

Droitwich Spa Town Council

MINUTES of the meeting of the COMMUNITY AND AMENITIES COMMITTEE held at the Council Chamber, St Richards House on Monday 12 June 2023 at 6.30 pm.

PRESENT: Councillor RJ Morris (Vice Chairman)
Councillor SJ Brazier
Councillor PD Clements
Councillor DI Davidson
Councillor GA Duffy
Councillor VP Humphries
Councillor Mrs K Fellows (Ex officio)

NON-MEMBERS PRESENT: Councillors M Brook, GR Brookes, Mrs JM Chaudry, N Franks & AL Key

APOLOGIES FOR ABSENCE: Councillors Mrs C & EJ Bowden, J Grady, RP Hopkins & AM Sinton.

PUBLIC QUESTIONS

There were none received.

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27. DECLARATIONS OF INTERESTS

Councillor RJ Morris (Vice Chairman) and Acting Chairman for the meeting declared a non-pecuniary interest in Agenda Item 16 for the Kings Coronation Community Funding grants.

28. To note the Membership and Chairmanship of the Committee, as determined at the Annual Council meeting on 15 May 2023 (details at end of Agenda).

RESOLVED That the information be noted.

29. To note the Membership and Chairmanship of the Grants Appraisal Committee, as determined at the Annual Council meeting on 15 May 2023 (details with Agenda).

RESOLVED That the information be noted.

30. To note the Membership and Chairmanship of the Working Group of the Community & Amenities Committee designated for the Christmas Lights Contract procurement and renewal options in summer 2023, as determined at the Annual Council meeting on 15 May 2023 (details with Agenda).

RESOLVED That the information be noted.

31. To confirm as a correct record the Minutes of the Meeting of the Committee held on 27 February 2023 [*attached with Agenda*].

RESOLVED That the Minutes of the Meeting of the Community & Amenities Committee held on 27 February 2023 be confirmed as a correct record and signed by the Chairman.

32. Community & Amenities Grants Scheme - To consider the recommendations of the Grants Appraisal Committee for the schedule of grants received on 5th June 2023. Municipal year fund 2023/2024 available from 1st April 2023 = £5000.00 [*schedule attached*]

The Town Clerk confirmed the schedule as presented with the consideration that the recommended award of £1,000.00 for the Vincent de Paul Society- Bereavement Cafe & Journey Project be subject to a short presentation about the new venture from the Applicant at the next scheduled Committee Meeting that takes place on 3rd July 2023.

RESOLVED. To award the recommended grants as detailed on the attached schedule . These being £2,500.00 in total comprising,

£1,000.00 to the Droitwich Spa Food & Drink Festival 2023 (publicity)

£500.00 to the History & Archaeology Society (Archives project)

£1,000.00 to the Vincent de Paul Society (working with Droitwich CVS for the Bereavement Café & Journey project) - subject to the presentation update on 3rd July 2023 C&A meeting.

33. Christmas Lights Contract – Renewal and Procurement 2023 -To consider the recommendations of the delegated Working Group of the Community & Amenities Committee from their meeting on 5th June 2023 to review the procurement sealed tender applications received. To be verbally updated at the meeting.

The Town Clerk updated that there had been six expressions of interest received from the Procurement Opportunity Notice posted through the prescribed National Government Sector online portal – “Contracts Finder” running from the period 31st March to 22nd May 2023. This had resulted in three sealed bids being received which had been opened, evaluated and scored by the Working Group on 5th June 2023. The consensus recommendation reached is to remain with the existing Service Provider for a renewed period of five years. The Town Clerk explained that the renewal was for a brand new arrangement over the five year period. The decision requires ratification by Full Council on 19th June 2023 following further recommendation from the Community & Amenities Committee from this meeting.

RESOLVED That the information be noted and to further recommend the renewal and award of Contract for 5 Years as outlined in the bid received and the accompanying evaluation from the Working Group to Full Council on 19 June 2023.

34. War Memorial – Essential maintenance work. Following the update provided to the Committee on 27 February 2023 to confirm that the planters have been refurbished and painted. Simultaneously work to remove tree roots and repair broken & uneven paving has been taken forward coordinating with WCC Highways Department. This work was completed on Sunday 28 May 2023. The summer bedding will be planted week commencing 5th June 2023. There is wider consideration being made by WCC Highways towards possibly repaving the Square later in the year [*for information*].

RESOLVED That the information be noted.

