

Droitwich Spa Town Council

MINUTES of the meeting of the COMMUNITY AND AMENITIES COMMITTEE held in the Council Chamber at St Richard's House, Victoria Square, Droitwich Spa on Monday 9 March 2015 at 6.31pm.

PRESENT: Councillor A M Sinton (Chairman)
Councillor Mrs E A Taft (Vice Chairman)
Councillor G R Brookes (Ex-officio)
Councillor Mrs G Noyes

ALSO PRESENT: Councillors J F Cook, Mrs P E Davey, K Jennings, Mrs M A Lawley, R Murphy and T J Noyes.

APOLOGIES FOR ABSENCE were received from Councillors R G Beale and E Harwood (committee members); also R J Morris and P J Pinfield.

264. DECLARATIONS OF INTERESTS

No declarations of interest were made.

265. MINUTES OF THE MEETING OF THE COMMITTEE HELD ON 12 JANUARY 2015

RESOLVED That the Minutes of the Meeting of the Committee held on 12 January 2015 be confirmed as a correct record and signed by the Chairman.

266. NOTES OF THE MEETING OF THE DROITWICH CHARTER 800TH ANNIVERSARY EVENT 2015 WORKING PARTY HELD ON 19 JANUARY 2015

The Committee reviewed the Notes of the Working Party. The Chairman advised that he was disappointed with the outcome and it was his considered opinion that the wishes of the Town Council had been circumvented, several matters having caused disappointment to himself and to Councillor Mrs E A Taft, the Vice-Chairman of the Committee and they were of the view that the only option now available was to allow Councillor Brookes to take matters forward as a private individual with no input from the Town Council and its Officers. He suggested that this be agreed by the Committee with the Town Council's allocated budget of £3,000 for the event to be released to the specific group being set up by Councillor Brookes by the Town Clerk once she is satisfied that all relevant criteria has been met. Councillor Mrs E Taft, in seconding the proposal advised that she was concerned that the date had changed several times and there appeared to be no financial commitments from local businesses, something that she understood from Councillor Brookes was in place, the £5,000 advised at a previous meeting being an allocation from County Councillor Mrs P E Davey's Local Ward Member Budget, ie taxpayers' money.

Councillor Brookes advised that it had not been his intention to remove it from the Town Council but he needed to proceed along the lines that he had identified, he was actively seeking sponsorship and could confirm that businesses were interested. He referred to the medieval market, the 'Royal Barge' and the Norbury Theatre input that he had secured already for the event.

Councillor K Jennings advised that when he had first identified the event he had never envisaged that it would be other than under the auspices of the Town Council and therefore the Community & Amenities Committee and requested that his concern be recorded, he considered it regrettable that it had passed out of the hands of the Town Council.

Councillor Mrs P E Davey referred to the £5,000 to be allocated to the event from her Local Ward Member Budget which needed to be disbursed by 31 March 2015 in accordance with the County Council's requirements. The Town Clerk had confirmed that it was possible for the Town Council to receive these monies and to allocate it to the Charter event in due course, along with the Town Council's budget allocation of £3,000.

The Chairman then put the proposal, including the budgetary matters, to the vote and it was

RESOLVED

1. That Councillor Brookes take matters forward for the Droitwich Charter 800th Anniversary Event 2015 as a private individual with no input from the Town Council and its Officers and that therefore the Town Council's allocated budget of £3,000 for the event to be released to the specific group being set up by Councillor Brookes by the Town Clerk once she is satisfied that all relevant criteria has been met.
2. That the sum of £5,000 now allocated to the event by County Councillor Mrs P E Davey from her Local Ward Member Budget, that is to be disbursed by 31 March 2015 in accordance with the County Council's requirements, be paid to the Town Council to enable the Town Clerk to receive these monies and to allocate it to the Charter event in due course, along with the Town Council's budget allocation of £3,000 as now agreed above.

267. TOWN GUIDE

Arising from Minute No 30 of the meeting of the Committee held on 2nd June 2014 the Committee noted that Mrs Christine Moreton from the Regional Digital Marketing Company, the Heritage Managers and Assistant Town Clerk were in the process of organising an official launch reception for the new Town Guide brochure and the Visit Droitwich Spa Tourism website, to take place on 31 March 2015 at 10.30am in the Heritage Centre. All Councillors were invited and there would also be a small display at the Town Meeting on 30 March 2015.

Councillor T J Noyes advised that he had discussed ownership of the domain name for this site with the Town Clerk and that a .gov.uk name was not applicable.

RESOLVED That the report be noted.

268. ELECTRICAL INFRASTRUCTURE UPGRADE FOR VICTORIA SQUARE

Western Power had confirmed anticipated completion of the dedicated supply works for the new Victoria Square power distribution box by 1 April 2015. The distribution equipment had been delivered and would be installed and fitted by the Council's contractors to enable the new power infrastructure to be fully operational for all of the key events and festivals scheduled for 2015.

RESOLVED That the report be noted.

