

Droitwich Spa Town Council

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

7 September 2015

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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 14 September 2015 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.

A G E N D A

1. Apologies for absence
2. Declarations of Interest
3. To confirm the Minutes of the meeting of the Community & Amenities Committee held on 6 July 2015 [*enclosed*]
4. Presentation – Mr Phil Evans, Business Development Manager from Immediate Solutions. To consider a proposal for an Asset Sponsorship Scheme comprising advertising media options for 14 roundabout locations, 1 bridge structure and 5 arterial road boundaries.
5. To receive and consider the recommendations of the Grants Appraisal Panel from the meeting held on 7 September 2015 [*enclosed*]
6. To consider a proposal from Mr Joe Jones (OnetoOne Events) to organise and manage a Festive retail market on Victoria Square in the build up to Christmas 2015, similar to the inaugural Christmas market operated during December 2014. The dates requested cover the periods from Monday 7th December to Sunday 13th December inclusively and

Tuesday 22nd December to Thursday 24th December inclusively. *[No further details have been received]*

7. At the request of Mrs Janet Yates, Droitwich Spa Business Partnerships Manager, Wychavon District Council to consider review of the arrangements and options for the weekly Charter Market. Mrs Yates has previously pledged a grant of £500.00 to assist the operator with publicity arrangements on consideration that Saltbarrow Market area is utilised for periodic themed or specialist markets in conjunction with the regular Friday weekly retail market arrangements for Victoria Square. To date no market activity has taken place on the Saltbarrow area since award of the operating contract through a tender process and as such the grant remains unallocated.
8. At the request of Mr Patrick Davis organiser of the Droitwich Spa Food and Drink Festival which took place on 20 June 2015. Appreciation for the sponsorship award has been received. Mr Davis has also updated that a short video of the day has been produced to help promotion of the town. This can be viewed using the link, <http://www.youtube.com/watch?v=IRHVkKjqXVI&feature=youtu.be>
The dedicated Food and Drink Festival website has also been updated with a collection of photographs from this year's event.
9. Christmas Lights Switch On Event – Saturday November 28th 2015 - Pursuant to Minute No's 220 and 221 of the meeting of the Committee held on 12 January 2015 and Minute No 80 of the meeting held on 6th July 2015 the Chairman, Councillor Best and the Assistant Town Clerk have met to draw up the provisional programme for the day. Arrangements are currently being put in place and a final programme will be circulated to all Councillors in due course.
10. Sponsorship Request – Friar Fest 2016 £3000. A Grants application has been received from Community Interest Group organising the Friar Street Festival. The grants fund for the current financial year has been expended all bar £600+ at the 7th September 2015 Appraisal Panel meeting. Also the maximum permissible grant application from any group is capped at £1000. To this effect the Committee is asked to consider whether to support the application through events sponsorship from the 2016/2017 Municipal year allocation. This is a similar approach to the sponsorship support provided for the Food and Drink Festival and the Charter Event recently.
[In due course the Committee may also wish to consider which annual community events it wishes to sponsor so that budgets can be allocated when the Estimates are drawn up. This would enable the grants budget to be allocated specifically for community projects rather than events.]
11. Worcestershire Wedding Ceremonies Guide - An approach has been received from Pineneedle Publishing following recommendation from Worcestershire County Council Registrars to consider whether to promote the St Richard's House venue. Options to advertise are detailed in the enclosed tariff document. There are approximately 20 weddings and civil partnership ceremonies maintained in the diary annually. In the past other than the usual formal advertisement of the venue there has not been extensive promotion. The proposed Ceremonies Guide is a new brochure with 2500 copies circulation through the County Registration Service, an online link, social media applications and promotion at 15 wedding fayres each year.

12. Western Power – Wayleave: Chawson Lane Allotment Site – Formal approval is required to the request from Western Power for a wayleave (an annually renewed right of use by apparatus over or under someone else’s land for which payment is made on a yearly basis) to be entered into to enable its apparatus to be placed on the Chawson Lane Allotment Site for service of the adjoining development. The works are provisionally scheduled for autumn to minimise disruption.

Distribution:

All Members of the Community & Amenities Committee

Councillors: -

A M Sinton (Chairman)

R G Beale (Ex-officio)

S Best

Ms J H Bolton

Mrs C Bowden

Mrs A Hawkins

Mrs S Harris

A Humphries

A H Laird (Vice-Chairman)

Copy to All Other Town Councillors

Agenda For Information to:

County & District Councillors for Droitwich Spa, Subscribers, Press