



**MAGHULL  
TOWN  
COUNCIL**

## **Maghull Town Hall**

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**Dated this 5<sup>th</sup> Day of September 2017**

**NOTICE IS HEREBY GIVEN that a meeting of the COMMUNITY SUPPORT AND ENGAGEMENT COMMITTEE will be held in the COUNCIL CHAMBER at MAGHULL TOWN HALL on WEDNESDAY 13<sup>th</sup> SEPTEMBER 2017**  
**The meeting with commence at 6.30pm**

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

### **AGENDA**

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Public Participation
- 4 **To confirm the Minutes of Community Support and Engagement Committee held on 21 June 2017 (Pages 1- 3)**
- 5 **Update on Budget, Events and Work Programme – Members are invited to consider this report (Pages 4 to 7)**
- 6 **Civic Awards - Members are asked to note this report (Page 8)**
- 7 **Newsletter – Members are invited to consider this report (Pages 9 to 13)**
- 8 **Recording Table for Operations, Service Requests and Resident Complaints - Members are asked to note the summary of engagement with Maghull Residents (Pages 14 - 18)**
- 9 **Chair's Report – for noting only**

**Miss A. McIntyre  
Town Clerk & Treasurer**



**MAGHULL TOWN COUNCIL**  
**COMMUNITY SUPPORT AND ENGAGEMENT COMMITTEE MEETING**  
**HELD 21<sup>st</sup> JUNE 2017**

**PRESENT**

Councillor Byrne (In the Chair) and Councillors June Burns and Roughley

**ALSO PRESENT**

A. McIntyre (Town Clerk) and S. Larking (Minutes)

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Carragher, Josh Burns, Mullen and Shaw and A. Spencer (Operations and Contracts Manager)

**2. DECLARATIONS OF INTEREST – None**

**3. PUBLIC PARTICIPATION – None**

**4. MINUTES OF COMMUNITY SUPPORT AND ENGAGEMENT ON 22 FEBRUARY 2017.**

**RESOLVED that the Minutes of the meeting held on 22 February 2017 were approved as a correct record**

**5. WORK PROGRAMME 2017/18**

The work programme was reviewed. The following points made in discussion:

- Noted that the Maghull Food and Drink Festival is part of Maghullfest on 29 July. Maghullfest will incorporate other activities including performance. It was unanimously agreed that Maghullfest is a brand recognised by the Community and should be the branding used in future, for this annual event
- Dates of other events to be confirmed, the events programme updated and circulated to Councillors
- The Outdoor Cinema, traditionally held over Halloween, is not included in the programme of events. It was noted that this was due to ASB at the 2016 event. As it's a popular family event alternative dates were proposed in the weeks before Halloween/ Mischief Night. It was noted that the Police had previously funded and supported this event to reduce ASB over Halloween. At a meeting with Merseyside Police they had offered support from a Special Constable on the night. This did not happen
- Size of marquee for Marry Merry Maghull to be reviewed once outdoor performance space built
- It was noted that Battle of the Bands had moved to October from March. It was felt this event should be held in the Spring/Summer to get a better spread of events. It was noted that schools programme events up to 2 years in advance. It was agreed that views would be sought, from schools, on changing the 2018 to June/July

In response the Town Clerk reported that the cost of hosting the outdoor cinema was between £3,000 and £3,500. The event would only go ahead if safety issues had been resolved, Councillors were available to steward the event and Police support is available. Further advice to follow.

The Town Clerk also reported that Merseyside Police were aiming to move into the Community Police Station, based at the Town Hall, in August. And, that the Maghull Town Council tractor has been sold; therefore stall holders would need to arrange exit from the site if parked on the grass.

**RESOLVED THAT:**

1. Maghullfest to be used as the branding for the annual summer event
2. Events programme to be revised with dates of all events and circulated to Councillors
3. Date of Battle of the Bands 2018 to be reviewed following consultation with schools
4. Outdoor Cinema to be reviewed
5. The report be noted.

**6. COMMUNITY ACTION: FLOODING**

Councillors were disappointed by the lack of community involvement.

