

# Droitwich Spa Town Council

MINUTES of the meeting of Droitwich Spa Town Council held in the Council Chamber, St. Richard's House, Victoria Square, Droitwich Spa on **Monday 11 June 2018** at 6.00pm.

PRESENT: Councillor Mrs C Bowden (Mayor)  
Councillor R G Beale  
Councillor Ms J Bolton  
Councillor G R Brookes  
Councillor G A Duffy  
Councillor Mrs S Harris  
Councillor Mrs A Hawkins  
Councillor A Humphries  
Councillor A H Laird  
Councillor W T Moy  
Councillor R E Murphy  
Councillor T J Noyes  
Councillor A Roberts  
Councillor A M Sinton

APOLOGIES for absence: Councillors L Evans, RJ Morris and Mrs K Tomalin.

## PUBLIC QUESTIONS SESSION

No questions were submitted for consideration.

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### 42 DECLARATIONS OF INTERESTS

Councillor Mrs A Hawkins declared a non-prejudicial interest in Agenda Item 10 – Neighbourhood Planning Group – Update Report inasmuch as she and her husband were members of the Neighbourhood Planning Group.

Councillor A Humphries declared a non- prejudicial interest in Agenda Item 10- Neighbourhood Planning Group inasmuch that he is a member of the working group.

### 43 MINUTES OF THE MEETING OF COUNCIL HELD ON 23 APRIL 2018

RESOLVED That the Minutes of the Meeting of Council held on 23 April 2018 be confirmed as a correct record and signed by the Chairman.

### 44 MINUTES OF THE EXTRA-ORDINARY MEETING OF COUNCIL HELD ON 30 APRIL 2018

RESOLVED That the Minutes of the Extra-Ordinary Meeting of Council held on 30 April 2018 be confirmed as a correct record and signed by the Chairman.

#### 45 MINUTES OF THE ANNUAL MEETING OF COUNCIL HELD ON 14 MAY 2018

RESOLVED That the Minutes of the Annual Meeting of Council held on 14 May 2018 be confirmed as a correct record and signed by the Chairman.

#### 46 MAYOR'S ANNOUNCEMENTS

Councillor Mrs C Bowden reported upon recent events that she had attended, including:

- The Severn Valley Railway.
- The Young Fire Fighters passing out parade
- The First Bus Official rebranding of the Worcester - Birmingham bus route as the 'Salt Road'. The ribbon cutting ceremony took place earlier on 11 June 2018.

Councillor Mrs C Bowden also advised that her first Mayoral Charity fund raising event would be a Line Dancing Evening on 22 September 2018 at the Community Hall to which all Councillors will be invited.

#### 47 TO RECEIVE A BRIEF UPDATE ON POLICING IN DROITWICH SPA

The Chairman welcomed Sergeant Sarah Kent to the meeting. Sergeant Kent reported that burglaries had not been significant since her last update to Council on 23 April 2018 and as such she would explain about other offences at this meeting.

It was reported that an individual had been arrested and is currently awaiting court proceedings for the suspected arson fire at the Town Centre Spa Shop. This case represented good community team working from a member of the public reporting the crime in progress, Police intervention and the Fire Service response.

A second individual is currently in custody for various offences on the Westlands Estate. An additional controlling measure is being sought through a Criminal Behaviour Order which will then exclude the individual from the Westlands Estate area in the future.

Two males had been detained in the Trent Close and Oak Fields area of the Town under intent to supply Class A drugs. This was a significant arrest and had already impacted and disrupted the drug supply chain in Droitwich Spa. It was also noted that one of these individuals was not local and fits the demographic of drug dealers coming into the town from elsewhere to carry out their criminal dealings.

Sergeant Kent advised that collaboration with other agencies continued to be successful in combatting criminals.

A recent success involved working with Fortis Housing to secure the eviction of a family responsible for many drug related anti- social behaviour problems. Shop lifting continues to be criminal activity under focus and it is generally connected to drug culture, whereby users sell stolen goods to finance their drug taking habits. The Police are encouraging other means to help combat this crime due to the labour intensive demands. Successful measures include wider use of anti- social behaviour orders and encouraging shop proprietors to network and use social media for example "What's App Groups".

During the weekend of 9 & 10 June 2018 up to 5 parked vehicles had been vandalised in the area of Vines Lane. Sergeant Kent explained that this was low level crime but expensive and upsetting for the victims. There had been an emerging trend of these kinds of incidents in the town and the Police would be interested to receive any information regarding potential suspects.

