

Droitwich Spa Town Council

St Richard's House
Victoria Square
Droitwich Spa
Worc's
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Telephone: 01905 774258

6 December 2021

You are hereby summoned to a Meeting of Droitwich Spa Town Council to be held in the Community Hall, Heritage Way, Droitwich Spa, Worcestershire on Monday 13 December 2021 at 6.00pm.



Mark Keld
Town Clerk

PUBLIC SESSION

Members of the public are invited to attend the Meeting. Time is set aside at 5.45pm before the start of the Committee meetings to receive any questions about items on this agenda, or raise issues for future consideration. Notification of any requests 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 Council Meeting. Due to ongoing Covid 19 precautions the numbers of attendees may be limited because of space constraints.

AGENDA

1. Apologies
2. Declarations of interests
3. To confirm as a correct record the Minutes of the Meeting of Council held on 27 September 2021.*[enclosed]*
4. MAYOR'S ANNOUNCEMENTS.
5. DROITWICH SPA TOWN BADGE – PIPES & DRUMS BANNER OF THE QUEEN'S GURKHA SIGNALS. – To be advised that following an enquiry and request from local resident Lt Col Simon Smith, Commanding Officer of the 30th Signal Regiment based at Gamecock Barracks in Nuneaton, the Town Badge has been incorporated into the design of the Regimental Banner for use during parades and ceremonial events. The Mayor accompanied by the Town Clerk received Lt Col Simon Smith at St Richards House on 13th September 2021. The banner will be maintained by Lt Col Smith in his Office for the duration of his period of command. The attached images show the ceremonial banner now in place in the Officers Mess at Gamecock Barracks *[for information.]*

6. POLICING IN DROITWICH SPA

- (a) Policing update to be provided from Sergeant Sarah Kent.
 - (b) Update on the “We Don’t Buy Crime & the Smart Water Projects of West Mercia Police. To be provided by the Local Coordinator - Lily Hughes working alongside colleague Frank Bridgwater, in conjunction with the Police & Crime Commissioner (PCC), John Campion.
 - (c) Speed Checks Data. – To receive the attached summary of speed checks data for the County Council - Droitwich Spa West Ward taken during September 2021. The information has been provided by Robert Haynes- Traffic Management Advisor, Road Safety, West Mercia Police. A similar summary has been requested covering any speed checks activity carried out in the County Council – Droitwich Spa East Ward. This will be made available at a later date *[for information]*.
7. HIGH SCHOOL UPDATE- Where available to be presented by the Head Boy & Head Girl. Alternatively the report can be updated by the Town Clerk.

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

- 1. Planning Committee – 11 October 2021 *[previously circulated]*
- 2. Resources Committee – 11 October 2021 *[previously circulated]*
- 3. Planning Committee – 8 November 2021 *[previously circulated]*
- 4. Community & Amenities Committee – 8 November 2021*[enclosed]*
- 5. Planning Committee – 6 December 2021*[to follow]*
- 6. Resources Committee – 6 December 2021*[to follow]*

9. WYCHAVON DISTRICT COUNCIL COMMUNITY LEGACY FUNDING

To confirm the following project updates.

- (a) Edition Two – Droitwich Spa High School, Community Cabin. The final remaining stage of the project was the Official Opening Ceremony and Reception. This took place on Thursday 2 September 2021 and the Deputy Mayor – Councillor G Duffy officiated. Councillor DM Craigie has recently advised that an update from the Management Committee should be anticipated early in 2022 to report on the operational progress and community engagement & use of the facility. The project funding was granted on the condition that the facility is to be offered as a Resource to be used by the wider Community. The Town Council has two nominated representatives on the Cabin Management Committee, these being Councillors DM Craigie & RP Hopkins. The Committee comprises two Elected Members, two High School representatives and two private sector representatives from Droitwich Means Business. The suggested frequency for Management Committee meetings and the reporting of updates is each School term *[for information]*.
- (b) Edition Three – Droitwich Spa Augmented Reality Heritage Trail App. The App and the supporting “This is Droitwich “promotional video were launched on Friday 27

August 2021. The Mayor - Councillor WT Moy presided over the reception at St Richards House which was well attended. BBC Midlands Today TV featured the video including interview footage with Actor – Mr Joe Chambers and Heritage Manager- Mrs Sarah Davies and references to the App. The broadcast went out on Monday 6 September and is estimated to have achieved a viewer’s reach of approximately 2.5 million people across the Region. Disappointingly since launch there have been some functionality issues with running the App. Proactive testing, user feedback and ongoing monitoring has highlighted the issues to be in the following four categories,

- 1) Compatibility with different I phone and Android devices.
- 2) The requirement to update the interactive map to the correct 2D version from the original proposal.
- 3) Some distortion of images, for example the tour guide characters.
- 4) Some freeze framing and stalling of videos.

