

Droitwich Spa Town Council

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

Telephone: 01905 774258

13 June 2022

You are hereby summoned to a Meeting of Droitwich Spa Town Council to be held at the Community Hall, Heritage Way, Droitwich Spa on **Monday 20 June 2022** at 6.00pm.



Mark Keld
Town Clerk

Members of the public are invited to attend the Town Council meeting. Time is set aside at 5.45 p.m. to receive views or questions on issues on this agenda, or raise issues for future consideration before the start of the Town Council 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 Town Council meeting itself.

Please note there will be a short presentation update starting at 5.30pm from Steve Knight representing Wychavon District Council on the Droitwich Spa Town Centre Prospectus. The Official Launch Event for the prospectus recently took place on 4th May 2022.

A G E N D A

1. Apologies
2. Declarations of interests
3. To confirm as a correct record the Minutes of the Meeting of Council held on 25 April 2022 at the Community Hall [*enclosed*]
4. To confirm as a correct record the Minutes of the Annual Council Meeting held on 9 May 2022 at the Community Hall [*enclosed*]
5. MAYOR'S ANNOUNCEMENTS
6. POLICING IN DROITWICH SPA – Update from Sergeant Sarah Kent.
7. COMMUNITY SPEED WATCH – Pursuant to minute reference 319 (a) of the meeting of Full Council held on 25 April 2022, to consider a proposal from Councillor RJ Morris for a mandate to formally request implementation of a Community Speed Watch programme for the area of Celvestune Way. Details of sufficient active volunteers (minimum 6 persons)

who wish to participate and register for the programme have been received, together with proposed nearby speed monitoring sites. To proceed with the mandate will enable the Police to register the scheme, begin the induction process for volunteers and properly assess the suggested monitoring sites for safety & suitability purposes.

8. HIGH SCHOOL – To note that the Update from Head Girl & Head Boy is to recommence from September 2022[*for information*].
9. YOUTH COUNCIL – To Note that the Update from Youth Councillors is to recommence from September 2022 [*for information*].
10. GOVERNANCE STATEMENT - To receive and approve the recommendations of the Resources Committee [*Minutes of the meeting held on 13 June 2022 refers*] pertinent to the Town Council’s Annual Governance Statement made as part of the Annual Return report for year ended 31 March 2022.
11. ANNUAL ACCOUNTS - To receive and approve the recommendations of the Resources Committee [*Minutes of the meeting held on 13 June 2022 refers*] pertinent to the Town Council’s Accounts and Annual Return report for year ended 31 March 2022.
12. NEIGHBOURHOOD PLAN PROJECT OPTIONS – To receive an update from Councillor GR Brookes in his capacity as the designated Town Council Member with responsibility for the project options, including Communications & Liaison.
13. PUBLIC SECTOR ENERGY EFFICIENCY PROGRAMME (PEEP) – To confirm that Officers from Pro Enviro attended to undertake the premises surveys for St Richards House & the Community Hall on Thursday 19th May. Energy consumption and trend data had been previously collated and submitted for analysis. The anticipated report of findings and recommendations has not been received to date. Further information will be updated once received.

To note that on 6 May 2022 Worcestershire County Council notified a change in Service Provider undertaking the PEEP Initiative. This may necessitate changes to the programme including the availability of funding and grant options. Further clarification of any impact is anticipated in due course [*for information*].

14. To receive and consider the Minutes of the under-mentioned meetings:-

1. Planning Committee – 13th June 2022 [*to follow*]
2. Resources Committee – 13th June 2022 [*to follow*]
3. Community & Amenities Committee – 13th June 2022 [*to follow*]

15. WYCHAVON DISTRICT COUNCIL COMMUNITY LEGACY FUNDING

To confirm the following project updates.

- (a) Edition Two – Droitwich Spa High School, Community Cabin. The Management Committee have recently updated that their scheduled Committee Meeting had been deferred. In the meantime an approach is being taken forward through the Committee with the High School to increase engagement for wider Community use and interest in the Cabin Facility. This is a condition of the Community Legacy funding provision for the project through Wychavon District Council (Provider) and the Town Council (Statutory Body) for the project. Further updates are expected in due course *[for information]*.
- (b) Edition Three – Droitwich Spa Augmented Reality Heritage Trail App. Following a transfer of Service Provider in January work is progressing to realign the App towards a full relaunch in August /September. The necessary steps include configuration of the App operating platform away from the original 3D Gaming structure on to a more user compatible arrangement and some content enhancement. The cost is within the scope of the original Community Legacy Grant award in 2021 and the remaining funds for draw down. A meeting took place with the Service Provider on 12 May 2022 to track progress. Significant progress has been confirmed and demonstrated including free running of all video content, redesigned map & locator markers, graphics, instructions presentation and overall layouts for user compatibility. Additional features currently being developed includes visual enhancement aspects linked to RNIB recommendations and a remote user location access function. These additions and extensive user field testing are continuing through the summer towards the tentative relaunch being planned for early September. A full demonstration will be provided for the Steering Group prior to the Launch Event. Thereafter provision has been made to further enhance and develop the App as part of the Heritage offering, budget and strategic projects for the current Municipal Year. This includes linking to the local schools and curriculum content.*[for information]*.
- (c) Edition Three –Droitwich Spa Community Football Club Pavilion as part of the King George Playing Fields, Ground Fund Project. The Town Clerk visited the new facilities on 4 May. Final works and snagging are currently taking place for the Pavilion building. The Official Opening is anticipated later this year. Droitwich Spa Football Club recently announced promotion to the Football League for next Season which is a fantastic achievement and aligns perfectly with the opening of the new pitches, facilities and pavilion as their home venue, as well as for the whole Town & wider Community *[for information]*.