Regarding travellers illegally camped on Spring Meadow/Door Step Green, Sergeant Kent reported that she was fully aware of the incident and reassured that there would be uniformed police patrols in place until such time as the site had been vacated by the group. This was intended to monitor the situation, reassure the public and residents and to deal with any anti –social behaviour issues arising. Intelligence details would also be passed between officer shifts during these timescales. The Town Clerk confirmed that an eviction notice had been served on the travellers with Police support earlier that day stating a deadline of 12 noon on Wednesday 13 June 2018 to vacate the land. Steps had also been taken for provisional assessment and clean- up work for the site, as well as proposals to be considered for upgrading physical perimeter protection on the land. Should the eviction notice deadline not be complied with the next steps were explained as necessitating a court order to be prepared through Parkinson Wright Solicitors acting for the Town Council. Disappointment was expressed by Councillors that the legislation was not robust enough to prevent such problems with traveller’s illegally occupying land and all of the associated clean up and preventative costs.

Councillors GR Brookes mentioned that he may have some Divisional monies available this year to help residents partake in the smart water marking preventative measure for items of value. Sergeant Kent commended this initiative and explained that smart water marking was an effective property recovery measure that had many recent successes locally especially in nearby villages including Hartlebury. It was added that this can also become a preventative measure against theft whereby user take up percentages increase in communities such that the criminal fraternity are then deterred. The Mayor thanked Sergeant Kent for her informative report.

#### 48 HIGH SCHOOL – UPDATE FROM HEAD GIRL AND HEAD BOY

Eluned Perkins, Head Girl and Oliver Sinnassamy, Head Boy were welcomed to the meeting. Eluned and Oliver advised of:

- Year 12 students had recently visited parliament and met with the local MP for a Question and Answers session. Year 10 & 11 had recently visited the Royal Shakespeare Company at Stratford on Avon to see Romeo and Juliet.
- Year 10 students had recently participated in their Duke of Edinburgh bronze award expedition to Long Mynd in Shropshire and a similar practice exercise at Malvern.
- Year 11 and 13 pupils were currently undertaking their GCSE & A Level exams.
- A new Sixth Form Council is being comprised at present with students participating in interviews.
- An athletics meeting had taken place over the previous weekend involving students from Droitwich Spa and Bromsgrove. The meeting was also a selection opportunity for County standard athletics.

Councillor Mrs S Harris, Councillor AM Sinton and the Mayor thanked Eluned and Oliver for reporting upon the activities at the school so well.

#### 49 YOUTH COUNCIL – UPDATE FROM YOUTH COUNCILLORS

Katie Bowen updated that plans are progressing between the Youth Council and the High School for the Arts Fest – Youth Showcase scheduled to take place on 14 July 2018. As previously updated in April there are also plans to present an outdoor cinema event at the High School during September. This may include the Wychavon Youth Bus participating.

The Head Boy and Head Girl are continuing to support the Neighbourhood Planning Group at meetings to contribute ideas from the Youth community of the Town. As with the High School students, most of the Youth Councillors are currently sitting exams and studying hard.

The Youth Council has currently restructured with the following changes of position,  
Katy Bowen- Chairman  
Francesca Hawkeswood (Deputy Head Girl) - Secretary  
Taylor Charrington-(Deputy Head Boy) – Vice Chairman

The Mayor congratulated Katie in her promotion from Youth Council Secretary to Chairman and thanked her for her informative report.

#### 50 NEIGHBOURHOOD PLANNING GROUP – UPDATE REPORT

*[Councillors Mrs A Hawkins and A Humphries declared an interest in this item as detailed in Minute No 42 above.]*

The Chairman made reference to the two progress reports previously circulated with the agenda and presented by Councillor RJ Morris on behalf of the Neighbourhood Plan Group and Peter Hamilton – Planning Consultant of Cass Associates , appointed by the Town Council.

Councillor GR Brookes raised that he had several questions for Councillor RJ Morris in connection with the report for the NHP Group. As Councillor Morris was not present, Councillor GR Brookes asked that it be recorded in the minutes and that his list of questions be forwarded through the Town Clerk for a response.

Councillor AM Sinton asked the Town Clerk to update Council on the progress of the NHP from the perspective of the Town Council office and also from discussions with the Planning Consultant. The Town Clerk explained three main points,

1. Funding- That a Funding Strategy was urgently required in order for the NHP Group to work with the Town Council going forwards. There is the opportunity to apply for supplementary grant funding to offset against the professional Consultant fees allocated by the Town Council. This funding is not available retrospectively once the professional fees are paid. The first monthly invoice has recently been received at the end of May 2018 from Peter Hamilton, and as such the opportunity is now diminishing to the potential supplementary value of approximately £2500.00 each month. Secondly as the NHP Group reach milestones in delivery of the plan additional costs will be necessary to maintain progress for which applications and timescales for grant funding should be agreed. Important milestones currently include the necessity for a dedicated website and domain , possible specialist green space consultant fees as suggested by Peter Hamilton at the request of the NHP Group , a request from the group for a Housing Needs Assessment and also a visual

strategy to deliver the public consultation aspects scheduled to start from Quarter 4 2018.

