other pitches cut 1 x week along with the adjoining areas.
Fueling and lubrication	The Service Provider shall not allow fueling or lubricating to take place on landscaped areas. Any spillage of fuel or lubricants shall be reported to the Authorised Officer and cleared up immediately to the satisfaction of the Authorised Officer. Any contaminated material of whatever description shall be safely disposed of off-site.
Conservation Areas	Although identified within the agreed plan specifications and spreadsheet no work has been allocated against these areas or costs for works included within this agreement

Appendix 5: Waste Bins

The maintenance of Waste Bins shall be to the following standard.

Table 09

Task	Provision	Response times for non-compliance
Maintenance of Waste Bins - All specified sites (Locations and numbers to be agreed.)	Bins to be emptied at a frequency to ensure they do not become full All contents of bin to be removed each visit including side waste. The surrounding area litter picked.	1 working day

The Authorised Officer may instruct the Service Provider to carry out additional bin empties following events which will be prioritised, and emptying must be carried out within the relevant response time.

Table 10

Task	Response times for Instruction	
Maintenance of Waste Bins - All specified sites (Locations and numbers to be agreed.)	Low Medium High	3 days 1 day 1 ^{1/2} hours

Table 11

ACTIVITY	STANDARD
Emptying of Bins	Many bins are locked, and the Service Provider will be issued with keys to gain access to bins for emptying and cleansing. The Service Provider shall ensure these bins are locked after emptying.
Plastic Sacks	The Service Provider shall line bins with a plastic sack at the time of emptying and will be responsible for the supply of adequate plastic sacks. The Service Provider should note that all litter bins on the relevant land can be used by the public to deposit bagged dog faeces. However, relevant signage is used to identify specific bins for dog faeces.
Waste Disposal	The Service Provider shall provide the Authorised Officer with weights for the collected litter, weighed on a certified weighbridge and maintain an auditable record of the weights of waste.

ACTIVITY	STANDARD
Washing	The Service Provider carries out the cleaning inside and outside to ensure that they remain free of dirt and staining.
Graffiti and Fly Posting Removal	The Service Provider carries out the removal of all graffiti and fly posting including stickers to ensure that they remain in good appearance. Graffiti and fly posting shall be removed using a suitable detergent specially prepared for this task and shall cause no harmful effects to the surfaces to be cleaned or the environment. No abrasive cleaning materials of any kind shall be used.
Response Times for Graffiti and Fly posting removal	Non offensive 5 days. Offensive 1 day.
Inspections	During routine emptying the Service Provider shall carry out the following during each visit and provide a monthly report in the format agreed by the Authorising Officer that includes, Reporting damaged or missing doors, door locks. Check holding down bolts, banding, and post to ensure the waste bin is secure and structurally sound. Examine, tighten, lubricate hinges, door locks, and replace where necessary all, screws, nuts and locking devices.

Appendix 6: Shrub and Rose beds

The maintenance of Shrub and Rose beds shall be to the following standard:

(All Traffic Management if required will be provided by Shropshire Council at their cost as defined in the “Safety at Street Works and Road Works – A Code of Practice”)

Table 12

Task	Response times for non-compliance
Maintenance of Shrub and Rose beds – All specified sites. . (As identified in the agreed plan specifications and spreadsheet)	10 working days

Table 13

ACTIVITY	STANDARD
Vandalism	Any vandalism or damage to shrubs and rose beds must be reported to Authorised Officer.
Pruning	The Service Provider shall prune to a frequency of once (1) per Annum during the period between October to the end of February back to the previous year growth to maintain the existing appearance and height/definition. Arising will be removed at the time of the works being undertaken and disposed of.
Clearance of weeds and litter	The Service Provider shall ensure Shrub and Rose beds are litter picked and maintained to minimise weed growth to achieve. The litter picking is a Kier responsibility % of street scene inspections meeting the required standards of cleanliness (Litter and Detritus) Target 90% % of street scene inspections meeting the required standards of cleanliness (Weeds) Target 90%
Removal of severely damaged or diseased plants	During routine pruning maintenance the Service Provider shall carry out inspection and inform the Authorising Officer of any concerns.
Weeding and removal of weeds	Where plants have no bark, mulch or similar covering the Service Provider shall use an approved chemical control method weed free appearance. If mulch or bark is present, then allowance to top up annually will be required.

ACTIVITY	STANDARD
Replacement of plants	To be authorised prior to any works being undertaken which will aligned to the next planting season.

Appendix 7: Hedges

The maintenance of Hedges shall be to the following standard

(All Traffic Management if required will be provided by Shropshire Council at their cost as defined in the “Safety at Street Works and Road Works – A Code of Practice”)

Table 14

Task	Response times for non-compliance
Maintenance of Hedges – All specified sites	10 working days

Table 15

ACTIVITY	STANDARD
Vandalism	Any vandalism or damage to hedges must be reported to SC
Hedge cutting	The Service Provider shall cut to a frequency (of once a year) between November August to end of February. Growth including encroachment will be reduced to a point close to the base of the current year's growth or to ensure the full width of the path/ carriageway is maintained. Hedges identified as priority for visibility and for safety issues, will be cut first to maintain the existing appearance and height/definition, ensuring that growth does not present a hazard to pedestrian or vehicular traffic as & when required upon instruction a Highways Inspector from SC under The Highways Act Legislation Arising will be removed at the time of the works being undertaken and disposed of where required to avoid encroachment. The arisings cut by the tractor and flail will be blown back into the bottom of the hedge at the time. All arisings cut by hand will be removed.
Clearance of weeds and litter	The Service Provider shall ensure hedge lines are litter picked and maintained to minimise weed growth to achieve. Litter picking is a Kier responsibility

ACTIVITY	STANDARD
	% of street scene inspections meeting the required standards of cleanliness (Litter and Detritus) Target 90% % of street scene inspections meeting the required standards of cleanliness (Weeds) Target 90%
Removal of severely damaged or diseased hedges	During hedge cutting maintenance the Service Provider shall carry out inspection and inform the Authorising Officer of any concerns.
Replacement of hedges	To be by the Authorised Officer prior to any works being undertaken.

Appendix 8: Hard Surface Management and Maintenance

The maintenance of Hard Surfaces shall be to the following standard

~~(All Traffic Management if required will be provided by Shropshire Council at their cost as defined in the "Safety at Street Works and Road Works – A Code of Practice")~~

~~Are we enhancing what Kier undertake?~~

~~If so should the targets be applicable to Kier not ourselves?~~

Table 16

Task	Response times for non-compliance
Maintenance of hard Surface – All specified sites	2 working days

Table 17

ACTIVITY	STANDARD
Footpaths and Walkways	The Service Provider shall clean the whole area, kerb channel on all sides of the hard surface, access roads, footpaths, parking areas ensuring the removal of accumulations of litter, grit, detritus, and any other materials to achieve. % of street scene inspections meeting the required standards of cleanliness (Litter and Detritus) Target 90% % of street scene inspections meeting the required standards of cleanliness (Weeds) Target 90%

ACTIVITY	STANDARD
	The Service Provider shall pay regard to the type of surface to avoid any damage whatsoever, and to ensure the removal of litter or detritus trapped. Any persistent problems with hard surfaces should be brought to the attention of the Authorised Officer at the earliest opportunity in order that these issues can be considered when monitoring performance.
Waste Disposal	The Service Provider shall provide the Authorised Officer with weights for the collected litter, weighed on a certified weighbridge and maintain an auditable record of the weights of waste.
Leaf fall	The collection and disposal of leaf fall shall form part of the normal service provision. Areas identified as representing a potential danger to pedestrians or road users shall be cleared of accumulations.

Appendix 9: Tree Management and Maintenance

The maintenance of Trees shall be to the following standard

(All Traffic Management if required will be provided by Shropshire Council at their cost as defined in the “Safety at Street Works and Road Works – A Code of Practice)

Table 18

Task	Response times for non-compliance
Maintenance of Trees - All specified sites (for areas identified within the agreed plan specifications and spreadsheets) (9.1)	2 working days

Table 19

ACTIVITY	STANDARD
Epicormic and Basal Growth (9.2)	The Service Provider shall undertake removal of epicormic and basal growth - Less than 20mm in diameter should be pruned cleanly back to its point of origin, avoiding damaging the bark of the tree. - Growth greater than 20mm should be cut back to avoid damage to the branch bark ridge and collar. This must be carried out using a sharp handsaw
Pruning (9.3)	The Service Provider shall: - Ensure tree limbs and branches are removed in sections to avoid splitting or ripping of bark on the branch or stem that is to remain. - Smaller trees pruned to provide adequate clearance above highways, where an adequate height clearance cannot be achieved without compromising good Arboricultural practice, contact the Authorised Officer before commencing work.
Pruning (9.4)	Smaller trees pruned to provide adequate clearance above grass areas or paths, where an adequate height clearance cannot be achieved without compromising good Arboricultural practice, contact the Authorised Officer before commencing work.

