

Droitwich Spa Town Council

St Richard's House
Victoria Square
Droitwich Spa
Worcs
WR9 8DS

1 November 2022

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You are hereby summoned to attend a meeting of the **COMMUNITY AND AMENITIES COMMITTEE** to be held at the Council Chamber, St Richards House, Victoria Square, Droitwich Spa on Monday 7 November 2022 at 6.15pm or at the close of the meeting of the Planning Committee if later.



Mark Keld
Town Clerk

PUBLIC SESSION

Members of the public are invited to attend the committee meeting. Time is set aside at 5.45pm to receive views or questions on issues on this agenda, or raise issues for future consideration before the start of the Committee meeting. Notice of these should be lodged with the Town Clerk by 1pm that same day at the latest. Members of the public may not take part in the committee meeting. Town Council Meetings are recorded for monitoring purposes.

AGENDA

1. Apologies for absence
2. Declarations of Interest
3. To confirm as a correct record the Minutes of the Meeting of the Committee held on 26 September 2022 (deferred from 12 September 2022) *[enclosed]*.
4. To welcome Miss Katy Prew - Deputy Town Clerk (Community & Amenities) following appointment date of 31 October 2022 *[for information]*.
5. To receive and consider the recommendations of the Grants Appraisal Committee meeting held on 24 October 2022 *[schedule attached]*.
6. Droitwich Spa Carnival Committee Update. To receive and consider the following update and request from Councillor GA Duffy – Mayor of Droitwich Spa, provided on 12 October 2022.

Droitwich Spa Carnival Committee Update

“Our Towns history has had a lot of focus recently. The Brine Baths, The Raven, The Chateau Impney and the Westlands Farm house all coming to life as people have

taken an interest. Maybe this has spurred an interest in bringing things back to the Town

Meeting initially at the Rugby Club and subsequently facilitated by DCVS at the Old Library Centre, the Carnival Committee have been meeting over the last few months to discuss options and ideas to organise a Droitwich Spa Carnival with hopes to start this with a parade. The meetings have been attended by community leaders from a good number of our towns groups and most of the meetings having an attendance of about 10 people. Some great ideas have been brought forward and there is an idyllic access to learning resources from other festivals within the town as well as neighbouring Carnivals.

The local support we have had is great but to make the Carnival happen we need to grow the Committee and build a base of volunteers. We feel the verbal support and permission to use Droitwich Spa signs and branding would legitimise and boost the efforts of the Carnival Committee. In aid of this aim please give a vote of support and permission for the Mayor to invite public involvement”.

7. Coffee Morning and Town Heritage Trail to Welcome guests from the Local Ukrainian Community – Saturday 15 October 2022 – To report that a successful morning was hosted by the Heritage Centre last month in collaboration with CVS to support the Ukrainian Relief network. Approximately 30 guests from family mixes were welcomed to the informal visit to the Heritage Centre & Museum. The organised activities included a special Guided Heritage Trail Walk using the Heritage App and was led by two of our Volunteer Team Tour Guides. The event was very successful and well received by all participants. It is hoped to arrange similar open events through the Heritage Centre *[for information]*.
8. Christmas Lights Switch On Event ,including Heritage Trail App & New Edition Printed Town Mini Guide Launch - Saturday 26th November 2022- Arrangements are proceeding for the Christmas Event and publicity will follow after the Remembrance fortnight. The usual popular features include the Droitwich Lions Grotto & organised children’s activities at St Richards House and the Fun Fair, Seasonal Stalls and Farmers Market on Victoria Square. The entertainment leading up to the traditional countdown for turning on the lights starts from 5.00pm on Victoria Square (adjacent Lloyds Bank and the Library buildings) and features the Droitwich Spa - Salvation Army Band and then the Ising Choir. The Switch- On is anticipated to be at 6.00pm (note the slightly later time this year) and will be performed by the Mayor and Town Crier, hopefully accompanied by the Senior Student Team Members from Droitwich Spa High School.