2. Resourcing- The Town Clerk explained that the original resolution that the NHP should create no work for the Town Council officers was with best intention not entirely realistic. As the Statutory Authority for the NHP the Town Council have to deliver various functions including applying for the AECOM Support package which is a threefold process requiring registration of interests, application and a diagnostic conference call . Two of these phases together with meetings and support to the NHP Group on other matters such as the use of dedicated pages on the Town Council website have taken time over recent weeks. This was estimated to be in the region of 2 days per week over the past 3 or 4 weeks. Additionally the Town Clerk updated that a document summarising draft proposals to include in the draft Neighbourhood Plan had been received on the 1<sup>st</sup> June from the Consultant for consideration and further discussion by the Town Council .This will in turn need to be fully deciphered and presented to Council at an early opportunity to agree progression. The Town Clerk suggested that there was a window of opportunity to allocate additional time from the Town Council Officers for the Neighbourhood Plan during August which is a period devoid of any scheduled Council Meetings. The opportunity will diminish into September and onwards through the autumn due to other commitments and the core work of the Council including Salt Fest, the Remembrance Event and arrangements, Christmas Lights and the Switch –On Event and the Town Council budget planning for 2018/2019.
3. Other Projects – The Town Clerk updated in the context of the previous two points that there were other demands on the Town Council resources, finances and time which should be considered with a strategy to work with the NHP group. Two additional urgent projects were mentioned as the anticipation to proceed with a working group to facilitate planning a suitable Town Event for the forthcoming “May Flower 400” celebrations scheduled for June 2020 and also urgent contingency measures to address travellers illegally occupying Town Council land at Spring Meadow, Door Step Green, off Primslad Way. Finally the Town Clerk emphasised the importance of working closely with the Consultant to maintain progress in accordance with the contract and agreed scheduling. The requirement to avoid slippage and potential extra professional costs was highlighted.

Councillor AM Sinton proposed that a working group delegation be set up to work with the NHP Group and to agree and coordinate a funding and resourcing strategy as required. The delegation was proposed to comprise the Mayor, The Town Council Leader, The Leader of the Opposition Party, Councillor RJ Morris to represent the NHP group and all three Committee Chairman. Councillor GA Duffy proposed that the three Committee Vice Chairman also be included within the delegation. Councillor AM Sinton suggested the meeting takes place in August. Councillor A Humphries mentioned that at the meeting of the Council on 23 April 2018 under Agenda Item 9- Brine Heritage he had stated his opinion that Wychavon Officers were rude not to have replied to the Town Council written request for WDC representation to discuss the Brine Baths planning proposals. It had now been confirmed that Wychavon had replied to the Town Council and as such Councillor Humphries wished to record that he had made a mistake and register an apology for his remarks.

**RESOLVED** That a delegation comprising the Mayor, The Leader of the Council, The Leader of the opposition, Councillor RJ Morris –representing the Neighbourhood Plan Group , the 3 Committee Chairman and the 3 Vice Chairman meet to discuss and agree a Funding and Resources

Strategy to support the NHP group collaborating with the Town Council to progress the Neighbourhood Plan.

51 MINUTES OF THE COMMITTEE MEETINGS FOR PLANNING , COMMUNITY & AMENITIES AND RESOURCES HELD ON 4 JUNE 2018

RESOLVED That the minutes of the Meetings of the Planning, Community & Amenities and Resources Committees held on 4 June 2018 be approved and adopted.

52 TO RECEIVE AND APPROVE THE TOWN COUNCIL'S ANNUAL GOVERNANCE STATEMENT MADE AS PART OF THE ANNUAL RETURN REPORT FOR YEAR ENDED 31 MARCH 2018

As recommended by the Resources Committee at its meeting on 4 June 2018 (Minute No 34 refers), Council considered the approval of the Annual Governance Statement within the Annual Return report for the year ended 31 March 2018.

RESOLVED That the Annual Governance Statement made as part of the Annual Return Report for the year ended 31 March 2018 be accepted and approved.

53 TO RECEIVE AND APPROVE THE TOWN COUNCIL'S ACCOUNTS AND ANNUAL RETURN REPORT FOR YEAR ENDED 31 MARCH 2018

As recommended by the Resources Committee at its meeting on 4 June 2018 (Minute No 35 refers), Council considered the approval of the Town Council's accounts for the year ended 31 March 2018 and the Annual Return report for the year ended 31 March 2018.

RESOLVED That the accounts for the year ended 31 March 2018 and Annual Return Report for the year ended 31 March 2018, be accepted and approved.