ACTIVITY	STANDARD
Remove Ivy/Climbers (9.5)	The Service Provider shall: Remove the climber around the trunk of the tree up to 22.5m from ground level in align with the street inspections.
Clearance of undergrowth (9.6)	The Service Provider shall undertake the clearance of undergrowth in a manner which avoids damage to trees and their roots, or other ecological or features. To facilitate the survey process.
Legislation (9.7)	The Service Provider shall always ensure compliance with legislation in the undertaking of this work.
Fallen Trees (9.8)	The Service Provider shall - Remove trees that have fallen blocking the carriageway or footpath with works agreed prior to commencement with the Authorised Officer. - Storm damage is instructed on a case-by-case basis by the Authorised Officer. - Damaged trees are to be assessed to determine the hazard and risk and works instructed by the Authorised Officer.
Tree Tendering Works (9.9)	The Authorised Officer shall provide details of required tree works to be completed to the Service Provider who shall prepare and confirm details of quotation prior to works being instructed.
Tree Works (9.10)	No tree work is assigned and or costed to any of the rural areas with the exception of the following: The following rural locations only are covered by 9.2 and 9.4: Church Pulverbatch Closed Churchyard Wroxeter Closed Churchyard Pontesbury Closed Churchyard Asterley Closed Churchyard Cruckton Closed Churchyard Little Ness Closed Churchyard Church Pulverbatch Cemetery Westbury Cemetery Minsterley Cemetery Alberbury Cemetery Great Ness Cemetery The following Town areas are covered by 9.2 and 9.4: The Cemetery The Castle The Library

ACTIVITY	STANDARD
Ash- Dieback Works (9.11)	No works or costs for Ash-Dieback have been included in this agreement

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Service Frequencies and Standards

StreetScene Services

Re-design model proposed activities and frequencies

Ref	How (Equipment)	Where (Category)	What We Do	How Often	Number of Visits per Year
A	Mechanical Sweeper (12t)	Zone 1a	Sweeping of main retail areas: Shrewsbury, Bridgnorth, Market Drayton, Oswestry, Whitchurch, Ludlow	Once per Week	52
		Car Parks	Sweeping of all Shropshire Council owned or managed car parks.	Once per 12 Weeks	4
		Other Areas	Sweeping of roads with kerbs or a boundary wall.	Once per 12 Weeks	4
	Mechanical Sweeper (18t)	Remote/Rural Roads	Sweeping of roads with kerbs or a boundary wall.	Once per 12 Weeks	4
B	Pedestrian Sweeper	Zone 1a	Sweeping of footpaths in main retail areas: Shrewsbury, Bridgnorth, Market Drayton, Oswestry, Whitchurch, Ludlow.	Once per Week	52
		Alleyways, Connected Footpaths and Cycleways not Running Alongside a Road	Secondary retail zones, strategic walking routes and some high footfall areas.	Twice per Year	2
		Alleyways, Connected Footpaths and Cycleways not Running Alongside a Road	Alleyways, footpaths, and cycleways in low footfall areas.	Once per Year	1
C	Hand Brush	Zone 1b	Steps and alleyways not accessible by machinery.	Once per 12 Weeks	2
		Other Areas	Steps/narrow alleyways not accessible by machinery in rural areas.	Twice per Year	1
D	Power Sweeper	Alleyways and Footpaths	Litter hot spots, secondary retail, and strategic walking routes.	Twice per Year	2
		Alleyways and Footpaths	Alleyways and footpaths in low footfall areas.	Once per Year	1

Ref	How (Equipment)	Where (Category)	What We Do	How Often	Number of Visits per Year
E	Litter Picking	Zone 1a	Litter picking in main retail areas: Shrewsbury, Market Drayton, Oswestry.	Twice per Week	104
		Zone 1a	Litter picking in main retail areas: Bridgnorth, Whitchurch, Ludlow.	Once per Week	52
E	Litter Picking	Zone 1b	Areas connected to main retail areas: Shrewsbury, Bridgnorth, Market Drayton, Oswestry, Whitchurch, Ludlow.	Once per Week	52
		Litter Hot Spots	Litter pick in areas with a history of having problems with litter.	Once per 2 Weeks	26
		Secondary Retail Zones	Shopping areas outside of main town centres.	Once per 4 Weeks	12
		High Population	Litter pick in areas with large populations.	Once per 4 Weeks	12
		Strategic Walking Routes with High Traffic	Litter picking on high footfall paths that act as common routes to Schools, Hospitals, Towns etc.	Once per 12 Weeks	4
		Car Parks	Litter pick of all Shropshire Council owned or managed car parks.	Once per 12 Weeks	4
		Other Areas	Litter pick in areas with low populations, not within a retail zone and with no history of litter problems.	Twice per Year	2
F	Waste Bins	Zone 1a	Bin emptying in main retail areas: Shrewsbury, Bridgnorth, Market Drayton, Oswestry, Whitchurch, Ludlow.	Daily	365
		Other Areas	All areas not within the main retail areas: Shrewsbury, Bridgnorth, Market Drayton, Oswestry, Whitchurch, Ludlow.	Range from one to four times per week and fortnightly	x
G	Weed Control	All Areas	Carriageways/footpaths with a kerb or hard boundary wall.	Twice per Year	2
H	Leaf Fall	All Areas	Carriageway/ footpath with a kerb or hard boundary wall. High density areas impacted by heavy, obstructive leaf fall will receive this 1 additional visit.	Once per year	1

Street Scene

Performance Standards

Pictorial Guidelines

PQMS Grading

Aim:

The use of a performance management system provides an overall assessment of the service performance. It will be assessed across the full range of features within the service specification.

Classification of Standards:

To achieve a standard overall, all of the criteria within that standard must have been met or exceeded.

A	7	GM: Feature is maintained above contract standard in all aspects SC: Absence of all litter, detritus, excreta, leaf fall, weeds etc. WC: All clear no litter/debris in channel or against grille, no overhanging vegetation.
A-	6	GM: Feature is maintained above contract standard in most aspects. SC: Absence of almost all litter, detritus, excreta, leaf fall etc. Substantially weed free WC: Minor debris, recent deposits with no compromise in efficiency.
B	5	GM: Feature is maintained to contract standard in all aspects SC: Predominately free of litter, detritus, excreta, leaf fall etc. Predominantly weed free WC: Minor debris, slight effect on efficiency.
B-	4	GM: The feature is maintained to contract standard in the majority of aspects SC: Some distribution of litter, detritus, excreta, leaf fall, etc. Some weed growth WC: Moderate debris, still working effectively
C	3	GM: The feature is maintained slightly below contract standard in some aspects SC: Widespread distribution of litter, detritus, excreta, leaf fall etc. Significant weed growth WC: Moderate debris, efficiency compromised.
C-	2	GM: The feature is maintained but below contract standard in most aspects SC: Widespread distribution and accumulation of litter, detritus, excreta, leaf fall etc. Considerable weed growth WC: Chocked and ineffective
D	1	GM: The feature is unmaintained and considerably below contract standard in all aspect SC: Heavy distribution of litter, detritus, excreta, leaf fall etc. Heavy, widespread weed growth. WC: Channel/grille in filled and unidentifiable

Street Cleansing Constraints

Droves & Narrow Rural Lanes



There are a number of Droves and narrow rural lanes within the County. These are not able to be mechanically swept due to being un-metalled or very narrow which doesn't allow a sweeper to be deployed along them.

These should be scored based on the litter present at the time of inspection and not marked down for detritus or weeds in the centre of the highway.



If you feel that the lane is unable to be street cleansed by a mechanical sweeper enter an 'X' for the street cleansing element. Adding any comments as to your reasons for scoring or putting an 'X'.

Please also note the camber of the road when considering if a sweeper will be able to operate both sweeper arms

Street Cleansing (Sweeping, litter picking & weeding)

7

No litter or refuse present. No detritus in channels. Substantially weed free



5

Small amount of litter in localised accumulations. Minimal detritus present. Predominantly weed free



3

Widespread litter and detritus present. Significant weed growth present



1

Heavy littering, widespread detritus. Heavy significant accumulations of litter. Heavy, widespread weed growth.