35. Heritage Way- Community Planters - These Planters are not part of the wider Municipal Scheme for the Town Centre and have historically been maintained through arrangements with West Acre Middle School as part of the curriculum. Age and weathering has caused the planters to fall into disrepair over winter and new containers and compost have been provided through the Town Council. The Municipal Planting Contractor has supported by installing and preparing the planters without charge. He has also supported the Heritage Centre by donating sun flower seeds, containers and compost for the Half Term Planting activities project.

Arrangements have been confirmed with West Acre Middle School to plant the Heritage Way containers week commencing 12th June 2023 *[for information]*.

RESOLVED That the information be noted

36. 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. 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.

37. Trees Height Reduction Proposal – Copcut Park /Coleford Walk – To consider the attached outlined proposals for tree maintenance works. The suggested approach follows receipt of an enquiry and request registered by a resident from Pelham Road directly with an Elected Member on 24th April 2023 and a request from a resident of Lahn Drive dated 2 May 2023. *[Report of location, description, outlined suggested scope and cost estimate attached with Agenda]*.

The Town Clerk referred to the presented report and explained that whilst the works described were fairly substantial, the allocated budget for Town Council land holdings is within scope for the current Municipal period.

RESOLVED That the information be noted and authorisation to proceed as outlined in the Report.

38 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. The work has now been finished and completes the fencing renewal work for the land holding boundary lines. Cost provision has been taken from the allocated 2023/ 2024 land maintenance budget *[for information]*.

RESOLVED That the information be noted

39. Covid 19 Pandemic Memorial Bench – To confirm that arrangements have been completed and the bench was put in place outside St Richards House on 20th April 2023. The commemorative inscription sign was attached shortly afterwards *[for information]*.

Councillor VP Humphries asked whether an official unveiling ceremony had been arranged. The Town Clerk and Chairman explained that due to elapsed timescales, caused by the May 2023 Elections restricted period and the bench having been in place for a while now, no separate unveiling is planned. The Chairman mentioned that consideration for a small acknowledgement could possibly be made before a future Committee Meeting.

RESOLVED That the information be noted

40. Visit Droitwich Spa – Tourism Website. To update that a new page has recently been added featuring information provided by “Uncover Britain”. The link is attached as follows <https://www.visitdroitwichspa.com/droitwich/uncover-britain/>

Further consideration is being put towards a similar feature page for the Salt King *[for information]*.

RESOLVED That the information be noted

41. Coronation Funding - To receive the attached expression of appreciation for the special Coronation Community Funding provided by Wychavon District Council and organised through the Town Council. A contribution has been allocated to all Groups who had registered an expression of interest for the Coronation

funding and this enabled up to 20 different Community Events to be supported during the 6th and 7th May weekend *[for information]*.

RESOLVED That the information be noted

42. West Midlands Mayors Community Weekend – 9th & 10th September 2023. Further to details circulated to Elected Members on 23 May 2023 the National Lottery Community Fund are offering grants of up to £2,000 to Groups to organise events on the weekend. The brief is to offer activities which bring communities together, to strengthen existing connections and provide opportunities for networking. The Town Council qualifies for eligibility as a Statutory Body and applications had to be lodged by 7th June 2023. The Town Clerk has registered an application on 23 May 2023 and the decision process takes up to 12 weeks. Final considerations for the Event can be made in due course but provisionally the suggestion is to host a Community Picnic afternoon in Lido Park on Sunday 10th September with the Bands in the Park performance. This would be similar to the Coronation weekend event organised on 7th May 2023 which was well received and attended by the public *[for information]*.

RESOLVED That the information be noted

43. Droitwich In Bloom Trail and Summer Activities– The Trail is in place from 15th May until 1st September 2023 and has been arranged by Wychavon District Council with support from the Town Council and Heritage Centre. There are various other activities including a brass rubbing trail through the Town Centre and a series of craft workshops that are being hosted at the Heritage Centre and in Gurneys Lane during the six weeks school summer holidays. Full details will be updated in due course and can be accessed online through www.visitdroitwichspa.com and www.valeandspa.co.uk *[for information]*.

RESOLVED That the information be noted

44. Weekly Charter Market– To confirm that the inaugural resurrected Charter Market took place on Friday 21st April 2023. A six months progress review is set for late October 2023 in conjunction with the Operator. In general the Operator is pleased with the progress and public interest in the Weekly Charter Market to date.

Councillor VP Humphries added that she was pleased to see the Market back every Friday.

RESOLVED That the information be noted

45. John Heminge 400th Anniversary 2023- To report that the following options are currently being taken forward to mark the anniversary and Droitwich Spa connections.