54 REPRESENTATION ON OTHER BODIES

Pursuant to minute Number 8 of the Annual Council Meeting held on 14 May 2018, the representation for the Droitwich Spa Council for Voluntary Services remained undecided with a deferred decision. The Town Clerk confirmed that he and Councillor AM Sinton had met with Mrs Lynda Gillespie, the Chairman of the Organisation and Mr Hedley Burton – Trustee on 11 May 2018 to discuss representation. The CVS Organisation is currently undergoing a period of transition and as such it was considered from the discussion that further Trustees joining the Board from the Town Council at this time may not be helpful. The recommendation was made to revisit Town Council representation for CVS on an annual basis thereafter. The Town Clerk also added that the 2018/ 2019 funding contribution for CVS, as part of the current Municipal Year budget provision remained unchanged. It was also noted that Councillor RE Murphy and Councillor AH Laird remained unaffected as existing CVS Trustees in their personal capacity.

Councillor AM Sinton updated that the minutes of Annual Council incorrectly recorded Councillor Mrs AJ Hawkins as the Town Council representative this

Municipal Year for Droitwich Arts Network, whereas this had in fact changed to Councillor GA Duffy.

RESOLVED That there be no official Town Council representation on the Droitwich Spa Council for Voluntary Services Board of Trustees for the Municipal year 2018/2019. This is to be reviewed each year thereafter. That the amendment for the Town Council nominated representative for the Droitwich Arts Network for 2018/2019 be noted as changing from Councillor Mrs AJ Hawkins to Councillor GA Duffy.

#### 55 COUNTY COUNCIL MATTERS

Councillor GR Brookes referred to various signed notices for road resurfacing taking place in and around the Town as part of the WCC programme of summer works. It was also noted that the policy to resurface roads in this way was more economical than part filling for areas affected by pot holes. Councillor Brookes updated that the Worcester Southern Ring Road scheme was progressing well and on 27 May 2018 a principle railway bridge had been moved into the new position and the road and rail connections reopened two full days before the closure period deadline. This was noted as a tremendous engineering achievement on the part of the contractor's consortium.

Councillor WT Moy thanked the County Council and the Town Council for recently arranging the deployment of a Vehicle Activated Speed sign on Tagwell Road which was already helping to govern speed in a busy area which is used by many school children.

#### 56 DISTRICT COUNCIL MATTERS

Councillor TJ Noyes updated with regard to Wychavon Planning that the Brine Baths application for Lido Park had recently been approved in principle and also that the Lidl supermarket application had gone through. It was also noted that the legal aspects concerning the unauthorised occupation of land by travellers groups was being looked at. Councillor Mrs S Harris advised about the forthcoming 4<sup>th</sup> stage of the Women's Cycling Tour of Britain which was scheduled to pass through the Town on Saturday 16 June 2018 en- route from Evesham to Worcester taking in much of Wychavon District.

Councillor WT Moy asked the Town Clerk to invite Mr CJJ Hegarty – Managing Director of Wychavon and Malvern Hills District Council to the next full meeting of Council scheduled for 24 September 2018 in order that an update may be received on the SOBBS planning application for the Brine Baths at Lido Park. The Town Clerk updated that this request was noted and Councillor GR Brookes had also recently requested this to be arranged.

#### 57 ACCOUNTS FOR PAYMENT

Creditor Payments were presented to the Council.

RESOLVED That the statement of accounts for payment be received and the expenditure totalling £1886.79 (£571.49 +£1315.30) as now appended be approved and duly passed for payment.

The meeting ended at 6.50pm.

Chairman of Council -----  
24 September 2018

## Droitwich Spa Town Council

Creditor Payments to be presented to Council

11 June 2018

### Cheques for signature 11 June 2018

11272	Dudley's Coaches Limited TIC May ticket sales less commission	£298.80
11273	Droitwich Waterways (Pamela May) Trust Limited TIC Purchases	£25.00
11274	David Whyman Map Sales TIC Purchases	£24.37
11275	Droitwich & Dodderhill History Research TIC Purchases	£21.00
11276	Petty Cash Reclaim Voucher numbers 1462 to 1476	£172.32
11277	Mrs Helen Chant ('Worcestershire Salt by Revd. Alan White) TIC Purchases	£30.00

**TOTAL**

**£571.49**

**Droitwich Spa Town Council**  
**Supplementary Creditor Payments List to be presented to Council**  
11 June 2018

**Cheques for signature 11 June 2018**

11278	Countryside Art Limited TIC Purchases	£481.54
11279	Parish of Droitwich Spa Donation towards flowers & Organist - Civic Service 10 June 2018	£50.00
11280	Skipton Business Finance Ltd (The Droitwich Sign & Print Co.) Printing of Civic Service Booklets	£272.00
11281	ADT Fire and Security plc Maintenance of Access Control System 29 June to 28 September 2018	£151.76
11282	Julie's Pantry Cakes, drinks, etc. supplied for Civic Service 10 June 2018	£360.00
	<b>TOTAL</b>	<b><u>£1,315.30</u></b>