**RESOLVED THAT**

1. The Report be noted.

**7. RECORDING TABLE FOR OPERATIONS, SERVICE REQUESTS AND RESIDENT COMPLAINTS**

The Town Clerk reported that a number of complaints related to over hanging trees and hedges. Work was in hand to respond to these complaints much quicker. It was noted that Maghull Town Council had to adhere to legislation about cutting hedges over 20 metres long. Work cannot be done during the nesting season (March – September) unless it is for safety reasons.

It was noted that a complaint had been received about cars being sold in a layby near Liverpool Road South. This has been passed to Sefton Council who were taking action.

The Town Clerk reported that overall the number of complaints was small and were being dealt with much quicker since the appointment of the Operations and Contracts Manager. The Operations and Contracts Manager visits complainants to discuss the issues. The Facilities Team had been getting good feedback about the parks from residents.

Cllrs noted that 12 complaints were outstanding. The Town Clerk reported these related to tree work. The planned tree survey was on hold as waiting for a response from Sefton Council's Tree Team. Cllrs were keen for Town Council staff to be

trained to carry out tree work. The Town Clerk explained that this had been offered but staff weren't keen for safety reasons. Training would include handling a chain saw, aerial work, first aid and aerial rescue. It was agreed that if aerial tree work was required this should be carried out by a tree surgeon.

It was agreed that a note setting out the role and responsibilities of Maghull Town Council would help discussions with residents and external partners. The Town Clerk agreed to circulate a note.

**RESOLVED THAT:**

- 1. Note on responsibilities of Maghull Town Council to be circulated**
- 2. The Report be noted.**

**8. CHAIR'S REPORT**

The Chair reported that he and Cllr Carragher are engaging with local schools. The Chair is working with Summerhill Primary school. Cllr Carragher has visited Hudson Primary school and will be hosting a "Civics" workshop. The engagement was direct with schools not through Maghull and Maghull and District Community of Schools (MADCOS). The plan is to meet all the School Council across Maghull.

**RESOLVED THAT:**

- 1. The Report be noted.**

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**CHAIRMAN**

**REPORT OF THE  
TOWN CLERK**

To the Chair and Members  
of Community Support and Engagement Committee  
*Meeting held 13<sup>th</sup> September 2017*

**5. Update on Budget, Events and Work Programme 2017/18**

**Introduction**

At the last meeting of this committee; officers proposed a draft work programme for the 2017/18 municipal year.

Following member discussion and amendment; the following work programme was approved.

**a. Budget**

Name of Event	Proposed Date	Indicative Budget	Event Expenditure	Income Received From Event	Net Cost to Maghull Town Council
Maghull Health Weekend	April 2017	£500.00	£60.00	£0.00	£60.00
MaghullFest 2017	29 <sup>th</sup> July 2017	£5,000.00	£4,565.50	To Be Confirmed*	To Be Confirmed
Maghull Literary Festival	September 2017	£2,000.00			
Maghull Civic Awards	12 <sup>th</sup> October 2017	£500.00			
Bonfire Night	5 <sup>th</sup> November 2017	£5,000.00			
Merry, Maghull Merry	1 <sup>st</sup> December 2017	£5,000.00			
Older Person Christmas Lunch	December 2017	£1,000.00			
Christmas Hampers	15 <sup>th</sup> December 2017	£500.00			
Battle of the Bands	21 <sup>st</sup> February 2018	£500.00			
<b>TOTAL</b>		<b>£20,000.00</b>			

\* At time of writing report, officers are still in process of confirming income from some attendees. Net cost to Maghull Town Council cannot yet be confirmed.

## **REPORT OF THE TOWN CLERK**

To the Chair and Members  
of Community Support and Engagement Committee  
*Meeting held 13<sup>th</sup> September 2017*

### **b. Events**

#### **Maghull Literary Festival**

In light of a busy schedule of events towards the end of each year, officers propose the cancellation of the 2017 Maghull Literary Festival, with transfer of its allocated budget to Bonfire Night 2017.

Transfer of this budget (to Bonfire Night) would increase its allocation from £5,000.00 to £7,000.00; and would help support additional planned activities on the night including fire-walkers, fire-breathers and a fair.

#### **Maghull Civic Awards**

The Maghull Civic Awards will be held on Thursday 12<sup>th</sup> October.

Nominations for the Civic Awards will close at 5:00pm on Tuesday 12<sup>th</sup> September, before being put to Full Council on 20<sup>th</sup> September 2017 for Member consideration.