Dialogue has been maintained with the Service Provider and consideration for payment of the remaining 40% funding for the project was made conditional on the aforementioned points being fully addressed. A Stakeholders Committee demonstration of the fully working App by the Service Provider was also stipulated for reassurance that all of these interventions have been made satisfactorily. A further meeting took place on 2nd December 2021 to notify the Service Provider of the anticipated outcome and giving 10 days final notice for completion. Sadly the outcome is now to move forward with an alternative Service provider in order to address these snagging points and complete the project. It is anticipated that these changes will be effective during Quarter 1 2022 including a relaunch of the App towards Easter. WDC are fully appraised and the changes are expected to be within the scope of the original grant and the remaining funds that have not been drawn down to date. Further updates will be provided in due course *[for information.]*

- (c) Edition Three –Droitwich Spa Community Football Club Pavilion as part of the King George Playing Fields, Ground Fund Project. The Pavilion aspect is now aligned within the main site development schedule. Work is being undertaken by a single leading National Contractor commissioned through Wychavon District Council. The work on site commenced at the end of August and anticipated completion is spring 2022. The existing pavilion and out building have been demolished and the site cleared. Construction phases for the pavilion, stands and pitches are now progressing. For the main part the autumn weather has been favourable and there have been no significant issues affecting progress to plan. At this stage the completion looks to be on track for spring 2022. The Town Clerk will accompany representatives from the Football Club Committee on a site visit during December / January. Further updates will be provided in due course *[for information]*.
- (d) Edition Four – Details attached from Wychavon District Council. It has been suggested that the fourth and final tranche of Community Legacy Funding will encourage applications from those Parishes across the District which have not applied in the previous three rounds or have been unsuccessful with their applications. The fourth edition does nevertheless offer a further opportunity for an application to be submitted from Droitwich Spa Town Council. **A mandate to proceed and for a suitable designated project will be required.** Some of the criteria and terms & conditions of the scheme have changed for the fourth edition (full details attached). Stage one applications for expression of interest opens on 4 January 2022 until 4 March 2022 with further details to be announced.

10. WEST PROJECT AND BEYOND – PEDESTRIAN UNDERPASS IMPROVEMENTS

To note that a further Project Reference Group Meeting took place on 10 November 2021. The Town Council has helped facilitate preparatory works including base coat painting and jet washing the three underpasses in the West (Crofters, Paddock & Hunters) which are part of phase one for the project. The Project Manager has recently enquired whether private sector and commerce groups would like to be involved in the artwork & designs for the public art of the Railway Station underpass. This is the first of the three Town Council funded underpass locations within the wider project, with an anticipated start date of quarter one 2022. The Town Clerk and Councillor RJ Morris have suggested that the Droitwich Means Business, Friends of Droitwich Spa Railway Station and the Rail Users Groups are all approached to gauge interest *[for information]*.

11. COUNTY COUNCIL MATTERS- To receive reports on County Council matters *[if appropriate]*

12. DISTRICT COUNCIL MATTERS – To receive reports on District Council matters *[if appropriate]*

13. CALC ADVICE AND ONGOING RESTRICTIONS FOR COVID 19 INCLUDING CONSIDERATION FOR DELEGATION TO THE CLERK - The following update from Worcestershire CALC (Edition published 29 November 2021) was circulated to all Elected Members on the same date. This covers additional advice to Councils regarding the impact of Covid 19 moving forwards.

Co-vid Advice

With restrictions around face coverings coming back in tomorrow and worries in the future over the Omnicom variant, we are issuing a few pieces of advice to help you stay on top of this change.

Update Risk Assessments

With the latest change there is a need to update your risk assessments around staff working, if you have an office but also meeting risk assessments if you have previously removed the requirement to wear masks.

Delegation to the Clerk

Councillors cannot make a decision on behalf of a Council, the Chairman cannot make a decision on behalf of a Council. However, a Clerk may if the power has been delegated. **We advise that Councils look at their December meetings and place delegation to the Clerk on the agenda.** Councils should look to delegate matters to the Clerk in the case of further and stronger restrictions coming into force in the future. This would be required as there are no changes so far, or currently any planned in the near future to allow Councils to return to virtual meetings.

Precept

We know some Councils have already agreed their precept figures for next year. We would urge Councils though to place the precept for agreement on the December meeting if possible. This would be in case further restrictions come into force for the New Year.

The precept is one thing that **CANNOT** be delegated and needs to be agreed by the Full Council.

14. WORCESTERSHIRE COUNTY COUNCIL STANDARDS & ETHICS COMMITTEE, 20TH OCTOBER 2021. LOCAL GOVERNMENT ASSOCIATION MEMBER CODE OF CONDUCT – Councillor GR Brookes advised as Chairman of the WCC Standards & Ethics Committee that WCC will be adopting the latest Local Government Association

Member Code of Conduct as well as Wychavon to maintain a uniform approach. The recommendation is for Droitwich Spa Town Council to take the same approach [*WCC agenda extract and details attached for information*].

15. PRECEPT ARRANGEMENTS – WYCHAVON DISTRICT COUNCIL 2022/2023.-To be advised of the attached details provided by Wychavon District Council for the estimates, budget setting and precept for the 2022/2023 Municipal period. The draft estimates, budgets and precept are scheduled for consideration at the Community & Amenities Committee and the Resources Committee on 10 January 2022. Final approval is scheduled for Full Council on 24 January to accord with the WDC final deadline of 26 January 2022 [*for information*].

16. ACCOUNTS FOR PAYMENT [*details attached*]

Distribution:

All Members of the Town Council

Agenda for Information to:
County & District Councillors for Droitwich Spa
Subscribers, Press