

Droitwich Spa Town Council

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

Telephone: 01905 774258

6 December 2022

You are hereby summoned to a Meeting of Droitwich Spa Town Council to be held in the Council Chamber at St Richards House, Victoria Square, Droitwich Spa on **Monday 12 December 2022** at 6.00pm.



Mark Keld
Town Clerk

Members of the public are invited to attend the Town Council meeting. Time is set aside at 5.45 p.m. to receive views or questions on issues on this agenda, or raise issues for future consideration before the start of the Town Council 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 Town Council meeting itself. Town Council Meetings are recorded for monitoring purposes.

AGENDA

1. Apologies
2. Declarations of interests
3. To confirm as a correct record the Minutes of the Meeting of Council held on 26 September 2022 *[enclosed]*
4. MAYOR'S ANNOUNCEMENTS
5. POLICING IN DROITWICH SPA – Update from Sergeant Sarah Kent *[for information]*.
6. HIGH SCHOOL – To receive an update and report from the Senior Students Team of Droitwich Spa High School *[for information]*.
7. YOUTH COUNCIL – To note that the Youth Council updates will resume in due course. There is no report for 12th December 2022 *[for information]*.
8. SOUTH WORCESTERSHIRE DEVELOPMENT PLAN (REVIEW) - South Worcestershire Development Plan Review – Following publication of the draft proposals for the SWDP Review in September 2022 – An open public meeting for the Consultation

(Regulation 19) including a questions & answers session took place at the Community Hall on 21st November 2022.

The Town Council has an opportunity to consider a corporate opinion response within the allocated period for comments up to 13th December 2022. Pursuant to draft minute reference 192 of the Planning Committee Meeting held on 5th December 2022 to consider the final drafted comments response for submission. *[Final Draft Response to follow for consideration and approval]*

9. GOVERNANCE STATEMENT – Pursuant to Minute References 51/2022 & 52/2022 of the Meeting of Full Council on 20 June 2022 the Governance and Annual Accounts have been submitted to the External Auditors to accord with procedure.

To report that the return statement following examination has been received on 28 September 2022 and duly displayed for the notice of the Audit and right to inspect the Annual Governance & Accountability Return. Except for the challenge correspondence matter previously reported (Draft Minute Reference 115 of the Meeting of Full Council held on 26 September 2022 refers) the External Auditor has confirmed that “on the basis of the review of Sections 1 & 2 of the AGAR, in our opinion the information in sections 1 & 2 of the AGAR is in accordance with Proper Practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.” *[Notice and report and Certificate for 2021/2022 attached for information]*

10. NOTIFICATION OF EXTERNAL AUDITOR APPOINTMENT FOR THE 2022/2023 FINANCIAL YEAR FOR THE PERIOD UNTIL 2026/2027.

To note and confirm correspondence received by email on 1st December 2022 which notifies through the Smaller Authorities Audit Appointments (SAAA) that the appointed external auditor will remain as PKF Littlejohn LLP for the next five year period. This appointment follows the wider procurement exercise carried out from April 2022 to appoint auditors to each contract (County) area. Contact information, scales & audit fee details are outlined in the attached correspondence *[for information]*.

11. NEIGHBOURHOOD DEVELOPMENT PLAN PROGRESS UPDATE – To receive an update from Councillor GR Brookes in his capacity as the designated Town Council Member with responsibility for the project options, including Communications & Liaison. Councillor Brooke’s summary report covering the period 26 September 2022 to date with accompanying details is attached for information.

12. To receive and consider the Minutes of the under-mentioned meetings:-

1. Planning Committee – 10th October 2022 *[previously circulated]*
2. Resources Committee – 10th October 2022 *[previously circulated]*
3. Planning Committee – 7th November 2022 *[previously circulated]*
4. Community & Amenities Committee- 7th November 2022 *[enclosed]*

5. Planning Committee -5th December 2022 *[to follow]*

6. Resources Committee- 5th December 2022 *[to follow]*

13. TOWN COUNCIL WEBSITE UPGRADE PROPOSALS - Pursuant to draft minute reference 205 of the Resources Committee meeting held on 5th December 2022 to consider the attached options outlined by the Website Host Manager. The recommendation is to consider the wider option two in order cover all of the anticipated needs for the website, strategic priorities and functional conformity going forwards. Details for website upgrade options, hosting support and training are attached.