Specification :-

- | | |
|-----------------------|---|
| Grade 7 (A) standard. | shall mean the absence of litter, debris, detritus, loose chippings, excreta, accident debris, leaf fall, other rubbish and animal carcasses or remains or any other material fouling street surfaces. |
| Grade 5 (B) standard | shall mean the area is predominately free of litter, debris, detritus, loose chippings, excreta, accident debris, leaf fall, other rubbish and animal remains or any other material fouling street surfaces apart from small items |
| Grade 3 (C) standard | means widespread distribution of litter, debris, detritus, loose chippings, excreta, accident debris, leaf fall, other rubbish and animal carcasses or remains or any other material fouling streets surfaces with minor accumulations. |
| Grade 1 (D) standard | means heavy distribution of litter, debris, detritus, loose chippings, excreta, accident debris, leaf fall, other rubbish and animal remains or any other material fouling street surfaces with large accumulations. |

Car Parks (Sweeping, litter, grass, shrubs & hedges)

7

No litter or refuse present. No detritus in channels. Substantially weed free, green areas well maintained



5

Small amount of litter in localised accumulations. Minimal detritus present. Predominantly weed free. Green areas moderately maintained



3

Widespread litter and detritus present. Weed growth present. Green areas slightly overgrown



1

Heavy littering, widespread detritus. Heavy significant accumulations of litter. Heavy, widespread weed growth. Green areas significantly overgrown



Specification :-

- Grade 7 (A) standard. shall mean the absence of litter, debris, detritus, loose chippings, excreta, accident debris, leaf fall, other rubbish and animal carcasses or remains or any other material fouling street surfaces. Hedges close to a footpath or road clipped back. Litter and debris removed from hedge base. Cut back to previous year's growth
- Grade 5 (B) standard shall mean the area is predominately free of litter, debris, detritus, loose chippings, excreta, accident debris, leaf fall, other rubbish and animal remains or any other material fouling street surfaces apart from small items. Green areas (grass, hedges & shrubs moderately maintained.
- Grade 3 (C) standard means widespread distribution of litter, debris, detritus, loose chippings, excreta, accident debris, leaf fall, other rubbish and animal carcasses or remains or any other material fouling streets surfaces with minor accumulations. Green areas are slightly overgrown but not causing a hazard.
- Grade 1 (D) standard means heavy distribution of litter, debris, detritus, loose chippings, excreta, accident debris, leaf fall, other rubbish and animal remains or any other material fouling street surfaces with large accumulations. Green areas are heavily overgrown

Litter Bins

7 Bin below 75% capacity. No damage , clean , no graffiti. Area around bin is litter free. No graffiti



5 Bin at 75% capacity. No damage , clean , no graffiti, area around litter free



3 Bin full, or just overflowing , some litter on floor. Bin dirty/ damaged and/ or some graffiti on bin



1 Bin overflowing with litter on the floor. Bin very dirty/ damaged/ covered in graffiti



Specification :-

All bins and liners shall be kept clean inside and out at all times and emptied regularly

Any spillage or waste found adjacent to or close to the litter bin shall be cleaned up or cleared at the same time.

Any offensive or widespread graffiti and fly posting present.

Each litter and dog bin is thoroughly washed and disinfected internally and externally on a frequency not less than twice a year.

Sports and Play Areas

7

Area in good order, surface clean, free of moss, no litter or graffiti



5

No littering. No damage. Minor moss present. Generally Clean, minimal graffiti
(change to austins images).



3

Heavy moss on surface. Minimal littering. Dirt & damage on equipment visible. Some graffiti.



1

Area unsafe. Surface damaged with littering. Moss present. General damage in play area
(change this to austins images)



Specification:

- Grass Maintained to agreed specification
- Clear of litter, debris, cigarette ends, chewing gum, fly-posting , dirt and moss.
- Clear of graffiti (within one working day)
- Play equipment kept in a clean and hygienic condition

PQMS inspections for cleanliness and grounds maintenance purposes only; fencing, hedges, gates, signage, bins, seating, trees, grass areas and shrubs.

Grounds Maintenance (Grass & litter)

- 7** Grass is short, No litter present, area looks very high standard. No arisings if cut & collect



- 5** Grass up to 90mm range, arisings visible, minimal litter present



- 3** Grass up to 90mm range, back up work not to spec. Arisings covering footpath, Some litter.



- 1** Grass exceeds 90mm, no back up works done. Area out of spec. Significant litter present



Specification (grass only) :-

Category	Tolerable range of grass
Amenity	Up to 90mm
Ecological	Up to 250mm to natural growth height
Verge	Up to 90mm
Visibility Splays	No more than 600mm in height
Sports field	15mm May to August. 25mm Sept to April

Grounds Maintenance (Hedges)

7

Hedge side(s) and top cut. Manicured appearance due to more than one trim



5

Hedge trimmed with one month growth, no hedge litter present, clippings removed



3

Hedge requiring work, overgrowing over access point within a year of trimming and/or not trimmed adequately



1

Hedge out of spec, overgrowing footpath and more than a year's growth



Specification:

- Hedges close to a footpath or road clipped back
- Clip lodgings in the top and side(s) removed (as specified)
- Litter and debris removed from hedge base
- Cut back to previous year's growth (grade 3 picture access cut not sufficient for 1 year growth)
- Grade 5 picture shows growth hedge within one month of being trimmed

Grounds Maintenance (Shrubs, Planters & Weeding)

7

Weed free, no litter and shrubs pruned. Area very tidy



5

Weed + litter minimal. Up to one year's growth. Not obstructing footpath



3

Some weed growth, Minimal litter present. Shrubs slightly obstructing footpath



1

Area totally overgrown with weeds/litter present; shrubs not pruned for some time.

Specification:

- Shrubs and flower beds free of litter, weeds, leaves and other extraneous material
- Application of chemical herbicide
- Planned pruning to ensure shape is being maintained
- Plants cut back from footpaths, roads and windows

Ponds & Water Courses (vegetation & litter)

- 7** Clear, no overgrowth. Free flowing water



- 5** Slight overgrowth, Some debris, water still free flowing



- 3** Some overgrowth. Build-up of debris in on the bank, danger of blocking



- 1** Heavily littered, bank overgrown, inlet/outlets blocked



Specification:

- Water courses clear from litter, debris, vegetation and fly tipped materials
- Vegetation cut back and well managed
- Clear water channel
- Banks of watercourses to a height of 100mm



REPORT - Devolution of Services

Staffing Information for Street Cleansing.

The Town Council is undertaking a review of the current level of Operational delivery requirements and currently there are several options being considered. As an example:

Option A – for the street cleansing

This service would run 7 days a week, 52 weeks of the year, including weekend and Bank Holiday working.

A full breakdown of all the options currently being reviewed require a full breakdown of the costings to be undertaken and evaluated to understand the full impact on the current staffing structure and budget.

Options A would be on a Rota based option, and 3 x staff per team would be working the 3 shift pattern in rotation.

There would be three shift patterns on a rota basis:

Pattern A - Monday to Thursday 6am start to focus on the Town Centre from 6.30am (7.5 hour per day with a 1.30pm finish). Friday would be a 6am start to 1pm.

The staffing would consist of 1 x Pathway Sweeper & Driver, the sweeper will follow 2 operatives cleaning doorways and other detritus from areas inaccessible by the Sweeper machine, these operatives will also complete litter picking and detritus removal during this period.

On completion of the Town Centre clean, the Sweeper will move to other areas of Shrewsbury on a preplanned route system.

The 2 x operatives will then move on to planned litter picking, collecting fly tipping, removal of detritus and another work that has been identified.

Pattern B and C - Monday to Thursday 8am to 4pm, Friday 8am to 3.30pm.

There will be 1 large Road Sweeper, which will be sweeping on preplanned routes each day 7.5hrs, these hours will take in sweeping, travel to locations and emptying.

The requirement for the bin emptying will be split into 2 in the North (198 Bins) 2 in the South (250 bins) 7.5hrs daily on a rota basis based around high volume routes and demand. This will also include litter picking and removal of fly tipping, graffiti and other detritus.

1 staff member will be based in the Town Centre emptying bins where required, litter picking, sweeping and addressing any emergency cleaning issues.

The service requires 2 qualified Sweeper drivers to utilise the usage of the 2 x machines to a maximum level.

This rota breakdown for staff is indicated below:

3 staff on Rest days

3 staff on Early starts 6.00am to 1.00pm

3 staff working days 8-4 and 8-3.30

Weekend Working.

We are currently working through the Options for Weekend working. As an example:

Option 1

3 staff work 6am till 1.30 both days, sweeping Town Centre and emptying Town Centre Bins, Then moving into Car Parks and other areas.

Option 2

3 Staff work 6am till 9.30 Saturday and Sunday to sweep and empty bins in the Town Centre, this gives a total hours worked of 7 hours. This would equate to 1 rest day a week.

This would mean that you would have a full team 4 days a week (apart from holidays and sickness). This Option would be delivered by the small sweeper over the weekend.

Bank Holiday Working Option.

Staff could work a full day or the option 2, 3hrs to clear within the loop of the river.

