

# Droitwich Spa Town Council

MINUTES of the meeting of the COMMUNITY AND AMENITIES COMMITTEE held in the Council Chamber at St Richard's House, Victoria Square, Droitwich Spa on Monday 12 September 2016 at 6.27 pm.

PRESENT: Councillor A M Sinton - Chairman  
Councillor R Murphy (Ex-officio)  
Councillor S Best  
Councillor Ms J Bolton  
Councillor Mrs C Bowden  
Councillor Mrs S Harris  
Councillor Mrs A J Hawkins

ALSO PRESENT: Councillors G R Brookes, T J Noyes, A Roberts and Mrs K Tomalin.

APOLOGIES FOR ABSENCE were received from Councillors Humphries, Laird, committee members, and Councillors Mrs M A Lawley and Duffy.

## 105. DECLARATIONS OF INTERESTS

Councillor Brookes declared a non pecuniary interest in agenda item no 8 - Droitwich Salt Company as a director of the company.

## 106. MINUTES OF THE MEETING OF THE COMMITTEE HELD ON 4 JULY 2016

RESOLVED That the Minutes of the Meeting of the Committee held on 4 July 2016 be confirmed as a correct record and signed by the Chairman.

## 107. RECOMMENDATIONS ARISING FROM THE MEETING OF THE GRANTS APPRAISAL PANEL HELD ON 5 SEPTEMBER 2016

The Committee considered the recommendations for grant allocation as follows:

- Droitwich Defibrillators AED – No award.
- Purchase of a new laptop comport and software for Droitwich Camera Club £500.00.

It was also noted that there was one application pending pertaining to a proposed Youth Festival Event in June 2017 which required full consideration by the Community and Amenities Committee in November 2016 or January 2017 as full details emerged and also to achieve a quorum.

Councillor Noyes stated that he agreed with the decision not to support funding for Droitwich Defibrillators AED. This was having drawn attention to an advert in the Salt Fest weekend programme placed by the group offering free defibrillators. Councillor

Murphy expressed concern that the award proposed for the Droitwich Camera Club was too generous for purchasing a laptop. The Chairman clarified that the award was to be match funded by the club in order to purchase a suitably high specification laptop and associated software with high definition, resolution and projector compatibility for photography.

- RESOLVED            That the following recommendations from the Grants Appraisal Panel for the award of grants be approved:
1. Droitwich Defibrillators AED – No award.
  2. Purchase of a new laptop computer and software for Droitwich Camera Club £500.00.

108. CHRISTMAS LIGHTS SWITCH ON EVENT – SATURDAY 26 NOVEMBER 2016

Pursuant to Minute number 212 of the Community and Amenities meeting held on the 18 January 2016 the Committee was advised upon the outcome of the meeting held on 11 August 2016 when Chairman and Councillor Best had met with the Assistant Town Clerk to finalise arrangements for this year's event. The Switch-On afternoon, lighting displays and duration of the town illuminations would follow a similar format to 2015 and featured components which were popular with families, such as the Lions Club Santa's Grotto at St Richards House, the Fun Fair on Victoria Square and the Festive Concert in St Andrews Church. Entertainment through the day would include the Salvation Army Band, Worcestershire Rock Choir and West Acre Middle School Choir. A full programme would be made available early November. Councillor Best updated that he is making arrangements for minstrel entertainers for the day. Councillor Mrs Harris requested that Witton School be invited to participate as well as the West Acre Middle School.

- RESOLVED            That the report be noted and arrangements proceed through the Assistant Town Clerk.

109. WYCHAVON DISTRICT COUNCIL – CHRISTMAS SHOPPING CAR PARKING CONCESSION 2016

The Committee considered use of the customary allocation by Wychavon District Council of the annual 'pay and display' car parking concession in Droitwich Spa to the afternoon of Saturday 26 November 2016 to support the Christmas Lights Switch-On Event and associated entertainment programme that day, thus enabling families attending the event to benefit from the reduced parking rate and support town centre trade. A discussion took place with the general consensus that Wychavon District Council should be asked to consider making a car parking concession available at all Town events for visitors. The Town Clerk suggested that this request be taken forward by those members who were also serving Wychavon District Councillors. Councillor Brookes asked that a letter be sent to this effect to Wychavon District Council in order to provide a mandate to proceed.

- RESOLVED            (1) That the customary allocation by Wychavon District Council of the annual 'pay and display' car parking concession in Droitwich Spa be requested for the afternoon of Saturday 26 November 2016 to support the Christmas Lights Switch-On event.

- (2) That Wychavon District Council be requested to give consideration to the provision of car parking concessions for visitors in the pay and display car parks at all town events.

110. ST. RICHARD'S HOUSE MAINTENANCE PROGRAMME.

The Committee was advised of the need for tarmac resurfacing of the frontage of St Richard's House to include essential repairs to potholes and general erosion around the water drainage culverts. This accorded with the liability responsibilities for the safe upkeep of the main entrance to the public building incorporating the Tourist Information Centre, Heritage Museum, Town Council Offices and tenanted office space. It was noted that this work had been identified within the West Midlands Museum Development, Access Audit undertaken in July 2016. All work would be sought in accordance with the Council's Standing Orders and Financial Regulations.

