

Droitwich Spa Town Council

MINUTES of the meeting of the COMMUNITY AND AMENITIES COMMITTEE held at the Council Chamber, St Richards House on Monday 27 February 2023 at 6.15pm.

PRESENT: Councillor Mrs C Bowden (Chairman)
Councillor EJ Bowden
Councillor Mrs K Fellows
Councillor CM Murray

NON-MEMBERS PRESENT: Councillors GR Brookes, Mrs JM Chaudry , J Grady, RP Hopkins, WT Moy & AM Sinton.

APOLOGIES FOR ABSENCE: Councillors RG Beale, DM Craigie, G Duffy, A Humphries, AH Laird & RJ Morris.

PUBLIC QUESTIONS

There were none received.

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292. DECLARATIONS OF INTERESTS

There were none received

293. TO CONFIRM THE MINUTES OF THE MEETING OF THE COMMUNITY & AMENITIES COMMITTEE HELD ON 16 JANUARY 2023.

RESOLVED That the Minutes of the Meeting of the Community & Amenities Committee held on 16 January 2023 be confirmed as a correct record.

294. COMMUNITY & AMENITIES GRANTS SCHEME

- (a) To note that there are no remaining scheduled Grants Appraisal Panel Meetings for the current Municipal period.
- (b) To consider the schedule of grants received in January & February 2023. The schedule presents the three applications in the order received. Municipal year fund 2022/2023 remaining funds available = £2000.00
[schedule attached with Agenda]

RESOLVED – To award the following two grants and expend the remaining fund **in full** for the 2022/23 budget allocation. Total award £2000.00.

- (a) St Richards Canal Festival 2023- To finance local artists and entertainers participating in the Festival weekend. £1000.00
- (b) Moonstone Support Services – Community Interest Company – To support two six week resilience workshops for vulnerable adults. Request of £991.00 increased to award of £1000.00
- (c) In addition - To recommend £1000.00 for the Droitwich Spa Food Festival – to help publicize the event to attract visitors. The Event takes place on the weekend of 23- 25 June 2023. The first scheduled meeting of the Grants Appraisal Panel of the New Administration will need to ratify this application on 5th June 2023 followed by recommendation for final approval to the Community & Amenities Committee (New Administration) on 12th June 2023, for the reason that the proposed

funding is within the remit of the 2023/2024 Grants budget allocation (that provision is effective from 1st April 2023).

295. COMMUNITY CELEBRATION OPTIONS FOR CORONATION OF KING CHARLES 111- 6 TO 8 MAY 2023. To consider scope and suggestions for any special arrangements. There is an official website for the Coronation with further details at <https://coronation.gov.uk/>. Wychavon District Council have recently announced some Community Funding contributions and removed Road Closure Order charges to support the Community for the Coronation weekend. This follows a similar approach to the Platinum Jubilee arrangements in June 2022. Further details about the funding scheme are expected soon [*for information*].

In general discussion the idea to expand the first Bands in the Park afternoon on Sunday 7th May to include a Community Showcase opportunity for local groups and organizations and possibly some additional entertainment was supported. The delegation for Officers to engage with interested community groups and consider options for entertainment and the forward publicity arrangements was agreed. The consensus reached was that the Lido Park was busy on Sunday afternoons and the open access family event proposed should be well received along the theme of “Picnic in the Park”.

The Town Clerk reaffirmed that the full details of the proposed allocation of special community funding through Wychavon District Council for the Coronation will be provided as soon as known. The anticipation is to follow a similar expression of interest and awards scheme where applicable to support local street parties with the funding. This approach had been very successful and well received through June 2022 for the Platinum Jubilee arrangements and had enabled 16 local grant awards to be allocated.

RESOLVED – That the information be noted. To delegate the additional special Coronation arrangements for the 7th May 2023 Sunday - Bands In the Park afternoon to Officers to arrange and publicize.

296. SUNDAY BAND CONCERTS PROGRAMME 2023

Sunday Band Concerts Schedule for 2023 – To receive the attached list of dates and details from May to September 2023 [*Full list of scheduled performances & dates attached with Agenda and on webpage*].

