

Droitwich Spa Town Council

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

5 September 2022

Telephone: 01905 774258
www.droitwichspa.gov.uk

You are hereby summoned to attend a meeting of the **COMMUNITY AND AMENITIES COMMITTEE** to be held at the Council Chamber, St Richards House, Victoria Square, Droitwich Spa on Monday 12 September 2022 at 6.15pm or at the close of the meeting of the Planning Committee if later.



Mark Keld
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 as a correct record the Minutes of the Meeting of the Committee held on 4 July 2022 [*previously circulated*].
4. To receive and consider the recommendations of the Grants Appraisal Committee meeting held on 5 September 2022 [*schedule attached*]
5. Queen's Platinum Jubilee Event & Celebrations 4th June 2022. To receive the attached overview report for the Event and Project. A separate summary together with attendance evidence has been collated and submitted to the Arts Council online in order to fulfil the requirements which are conditional from the performing arts aspect funding [*report attached for information*].
6. Remembrance Sunday arrangements 2022. A meeting took place of the Steering Committee for the Poppy Appeal and Remembrance Sunday on 11 September and the Town Clerk attended. It is anticipated that the arrangements will proceed as normal this year and the date is Sunday 13th November 2022. Following requests the poppy lights illumination and soldier silhouette for the frontage of St Richards House will be in place again throughout

November. There will also be some seasonal colour winter hanging baskets at St Richards House to compliment the lights and the War Memorial planters on Victoria Square will be specially prepared for the Remembrance period *[for information]*.

7. Christmas Lights & Switch on 2022. The date for this year is Saturday 26th November and it is anticipated that the usual format for the event arrangements will take place. Programme details will be finalised and ready for publicity during October. It is anticipated that the Switch on Ceremony will take place slightly later this year around 6pm in order to schedule the Ising Choir performance arrangements *[for information]*.
8. Heritage Centre Activities Programme. The attached summary of organised activities is being finalised and made ready for publicity for the period through the autumn to Christmas & New Year *[details attached for information]*.
9. Heritage App Project – Further meetings of the Steering Group took place with the Service Provider on 20th & 27th July to update on progress. As recently reported the redesigned format, graphics and presentation of the App are impressive. These include DDA compliant features. The videos and content have been realigned to ensure free running and eradicate any distortion, stalling or freeze framing. The map is now 2 dimensional and the points of interest markers embedded with a clearer definition. Data draw issues have been addressed through transfer of the videos to a You Tube format rather than being integral within the App itself. The remote access to the Heritage Trail from any standalone location is another enhanced feature.

The current position is that the App is being relaunched in both App Stores (I Phone and Android) which is complex and requires further testing in order to ensure all bugs and defects are identified and addressed before a full public relaunch. The Service Provider anticipates this should be completed through September to then enable the relaunch shortly afterwards (details to follow). This will conclude and deliver on the Community Legacy funded aspect of the Heritage App project (Phase One – Deliverable Working App). The public launch will be aligned with the new version Town Mini Guide & Pocket Map which is being developed simultaneously in house. This will ensure both printed and digital media are made available together for the Heritage offering and promotions, maintaining an access for all approach.

Phase Two as part of the working Heritage allocated budget will then work on further enhancements for the App over a six month timescale including additional points of interest, links to active travel (e.g real time bus routes, mapping & timetable content), further content uploaded from the Heritage archive & collections and a working study & feedback programme for users with visual impairment (linked to Hereford College and RNIB) *[for information]*.

10. Visit Droitwich Spa User Data- To receive the attached summary of user data and statistics which help determine the take up and interest levels for the Tourism Website and linked social media.
The data analysis shows that online enquiries and visitor numbers continues to grow and are very positive. By way of example the period in early June 2022 leading up to the Queens Platinum Jubilee Weekend confirms that over 20,000 specific enquiry searches were registered through the website for events *[report attached for information]*.
11. Arboreal Survey and Category One Recommended Works- As previously updated the four year cycle arboreal survey was arranged for summer 2022. The precaution was taken slightly earlier than due because of the frequency of storms in the winter 2021/2022 and the

impact on Town Council land holdings and mature trees. The Survey was completed on 22 June 2022 and the accompanying report categorised various recommendations as follows,

1. Urgent – as soon as practical
 2. Urgent- within 12 months
 3. Long Term Maintenance – within 36 months
- M. Monitor

All Category 1 recommendations have been actioned on 5th August 2022. The remaining recommended action points will be incorporated within the ongoing maintenance cycles and regime *[for information]*.

12. Support for Ukrainian Community - Following recent updates a meeting took place on Thursday 18 August between Officers and Droitwich CVS. A welcome event hosting Ukrainian families is being organised through the Heritage Centre in September and will include organised activities for children, refreshments and a guided Town Walk. A second event is planned for October and a wider invitation to participate in the programme of Half Term Scholl Holiday activities being planned. It is hoped that these informal gatherings will also provide an opportunity for the Ukrainian visitors to practice their English language skills, away from schools and workplace environments.

The attached information sheet from CVS relates to support connections for the Ukrainian Community. The form is for wider networking and circulation to help encourage individuals, groups and organisations within Droitwich Spa to register towards assisting with the local support and relief efforts. *[CVS form attached for information & networking]*

13. Deputy Town Clerk – Community & Amenities Vacancy. The vacancy has been posted throughout August and closed as of Friday 2nd September. Three applications have been received and these are being considered for interview. It is anticipated that interviews will take place during the week commencing 19th September 2022 *[for information]*.
14. Flooding in Queen Street – Following recent reports of further flooding issues affecting business premises in Queen Street an approach has been made through Worcestershire County Council Highways to help interpret the issues and options towards a solution. By way of support Councillor GR Brookes has arranged for a levels survey by the WCC Highways Department. This will check the soffits and invert of both WCC Highways and Severn Trent Water assets against the lowest points. In turn this will help determine the capacity and operational scope of the gullies, pipes and culverts in the event of flood surge conditions and any potential impact on the adjacent premises. It is anticipated that further information following the assessment work will be available to update at the next scheduled Community & Amenities Meeting (7th November 2022) *[for information]*.

Distribution:

All Members of the Community & Amenities Committee

Councillors: -

Mrs C Bowden (Chairman)

RJ Morris (Vice-Chairman)

EJ Bowden

DM Craigie

Mrs K Fellows

NR Griffiths

AH Laird

CM Murray

GA Duffy (Ex Officio)

Copy to All Other Town Councillors

Agenda for Information to:
County & District Councillors for Droitwich Spa, Subscribers, Press