

Droitwich Spa Town Council

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Telephone: 01905 774258

12 April 2021

You are hereby summoned to a Meeting of Droitwich Spa Town Council to be held using the Zoom Virtual Meeting facility on Monday 19 April 2021 at 6.00pm.

The remote meeting format is a special temporary contingency measure due to the Covid 19 Pandemic. As such the log in details will be available & notified to Elected Members by Town Council Officers through a separate email 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 (as follows). They must 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 log in details for the virtual meeting format and register any questions for consideration. The meeting will be recorded for monitoring purposes.



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.

A G E N D A

1. Apologies
2. Declarations of interests
3. To confirm as a correct record the Minutes of the Meeting of Council held on 25 January 2021. Meeting held by the Zoom facility.[*enclosed*]
4. MAYOR'S ANNOUNCEMENTS.
5. POLICING IN DROITWICH SPA – Update to be provided from a summary report produced by Sergeant Sarah Kent for the Town Clerk.
6. HIS ROYAL HIGHNESS, PRINCE PHILIP, THE DUKE OF EDINBURGH – To confirm and reflect on the announcement from Friday 9 April 2021 of the very sad passing. The Town Council Union Flag has been at the half mast position since the announcement until after the funeral. The Mayors condolence letter has been added to both of the Town Council web sites together with statements, information and links provided by Wychavon District

Council *[both attached]*. Due to the pandemic there will be no physical condolence books although an online alternative is available for people to pay their respects and show their support for the Royal Family.

<https://www.wychavon.gov.uk/about-us/tribute-to-prince-philip-the-duke-of-edinburgh>

https://www.worcestershire.gov.uk/homepage/655/prince_philip_-_book_of_condolence

7. HIGH SCHOOL UPDATE- To be provided from a summary report produced by the Head Boy & Head Girl.
8. YOUTH COUNCIL UPDATE - To note that due to Covid 19 restrictions the next update covering the Youth Council activities is anticipated from September 2021. This has been agreed by Councillor RJ Morris and the High School Head Teacher. *[for information]*
9. To receive and consider the Minutes of the under-mentioned meetings:-
 1. Planning Committee – 8 February 2021 by Zoom. *[circulated previously]*
 2. Resources Committee – 8 February 2021 by Zoom. *[circulated previously]*
 3. Planning Committee -1 March 2021 by Zoom. *[circulated previously]*
 4. Community & Amenities Committee -1 March 2021 by Zoom. *[enclosed]*
 5. Resources Committee -1 March 2021 by Zoom. *[circulated previously]*
 6. Planning Committee- 12 April 2021 by Zoom *[to follow]*
 7. Resources Committee – 12 April 2021 by Zoom. *[to follow]*
10. FORMER COUNCILLOR & ALDERMAN MR PETER PINFIELD.– To confirm and reflect on the very sad passing of Former Councillor & Alderman Mr Peter Pinfield as at 29 January 2021. To consider appropriate and befitting memorial options in recognition of Former Councillor & Alderman Mr Pinfield’s achievements and tenure of service for the Town and Community of Droitwich Spa.
11. AGM / MAYOR MAKING- Tuesday 4th MAY.2021 at 6.00pm – To confirm that in order to comply with current legislation in place to permit virtual Council meetings until 7th May 2021, the date of the AGM has been changed. The website schedule of meetings has been updated accordingly. The legislation is being reviewed by the Courts this week to consider whether the virtual meeting format will be permissible going forwards from 7 May 2021 onwards. Further details will be updated in due course. The AGM Agenda will be provided in the normal way during the last week in April. *[for information]*

12. WYCHAVON DISTRICT COUNCIL COMMUNITY LEGACY FUNDING- To confirm the following project and application updates. *[for information]*

- (a) Edition Two – Droitwich Spa High School, Community Cabin. Following sign off for the project on 8th December 2020 further details regarding the formal opening and Management Committee aspect are expected from the High School in due course. This has been delayed by the Third National Lock Down restrictions. Dialogue has been maintained with the High School throughout including further support providing iconic historic Droitwich Spa images and contacts for internal décor and identity from the Heritage collection and additional Community grant funding for class room seating.
- (b) Edition Three – Stage Two Application (Full application, consultation & business plan) for the Droitwich Spa Augmented Reality Heritage Trail App, has been submitted on 2 March 2021. The outcome is expected later in April or early May.
- (c) Edition Three – Stage Two Application (Full application, consultation & business plan) for the Droitwich Spa Community Football Club Pavilion as part of the King George Playing Fields, Ground Fund Project has been submitted on 3 March 2021. The outcome is expected later in April or early May.

13. WEST PROJECT AND BEYOND – PEDESTRIAN UNDERPASS IMPROVEMENTS PROJECT. To note that a Management Committee meeting took place on 19 October 2020 and a wider stakeholder engagement meetings on 2 December 2020 & 24 February 2021. This project has been interrupted by Covid 19 restrictions and the impact is approximately 12 months delay. It is hoped to resurrect all aspects towards a start date of spring 2021. The Town Council maintains a lead interest in the additional three location underpasses through provision of the remaining unallocated New Homes Bonus Scheme funds. The locations are the Railway Station underpass and the two beneath Ombersley Way accessing towards West Acre Middle School and Droitwich Spa High School. Further updates will be provided as the project progresses in 2021 and the next Management Committee meeting takes place on 28 April 2021. *[for information]*

14. COPCUT PARK – UNAUTHORISED TREE FELLING – Reports of unauthorised and substantial felling & cutting back of trees have been received from members of the public and through Wychavon District Council during March. Following investigation the extent of the felling is confirmed to be significant and appears to originate from allotment tenants taking matters in to their own hands without any referral to or permission from the Town Council. The clearance work is irreversible and presents many concerns including – safety risks, environmental damage and associated liabilities. The work does not accord with Town Council protocols or arboreal policies with any regard. Regrettably attempts to verify who is responsible have been unsuccessful and characterised by denials from the adjacent plot tenants. The Town Council will incur costs in order to make the area safe & clear debris especially from the Copcut Stream which has land holding & environmental liabilities attached. Advice has been taken from the Police and they have taken forward a formal investigation under concerns towards criminal and environmental damage to Town Council property/land. Following conclusion of the Police enquiries the Town Council will need to consider any of the following connected matters,

- Possible prosecution of those responsible.
- Possible recovery of remedial costs expended to clear up and make the area safe.
- Possible eviction of allotment tenants if proven responsible due to breach of their tenancy terms and conditions.