A proposed schedule for the event is below

1900	Arrival of Councillors
1930	Arrival of Mayor of Sefton and guests
1945	Buffet opens (provided by Harris Catering)
2000	Performance by Drew Heywood
2030	Mayor of Maghull to welcome attendees and Mayor of Sefton
2040	Cllr Patrick McKinley to present the Maghull Educational Award
2050	Deputy Mayor of Maghull Cllr Clare Carragher to present the Maghull Environmental Award
2100	Mayor of Sefton to present the Maghull Youth Award
2110	Mayor of Maghull to introduce the Mayoral Charity
2120	Mayor of Maghull to present the Maghull Civic Award
2145	Event close.

#### **Halloween/Mischief Night**

Sefton Council have confirmed that Town/Parish Councils and/or community groups will be unable to apply for funding to support diversionary activities over the Halloween period. Consequently, should Town/Parish Councils and/or communities group want diversionary activities to go ahead, they will be responsible for organising and funding events.

Members' views are sought as to whether Maghull Town Council should hold diversionary activities over this period, and format they should take.

No budget is currently allocated to support diversionary activities.

## **REPORT OF THE TOWN CLERK**

To the Chair and Members  
of Community Support and Engagement Committee  
*Meeting held 13<sup>th</sup> September 2017*

### **Bonfire Night**

Maghull Town Council's 2017 Bonfire Display will be transferred from Whinneybrook Playing Field, to the site of Maghull Cricket Club.

Operationally, transferring to Maghull Cricket Club gives a number of advantages including:-

- Greater access control via a single point of entry to the site via Hall Lane.
- A hardstanding to place food, drink and entertainment stalls
- A cordon for the display (through barriers of Maghull FC football pitch).

Officers are working with partners including UK Fireworks Company, Sefton Council and Canal & River Trust to ensure that all smooth running of event, and Operational and Emergency Plans will be developed shortly.

Academy Entertainment will again be providing music and entertainment for the event. This will comprise of a DJ, fire-breathers and stilt walkers in costume

Below is a breakdown of proposed expenditure for this event

<b>Item</b>	<b>Proposed Expenditure</b>
Fireworks	3,960.00
Portaloos	828.00
Road Closure	415.00
G4S	500.00
DowHigh LTD	400.00
Disco & hosting	275.00
Fire performers & stilt walkers	600.00
<b>TOTAL</b>	<b>6,978.00</b>

### **Merry, Merry Maghull**

Views are invited on the structure of this event.

### **Older Persons Christmas Lunch & Christmas Hampers**

Officers recommend that rather than host the Older Person Christmas Lunch, the budget should be used entire on Christmas Hampers as it is easier to target individuals.

### **Battle of the Bands 2018**

Officers recommend following a similar format to Battle of the Bands 2017, including hosting the event in Maghull Town Hall.

**REPORT OF THE  
TOWN CLERK**

To the Chair and Members  
of Community Support and Engagement Committee  
*Meeting held 13<sup>th</sup> September 2017*

**Recommendations:**

1. **Members confirm cancellation of 2017 Maghull Literary Festival**
2. **In light of recommendation 1, Members approve the transfer of £2,000.00 from 2017 Maghull Literary Festival, to 2017 Bonfire Night.**
3. **Members agree proposed running order for Maghull Civic Awards.**
4. **Members note proposed expenditure for 2017 Bonfire Night.**
5. **Members to decide whether proposed Older Person Christmas Lunch funding be reallocated to Christmas Hampers.**
6. **The report be noted.**



## **REPORT OF THE TOWN CLERK**

To the Chair and Members  
of Community Support and Engagement Committee  
*Meeting held 13<sup>th</sup> September 2017*

### **6. Civic Awards**

The Maghull Civic Awards will be held on Thursday 12<sup>th</sup> October, with nominations closing at 5pm, Tuesday 12<sup>th</sup> September.

Nominations will be put to Full Council on Wednesday 20<sup>th</sup> September for Members to consider.

An update on nominations and responses will be provided at the Community Support and Engagement Committee on Wednesday 13<sup>th</sup> September.