16. WEST PROJECT AND BEYOND – PEDESTRIAN UNDERPASS IMPROVEMENTS

To note that a further Project Reference Group Meeting took place on 18 May 2022. This confirmed that work is being completed on the first two underpasses for the Scheme at Hunters Way and Paddock Way. LED Lighting is now being installed at Crofters Hill which will enable progression to the public art mural shortly.

The next phases begin from 27 June from when the public art murals are due to be installed for the two underpasses at Ombersley Way (Briar Mill) followed by the Railway Station shortly afterwards. The confirmed designs for all three underpasses were shared at the Meeting on 18

May 2022 and were well received by the Steering Group. These three underpasses are the ones directly funded by the Town Council contribution element of the project. There is a significant amount of coordination & preparation work including graffiti removal, defect repairs to drainage, structure and paving, and enhancements for LED lighting upgrades. These preparatory works commence around 20 June. All timescales are subject to changes due to unforeseen issues arising – for example there are currently nesting birds at one of the Briar Mill sites.

The Steering Group discussed the final underpass of the project underneath the A38 adjacent King George Playing Fields for which there is currently no artist or design commissioning in place. The suggestion has been put forward and accepted to take this forward by networking with the local Sports Community for ideas – embracing themes such as sports for all, inclusion, healthy living & wellbeing, Legacy and Civic Pride. It is hoped to possibly align the work for this underpass with the anticipated Official opening of the new Sports pitches and pavilion.

A further project reference Group meeting is expected in early July with progress updates to follow *[for information]*.

17. COUNTY COUNCIL MATTERS- To receive reports on County Council matters *[if appropriate]*

18. DISTRICT COUNCIL MATTERS –

- To receive reports on District Council matters *[if appropriate]*
- To congratulate Councillor AM Sinton who has been inaugurated as Chairman of WDC for the ensuing year 2022/2023 on 18 May 2022.

19. ST. RICHARDS HOUSE – Initial Scope and Concept drawings for second floor space.

Pursuant to Minute References 247 of the Resources Committee meeting of 7 February 2022 & 298 of the Resources Committee meeting of 11 April 2022, provisional concept diagrams are attached for information.

These are design based scope diagrams rather than Architects drawings. At this stage the suggested approach is to delegate further work and stakeholder engagement to a Working Group to enable the project options to progress further. The next steps will include wider stakeholder contact & liaison to consider funding options, project deliverability & timescales and more detail on preferred designs, content and policy adherence. Practicalities including lift provision to maintain “DDA” compliance and energy efficiencies for the building will also require close attention. To consider setting up a Working Group for the ongoing project options.

20. REPRESENTATIVE TO THE CALC EXECUTIVE COMMITTEE

The Clerk for the CALC Executive Committee has contacted the Town Council on 3rd June 2022 to request consideration for the above position. Councillor A Humphries was previously the designated Town Council representative put forward in 2020 and any changes or a reaffirmation have now been requested after 2 years. The Chairman of CALC and the Chief Executive Officer have both requested that the Representative kindly attends as many Executive Committee Meetings as possible or advises apologies in advance. This is to help ensure the smooth running of the Executive Committee arrangements.

21. COUNTY WIDE MEMBERS CODE OF CONDUCT. To consider the following communication & recommendation received from the Wychavon District Council Monitoring Officer on 18 May 2022. The recommendation for full adoption of the updated code has also been endorsed by Worcestershire CALC. The original communication and full code document has been circulated to all Members on 17 May 2022. The anticipated changes have also been updated at Full Council in December 2021 and April 2022.

Dear Clerk

You will recall in 2019 the Committee on Standards in Public Life (CSPL) into Local Government Ethical Standards produced a report based on their review of standards in local government. The CSPL concluded that high standards of conduct in local government are needed to protect the integrity of decision-making, maintain public confidence, and safeguard local democracy. They made 26 recommendations for central government many of which will require changes to primary legislation and 15 best practice recommendations for local authorities to consider as a benchmark of good ethical practice.

Last year, the Local Government Association (LGA) pursuant to the CSPL's work produced a model code of conduct and encouraged all local authorities to consider adoption of the model code with or without alteration.

In view of this report the Monitoring Officers from the Worcestershire district councils and the county council met to review the report and consider what changes/ updates were needed to our existing code to bring it in line with the model code.

Consequently the attached code has now been adopted by Wychavon District Council with a recommendation that all Parish and Town Councils within the district be encouraged to also adopt the same.

I would be grateful if you could contact my colleague, Julie Brain (Julie.Brain@malvern hills.gov.uk) once your council has considered the model code confirming the date of the meeting and whether the code was adopted as a whole, adopted with amendments (and if so what the amendments were) or not adopted.

If your council decides not to adopt the revised version please could you send us a copy of the current code which you expect your members to abide by so we have this for our records when considering code of conduct complaints.

22. ACCOUNTS FOR PAYMENT [*details attached*]

Distribution:

All Members of the Town Council

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

