

# Droitwich Spa Town Council

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

5 September 2016

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You are hereby summoned to attend a meeting of the **COMMUNITY AND AMENITIES COMMITTEE** to be held in the Council Chamber, St Richard's House, Victoria Square, Droitwich Spa, WR9 8DS on Monday 12 September 2016 at 6.15pm or at the close of the meeting of the Planning Committee if later.



Pam Craney  
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 4 July 2016 *[enclosed]*
4. To receive and consider the recommendations of the Grants Appraisal Panel from the meeting held on 5 September 2016:
  - Droitwich Defibrillators AED – No award granted.
  - Purchase of a new laptop comport and software for Droitwich Camera Club £500.00.
  - One further pending application for a Youth Festival Event in June 2017 will require full consideration by the Community and Amenities Committee in November 2016 or January 2017 as full details emerge and also to achieve quorum.

Fund remaining for the 2016/2017 Municipal Year = £400.00.

5. Christmas Lights Switch On Event – Saturday 26<sup>th</sup> November 2016. Pursuant to Minute number 212 of the Community and Amenities meeting held on the 18 January 2016 the Chairman, and Councillor Best met on 11th August 2016 with the Assistant Town Clerk to finalise arrangements for this year's event. The switch on afternoon, lighting displays and duration of the town illuminations this year will follow a similar format to 2015. This will again feature components which are popular with families including the Lions Club Santa's Grotto at St Richards House, the Fun fair on Victoria Square and the Festive concert in St Andrews Church after the switch-on ceremony. Entertainment through the day will include the Salvation Army Band, Worcestershire Rock Choir and West Acre Middle School Choir. A full programme will be available during early November.
6. Wychavon District Council – Christmas Shopping Car Parking Concession 2016. The Committee is requested to confirm the customary allocation by Wychavon District Council of the annual 'pay and display' car parking concession in Droitwich Spa to the afternoon of Saturday 26<sup>th</sup> November 2016 in order to further support the Christmas Lights Switch-On Event and associated entertainment programme on this day. This will enable families attending the event to benefit from the reduced parking rate and support town centre trade.
7. St. Richard's House Maintenance Programme. To consider estimates when received and authorisation in principle for the tarmac resurfacing of the frontage drive way including essential repairs to pot holes and general erosion around the water drainage culverts. This is in keeping with the liability responsibilities for the safe upkeep of the main entrance to the public building incorporating the Tourist Information Centre, Heritage Museum, Town Council Offices and tenanted office space. Recommendations to complete this work have also been recorded in the West Midlands Museum Development, Access Audit which was undertaken in July 2016. [*3 estimates in course and best value will be sought*]
8. Droitwich Salt Company – To consider a request from Councillor Brookes for the purchase and supply of one brand new 1000 gallon IBC units with composite pallet and cage. The proposal is to use this vessel to transport and store brine extracted from the Tower Hill site outlet. Any purchase should also be subject to a positive laboratory test result to confirm that the brine extracted is suitable for human consumption and meets the required standards. Indicative prices per unit are £150, plus £18.50 for the pallet and £35.50 carriage. Total estimated expenditure is £204.00 + 20% VAT =£244.80.
9. Immediate Media Solutions- Pursuant to minute number 102 of the Community and Amenities meeting held on 14<sup>th</sup> September 2015. The enclosed report has been requested from the company in order to report and gauge their progress made towards implementing the proposed asset sponsorship scheme during the past 12 months. [*report enclosed for information*]
10. Land Holdings - Budget consideration is required at the time of Estimates preparation for the ongoing tree surveys and professional inspections, a regular maintenance programme, boundary definitions and fencing repairs and flood prevention responsibilities. This will be a phased programme comprising surveys and essential, urgent and intermediate works. Resources Committee will be requested to consider the allocation of up to £40,000.00 to be allocated to fund a programme over the next three years [*report enclosed for information*]

11. Allotments – Asbestos material removal. Pursuant to minute number 29 from the Community and Amenities meeting held on 1<sup>st</sup> June 2015 further quantities of hazardous asbestos sheet material are currently being unearthed during cultivation at the Westwood Lodge allotments site despite all reasonable measures taken to date to remove this problem. It appears that historically large sections of sheeting have been used as a base layer and then covered with soil at various depths which are now only being discovered. Removal and safe destruction by specialist contractors is in course. Two further consignments have been discovered during July and September 2016 and in each case disposal will cost approximately £600.00.
12. Droitwich Spa Heritage Centre - Status report including statistical data [*Assessment Report and Review of Service enclosed for information for Councillors only – copies available upon request*]
13. DSTC & Wychavon Equipment hire for events. Following the departure of Mrs Janet Yates from Wychavon District Council during May 2016 the position has not been advertised to date. Management of the hire responsibilities from the joint stock of events equipment is now largely carried out through the Town Council with approval from Wychavon. Storage and access constraints at Berry Hill Industrial Estate are necessitating the equipment stocks to be amalgamated into one single central storage unit to be located at the Town Council, Copcut Park secure compound. In order to maintain an efficient hire process a contract agreement [*copy attached for information*] for all users has been drawn up with the assistance of Wychavon District Council. This arrangement is being introduced in Pershore and Evesham as well for uniformity.
14. Events 2017 – enquiries for funding have been received in respect of the Food & Drink Festival and St Richard’s Festival. A meeting is to take place with Wychavon District Council and representatives from the Festivals organisers to ascertain the level of support. Further information will be available at the next meeting, as part of the budgetary report. [*For information only*]
15. Salt Fest - 10 and 11 September 2016. [*programme attached for information*]

**Distribution:**

All Members of the Community & Amenities Committee

Councillors: -

A M Sinton (Chairman)	Mrs C Bowden
R E Murphy (Ex-officio)	Mrs A Hawkins
A H Laird (Vice-Chairman)	Mrs S Harris
S Best	A Humphries
Ms J H Bolton	

Copy to All Other Town Councillors

Agenda for Information to:

County & District Councillors for Droitwich Spa, Subscribers, Press