### **Recommendations:**

- 1. The report be noted.**

## **REPORT OF THE TOWN CLERK**

To the Chair and Members  
of Community Support and Engagement Committee  
*Meeting held 13<sup>th</sup> September 2017*

### **7. Newsletter**

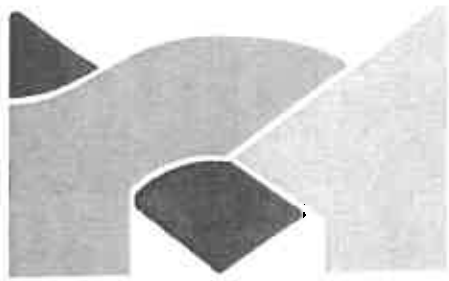
At a previous meeting of Full Council, Members suggested a quarterly newsletter be produced for all households in order to inform residents of Maghull Town Council work and Events.

As per members request, officers have drafted a newsletter and invite Members' views on design and content.

Officers have received a number of quotes for the printing of 20,000 copies. The lowest quote to date is £1,340.00 (ex VAT). Members are however reminded that no budget is currently assigned to the production of a quarterly newsletter.

### **Recommendations:**

- 1. Members to agree on design and content of newsletter;**
- 2. Members to agree distribution plan;**
- 3. The report be noted.**



# Maghull Press

## September 2017



### NEIGHBOURHOOD PLAN

What is a **Neighbourhood Plan** and what does it mean for our community? Maghull Town Council has been working on our Neighbourhood Plan extensively during 2017. Read more to find out what this means for the future of Maghull and what the council has planned inside!

**Page 2**



### YOUR EVENTS

Check out all the events we have planned for the rest of the year! From the Maghull Civic Awards, to the annual Bonfire Night fireworks display and our second ever Merry, Merry Maghull event, have a look at all the exciting events in 2017/18 and how you can get involved.

**Page 4**



# Welcome...



## NEIGHBOURHOOD PLAN 2017



# PIMBLEY PLAYING FIELD



As the new football season approaches, teams using Pimbley Playing Field will shortly be able to access new modular changing facilities. Facilities currently on site at Pimbley Playing Field are almost 30 years old; and have become outdated and costly to maintain.

Alex Spencer, Operations Manager for Maghull Town Council said "We have worked closely with the Football Association, local football leagues, Sefton Council and a number of suppliers (of changing facilities) to ensure we obtain a specification which is fit for purpose. Whilst our current changing facilities at Pimbley have stood the test of time, changes in health & safety legislation, FA/league requirements and our duties as a provider of sporting facilities, have required the council to review what it provides and how. The upshot, is that football teams will shortly have access to new, modern modular changing facilities, which will hopefully last another 30 years at least."

## YOUR FACILITIES TEAM

The Grounds Maintenance Service of Maghull Town Council has undergone considerable change this year. Officers have been kitted out with new corporate uniforms. A new tractor and flail arm has been purchased. Two ride-on mowers have been leased, and the service has invested in three new hand mowers. The culmination of this investment is that residents of and visitors to Maghull believe the town's parks have not looked this good for years.

Heading up Maghull Town Council's Grounds Maintenance Service is Operations Manager, Alex Spencer who said "The positive feedback received this year is a reflection on the investment which Council has committed to, and the hard work of my staff, who brave the elements to ensure that our parks look their best. Since joining Maghull Town Council a little over a year ago, I've seen a huge shift in how our parks are maintained. Whilst it's great to receive positive feedback, I'm acutely aware that further investment and hard work is needed over the next two to three years to address priorities such as overhanging trees, large hedges and dated play equipment. Parks & open spaces are the core business of this council, and whilst improvements to date are clear, further inroads are needed."

As this year's summer season draws to a close, grounds maintenance staff will commence winter work operations. Hedges will be cut considerably lower thanks to our newly purchased tractor and flail arm. We will assess and address large, overgrown trees, and we review 2017/18 operations so staff hit the ground running for next spring/summer.



# HONEYSUCKLE TEAM

The Mayor of Maghull's charity is The Honeysuckle Team, based at Liverpool Women's Hospital. The Team provide care for women and their families following miscarriage, stillbirth and early neonatal death.



The Mayor has raised just over £2,400 so far. Her fundraising activities include events and raffles throughout the year. All the money raised goes to support people going through one of the most difficult periods of their lives. If you can help the Mayor with her fundraising please call her on 07763980000.