Following previous updates and further successful testing (Draft Minute reference 132 of the Community & Amenities Committee Meeting of 26 September 2022 refers) the new Heritage Trail App is ready for general launch. The field testing has been well received including some wider trials through the Senior Students Team at the High School. The Launch will take place during the afternoon of the 26th November 2022 at the Heritage Centre and as part of the Christmas Event. It is planned to arrange special guided walks during the early afternoon to enable participants to use the App on their devices first hand. The latest new updated version of the popular Mini Town Guide and Map will be launched simultaneously to ensure both digital and printed formats are provided for *[for information]*.

9. CPAD Correspondence. To note further correspondence *[attached]* received from Mr Peter Richards of Droitwich AED. The resolved position regarding the CPAD allocation remains as outlined below (minute extract reference 316 of the Meeting of Community & Amenities Committee held on 11th April 2022 refers) and last reaffirmed at the Resources Committee Meeting held on 10 October 2022 (draft minute reference 164 refers). The Officers recommendation is to invite Mr Richards to a future Committee Meeting in order to clarify the options and progress matters to accord with the original resolution reached *[for information]*.

Community Public Access Defibrillators (CPAD's) – To advise that a request has been received through email dated 17 February 2022 by the Town Council from Mr Peter Richards. The enquiry requests consideration in principle towards whether the Town Council will adopt the current provision of approximately 50 operational CPAD's throughout Droitwich Spa. Pursuant to minute reference 271 of the Community & Amenities Committee meeting held on 28 February 2022 further information has been provided through the Town Councils insurer and Mr Richards.

The annual cost of maintaining 5 prime Town Centre location CPAD's is estimated to be approximately £300 to cover replacement consumables (pads and batteries) , servicing and maintaining a rescue ready status. Insurance cover is for general asset acquisition purposes and estimated at approximately £30 to £50 per unit per annum. There is no liability risk attached to the equipment for the reason that emergency use only arises when a casualty is already deceased. A working AED provides the chance that life can be restored without any guarantee of this because time is very much of the essence. A commitment in principle has been relayed to Mr Richards to proceed with the adoption of 5 key location CPAD's for the future. The indicative timescales are within 2 years, to align with the period after which Mr Richards and his Group will begin to step back from supporting all Town Centre CPAD's themselves. Details for the 5 suggested locations for equipment to be adopted by the Town Council can be considered in due course.

10. To consider the exclusion of the Public and Press by passing the following motion:

That the press and public be now excluded from the meeting under the provision of the Public Bodies (Admission to Meetings) Act 1960 by virtue of the confidential nature of the business about to be transacted which involves financial and legal matters.

11. Municipal Planting Arrangements – The 3 Year Planting Contract is now scheduled for review and renewal following the elapsed period autumn 2019 to 2022. The combined year's value exceeds the £25,000.00 procurement threshold and to accord with the Financial Regulations (Section 11 Contracts) a suitable notice inviting interest for the opportunity has been registered through the recommended Government Contract Finder online portal. The notice was posted from Friday 14 October until closure as at 12 noon on 7 November 2022. A copy of the full notice is attached for information.

A renewal option for three years has been received separately from the existing Contractor – Acorn Environmental Care Limited which is attached. The renewal proposal factors in market increases, all additions and the ongoing maintenance provision for the local display arrangements (e.g the additional High Street & Salt Barrow Market planters in place from summer 2022 and the new Platinum Jubilee flower bed at Primsland Way). Planting rotations for summer, winter and spring time bulbs are included within the specifications. A copy of the planting specification and tender documentation renewal received from the existing provider is attached for information.

No approaches, enquiries or follow up referrals have been received from the Contract Finder notice as at 1st November 2022 and this remains open until midday on 7th November 2022. Separate proactive approaches and enquiries made to known local horticultural sector providers have not generated any further interest or opportunities for procurement options.

Distribution:

All Members of the Community & Amenities Committee

Councillors: -

Mrs C Bowden (Chairman)

RJ Morris (Vice-Chairman)

EJ Bowden

NR Griffiths

AH Laird

CM Murray

GA Duffy (Ex Officio)

DM Craigie

Mrs K Fellows

Copy to All Other Town Councillors

Agenda for Information to:

County & District Councillors for Droitwich Spa, Subscribers, Press