Option 2 may work better with staff who have families as the early start and finish gives them the opportunity to have family time over the Bank Holiday.

Conclusion.

Currently consultations with staff and Unions are still to take place. The Unions are aware that Shrewsbury Town Council could be taking on Street cleaning through Devolution from Shropshire Council and that further work is required for the smooth transition of this service.



REPORT - Devolution of Services

Procuring of machinery for Street Scene Operations

Discussions around vehicle procurement has been ongoing for some time. This has involved research onto the market offer. No discussions have taken place with the existing provider, yet staff are aware of the kit used.

To ensure vehicles are available for 1st April 2026, procurement will need to be initiated as soon as the budget is supported

Early Discussions

In the early stages of the devolution talks the Operations Manager began talks with several well-known suppliers of equipment required for this service. This included street sweepers and side loading vehicles as well other smaller pieces of kit.

The Town will be split into a North and South area for the sake of litter bin emptying with the Town Centre being an area on its own that is swept and litter picked every morning. Each area of the Town will require its own side loader vehicle for bin emptying and a third will be required for the removal of fly tipping and planned litter picking. Details of staffing is dealt with elsewhere with the report.

Machinery Plan

Following discussions with industry specialists the following machinery is proposed

- 1 X 15 Ton Sweeper
- 1 X Compact Sweeper
- 3 X Side loader Vans

3 X Side Loaders

Due to the short timescales, it will not be possible to place an order for these and take delivery before the 1st of April 2026, experience shows that there is currently an 8 -10-month lead time for vehicles of this sort from main suppliers. The vehicles can be sourced from local hire companies for approx. £12K PA. This could be a short-term solution if it was decided to purchase the vehicles however a minimum hire period will need to be agreed with the company before they can be returned.

15 Ton Sweeper

This vehicle is designed for the key strategic network as defined in the shape files. The vehicle is a truck mounted sweeper with a wonder hose roof mounted to allow for more detailed or concentrated areas for sweeping and gully sucking were necessary. The machine is capable of sweeping all day and when full it holds approx. 5 tonnes of waste.

Hourly meterage has so many variants that suppliers are not confident enough to provide these per machine, local geographical changes have a big effect on the meterage such as up and down hill.

An estimated cost for the machine will be in the region of £45-50K PA

The machine will come with a service package that will cover the vast majority of breakdown or machinery failures, should a mechanical breakdown occur, that cannot be repaired that day a replacement sweeper will be made available on request until the repair is complete. This will be using one of the many sweeper technicians that are based locally.

1 X Compact Sweeper

This vehicle is designed for the less accessible locations both within the Town Centre and local areas around the town. An estimated cost for this machine is approx. £40K

Again, this machine will be delivered with the full-service package, with all aspects covered other than operator error, these will remain chargeable to Shrewsbury Town Council.

Procurement

Specifications and tender proposals have been written to initiate the tender process, and officers remain confident that the necessary vehicles will be in operation within the required time scale.



SHREWSBURY TOWN COUNCIL

Implementation and mobilisation

1st DRAFT to be developed

Completion	Area	Task	Owner	Week Commencing															
				05/01/2026	12/01/2026	19/01/2026	26/01/2026	02/02/2026	09/02/2026	16/02/2026	23/02/2026	02/03/2026	09/03/2026	16/03/2026	23/03/2026	30/03/2026	06/04/2026	13/04/2026	20/04/2026

Implementation

Formal commencement of Devolved Street Cleaning Services under Shrewsbury Town Council

1st

Project Board / Team

- Set up internal project board
- Set up partnership project board
- Set up the regular meeting in the diary
- TOR for internal project board
- TOR for partnership project board

Meetings

- Internal Project board dates
- External Project Board meeting dates
- STC Meeting - Policy & Resources Committee HB
- Set monthly - Policy & Resources Committee HB
- STC Meeting - Full Council HB

12th

12th

26th

- Policy & Resources Committee
- Consideration of the devolution proposals,
- Consideration of devolution Risks
- Consideration of devolution Implementation framework
- Update on negotiations with Shropshire Council
- Confirmation of implementation plans
- Confirmation of Staffing
- Confirmation of Procurement
- Confirmation of legal agreements
- Final assurance on readiness for service commencement
- Confirmation of communication plan

12th

- Full Council
- Setting the Town Councils Annual Budget & Precept
- including provision for devolution of Street Cleansing
- including contingency funding for future protecting other non-stutory services
- Approval of delegated authority arrangements to enable implementation

Members

- Briefings on budget and operation delivery HB

Information required from Shropshire Council

- 100%
- Initial Discussions HB
 - Meetings with SC Administration
 - Meetings with SC Senior Officers
 - Information required:
 - Scope
 - Costs
- 90%
- Specification and outline for STC
 - Shape Files

STC Consultation

- Review of public responses to survey
- Provide update on responses

Service Costing & Financial Planning

- High Level Financial Modelling
- Risk Assessment

Legal & Contractual Workstreams

- Drafting of formal service devolution agreements
- Negotiation of formal service devolution agreements
- Agree STC Legal Counsel support & Advice
- Engagement with Legal Counsel

Human Resources & TUPE

- TUPE considerations by STC
 - Dedicated Project Plan within this document
- Recruitment consideration by STC
 - Dedicated Project Plan within this document
- On-boarding of new members of staff
 - Dedicated Project Plan within this document

Equipment & Infrastructure

- Procurement Vehicles & Equipment
 - Dedicated Project Plan within this document

Public Communication Plan

- Communication Plan
 - Internal - Staff
 - External - Members of the Public
 - External - Stakeholders
 - Website
 - Social Media
 - Dedicated Project Plan within this document

Procurement Vehicles & Equipment

.- Dedicated Project Plan within this document

Operational Procedures and Service Schedules

Review of the operational procurements

.- 1st draft of operational procurements

.- 1st Review

.- Update - Ongoing

Review of the Service Schedules

.- 1st draft of Service Schedules

.- 1st Review

.- Update - Ongoing

Performance and Monitoring arrangements

.- Confirmation of Performance monitoring arrangements



Recruitment

SF - Annual Leave

1st

100%	JD & PS
100%	Job Evaluation
100%	Agreement / Sign off for post
	Deadline for Advertising to Paper
	Advertising of Vacant Post
100%	Recruitment Process Opened
	Recruitment Process Closed
	Confirm Interview Panel
	Interview Questions
	Shortlisting
	Candidates selected for interview notified
	Interview and Desktop Exercise
	Evaluation of Interview Process
	Selection of Preferred Candidate
	Offer Letter
	- Issue offer letter, detailing salary, job role - advising subject to satisfactory references and DBS check
	Pre-Employment Questionnaire
	- Issue pre-employment questionnaire to new starter
	- Review completed pre-employment questionnaire
	References
	- Issue reference form and JD to 2 referees
	- Ensure references are returned
	- Review references to ensure suitable
	DBS
	- Issue link to new starter for completing DBS
	- Review DBS ID
	- Submit & pay for DBS
	- Review DBS
	Contract inc Terms & Conditions
	- Ensure satisfactory references are received
	- Ensure satisfactory DBS is received
	- Confirm start date with Manager
	- Liaise with new starter regarding start date
	- Issue Contract of Employment inc start date to new starter
	– Include all paperwork for signing
	– Include Pension form - new starter to forward to Pensions

Grounds Maintenance Operative - Play x 1 P1 E

100%	JD & PS
100%	Job Evaluation
100%	Agreement / Sign off for post
	Deadline for Advertising to Paper
	Advertising of Vacant Post
100%	Recruitment Process Opened
	Recruitment Process Closed
	Confirm Interview Panel
	Interview Questions
	Shortlisting
	Candidates selected for interview notified
	Interview and Desktop Exercise
	Evaluation of Interview Process
	Selection of Preferred Candidate
	Offer Letter
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	- Review references to ensure suitable
	DBS
	- Issue link to new starter for completing DBS
	- Review DBS ID
	- Submit & pay for DBS
	- Review DBS
	Contract inc Terms & Conditions
	- Ensure satisfactory references are received
	- Ensure satisfactory DBS is received

- | |
|--|
| |
| |
| |
| |
| |

Youth Worker

The diagram shows a staircase with 28 steps. The steps are represented by rectangles. The first step is labeled '6th' and the 28th step is labeled '28th'. The steps are arranged in a descending staircase pattern from top-left to bottom-right.