## 2017/18 EVENTS

### Maghull Civic Awards

Now in it's 36th year, the Maghull Civic Awards aims to celebrate the achievements of local people who have gone above and beyond to support our residents and improve our town. This year we are celebrating four categories; Maghull Educational Award, Maghull Environmental Award, Maghull Youth Award, Maghull Civic Award.

**Maghull Civic Awards Evening, 7pm, Thursday 12th October at Maghull Town Hall.**

### Bonfire Night

Our annual Bonfire Night will be moving location this year to Old Hall Playing Field. Last year's display was one of the best we have had and this year will be even bigger! Please be advised that the canal path will be closed, access will be from Hall Lane only.

**Bonfire Night, 6.30pm, Sunday 5th November at Old Hall Playing Field, Hall Lane.**

### Merry, Merry Maghull

It's the most wonderful time of the year and Maghull Town Council will be celebrating Christmas with our second Merry, Merry Maghull event! Check out our Facebook page ([www.facebook.com/MaghullTown](http://www.facebook.com/MaghullTown)) or on Twitter (@MaghullTownHall) to keep up to date with everything we have planned!

**Merry, Merry Maghull, Friday 1st December at KGV Playing Field, Hall Lane.**

### Battle of the Bands 2018

Our Battle of the Bands will be returning in February 2018! Celebrating young, musical talent, Battle of the Bands 2018 is open to young people aged 11-19 years old.

**If you're interested in volunteering or supporting our events, contact us on 0151 526 3705 or email [info@maghull-tc.gov.uk](mailto:info@maghull-tc.gov.uk) to find out more!**

**REPORT OF THE  
TOWN CLERK**

To the Chair and Members  
of Community Support and Engagement Committee  
*Meeting held 13<sup>th</sup> September 2017*

**8. Recording Table for Operations, Service Requests and Resident Complaints**

During the 2016/17 municipal year, a recording table for Operations, Service Requests and Residents' Complaints was introduced in order to more effectively prioritise and direct council resources.

The recording table continues to be maintained by officers, who update on a regular basis. This is the six occasion on which information from the recording table has been reported to members.

For completeness, information reported in 2016/17 has been included within this report to enable a comparison with the same point of the previous year.

**Summary of Service Requests and/or Resident Complaints Received between Committee Meetings**

	Service Requests/ Complaints Received	Number Resolved	Number Requiring Resolution*	Number Still Requiring Resolution**
Meeting One – 2016/17	9	7	2	0
Meeting Two – 2016/17	14	12	2	0
Meeting Three – 2016/17	9	4	5	1
Meeting Four – 2016/17	18	16	0	2
Meeting One – 2017/18	37	31	9	6
Meeting Two – 2017/18	42	24	15	0

\* Service Request / Complaint still requiring resolution on date of committee meeting.

\*\*Service Request / Complaint still requiring resolution at time of writing report on 30<sup>th</sup> August 2017

**Summary of Service Requests and/or Resident Complaints Requiring Resolution**

	Number Still Requiring Resolution	Nature of Service Request / Complaint	Comments
Meeting Three – 2016/17	1	Overhanging Trees – Whinneybrook	Resident advised of tree survey and work conducted as part of winter maintenance programme.
Meeting Four – 2016/17	2	Overhanging Trees – Glenn Park	Resident has complained of overhanging willow trees in Glenn Park. This will be address as part of tree survey which will be conducted by Sefton Council.
		Park Equipment and Dog Fouling in Moss Park	Resident has complained about dog fouling in Dodds Park and requested the installation of dog-fouling signs to help deter.
Meeting One - 2017/18	9	Overhanging Trees at Dodds Park	Resident has complained that trees to the rear of his property are too high and in need of cutting back. Resident informed that tree surgeon will be

**REPORT OF THE  
TOWN CLERK**

To the Chair and Members  
of Community Support and Engagement Committee  
*Meeting held 13<sup>th</sup> September 2017*