**RECOMMENDED** That Resources Committee be requested to endorse arrangements be made for the tarmac resurfacing of the frontage of St Richard's House to include essential repairs to potholes and general erosion around the water drainage culverts. All work to be sought in accordance with the Council's Standing Orders and Financial Regulations.

111. DROITWICH SALT COMPANY

*[Councillor G R Brookes declared an interest in this item as detailed in Minute 105 above]*

The Committee considered a request from Councillor Brookes for the purchase and supply of one brand new 1000 litre IBC units with composite pallet and cage. This was required for the transport and storage of brine extracted from the Tower Hill site outlet. The purchase was subject to a positive laboratory test result to confirm that the brine extracted was suitable for human consumption and met the required standards.

Councillor Brookes explained that the tank was required to store and transport brine water for possible salt production. It is planned to extract from the Tower Hill pumping house well once a new tap and pipe work alterations had been completed, this being imminent. Councillor Brookes stipulated that the brine was required first in order to enable the product testing to take place and to this effect it was explained that the IBC unit was required to be purchased and in place prior to the suitability test starting. Indicative prices per unit were £150, plus £18.50 for the pallet and £35.50 carriage, the total estimated expenditure being in the region of £204.00 + 20% VAT =£244.80.

**RESOLVED** That the Town Clerk be authorised to purchase one brand new 1000 litre IBC unit with composite pallet and cage.

#### 112. IMMEDIATE MEDIA SOLUTIONS

Pursuant to Minute Number 102 of the Community and Amenities meeting held on 14 September 2015, an update report was presented by the Assistant Town Clerk following a request for the same from Immediate Media, as to progress with implementing the proposed asset sponsorship scheme during the past 12 months.

RESOLVED That the report be noted.

#### 113. LAND HOLDINGS

The Committee noted that budget consideration was required at the time of Estimates preparation for the ongoing tree surveys and professional inspections, a regular maintenance programme, boundary definitions and fencing repairs and flood prevention responsibilities. This was to be a phased programme comprising surveys and essential, urgent and intermediate works.

Resources Committee was to be requested to consider the allocation of up to £40,000 to fund a programme over the next three years. The Assistant Town Clerk made reference to the report prepared and photograph images showing the extent of the overgrowth. Councillor Noyes suggested possible contributory funding through Wychavon District Council for flood alleviation works and Councillor Brookes suggested that the Forestry Commission may also have a scheme to assist with similar projects.

RECOMMENDED That the report be noted and Resources Committee be requested to allocate a sum of £40,000 within the Town Council's Estimates for this work.

#### 114. ALLOTMENTS – ASBESTOS MATERIAL REMOVAL

Pursuant to Minute Number 29 - Community and Amenities Committee meeting on 1 June 2015 further quantities of hazardous asbestos sheet material were currently being unearthed during cultivation at the Westwood Lodge allotments site despite all reasonable measures taken to date to remove this problem. It appeared that large sections of sheeting had been used as a base layer and then covered with soil at various depths which were now only being discovered. Removal and safe destruction by specialist contractors had been arranged.

RESOLVED That the report be noted and the action taken be endorsed.

#### 115. DROITWICH SPA HERITAGE CENTRE – ASSESSMENT REPORT AND REVIEW OF SERVICE

The Committee received the status report for information.

RESOLVED That the report be noted.

116. DSTC & WYCHAVON EQUIPMENT HIRE FOR EVENTS.

The Committee was advised that following the departure of Mrs Janet Yates from Wychavon District Council during May 2016 the position had not been advertised to date. Management of the hire responsibilities from the joint stock of events equipment was now largely carried out through the Town Council with approval from Wychavon. Storage and access constraints at Berry Hill Industrial Estate necessitated the equipment stocks to be amalgamated into one single central storage unit to be located at the Town Council, Copcut Park secure compound.

In order to maintain an efficient hire process a contract agreement for all users has been drawn up with the assistance of Wychavon District Council. This arrangement was being introduced in Pershore and Evesham as well for uniformity. It was expected that Wychavon District Council would formalise the transfer of all the equipment to the Town Council in due course.

RESOLVED            That the report be noted.

117. EVENTS 2017

The Committee was apprised of enquiries for funding which had been received in respect of the Food & Drink Festival and St Richard's Festival.

A meeting was to take place with Wychavon District Council and representatives from the Festivals organisers to ascertain the level of support. Further information will be available at the next meeting, as part of the budgetary report.

Councillor Noyes expressed the opinion that Wychavon District Council had let Droitwich Spa down by not publishing programmes or displaying banners for the Salt Fest weekend at an early opportunity this year.

RESOLVED            That the information be noted and further details provided following the proposed meeting with Wychavon District Council officers and representatives from the various festival organising committees.

118. SALT FEST - 10 AND 11 SEPTEMBER 2016

The Programme was noted.

The meeting concluded at 7.05 pm

Chairman of Committee    -----  
14 November 2016

Chairman of Council      -----  
26 September 2016