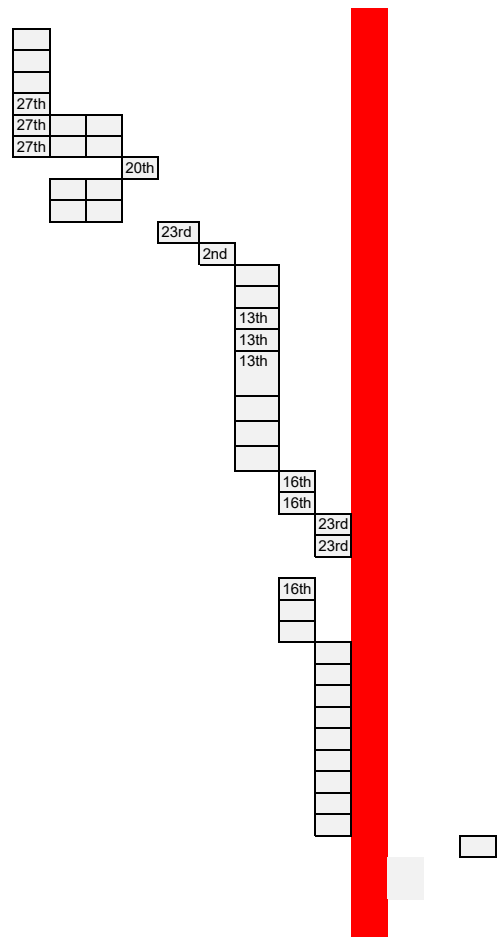
HR Officer

[illegible]

11

Street Cleaning Operatives x 9

JD & PS	
Job Evaluation	
Agreement / Sign off for post	
Deadline for Advertising to Paper	
Advertising of Vacant Post	
Recruitment Process Opened	
Recruitment Process Closed	
Confirm Interview Panel	
Interview Questions	
Shortlisting	
Candidates selected for interview notified	
Interview and Desktop Exercise	
Evaluation of Interview Process	
Selection of Preferred Candidate	
Offer Letter	RJ
- Issue offer letter, detailing salary, job role - advising subject to satisfactory references and DBS check	RJ
Pre-Employment Questionnaire	
- Issue pre-employment questionnaire to new starter	RJ
- Review completed pre-employment questionnaire	
References	
- Issue reference form and JD to 2 referees	RJ
- Ensure references are returned	RJ
- Review references to ensure suitable	RJ
DBS	
- Issue link to new starter for completing DBS	RJ
- Review DBS ID	RJ
- Submit & pay for DBS	RJ
- Review DBS	RJ
Contract inc Terms & Conditions	
- Ensure satisfactory references are received	RJ
- Ensure satisfactory DBS is received	RJ
- Confirm start date with Manager	RJ
- Liaise with new starter regarding start date	RJ
- Issue Contract of Employment inc start date to new starter	RJ
-- Include all paperwork for signing	RJ
-- Include Pension form - new starter to forward to Pensions	RJ
On-boarding	

**Back Office, Administration & Customer Services x 4 Officers**

Procurement

[illegible]

TYPE

[illegible]





SHREWSBURY TOWN COUNCIL

ONBOARDING

				Week Commencing																										
Completion	Post	Task	Owner	05/01/2026	12/01/2026	19/01/2026	26/01/2026	02/02/2026	09/02/2026	16/02/2026	23/02/2026	02/03/2026	09/03/2026	16/03/2026	23/03/2026	30/03/2026	06/04/2026	13/04/2026	20/04/2026	27/04/2026	04/05/2026	11/05/2026	18/05/2026	25/05/2026	01/06/2026	08/06/2026	15/06/2026	22/06/2026	29/06/2026	06/07/2026

Onboarding

Paperwork - External for New Member of Staff

Welcome Letter to STC
 - Review of current std document
 - Update of current std document
 - FINAL agreed
 Acceptance form
 - Ensure acceptance form has been signed and returned RJ

New Starter form received
 - Ensure new starter form has been completed and returned, ensuring all sections have been completed RJ
 - Scan document into folder RJ
 Employee details received
 - Ensure form is received RJ
 - Add into the personnel file RJ

100%

Uniform request form
 - Stock take of Uniform Store CT
 - Forward uniform details to Manager RJ
 - Review of request form - order if necessary Manager
 Proof of eligibility to work in the UK
 - Provide documentation requirements to new starter RJ
 - Returned form from new starter
 - Internal Check form and information provided RJ
 - Further information required from new starter RJ

Paperwork - Internal

Payroll starter form
 - Complete payroll starter form RJ
 - Forward starter form and new starter form to Payroll RJ

Probation paperwork
 - Issue probation form to Manager RJ
 - Diarise probation end date RJ
 Order ID card
 - Arrange for photo to be taken of new starter RJ
 - Forward image and new starter job title / name to HFX RJ

Create personnel folder
 - Add new starter name and start date to folder RJ
 - File all paperwork RJ
 - Add new starter name to handing file RJ
 - File in Personnel cabinet RJ

Annual leave
 - Calculate annual leave RJ
 Policies & Procedures
 - Issue new starter with policies & procedures folder RJ
 - Ensure new starter signs & return acknowledging policies and procedures have been received & read RJ

Electronic System

Add details onto Time Management system
 - Add new starter details, allocating job role RJ
 - Add image RJ
 - Add working pattern RJ
 - Add annual leave entitlement RJ
 Notify new starter of 'MyView' details
 - Payroll to advise payroll number RJ
 - Issue payroll number and 'myview' setting up details to new starter RJ

IT

Order IT (if applicable)
 - Identify if the new starter requires IT RJ
 - Complete new device form & forward to IT RJ
 Request e-mail address (if applicable)
 - Complete IT access form & forward to IT RJ

Induction

Induction - 1/2 day with SMT
 - Diarise date in SMT calendars SL
 - Book room SL
 - Notify Manager of induction date SL
 - Notify new starter of induction date SL
 - Arrange refreshments SL / RJ
 - Compile induction presentation CT



**REPORT - Devolution of Services****Devolved Services Risk Register****1. Purpose**

This Risk Register identifies and assesses the principal risks associated with the devolution or delegation of services to the Town Council from Shropshire Council. It supports informed decision-making, effective governance, and ongoing monitoring, and should be read alongside the Service Devolution Framework and ultimate Delegation Agreement.

The register is intended to be a live document, reviewed regularly by officers and members, and updated as services are transferred, embedded, or reviewed.

For the purpose of this exercise this has been separated from the wider Risk Strategy & Register which is overseen by the Policy & Resources Committee Annually in February in preparation for the Annual Report.

2. Risk Scoring Methodology

- **Likelihood (L):** 1 (Low) – 5 (Very High)
- **Impact (I):** 1 (Low) – 5 (Very High)
- **Risk Score:** $L \times I$

Risk scores should be used as a guide and considered alongside narrative judgement.

3. Strategic and Governance Risks

Ref	Risk Description	L	I	Score	Mitigation / Controls	Owner	Review Frequency
DG1	Council takes on services without clear strategic fit or community benefit	2	4	8	Service Devolution Framework; business case requirement; Full Council approval	Council	Annual
DG2	Insufficient member oversight of devolved services	3	3	9	Committee oversight; regular performance reports; member training	Clerk	Quarterly

	Lack of clarity in roles and responsibilities between councils	3 4 12	Clear MoUs / service agreements; legal review	Clerk	Quarterly
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4. Financial Risks

Ref	Risk Description	L I Score	Mitigation / Controls	Owner	Review Frequency
F1	Underestimation of true service costs	3 5 15	Full cost modelling; contingency provision; review after Year 1	RFO	Quarterly
F2	Funding withdrawn or reduced by principal authority	2 5 10	Written funding agreements; review clauses; reserve planning	Council	Annual
F3	Precept pressure leading to reputational damage	3 4 12	Transparent reporting; consultation; clear communication	Council	Annual
F4	Unfunded legacy liabilities (e.g. assets, pensions)	2 5 10	Due diligence; asset condition surveys; legal advice	Clerk / RFO	Annual

5. Operational and Delivery Risks

Ref	Risk Description	L I Score	Mitigation / Controls	Owner	Review Frequency
O1	Insufficient staffing or contractor capacity	3 4 12	Capacity assessment; phased transfer; use of contractors	Clerk	Quarterly
O2	Service standards decline post-transfer	3 4 12	Agreed service specifications; KPIs; early review	Relevant Committee	Quarterly
O3	Failure of contractors or suppliers	2 4 8	Procurement checks; contract management; alternative suppliers	Clerk	Quarterly
O4	Health and safety failures	2 5 10	Risk assessments; policies; training; insurance	Deputy Clerk	Quarterly

6. Legal and Compliance Risks

Ref	Risk Description	L	I	Score	Mitigation / Controls	Owner	Review Frequency
L1	Acting beyond statutory powers	2	5	10	Legal advice; power checks; officer review	Clerk	Annual
L2	Non-compliance with procurement regulations	3	4	12	Financial Regulations; training; audit	RFO	Annual
L3	Inadequate data protection arrangements	2	4	8	GDPR policies; data sharing agreements	Clerk	Annual