	Number Still Requiring Resolution	Nature of Service Request / Complaint	Comments
			employed to review height with view of cutting back.
		Overhanging and Large Trees at Round Meade	Resident complained of large trees to rear of property. Informed that Maghull Town Council will cut down and replace with low lying shrubs.
		Inadequate changing facilities at Pimbley Playing Field	Football teams using changing facilities have complained about the condition of the facilities which are damp, leaking and in some instances dangerous.
		Inadequate changing facilities at Whinneybrook Playing Field	Football teams and match officials using changing facilities have complained about the condition of the facilities which are damp, leaking and in some instances dangerous
		Overhanging Trees – King George V Playing Field.	Resident has complained about overhanging trees from King George V Playing Field, which are not only reducing light to the property; but also potentially causing structural problems to the property.
		Memorial Bench in Ballswood	Resident has requested a memorial bench to be installed in Ballswood in remembrance of her husband.

**Annexes**

Annex 1: Analysis of Requests/Complaints Received by Maghull Town Council between Meetings of Community Support and Engagement Committee

**Community Feedback**

Officers within the Grounds Maintenance Team continue to receive positive feedback regarding maintenance of Harrow Drive Park, Aintree.

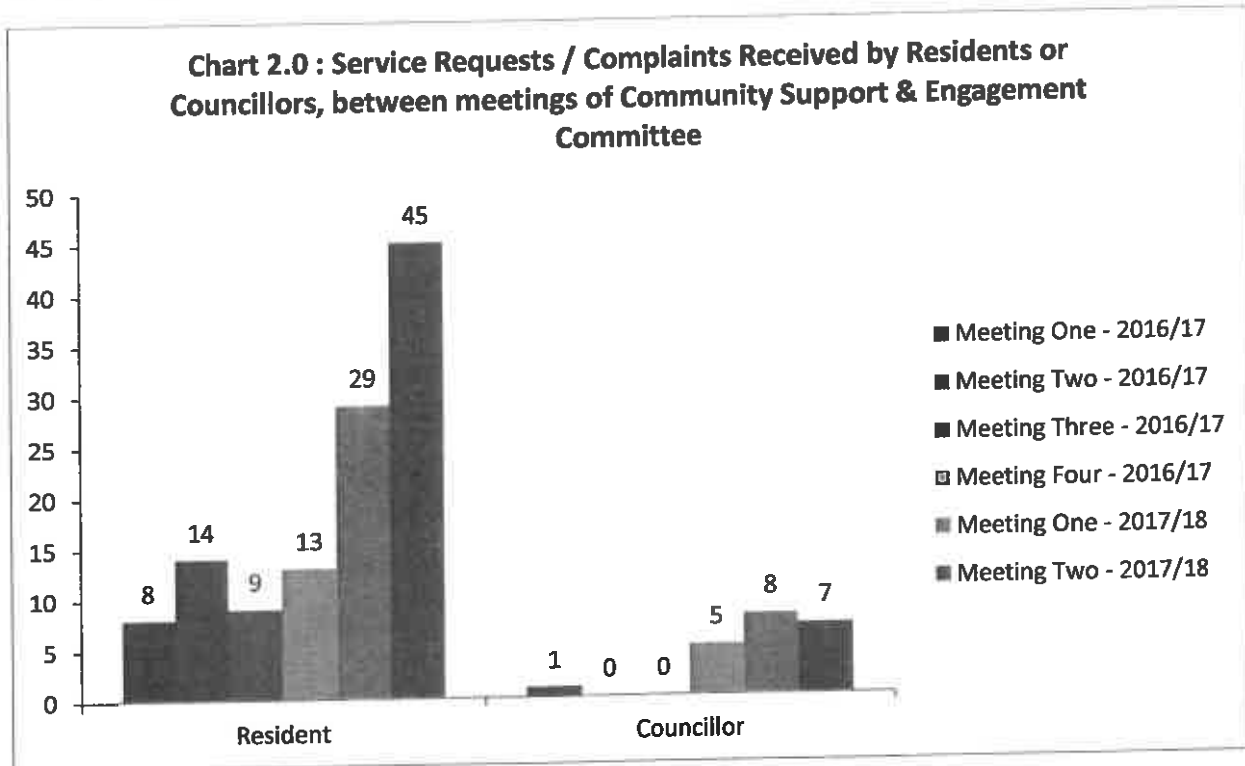
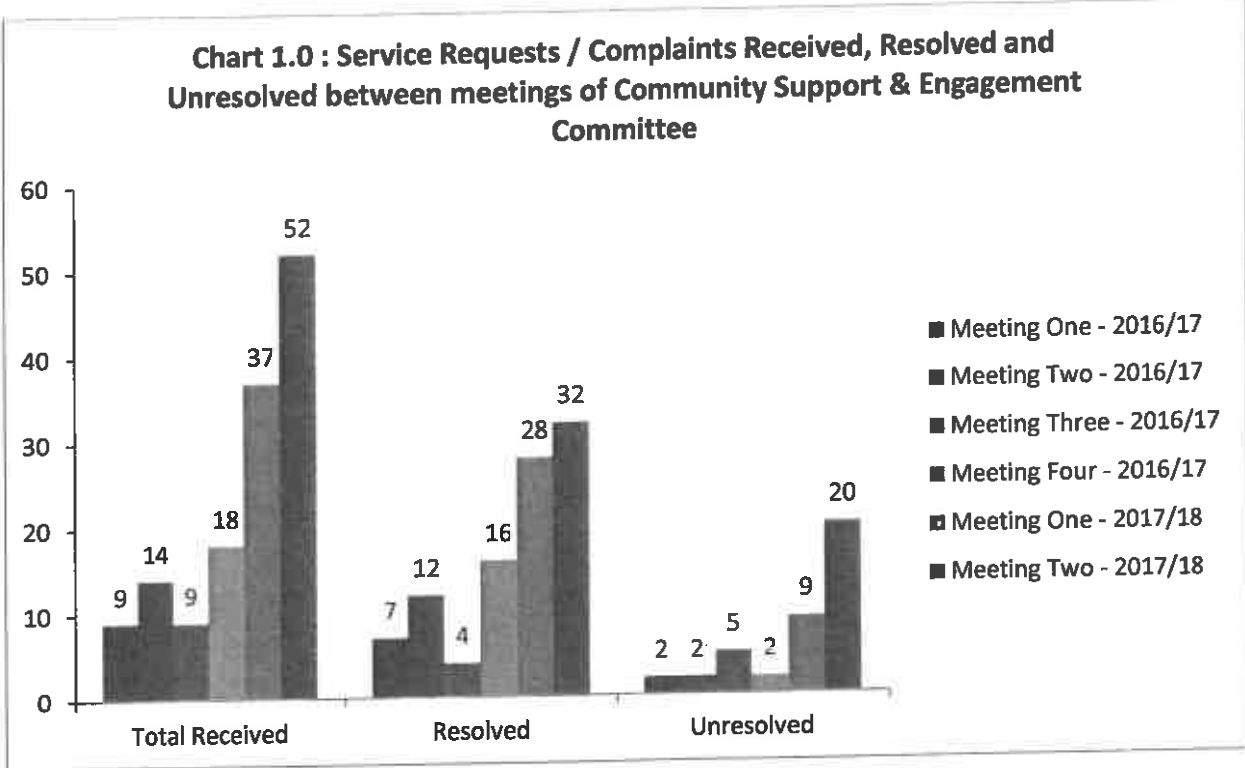
Maghull in Bloom expressed their thanks to the Grounds Maintenance Team for their hard work in watering barrier baskets and planters in Maghull Square. Maghull in Bloom commented that flowers this year have looked their best in years.