RESOLVED That the information be noted.

297. WAR MEMORIAL ESSENTIAL MAINTENANCE WORK

War Memorial – Essential maintenance work. To update that some of the cast iron planters have been removed during week commencing 13th February for the reason of essential repairs and refurbishment. These are expected to be returned and ready for spring and summer planting in time for Easter. Simultaneously arrangements have been coordinated with WCC Highways to replace and reinstate tarmac surfacing and some block & slab paving in the area. This is required for public realm safety reasons due to wear & tear, utility works reinstatement over time and root ingress from adjacent trees. The surfacing repairs will be made easier whilst the planters have been removed. WCC timescales are within approximately 4 weeks which should align for completion with the return of the planters. A commitment, assurances and updates have been provided for the RBL from last autumn to take these improvements forward [*for information*].

RESOLVED That the information be noted.

298. SPRING MEADOW DOORSTEP GREEN IMPROVEMENTS- ACCESS

Spring Meadow / Door Step Green – Improvements and essential maintenance work to the Mulberry Tree Hill aspect pedestrian entrance footpath. To update that work will shortly commence to improve this access route for the public open space. The footpath is off Mulberry Tree Hill, adjacent the shopping precinct and Primsland Way. The existing entrance layout has a steep gradient and gravel surface which is afflicted by erosion and deteriorating wash back issues caused from rainfall. This creates difficulty and a potential risk

for pedestrians using the route. The proposed improvements include releveling to make the gradient shallower and laying a section of sealed tarmac with brick edging to the grass as a solution to the water run-off. The work maintains the managed approach to improving the land holding and will be part of the allocated budget 2023/2024. Appreciation is expressed to Councillor GR Brookes for his generous contribution from WCC Divisional funds towards the work *[for information]*.

RESOLVED That the information be noted

299. SPRING MEADOW DOORSTEP GREEN IMPROVEMENTS- FENCING

Spring Meadow / Door Step Green – Improvements and essential maintenance work to the boundary fence line adjacent the rear aspect of the Primsland Shopping Precinct. As previously reported to the Committee and referenced as part of the annual report for estimate setting, budgets and precept, this is the remaining boundary line of three which requires replacement post and rail fencing. This work has now been scheduled through February & March as part of the existing land maintenance provision. This will complete the fencing renewal work for the land holding boundary lines. Cost provision will be from the allocated 2023/2024 land maintenance budget *[for information]*.

Councillor WT Moy asked that the Town Clerk contact Tesco Super Markets again to request their consideration of a contribution to the cost of replacing the fencing on the rear aspect of their premises which was in a poor state of repair.

RESOLVED That the information be noted.

300. COVID 19 PANDEMIC MEMORIAL BENCH

Covid 19 Pandemic Memorial Bench – To update that arrangements have progressed for the Contractors to source the preferred specification bench to be installed in the front garden of St Richards House. This accords with the press & media article in early January inviting suggested locations. The 4 responses unanimously requested St Richards House. When received the bench will need to be securely installed and anchored. A suggested inscription wording for the accompanying plaque has been provided for Councillors Humphries approval on 6th February and agreed. When all of these aspects are finalised consideration can be made for a further press and media release and a dedication ceremony. Further updates to be provided in due course. The Town Clerk updated that the sign had now been produced and received *[for information]*.

RESOLVED That the information be noted

301. CHAWSON LANE ALLOTMENT SITE SECURITY

Chawson Lane Allotments Security – To update that replacement main gates are required to improve security for the site. Similar upgrades to the gated entrances at the Westwood Lodge and Vines Lane Allotment sites were completed in 2021 and 2022. The Chawson Lane Site is a remote location and has been affected by incidents recently including a further break in during New Year and the abandonment and setting fire of a stolen car this month. The estimated cost for the replacement gates and fitting is approximately £1900.00 and will be part of the allocated land holdings maintenance budget 2023/2024 for allotments. Damaged gate padlocks and a vandalised noticeboard at Chawson Lane are also being repaired and/or replaced *[for information]*.

