

Droitwich Spa Town Council

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

21 February 2023

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 27 February 2023 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. Town Council Meetings are recorded for monitoring purposes.

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 16 January 2023 [*previously provided*].
4. 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 applications in the order received. Municipal year fund 2022/2023 remaining funds available = £2000.00 [*schedule attached*]
5. Community Celebration options for the Coronation of King Charles III - 6 to 8 May weekend 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.

6. 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*].
7. 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*].
8. 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*].
9. 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*].
10. 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 [*for information*].
11. 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]*.

12. 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 *[for information]*.

13. 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 for information]*.

14. To consider the exclusion of the Public and 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.

15. 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.

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