14. WYCHAVON DISTRICT COUNCIL COMMUNITY LEGACY FUNDING

To confirm the following project updates.

- (a) Edition Two – Droitwich Spa High School, Community Cabin. Pursuant to minute reference 118 of Full Council held on 26 September 2022, to confirm that Councillor DM Craigie attended the High School Cabin Management Committee Meeting on 3rd November. It is reported that Community engagement and usage of the cabin facility was discussed and updated. Wider Community use of the facilities is a conditional aspect of the asset and levels have recently increased. Hire arrangements now includes a variety of users and purposes, alongside the general School use. Wychavon District Council have taken forward several of their own community initiatives using the Cabin venue, including – domestic support services, welcome & support networks for the Ukrainian Relief Programme and general Adult Education courses. The user levels will continue to be monitored and updated by the Committee. The next Cabin Management Committee meeting is scheduled for 2nd March 2023 *[for information]*.
- (b) Edition Three – Droitwich Spa Augmented Reality Heritage Trail App. Pursuant to draft minute 183 of the Community & Amenities Meeting held on 7th November 2022, to confirm that the Heritage Trail App has been successfully rolled out as a component feature of the Christmas Lights Switch- on Event on 26th November. The App is now available in the I phone and Android App Stores and this completes the Community Legacy funding stage for this project within the grant secured through WDC. The user take up, wider interest and feedback for the App will continue to be closely monitored with the further consideration of options for a Heritage budgeted second phase, continuing with some development and enhancements in 2023/2024. *[for information]*.
- (c) Edition Three –Droitwich Spa Community Football Club Pavilion as part of the King George Playing Fields, Ground Fund Project. To confirm that the official public opening event for the new facilities took place on 7th November 2022. The Showcase Open Evening was well attended and received by the public and included a special guest appearance by former player and England Football Manager - Kevin Keegan.
Dialogue and cooperation continues with the Droitwich Spa Football Club Directors and Wychavon District Council working to resolve some specific defects and outstanding finishing works associated with the cloakrooms and toilets. Apart from this aspect the Community Legacy element of the project is now complete *[for information]*.

15. WEST PROJECT AND BEYOND – PEDESTRIAN UNDERPASS IMPROVEMENTS

There have been no further Project Reference Group Meetings since 14 September 2022, although stakeholders have continued to liaise and make progress. The current position for the remaining phases of the project was last updated through the Consultant on 14 November as follows. All timescales are subject to changes due to any unforeseen issues arising.

- (a) Railway Station Underpass – Work for the mural started from the Artist during mid-October. Unfortunately problems have been encountered with paint adhesion associated with several previous layers of coating and anti- graffiti protection applied over many years. The solution requires removal of the layering back to base levels and for the Artist to start the mural again. The additional preparation work determines that the Artist will recommence in February 2023.
- (b) A38/ King Georges Playing Fields Underpass – The Artist started the mural installation around the 15th November. This followed some patch testing of the existing paint layering and some rendering repairs carried out early in the month. The layering issue associated with the Railway Station wall coverings is not considered to be a significant problem at the A38 underpass, following the tests carried out. This underpass is considerably larger by surface area and will require more time and resources to complete all of the phases of work. As at 6 December 2022 it is understood that most of the installation and finishing works have been completed to good effect.

[for information]

- 16. COUNTY COUNCIL MATTERS- To receive reports on County Council matters *[if appropriate]*
- 17. DISTRICT COUNCIL MATTERS – To receive reports on District Council matters *[if appropriate]*
- 18. COVID 19 PANDEMIC MEMORIAL – To consider the attached proposed motion and statement of rationale provided by Councillor A Humphries.
- 19. ACCOUNTS FOR PAYMENT *[details attached]*

Distribution:

All Members of the Town Council

Agenda for Information to:
County & District Councillors for Droitwich Spa
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