7. Asset and Property Risks

Ref	Risk Description	L	I	Score	Mitigation / Controls	Owner	Review Frequency
A1	Poor asset condition transferred to the Council	3	4	12	Condition surveys; capital plans; warranties	Clerk / Council	Annual
A2	Unexpected maintenance or lifecycle costs	3	4	12	Asset management planning; reserves	RFO	Annual
A3	Inadequate insurance cover	2	5	10	Insurance review; valuation updates	RFO	Annual

8. Reputational and Community Risks

Ref	Risk Description	L	I	Score	Mitigation / Controls	Owner	Review Frequency
R1	Community opposition to service changes	3	4	12	Consultation; clear communication; phased changes	Council	Annual
R2	Failure to meet community expectations	3	4	12	Service standards; performance reporting	Relevant Committee	Quarterly
R3	Blurred accountability between councils	3	3	9	Clear branding; communications plan	Clerk	Annual

9. Review and Monitoring

- This Risk Register will be reviewed monthly as the Town Council enters the implementation stage and will ultimately be incorporated in the wider Risk Register and reviewed annually
- High-risk items may be reviewed more frequently
- Risks will be updated following each service transfer or significant change
- The register will inform decision-making, budgeting, and performance review



REPORT - Devolution of Services

SWOT – Analysis – Shrewsbury Town Council Takes on Streetscene Services

Strengths

- **Local control and responsiveness:** The Town Council can prioritise areas and issues important to Shrewsbury residents, ensuring quicker responses to local concerns.
- **Improved service quality:** Direct oversight will allow higher standards for cleanliness, maintenance, and public realm improvements.
- **Community engagement:** Opportunities to involve local communities in decision-making and volunteering initiatives.
- **Enhanced reputation:** Visible improvements in town streetscene will boost public perception of the Town Council.
- **Flexibility:** Ability to implement local innovations or pilot schemes without going through larger bureaucracies.

Weaknesses

- **Resource pressures:** Financial and staffing requirements could strain the Town Council's budget, particularly if costs rise unexpectedly.
- **Operational complexity:** Managing services requires expertise in waste management, street cleaning, and grounds maintenance.
- **Risk of service disruption:** Transition from Shropshire Council could lead to temporary gaps or inefficiencies.
- **Accountability:** The Town Council would be directly accountable for service failures, which could affect public confidence.

Opportunities

- **Income generation:** Potential to offer additional paid services (e.g., commercial waste collection or maintenance contracts).
- **Innovation in service delivery:** Implement environmentally friendly initiatives like recycling improvements, green spaces, or eco-friendly cleaning methods.
- **Partnerships:** Collaborate with local businesses, community groups, or charities to enhance streetscene services.

- **Community pride:** Better-maintained public spaces can boost tourism, local economy, and civic pride.

Threats

- **Financial risk:** Costs could escalate beyond projections, especially for maintenance, equipment, or staff pensions.
- **Public expectation:** Higher visibility may increase scrutiny and public pressure.
- **Operational failure:** Any lapses (missed collections, unkempt areas) could harm the council's reputation.
- **Regulatory compliance:** Responsibility for environmental or health & safety standards may expose the council to liability.



REPORT - Devolution of Services

SWOT – Analysis – Shrewsbury Town Council Doesn't Takes on Streetscene Services

Strengths

- **No additional financial burden:** Avoids upfront and ongoing costs associated with running services.
- **Reduced operational complexity:** Staff and council can focus on core governance and other community initiatives.
- **Lower risk exposure:** Avoids direct accountability for service failures or regulatory compliance issues.
- **Leverage existing expertise:** Shropshire Council continues providing services with established systems.

Weaknesses

- **Limited local control:** Town Council has less influence over service quality, priorities, and responsiveness.
- **Missed opportunity for innovation:** Cannot directly implement local initiatives or eco-friendly schemes.
- **Dependence on external body:** Residents may hold Shrewsbury Town Council responsible even if services are managed by Shropshire Council.
- **Potential slower response times:** Shropshire Council may not prioritize Shrewsbury-specific issues.

Opportunities

- **Focus resources elsewhere:** Can invest in community projects, youth services, or cultural and recreational development.
- **Partnerships with Shropshire Council:** Collaborate to influence standards without taking on full responsibility.
- **Long-term evaluation:** Observe and assess service needs before making a costly commitment.

Threats

- **Potential for service standard reduction:** Shropshire Council's ongoing financial crisis may result in a reduction in service specification and an even worsening service
- **Perceived inaction:** Residents may expect the Town Council to take a more proactive role, leading to reputational risk.
- **Missed economic and community benefits:** Poorly maintained streetscene could affect tourism, business attractiveness, and public pride.
- **Limited ability to innovate:** Opportunities to introduce sustainable or locally tailored schemes may be constrained.
- **Reactive rather than proactive:** Town Council may be forced to respond to complaints instead of managing proactively.



REPORT - Devolution of Services

PESTLE assessment in relation to the proposed transfer of Streetscene services (e.g., street cleaning, litter collection, public realm maintenance, parks, street furniture) from Shropshire Council to Shrewsbury Town Council.

This framework helps identify the external Political, Economic, Social, Technological, Legal, and Environmental factors that could influence or be impacted by the transfer.

1. POLITICAL

Drivers

- o **Localism and devolution of services** - The transfer aligns with wider UK Government/local policy encouraging devolution of services to more local governance where appropriate.
- o **Increased influence for Shrewsbury Town Council (STC)** - Local councillors gain more direct oversight of services affecting residents.

Risks

- o **Inter-council relations** - Political friction between Shropshire Council and STC over resource allocation, standards, and long-term responsibility.
- o **Perception of fragmentation** - Residents may perceive the transfer as confusing (who is responsible for what), risking political backlash.

Opportunities

- o **Enhanced local accountability** - Closer alignment with community priorities and quicker political responsiveness.
- o **Potential for political capital** - Positive local impact may boost civic engagement and political support for STC leadership.

2. Economic

Drivers

- o **Budget pressures** - Shropshire Council may seek to alleviate budget pressures by transferring cost burden to STC.

Impacts

- o **Costs for Shrewsbury Town Council** - STC will incur direct costs for staff, equipment, and ongoing maintenance previously funded by Shropshire Council.
- o **Revenue opportunities** - Potential for income generation (e.g., sponsorship, advertising on street furniture, events).

Risks

- o **Economies of scale** - Shropshire Council may have delivered services more cost-effectively due to larger scale purchasing and workforce.
- o **Financial sustainability** - If funding transfer is inadequate, STC may face budget deficits or need to raise precept (local council tax).

Opportunities

- o **Local investment targeting** - STC can prioritise expenditures according to specific local needs (e.g., town centre upgrades).

3. Social

Community Expectations

- o **Service standards** - Residents will expect at least equivalent, if not improved, levels of cleanliness and maintenance.

Social Cohesion

- o **Local pride** - A visible focus on streetscene may enhance community pride and perceived quality of life.

Risks

- o **Inequality perceptions** - Other areas (outside Shrewsbury) might perceive inequity if STC delivers higher service levels than neighbouring rural areas.

Opportunities

- o **Volunteer and community engagement** - Greater scope to involve local volunteers in environmental projects, neighbourhood events.
- o **Targeted social programs** - Linking streetscene services with community wellbeing initiatives (youth engagement, anti-litter campaigns).

4. Technological

Efficiency Gains

- o **Adoption of digital tools** - Opportunity for STC to implement modern fleet management, GIS tracking of services, public reporting apps.

Data and Analytics

- o **Performance metrics** - Better local data collection on service performance and resident feedback.

Risks

- o **Systems integration** - Migration of data and systems from Shropshire Council to STC may be complex and costly.

Opportunities

- o **Smart city infrastructure** - Ability to pilot tech-enabled solutions (sensor bins, automated scheduling) that might have been slower in larger bureaucratic systems.

5. Legal

Governance & Compliance

- o **Service transfer agreements** - The transfer requires robust legal agreements covering liabilities, staff TUPE arrangements, asset transfers, indemnities and performance standards.
- o **Health & Safety obligations** - STC assumes responsibility for compliance with H&S law across operations (e.g., manual handling, traffic management around works).

Risk Exposure

- o **Contractual liabilities** - Any existing contracts held by Shropshire Council (e.g., cleaning suppliers) need careful handling — termination, assignment, or renegotiation.
- o **Insurance** - STC must review and potentially uplift insurance cover for new risk exposures.

Opportunities

- o **Clear service standards** - Legal frameworks can embed clear service levels and resident rights, improving transparency.

6. Environmental

Sustainability Goals

- o **Greener operations** - STC can prioritise environmental objectives (electric vehicles, sustainable materials, biodiversity in public spaces).