15. TREES PLANTING – Pursuant to Minute reference 221 of the meeting of Full Council held on 25 January 2021 to confirm that a total of 25 blossom trees have been planted across two sites – Spring Meadow (15) and Copcut Park (10). A further ceremonial blossom tree is anticipated for the garden of St Richards House to mark this project supporting various initiatives and the collaborative enterprise between the Town Council and Worcestershire County Council. It is hoped to undertake the final ceremonial planting as soon as the lockdown restrictions allow. In the meantime links and updates have been taken forward to confirm the planting with National schemes including the BBC Country file project launched on 29 November 2020 called “Plant Britain” and the Woodland Trust tree planting drive. Further details will be advised for the ceremonial planting in due course. *[For information]*

16. LAND HOLDING – KIDDERMINSTER ROAD- To confirm that tentative interest has recently been received through a Local Agent regarding the former allotment site & Town Council land holding at Kidderminster Road. The enquiry is understood to be in connection with a Company that stores and distributes industrial batteries. Following a request for feasibility options through the Agent, permission has been granted for supervised site visits and access as necessary. It is understood that the feasibility work includes options for power supply connectivity to the site. Further information will be provided should interest be maintained. The Town Council has a resolution in place over several years to welcome and consider approaches for the sale of this redundant land holding .*[For information]*

17. MAYFLOWER 400 EVENT. Pursuant to minute reference 251 of the meeting of the Community & Amenities Committee that took place on 1 March 2021 to confirm that discussions are progressing with Mrs Caroline Davis from OPUS Events in order to resurrect arrangements for a community event in 2022. The minute extract from C & A is as follows and the attached written request has been issued to the Arts Council on 7 April for their consideration with regard to the original grant element of the funding provision. Further updates including the suggestions for the format of the proposed event will follow. *[For information]*

251. MAYFLOWER 400

The Committee were updated, how due to the continuing Covid-19 pandemic, a decision would need to be made on the already delayed Mayflower 400 Commemoration event. Consideration of contractual obligations with Ms Caroline Davis from OPUS events was also discussed. Recommendations were put forward that as this event had been delayed for almost a year now, it would be ideal to wait until all restrictions from Covid-19 were permanently lifted and the suggestion of changing it to celebrate the Platinum Jubilee of Queen Elizabeth II in the summer of 2022 was discussed favourably.

RESOLVED - The consensus was reached to hold an alternative event to celebrate the Queen’s Platinum Jubilee in June 2022 subject to further discussions with Ms Davis regarding contractual obligations

18. WORCESTERSHIRE CALC LEARNING CONTRACT CONFIRMATION – TOWN CLERK. To confirm registration dated 11 March 2021 for the programme of studies for the Certificate in Local Council Administration (CiLCA). The modules begin in late April 2021 for approximately 12 months to achieve full completion. The contract has been signed off with the Leader and requires a formal minute reference to be noted. *[For information]*

19. INTERNAL AUDITOR

- To receive the interim visit report from 24 November 2020. *[report attached for information]*
- To note that the Year End visit is expected on 22 April 2021.
- To note the following additional recommendation regarding confirmation of the execution of public rights for Year End 2020/2021. This has been requested through the External

Auditors as an additional measure for all Councils due to the Covid 19 restrictions in place during that time.

“To draft a letter to the Internal Auditors, which confirms the dates that were applied in respect of the Exercise of Public Rights in 2020-21 (the 2019-20 AGAR) and confirming that the Notice was made available on the Councils website during this period. This letter should be signed by the Chair of the Council and should be subsequently confirmed in Council Minutes.” *[Drafted letter attached for information]*

20. TOWN COUNCIL – CONSIDERATION FOR A THREE YEAR ROLLING PLAN. -To include strategic priorities, projects and fiscal provision. The NALC Model standing orders adopted in 2020 recommend that a formal rolling plan is agreed and reviewed at regular intervals. The onset of the pandemic from March 2020 and associated business interruption have necessitated several initiatives being deferred. The emergence from the restrictions and Municipal Year End financial protocols present a good opportunity to begin considering options and prioritising various matters. Integral aspects are the resurrection of the other income revenue streams and the 2022/2023 estimates, budget setting and draft precept arrangements. The Annual Accounts presented for 2020/2021 are scheduled for Council on 21 June 2021 and provide an opportunity to begin informed consideration for the Plan. The Annual accounts will help determine the fiscal impact of the pandemic given that both the Year End figures for 2020/2021 and prior year 2019/2020 are presented by comparison for the returns. *[For information]*

21. NEIGHBOURHOOD PLAN OPTIONS – To receive the following,

Any available updates from Councillor A Humphries in his capacity as the Town Council nominated representative for the Neighbourhood Plan Group and his responsibility for communications. The relevant updates may include any brief reports, business case details for delivery of a project and associated costing information.

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

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

24. ACCOUNTS FOR PAYMENT *[details attached]*

Distribution:

All Members of the Town Council

Agenda for Information to:

County & District Councillors for Droitwich Spa

Subscribers, Press