

Droitwich Spa Town Council

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

1 June 2020

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You are hereby summoned to attend a meeting of the **COMMUNITY AND AMENITIES COMMITTEE** to be held using the Conference Call facility on Monday 8 June 2020 at 6.30pm or at close of the Resources Committee if later.

The remote meeting format is a special temporary contingency measure due to the Covid 19 Pandemic. BT allocate the conference call dial in numbers on an "as required by date" basis. As such the details will be available & notified to Elected Members by Town Council Officers earlier on the day of the meeting. Members of the public wishing to raise questions prior to the meeting from 5.45pm and/or attend the meeting itself should follow the usual protocol (see below). They must also contact the Town Council Office between the times of 9.00am and 1.00pm on the day of the meeting in order to be notified of the dial in number for the conference call.



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.

AGENDA

1. Apologies for absence
2. Declarations of Interest
3. To confirm the Minutes of the meeting of the Community & Amenities Committee held on 2 March 2020 *[enclosed]*
4. Municipal Planting – The summer planting has now been completed by our new contractors. There has been a lot of positive feedback received directly as well as being

shared on social media. Special Thanks have been expressed to the new contractor for their diligent work during very difficult circumstances this year, including the sourcing of the plants.

5. Mayflower 400 Event – Due to Covid 19 the arrangements and plans for the Event have been deferred. Dialogue is maintained with Mrs Caroline Davis from OPUS Events and it is likely that the arrangements will be resurrected in due course and a new date set for spring 2021. Further details will be provided as matters proceed. *[for information]*
6. Copcut Park – Footpath improvements. To confirm that Councillor RJ Morris and the Town Clerk walked and inspected the footpath network in Copcut Park on 21 May 2020 to consider and prioritise any urgent repair work. This accords with Minute reference 302 of the Community & Amenities Committee meeting held on 2 March 2020. Earlier in April, the Town Clerk met with Contractors in order to source cost estimates for the various sections of footpath to enable future informed decision. The consensus reached on 21 May site visit was that there were no immediately urgent repairs required at this time. Due to the Covid 19 crisis the suggested approach is to continue to inspect the Park regularly and defer the decision for authorisation of any of the footpath replacement work until a later time. Connected considerations are that the dry weather is not causing any marked further deterioration of sections of the paths, the necessity to maintain free public access to the park during lockdown restrictions and a requirement to review and possibly reconfigure budgets for the remainder of the Municipal Year. *[for information]*
7. West Project and Beyond – Pedestrian underpasses refurbishment proposals. Pursuant to Minute reference 215 of the Full Meeting of Council which took place on 16 December 2019 and resolved to financially contribute to the Wychavon District Council led project from unallocated New Homes Bonus funds. Following the Stakeholders meeting on 27 February 2020 this project is postponed until further notice due to Covid 19. *[for information]*
8. Heritage Manager Vacancy – To confirm that following advertisement of the vacancy for two weeks during February 2020 applications had been short listed for interview on 3 March 2020. The interview panel comprised Councillor AM Sinton (Leader), Councillor Mrs C Bowden (Chairman of Community & Amenities Committee) and Mrs Sarah Davies – Heritage Manager in role, supported by the Town Clerk. Interest in the vacancy had been mixed and there were three good candidates short listed for the interview day. Mrs Catherine Finn was the successful candidate and offered the position. Following referencing the position was accepted to work on job share basis with Mrs Davies. The agreed start date was 20 April 2020 although the Covid 19 crisis has meant that the Heritage Centre remains closed for now. *[for information]*
9. Band Concerts 2020- The 2020 Schedule of concerts has not been received due to Covid 19 and lockdown. Further Government advice is necessary regarding the lifting of lockdown restrictions. It is a possibility that there will be no band concerts arranged this year. *[for information]*
10. Community Hall Upkeep & Usage – To confirm that during lockdown and temporary closure of the Community Hall, it has been possible to continue the general maintenance and improvement works allocated in the Municipal Year budget. The following work is in course.
 - Some renovation of the John Corbett Room external window frames to preserve structural integrity and for longevity. One frame will require complete replacement.
 - Some internal painting and plaster work in the John Corbett Room.

- Varnishing of the worn floor surface in the Main Hall. Estimates are to be sourced to gauge options available and financial scope.
- Repair of roller blinds for large windows in the Main Hall
- Replacement electrical wiring components and some light fixtures to accord with the recent Electricians inspection visit for certification and to maintain regulation changes to standard

Special dispensation has been arranged with the Town Council's Insurer to enable NHS Blood donation sessions to be held on a managed appointment basis using the Community Hall. This follows a referral from Councillor Brookes and a request for assistance from the NHS for suitable central venues during the health crisis. All requisite safeguarding and special Covid 19 considerations have been verified and complied with – collaborating with the NHS and the Town Council's Insurance underwriters. The NHS should begin to arrange their session dates any time soon now all of the statutory governance is in place.

[for information]

Distribution:

All Members of the Community & Amenities Committee

Councillors: -

Mrs C Bowden (Chairman)

R J Morris (Vice Chairman)

E J Bowden

D M Craigie

Mrs K Fellows

N R Griffiths

A H Laird

C M Murray

W T Moy (Ex-officio)

Copy to All Other Town Councillors

Agenda for Information to:

County & District Councillors for Droitwich Spa, Subscribers, Press