RESOLVED That the information be noted

302. HERITAGE CENTRE VOLUNTEERS AND PLACEMENTS

Heritage Centre Volunteers and Placements- To update that a proactive volunteer recruitment drive has been successfully undertaken from New Year. This has attracted 5 new volunteers for the team which now comprises 26 local people providing their time on a regular rota basis. The Town Council welcomes the new people to the Team and appreciates the range of valuable contribution, knowledge, skills and background that this provides in helping to maintain the Heritage Centre & Museum operation.

In addition we have a weekly Student placement arrangement from Worcester University as part of their work place studies programme in the Museums Sector. A local student is also gaining work placement experience in the Heritage Centre on Saturday mornings which supports towards their Duke of Edinburgh Award Scheme.

The Town Clerk mentioned that there will be a presentation and general update from the Heritage Managers on the 13th March 2023 following the Neighbourhood Plan Launch and prior to the start of the scheduled Town Meeting at the Community Hall *[for information]*.

RESOLVED That the information be noted

303. CPAD ADOPTION

CPAD Adoption – Following previous updates to report that the attached correspondence has been received from Mr Peter Richards representing Droitwich AED on 6th February 2023 and the accompanying response from the Town Clerk. This is conducive towards the existing resolution and mandate to proceed with the arrangements for the Town Council to adopt and maintain up to 5 CPAD'S for the Town Centre. No reply has been received as at 21st February 2023 *[details attached with Agenda for information]*.

RESOLVED That the information be noted

304. TO CONSIDER SUSPENSION OF STANDING ORDERS FOR NEXT ITEM

The Town Clerk introduced David and Chloe from Bluebell Events who had attended to support the Charter Market agenda item. Councillor AM Sinton suggested that standing orders be temporarily suspended before formal consideration of the Charter Market arrangements to enable the opportunity for any questions to be raised with the operator. It was unanimously supported to temporarily suspend standing orders to enable open discussion.

Various questions were put to the representatives from Bluebell Events and they were thanked for attending.

RESOLVED To temporarily suspend Standing Orders to enable open discussion with the Charter Market Service Provider.

305. TO CONSIDER EXCLUSION OF THE PUBLIC & PRESS BY PASSING THE FOLLOWING MOTION:

That the press and public be now excluded from the meeting under the provision of the Public Bodies (Admission to Meetings) Act 1960 by virtue of the confidential nature of the business about to be transacted which involves financial and legal matters.

For the reason of Commercial Sensitivity for the Charter Market proposal

RESOLVED That the press and public be now excluded from the meeting under the provision of the Public Bodies (Admission to Meetings) Act 1960 by virtue of the confidential nature of the business about to be transacted which involves financial and legal matters.

306. WEEKLY CHARTER MARKET

Weekly Charter Market Business Proposal – To consider the attached business proposal received from Bluebell Events for resurrection of the Friday Weekly Charter Market using Victoria Square. To receive an update from the Town Clerk from two meetings held with the Operator following their approach on 23rd November 2022 & 25th January 2023. To include matters for governance, liability cover, permissions and status enquiry.

The Town Clerk updated that the Public Liability Insurance cover and the status enquiry carried out with Evesham Town Council for the Operator were all fully satisfactory. WCC Highways – The land owning

Authority for Victoria Square had been updated and provided their renewed permission. The suggested start date to resurrect the Weekly Charter Market is 21st April 2023 and the arrangement is recommended for a six months review in October 2023. The first six months are recommended to be without fees to enable the Operator to start and become established in the Town. Thereafter consideration should be given for a charging arrangement as part of the six months review. Suitable publicity arrangements are to be put in place later in March leading up to the first date. Councillor GR Brookes suggested purchasing some temporary (correx style) directional signage for the Town Centre to help provide directions and publicise that the market is returning every Friday on Victoria Square.

RESOLVED That the information be noted. To resume operations for the weekly Charter Market on Fridays from 21st April 2023. The arrangement should be subject to a full review at the six months stage - October 2023 including consideration for charges thereafter. The initial six months operation period is to be without charges levied.

The meeting concluded at 6.45pm

Chairman of Committee
12 June 2023

Chairman of Council
24 April 2023