269. FARMERS' MARKET

Arising from Minute No 169 of the meeting of the Committee held on 10 November 2014 the Mayor, Assistant Town Clerk and Mrs Janet Yates – Wychavon District Council had met with Mr Craig Thornton and Mr Henry Wormington from the Worcestershire Farmers Market on 12 January 2015 and to help raise the profile of the Farmers Market a publicity plan had been drawn up jointly by all parties. The plan was reviewed by the Committee.

There were some concerns expressed as to content and ownership of the plan. The need to retain the local produce/artisan suppliers from farms and smallholdings was expressed, as well as identification of responsibility. However it was generally agreed that it was a good thing to have more than one market for the town. The Town Clerk advised that there was government guidance and a national network of Farmers' Markets and confirmed that she would send some information on this to Members.

RESOLVED That the report be noted and the Publicity Plan endorsed.

270. CHRISTMAS LIGHTS CONTRACT

Pursuant to the last meeting, Minute 220, 12 January 2015 refers, three quotations had been sought based on the existing arrangements, including from Festive Lighting the current contractor, for a further three-year period. Only two had returned the documentation. The Committee considered the following:

Festive Lighting – Option 1	£13,485 first year then £13,311 thereafter
Festive Lighting – Option 2	£13,965 first year then £13,791 thereafter
Millennium Quest	£25,000 first year and £15,000 thereafter

RECOMMENDED That a three year contract with Festive Lighting – Option 2 in the sum of £13,965 first year then £13,791 for the further two years plus £800 each year for the frontage display at St Richard’s House, to provide the Town’s Christmas Lights be approved.

271. REPLACEMENT ELECTRIC COOKERS

Pursuant to Minute 222 of the last meeting of the Committee held on 12 January 2015 the Committee was advised that the two replacement appliances had been installed on 3 February 2015.

RESOLVED That the report be noted.

272. ‘YARN BOMBING’ VICTORIA SQUARE

Pursuant to Minute 223 of the last meeting of the Committee held on 12 January 2015, it was noted that the “Yarn Bombing” project in Victoria Square was to be an integral part of the Droitwich Spa Summer Festival.

RESOLVED That the report be noted.

273. HIGH STREET AND ST ANDREWS ROAD TRIANGLE POWER BOX

The power distribution cabinet in the triangle had incurred further damage following town events during 2014 which rendered the fixture currently inoperable. It was likely that the damage was caused by exhibitors or traders misusing the power outlets and repairs have been necessary during 2014 at cost to the Town Council on more than one occasion. A robust governance process for users during all town events had now been drawn up with input from Wychavon District Council.

The Committee noted the secondary issue in that the cabinet required upgrading to current regulations standard, including 16 amp connections and a reinforced weather grade outer casing. The Town Council’s electrical contractor had been instructed to carry out the essential repairs and upgrade work simultaneously.

Wychavon District Council was contributing to the cost of the repair and upgrade.

RESOLVED That the report be noted.

274. MUSEUM RADIO ROOM DEMONSTRATION VIDEO

The Committee was advised that to enhance the visitor experience it was proposed to commission a short video of John Phillips demonstrating the Radio Room (as he regularly did) and to retain this within the museum archive. Enquiries had been registered with the “BBC Museum Documentary Section” to look at the various formatting options and to provide quotations for consideration and determination

by the Town Clerk, in consultation with the Chairman and Vice-Chairman of the Committee.

Councillor Brookes requested that it would be good to have a 'Call for Memories' from others who worked in the BBC and with other similar occupations and the Town Clerk advised that this could be done as an additional project in due course.

RESOLVED That the proposal to commission a short video of John Phillips demonstrating the Radio Room for retention within the museum archive be endorsed.

275. COMMERCIAL DISHWASHER, MAIN KITCHEN, COMMUNITY HALL

Arising from Minute No 33 of the meeting of the Committee held on 2 June 2014 the necessary single phase electrical connection had been fitted and the dishwasher ordered from Ecomax Catering Dishwashers. Full installation was scheduled for 11 March 2015. The Company provided a free aftercare instruction session for new purchases.

RESOLVED That the report be noted and the proposal endorsed.

276. VICTORIA SQUARE NOTICE BOARD MAP

The Committee was advised upon the proposal for the upgrade to the map side of the main Victoria Square notice board, following on from the production of the new Town Guide.

Mrs Janet Yates was working on a design for a proper board for insertion. The board would incorporate the map, text about the town and some photographs. Further details would be available shortly.

277. COUNCIL CHAMBER, ST RICHARD'S HOUSE - REPLACEMENT CURTAINS

The Committee was advised that the purchase of new curtains for the Council Chamber was now required, the current ones being badly frayed and deteriorating severely due to sunlight bleaching and age.

RESOLVED That quotations be sought for suitable replacements and the Town Clerk in consultation with the Chairman and Vice Chairman of the Committee be authorised to progress the matter.

The meeting concluded at 7.10pm and the Committee paid tribute to the Chairman and Vice-Chairman of the Committee, it being the last meeting of the Committee prior to the Local Government Elections.

Chairman of Committee
1 June 2015

Chairman of Council
27 April 2015

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