**Recommendation:**

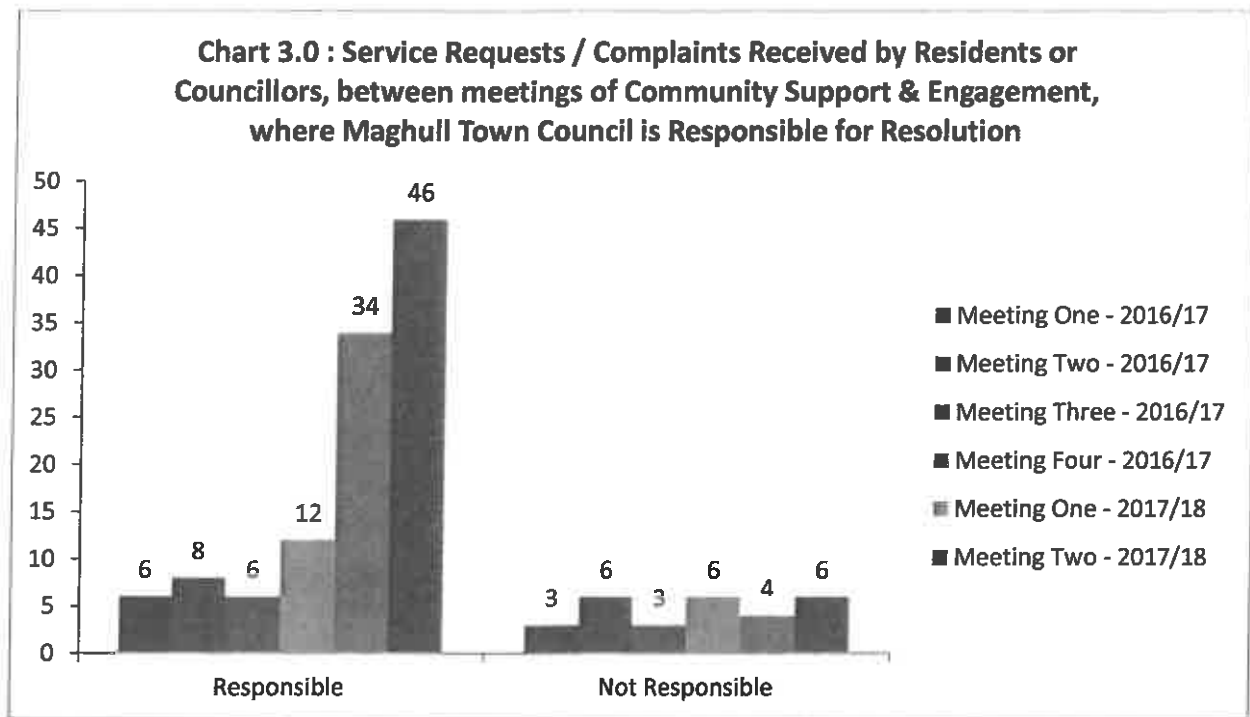
- 1. The report be noted**



**Annex 1: Analysis of Requests/Complaints Received by Maghull Town Council between Meetings of Community Support and Engagement Committee**



**Annex 1: Analysis of Requests/Complaints Received by Maghull Town Council between Meetings of Community Support and Engagement Committee**



**Summary**

**Chart 1.0**

Chart 1.0 indicates a significant increase in the number of service requests and/or complaints received since the last meeting of this committee, and in comparison to the same point of last year.

The majority of service requests and/or complaints received since the last meeting of this committee; and in comparison to the same point of last year relate to Maghull Town Council's decision to restrict the use of our car park on Tuesday mornings (21), and relating to overgrown trees and/or hedges (17).

With regards to the former type of complaint, officers have spoken with complaints to explain the rationale for the decision. We continue to work closely with Meadows Leisure Centre colleagues to monitor parking.

With regards to the latter; hedge and tree work operations will start in earnest week commencing 4<sup>th</sup> September 2017. Operations have been restricted to date whilst Maghull Town Council awaits delivery of a new tractor and flail arm. However, we are now in a position to commence works. We continue to work closely with Sefton Council Parks Team to progress a tree survey, with some trees/sites identified as a priority to address.

**Chart 2.0**

Chart 2.0 indicates that the majority of service requests and/or complaints received since meeting three were from Maghull residents.

7 requests/complaints were received from Maghull Town Councillors; in the main relating to overgrown trees/hedges, proposed outdoor performance area and potential transfer of Bobby's Wood / Old Hall Lane Park from Sefton Council to Maghull Town Council.

## **Annex 1: Analysis of Requests/Complaints Received by Maghull Town Council between Meetings of Community Support and Engagement Committee**

### **Chart 3.0**

Chart 3.0 indicates that 90% of service requests and/or complaints received, are the responsibility of Maghull Town Council to resolve. This is unsurprising given the significant number of complaints regarding Maghull Town Council carpark and overgrown trees/hedges.

Other types of requests/complaints received since the last meeting of this committee include:-

- Poor lighting around KGV Playing Field and car park
- Graffiti on pavilions
- Litter bins and dog fouling bins requiring replacement
- Poor condition of changing facilities at Pimbley Playing Field

Complaints have been recorded, and are in the process of being resolved.

