

# Droitwich Spa Town Council

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

7 November 2016

Telephone: 01905 774258  
[www.droitwichspa.gov.uk](http://www.droitwichspa.gov.uk)

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 November 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 12 September 2016 *[previously circulated]*
4. 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. A publicity poster is attached and the programme of entertainment and attractions is posted on the Town Council tourism website [www.visitdroitwichspa.com](http://www.visitdroitwichspa.com) with associated social media posting links for information purposes. Press releases will also be arranged in the customary fashion.*
5. Christmas Market 2016  
*On the 21<sup>st</sup> October 2016 Mr Joe Jones from One To One Events has requested permission to operate a festive market in Victoria Square. The proposed dates are Tuesday 20<sup>th</sup> December to Thursday 22<sup>nd</sup> December inclusive. Mr Jones has indicated that the format will be similar to the past two years with entertainment. It is anticipated that the weekly Charter Market will operate as normal on Friday 23<sup>rd</sup> December.*

6. Tourism Website Maintenance Schedule - To consider a proposal to outsource the regular website and linked social media essential updates to the Regional Digital Marketing Company. *(report attached)*
  
7. Rebecca Redfern, Paralympian Silver Medallist, Rio de Janeiro 2016 – Commemorative Post Box  
*Following enquiries received from members of the public a request has been sent to the Royal Mail to ascertain consideration and options towards a commemorative post box to mark Rebecca’s sporting achievement. A copy of the enquiry letter is attached for information purposes. Rebecca has also been invited to accompany the Mayor in switching on the Christmas Lights on Saturday 26th November.*
  
8. Droitwich Spa & Rural Council for Voluntary Service  
*Members are advised for information purposes that the CVS building and registered address located at the Old Library Centre, 65 Ombersley Street East, Droitwich Spa is currently affected by serious structural cracks and suspected subsidence. These problems have arisen and deteriorated very quickly over the past few weeks. The building is leased on a 125 year arrangement from the County Council with all repairs being the responsibility of the CVS. Practical support is being provided towards instructing professional surveyors to investigate and address the structural faults, insurance and business interruption and contingency plans, including possible temporary relocation. Important community services provided by CVS include the Community Transport hub, educational contracts awarded by Worcestershire County Council and room hire facilities for many groups and organisations in the Town and surrounding rural area. A full structural report including surveyor’s recommendations and specialist loss adjusters input is anticipated imminently.*
  
9. Worcestershire County Council Hub  
*Due to the increasing amount of referrals through the Town Council office Members are requested to urge their constituents to utilise the Hub facilities for County Council services. This will enable the enquiry to be tracked and a direct response obtained. A demonstration can be provided upon request. Reports lodged have a 28 day maximum timescale for investigation and enable progress to be tracked online using an individual case reference number. Once investigated by County Council Officers a progress report is sent by email to the originator of the enquiry or else advised as to which authority or persons to approach for responsibility.*

**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