Local Environmental Impact - Enhanced maintenance

- o Better cleanliness and vegetation management can improve urban ecology and reduce pollution.

Risks

- o **Resource constraints** - Without adequate funding, environmental quality could deteriorate.
- o **Responsibility for environmental outcomes** - STC will be answerable for any environmental regulatory breaches linked to streetscene (e.g., waste handling).

Opportunities

- o **Innovation in environmental stewardship** - STC could integrate climate adaptation projects (rain gardens, green corridors), potentially attracting external grants.

Summary of Key Strategic Implications

Dimension	Potential Positive Impact	Potential Challenge
Political	Enhanced accountability	Risk of inter-council conflict
Economic	Local budget focus	Financial sustainability
Social	Community pride & involvement	Service expectation management
Technological	Modern digital tools	Integration complexity
Legal	Tailored service agreements	Liability & compliance risks
Environmental	Local sustainability gains	Resource limitations



REPORT - Devolution of Services

Equality Impact Assessment (EIA) of Devolving Streetscene Services

Description of Proposal:

Shropshire Council proposes to devolve the delivery of certain streetscene services by transferring or delegating responsibility to Shrewsbury Town Council. This includes grounds maintenance (already undertaken by Shrewsbury Town Council as part of the Horticultural Service Level Agreement), litter management (litter picking and bin emptying), public realm cleansing (including highways and pathways), street furniture maintenance, and environmental enhancements within the Shrewsbury Town Council area.

The proposal aims to improve local responsiveness, enhance service quality, strengthen local accountability, and align service delivery with local priorities, while maintaining

2. Legislative and Policy Context

This Equality Impact Assessment is undertaken in accordance with:

- The Equality Act 2010
- The Public Sector Equality Duty (PSED), requiring public bodies to have due regard to the need to:
 - o Eliminate unlawful discrimination, harassment and victimisation
 - o Advance equality of opportunity between people who share a protected characteristic and those who do not
 - o Foster good relations between different groups

Protected characteristics considered:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race (including nationality and ethnicity)
- Religion or belief
- Sex

- Sexual orientation
- Marriage and civil partnership (where relevant)

3. Evidence and Data Used

The assessment draws on:

- Local demographic data for Shrewsbury
- Service usage patterns and complaints data (where available)
- Existing equality policies of both councils
- Staff and stakeholder engagement feedback
- Knowledge of current streetscene service delivery models

Where gaps in data exist, qualitative assessment and professional judgement have been applied.

4. Stakeholder Engagement

Engagement undertaken or planned includes:

- Discussions between Shropshire Council and Shrewsbury Town Council officers
- Engagement with elected members
- Feedback from community groups and residents
- Consultation with relevant staff and trade unions (where staff are affected)
- Extensive public consultation including a leaflet drop to every house in the Town Council area

Further engagement will be undertaken during implementation to monitor impacts.

5. Assessment of Impact by Protected Characteristic

Age

Potential Impacts:

- Older people and children may benefit from improved local responsiveness, safer and cleaner public spaces, and better maintained footways and public areas.

- Risk of negative impact if service standards vary or if communication about changes is unclear.
- Reduce the levels of isolation as more people will feel safer in accessing pathways

Mitigation / Actions:

- Maintain or improve existing service standards.
- Clear communication with residents about service responsibilities and reporting mechanisms.

Impact Rating: Neutral to Positive

Disability

Potential Impacts:

- Streetscene services directly affect accessibility (e.g. path maintenance, litter, obstructions).
- Improved local control may enable quicker resolution of accessibility issues.
- Risk of negative impact if accessibility needs are not fully considered in service design.

Mitigation / Actions:

- Ensure compliance with accessibility standards.
- Engage with disability groups during service planning.
- Include accessibility considerations in service specifications and monitoring.

Impact Rating: Positive (with mitigation)

Gender Reassignment

Potential Impacts:

- No specific differential impact anticipated.
- Indirect benefit from well-maintained, inclusive public spaces that feel safe for all.

Mitigation / Actions:

- Ensure public realm design and maintenance promotes safety and inclusivity.

Impact Rating: Neutral

Pregnancy and Maternity

Potential Impacts:

- Parents and carers may benefit from cleaner, safer public spaces and improved pavements.
- Risk if footways or public areas are not maintained to a high standard.

Mitigation / Actions:

- Prioritise maintenance of routes commonly used by parents and carers.

Impact Rating: Neutral to Positive

Race

Potential Impacts:

- No direct adverse impacts identified.
- Improved local engagement may support better responsiveness to diverse communities.

Mitigation / Actions:

- Ensure communication materials are accessible and inclusive.
- Monitor complaints or issues by location to identify any disproportionate impacts.

Impact Rating: Neutral

Religion or Belief

Potential Impacts:

- No specific impacts identified.
- Streetscene services may indirectly support access to community and faith spaces.

Mitigation / Actions:

- Ensure equitable service coverage across all neighbourhoods.

Impact Rating: Neutral

Sex

Potential Impacts:

- Well-maintained and clean public spaces can contribute to improved perceptions of safety, particularly for women.
- CCTV monitoring will address all but particularly Violence Against Women & Girls (VAWG)

Mitigation / Actions:

- Consider safety and lighting issues alongside streetscene maintenance.

Impact Rating: Neutral to Positive

Sexual Orientation**Potential Impacts:**

- No specific differential impact identified.

Mitigation / Actions:

- Maintain inclusive public spaces and zero tolerance for discrimination.

Impact Rating: Neutral

Marriage and Civil Partnership**Potential Impacts:**

- No direct relevance to the proposed changes.

Impact Rating: Neutral

6. Staff Impacts

Where staff are affected by the transfer or delegation of services:

- Any transfer of staff will comply with relevant employment legislation (e.g. TUPE where applicable).
- Equality considerations will be embedded in HR processes.
- Ongoing dialogue with staff and unions will be maintained.

No disproportionate adverse impact on staff with protected characteristics is anticipated.

7. Cumulative and Cross-Cutting Impacts

The proposal is expected to have an overall neutral to positive cumulative impact by:

- Improving service responsiveness
- Enhancing the quality and safety of the public realm
- Supporting inclusive and accessible environments

Any emerging issues will be addressed through monitoring and review.

8. Mitigation and Monitoring

Key actions include:

- Clear service specifications and performance measures
- Regular monitoring of service outcomes and



REPORT - Devolution of Services

Environmental Impact Assessment (EIA) For Devolving Streetscene Services

This Environmental Impact Assessment looks at Shropshire Council devolving streetscene services (street sweeping, litter picking, bin emptying, verge and footpath maintenance, graffiti removal, etc.) to Shrewsbury Town Council.

This assessment considers the baseline situation, potential environmental *effects* (positive and negative), *mitigation measures*, *uncertainties*, and *monitoring/management implications*.

1. Project Description and Scope

Proposal: Shrewsbury Town Council is proposing to take on devolved streetscene services from Shropshire Council in response to financial pressures at the county level that risk reductions in environmental maintenance standards. Services envisaged include street sweeping, litter removal, bin emptying, footpath and open-space maintenance, graffiti and fly-tipping management, and associated customer engagement.

Purpose: Protect local environmental quality and civic pride, maintain cleanliness and public health standards, and provide responsive management of visible public realm functions in the town.

Context: Shropshire Council is under significant funding stress, and failure to take action could lead to reductions or cessation of non-statutory environmental services. Public consultation indicates strong local support for protecting/enhancing these services even at increased cost.

2. Baseline Environmental Conditions

- **Existing Service Delivery:** Currently, Shropshire Council environmental maintenance teams deliver street cleansing, litter collection, fly-tipping removal, and related services across Shrewsbury. Service specifications and Quality Performance Management System information has been provided to detail the expectation as well as statutory responsibility for these services as defined under the Environmental Protection Act.

- **Local Environmental Policy:** Shrewsbury Town Council has an environmental policy aimed at reducing pollution, protecting open space, managing resources sustainably, and encouraging low-carbon activities.
- **Environmental Pressures:** Without devolution, ongoing budget cuts risk reducing maintenance frequencies, leading to litter accumulation, overgrown verges/paths, graffiti persistence, and unmanaged waste hotspots.

3. Assessment of Potential Environmental Impacts

3.1 Positive Impacts

A. Improved Cleanliness & Public Realm

- More targeted and frequent street sweeping and litter control could *reduce visual pollution* and improve urban appearance, which correlates with better community wellbeing.
- Quicker removal of waste reduces pest attraction, food waste aggregation, and associated micro-environmental degradation.
- Likely reduction in Anti-social Behaviour as a result in greater care being undertaken in the public realm.

B. Enhanced Environmental Stewardship

- Local control may mean *faster adaptive responses* for specific areas, improving local habitat quality in footpaths, green spaces, and street trees.
- Opportunities to expand recycling bins or sustainable waste infrastructure, aligning with local environmental policy goals.

