

Droitwich Spa Town Council

MINUTES of the meeting of the COMMUNITY AND AMENITIES COMMITTEE held at the Council Chamber, St Richards House on Monday 7th November 2022 at 6.38pm.

PRESENT: Councillor Mrs C Bowden (Chairman)
Councillor EJ Bowden
Councillor Mrs K Fellows
Councillor AH Laird
Councillor RJ Morris
Councillor CM Murray
Councillor GA Duffy (Ex officio)

NON-MEMBERS PRESENT: Councillors GR Brookes, J Grady, RP Hopkins, WT Moy & AM Sinton.

APOLOGIES FOR ABSENCE: Councillors DM Craigie, Mrs JM Chaudry, NR Griffiths & A Humphries.

PUBLIC QUESTIONS

There were none received.

Councillor GR Brookes updated everyone in attendance before the start of proceedings that this meeting was being recorded using the new Meeting OWL equipment. This was a trial exercise this evening and it is hoped to continue with recording all Town Council and Committee meetings going forwards from December 2022. The Meetings are being recorded for monitoring purposes and to enable a live stream option using You Tube for the future as required. There were no questions arising the information was noted.

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177. DECLARATIONS OF INTERESTS

Councillor RJ Morris declared a non- pecuniary interest for Agenda Item 5 – Community Grants in so much that he is Chairman of the Grants Appraisal Panel and whilst he knows the applicant for the organisation – Worcestershire Homeless Appeal & Droitwich Spa Food Pantry and Fridge, he had not participated in the decision recommendation process for their application. Councillor RJ Morris & GA Duffy both declared a non- pecuniary interest in Agenda Item 6 for the Droitwich Spa Carnival Committee update in so much that they are Members of the Town’s Carnival Committee.

178. TO CONFIRM THE MINUTES OF THE MEETING OF THE COMMUNITY & AMENITIES COMMITTEE HELD ON 26 SEPTEMBER 2022 (deferred from 12 September 2022)

RESOLVED That the Minutes of the Meeting of the Community & Amenities Committee held on 26 September 2022 deferred from 12 September 2022 be confirmed as a correct record.

179. TO WELCOME MISS KATY PREW – DEPUTY TOWN CLERK – COMMUNITY & AMENITIES

The Chairman and GR Councillor Brookes (Leader of the Town Council) both welcomed Katy to her new role on behalf of the Committee and the Town Council overall. Katy has recently started employment with the Town Council from 31st October 2022.

RESOLVED That the information be noted.

180. TO RECEIVE AND CONSIDER THE RECOMMENDATIONS OF THE GRANTS APPRAISAL COMMITTEE MEETING HELD ON 24 OCTOBER 2022

The Town Clerk updated the recommendations as outlined on the schedule. The schedule had been provided as part of the agenda papers and recommended award of three Grants and one decline decision. The reasons for the decline were explained because the Applicant currently has Ltd Company Status. Business designation is ineligible for the Community Grants Scheme and also it had not been possible to fully establish that the Applicants membership set to benefit from any awarded funding, resided within the Town (Municipal area of Droitwich Spa).

RESOLVED – To award and confirm the Grants as presented and recommended from the Appraisal Panel Meeting held on 24th October 2022.

181. DROITWICH SPA CARNIVAL COMMITTEE UPDATE

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”.

Councillor AM Sinton asked whether a date for the proposed Carnival had been decided for 2023. Councillor Duffy advised that dates were still being considered to best fit within the existing timetable of various events in the Town each year.

RESOLVED That the information be noted and to confirm support for the Carnival Committee initiative. This support can include press and media updates and use of the Town Council insignia where appropriate to help with the publicity when arrangements are finalised.

182. COFFEE MORNING AND TOWN HERITAGE TRAIL- 15TH OCTOBER 2022

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]*.

RESOLVED That the information be noted.

183. CHRISTMAS LIGHTS SWITCH ON EVENT 26 NOVEMBER 2022.

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]*.

The Town Clerk updated that when the Poppy Lights had been installed for the Remembrance period last week at St Richards House. Whilst on site, the Contractor had identified that LED upgrade works carried by WCC Street Lighting Contractors during the summer had mistakenly removed essential parts of the lighting infrastructure. This matter has been reported and taken forward with the County Council Street Lighting and Highways Team for urgent attention. The components removed are critical for the effective operation of the Towns Christmas Lights. The Town Clerk notified that the actual Switch On Ceremony on 26 November was slightly later this year from 5.00pm to 6.00pm due to the entertainment scheduling. Forward publicity is arranged and will follow after the Remembrance weekend from 14th November.

RESOLVED That the information be noted

184. CPAD Correspondence

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.

RESOLVED That the information be noted and to arrange to invite Mr Richards to a future meeting of the Community & Amenities Committee in early 2023 for an update and to support coordinated implementation of the previously resolved & outlined commitment for CPAD'S.

185. 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

RESOLVED 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

186. MUNICIPAL PLANTING CONTRACT

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 remained the case until the notice closure at 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.

The Town Clerk updated that the renewal option from Acorn that had been provided with the Agenda papers could now be considered in that there had been no other approaches or interest received from the Contract Notice published on 14th October until midday on 7th November 2022. This had been confirmed with Calc as suitable compliance for the procurement process for contracts over the £25,000.00 threshold. The Town Clerk explained the changes to the contract which are outlined in the renewal documents – including ongoing provision for the Platinum Jubilee planters on the High Street and Salt Barrow, the additional flower bed at Primsland Way adjacent Spring Meadow and winter planting & spring bulbs overall. The recommendation was made to align the renewal contract from 1st January 2023 to 31st December 2025 for the efficient management of the budgeting. The interim 3 months of October to December 2022 from the existing contract expiry (as at 30 September 2022) will continue at the normal monthly cost, due to the logistics and time required for the renewal and transitional arrangements for the changeover to winter and spring bulb planting, currently in course.

In general discussion the consensus was that the planting arrangements from Acorn were of a high standard and that they received a lot of interest and commendations from residents and visitors. It was added that the renewal represented good value and that the Town Council were fortunate to have such reliable contractor with enthusiasm and care for the planting work.

RESOLVED To renew the Municipal Planting contract for three years from 1st January 2023 to 31st December 2025 with Acorn Environmental Care Ltd. The terms are as outlined in the validated contract proposal and accompanying cost schedule – representative of three years at an annual cost of £37,939.00 (Total Contract cost of £113,817 for the three year period). The interim months of October, November and December 2022 are to continue to be paid at the existing monthly rate of £3,793.20 in order to complete the renewal and seasonal transition arrangements for the cycle of winter, spring bulbs and back to summer planting.

The meeting concluded at 6.55pm

Chairman of Committee
16 January 2023

Chairman of Council
12 December 2022