C. Better Resident / Community Engagement

- Higher visibility and local accountability often lead to improved *environmental behaviour change*, e.g., reduced littering and better use of bins.

D. Potential for Innovation

- There is the potential to pilot *green technologies* (e.g., electric sweepers) more readily if financial and policy levers allow.

3.2 Negative / Adverse Impacts

A. Increased Environmental Footprint (Operational)

- If service delivery involves additional vehicles and staff movements without clean technologies, there's a risk of increased *transport emissions* (CO₂, NO_x, particulate matter).
- Additional operational infrastructure (depots, maintenance yards) could alter local land use or generate noise and traffic disruptions.

B. Resource Use and Waste Streams

- Increased activity could *generate more collected waste*, requiring proper management and transport to appropriate facilities. If waste is not segregated for recycling, this may burden downstream waste handling systems.

C. Risk of Inconsistent Delivery

- Incomplete or inconsistent service provision due to resource constraints or organisational learning curves could lead to localized deterioration of environmental conditions in some areas.

D. Carbon and Climate Considerations

- Higher service frequency and vehicle use inherently raise carbon emissions unless mitigated by low-emission fleets or route optimisation.

4. Significance and Likelihood

This section reflects **likely environmental outcomes**:

Impact Type	Likelihood	Significance
Improved cleanliness & public realm	Very likely	Moderate — high (positive)
Enhanced community engagement	Likely	Moderate (positive)
Increased transport emissions	Likely without mitigation	Moderate (negative)
Additional waste management pressure	Possible	Low — moderate (negative)
Habitat/green space maintenance improvements	Likely	Moderate (positive)

Overall, positive impacts on environmental quality and cleanliness are likely to outweigh negatives, provided mitigation is implemented for emissions and waste.

5. Mitigation Measures

To reduce adverse impacts and strengthen benefits:

Operational Actions

- **Green Fleet Transition:** Invest in electric or low-emission vehicles for street services to minimise emissions and noise.
- **Route Optimisation:** Use route planning software to reduce overlap and fuel usage.
- **Waste Segregation:** Incorporate recycling and composting options where feasible at source (litter bins that separate waste streams).

Policy & Management

- **Environmental Standards Framework:** Align service delivery with Shrewsbury's environmental policy goals (low carbon, sustainable resource management).
- **Partnership with Waste Management Facilities:** Agreements to handle collected materials sustainably.

Community Engagement

- Educate residents about reducing waste and participating in clean-ups to reduce litter-generation pressures.

6. Monitoring and Management

Establish a monitoring program to track key environmental indicators such as:

- Street cleanliness indices
- Waste collected volumes and recycling rates
- Fleet emissions and fuel use
- Resident satisfaction surveys

Regular reporting ensures accountability and provides feedback for adaptive management.

7. Uncertainties and Limitations

- The financial sustainability of devolved services depends on council tax rises and resource capacity; inadequate funding could compromise service quality.
- Quantifying exact emission changes depends on fleet choices and operational practices.

8. Conclusions

Devolving streetscene services to Shrewsbury Town Council presents significant potential environmental benefits, notably improved cleanliness, enhanced public realm quality, and stronger local accountability. However, the net environmental outcome depends on the implementation strategy—particularly fleet emissions, waste management practices, and community engagement. With proper mitigation and monitoring, devolution could lead to a more responsive, higher-quality environmental service provision that aligns with local environmental policy objectives.

Appendix AA

Play area location	Ward	Date play area installed	Additional or replacement items added + date	Expected lifespan of play area	Potential refurbishment date	Priority (1-10)	Potential costings (25/26 prices)
				From installation	Unknown - spare part availability	age/use/vandalism	approx
Raby Crescent	Belle Vue	2003	relocated unit after Quarry refurb 2003	20	In progress	In Progress	Installation Underway
Sutton Farm	Oteley & Reabrook	2002	Added items 2013 - Sutcliffe	20	In progress	In progress	Installation Underway
Mary Webb Wheeled Track	Meole	2025		10	2035/36	In Progress	Installation Underway
Upton Lane Adventure Trail	Monkmoor	2000		25	Remove at end of life	n/a	n/a
Bowbrook Meadows	Radbrook		New Development Sites				
Sutton Grange	Oteley & Reabrook		New Development Sites				
Greenacres Aerial Runway	Harlescott	2005	Condemned	Requires replacement/closed	2026/27	1	75,000
Castle Walk	Underdale	2004	New climber 2017	20	2026/27	2	85000
Kynaston Road Junior	Harlescott	2007		20	2026/27	3	85000
Monkmoor Rec Infant/Junior	Underdale	2005	1996/2005/2007/2010	20	2026/27	4	80000/100000
Quarry play area	Quarry Coton Hill	2016		10	2027/28	5	500,000
Stanley Lane	Meole	2004		20	2027/28	6	60000
Sydney Avenue	Castlefields & Ditherington	2004		20	2027/28	7	60000
St Michael's	Quarry Coton Hill	2004		20	2027/28	8	90000
Ashfields Road	Bagley	2004	Infant unit, trim trail estimate 2000	20	2028/29	9	70000
Oxon Recreation ground	Blcton	2004	2017 new rockers	20	2028/29	9	85000
Church Road	Meole	2004	New multiplay 2019	20	2028/29	10	35000
White Hart	Column	2004		20	2028/29	10	50000
Oakfield Drive/Rad Valley Road	Radbrook	2004		20	2028/29	11	65000
Moston Road Junior	Sundorne & Old Heath	2014		20	2029/30	12	
Boiler House Pitch	Blcton	2004		25	2029/30	13	70000
Silks Meadow	Porthill	2004	Fence, rocker, swings 2014	20	2029/30	14	30000
Springfield	Column	2004	new junior multiplay 2009	20	2029/30	15	30000
Little Harlescott Lane	Harlescott	2004	Refurb climber, new slide 2017	20	2030/31	16	50000
Monkmoor Rec Senior Play Area	Underdale	2011	2024 extensive repairs carried out	15	2030/31	17	80000
Winterton Way	Copthorne	2000	Additional equipment/fence 2015	20	2030/31	18	35000
Douglas Way	Copthorne	2000	New timber fence 2023	20	2030/31	19	15000
Oak Lane	Bowbrook	2000	New timber fence 2023	20	2030/31	20	20000
Bank Farm Road	Radbrook	2011	New toddler unit 2019	20	2030/31	21	25000
Southville Close	Radbrook	2011		20	2031/32	22	50000
County Ground	Porthill	2009		20	2031/32	23	75000
Rocke Street	Column & Sutton	2010		20	2031/32	24	65000
Meole Rise	Belle Vue	2006		20	2031/32	25	50000
All Saints MUGA	Castlefields & Ditherington	2005	n/a	25	2030/31		
Dark Lane	Abbey	2018		20	2038/39		
Grangefields	Meole	2019		20	2039/40		
Greenacres	Harlescott	2022		20	2037/38		
Greenfields MUGA	Bagley	2005		25	2030/31		
Greenfields	Bagley	2015		20	2034/36		
Kynaston Road MUGA	Harlescott	2005		25	2030/31		
Kynaston Road Infant	Harlescott	2023		20	2039/40		
Mary Webb Road	Meole	2021	15	20	2036/37		
Mary Webb Road MUGA	Meole	2005		25	2030/31		
Moston Road Infant	Sundorne & Old Heath	2006		20	2031/32		
Moston MUGA	Sundorne & Old Heath	2005		25	2030/31		
Oxon MUGA	Blcton	2005		25	2030/31		
Quarry splash park	Quarry Coton Hill	2016	Wetpour replacement plan 2025	10	2027/28		
Roundhill Green	Quarry Coton Hill	2019	Quarry	20	2038/39		
Shillingston Drive MUGA	Batlefield	2005		25	2030/31		
Shornccliffe Drive MUGA	Copthorne	2005		25	2030/31		
Sweetlake Meadow	Meole	2020		20	2037/38		
Upton Lane Infant/Junior	Monkmoor	2023		20	2039/40		
Shornccliffe Drive Wheeled Track	Copthorne	2019		10	2029/30		
Upton Lane Wheeled Track	Monkmoor	2024		10	2034/35		
Moston Road Wheeled Track	Sundorne & Old Heath	2023		10	2033/34		
Little Harlescott Lane Wheeled Track	Harlescott	2019		10	2029/30		
Springfield Wheeled Track	Column & Sutton	2019		10	2029/30		
Greenfields Wheeled Track	Bagley	2019		10	2029/30		
Kynaston Road Wheeled Track	Harlescott	2023		10	2033/34		
Upton Lane Learn to Ride Wheeled Track	Monkmoor	2024		10	2034/35		