- (a) Scope and options being investigated and pursued with St Peters Church for consideration to provide and locate a commemorative plaque and inscription, commenced in April 2023.
- (b) New Reference material for inclusion with the Tourism website, Heritage Centre social media and printed format leaflets for the Museum in April 2023.
- (c) Purchase of a copy First Folio document from Stratford upon Avon for permanent display as part of the Museum collection from May 2023. The Town Council are grateful to Droitwich Spa resident Mr John Armstrong for this suggested approach. The document was purchased on 25 April 2023.
- (d) A dedicated contact is confirmed with the Shakespeare Trust for the Heritage Centre networking.

To consider the attached summary of further suggestions put forward by Mr John Armstrong and received on 30 May 2023 for the subject and Anniversary Year *[details attached with Agenda]*.

The Town Clerk referred to the attached information which was taken as presented and read. There were no questions arising. Reference was made by the Town Clerk to the allocated budget provision and the necessity to ensure that the balance of priorities and projects for the Town Council is within the financial scope authorised for the Municipal period (ending 31st March 2024). The aforementioned points (a) to (d) are all within the available budgets.

The Mayor mentioned the performance for the Wymysical Theatre Company entitled “ A Wymysical Dream of Summer“ scheduled at the Norbury Theatre on 15th July 2023.

RESOLVED That the information be noted

46. Rotary Club Droitwich Spa – The attached proposal has been received from Mr Edgar Harwood representing Droitwich Spa Rotary Club dated 31st May 2023. The history of the Town Rotary Club does fulfil the Heritage Centre & Museums Collections Policy for acquisitions covering local history. The Centre has very restricted space capacity for any permanent display or available safe storage for reserve collection items. These aspects both have Museum accreditation status implications which also need to be maintained. The proposal has been referred to the Heritage Managers who consider that the size and number of items does currently exceed practical capacity for the building. A possible alternative option suggested to be put forward is to include the opportunity for a temporary exhibition as part of the rolling forward plan for the Museum. This currently plans temporary displays and exhibition on a three month interval basis [*proposal details attached with Agenda for information*].

To ask the Town Clerk to liaise with Mr Harwood as outlined.

RESOLVED That the information be noted

47. Holocaust Memorial Day – 27th January 2024. Pursuant to minute reference 268 of the meeting of Full Council on 23rd January 2023 to consider suitable arrangements and options for commemorating the Memorial Date in Droitwich Spa next year. Councillor VP Humphries has offered to take the lead for coordinating arrangements.

Councillor Humphries updated that she would like to arrange a Holocaust Memorial Event in Droitwich Spa for Friday morning 26th January 2024. This is the day before the Official date but is better placed to enable people to attend due to various factors including other Commemoration Events taking place locally in Bromsgrove and Worcester. It is hoped that up to 200 people including many from the Jewish Community will attend. It was added that arrangements may include a Holocaust Survivor as a Guest Speaker and this aspect will need time to make the preparations. With this regard a small budget for ancillary costs and possible paid expenses will be required, as well as provision for a suitable capacity and easily accessible venue. Through the Chairman the suggestion to delegate matters by way of support from a Working Group was put forward. The Town Clerk asked for details of provisional and indicative costs and the suggested dates for the Working Group delegation meetings to be provided in due course.

RESOLVED That the information be noted. To delegate support for the arrangements for a Holocaust Memorial Event for Droitwich Spa (Friday morning 26th January 2024) to a Working Group comprising Councillors VP Humphries (Lead) , RJ Morris & GA Duffy. To note that the invitation to join the Working Group is extended to all Councillors and any interested co- opted persons.

48. Forward Notice of D Day 80th Anniversary in June 2024. To confirm the attached advance information for the anniversary which has been provided through the Pageant Master on 27th April 2023 [*for information*].

RESOLVED That the information be noted

49. Underpasses Public Art Murals. To update that there has been a spate of vandalism with graffiti applied to the recently finished refurbished underpasses. This has been especially prominent on Ombersley Way from Ledwych Island to the Ombersley /A38 roundabout. Graffiti appears to have been targeted and applied to all street infrastructure- including road signage, DSTC bus shelters, communication network equipment and some residential walls & fences near to St Josephs Close . The two underpasses at Briar Mill and Ombersley Way are heavily affected and have only recently been subject to repairs carried out by the artist and contractors during the past two weeks. The latest vandalism has occurred between the 25th and 31st May 2023. Any suitable options for a lasting solution are being considered working with the Consultant and Wychavon District

Council. The matter has been reported to the Police including identified details of the Instagram Account IP Address of the person believed to be associated with the tagging marker taken from social media (passed on to assist Police investigations on 1st June 2023) *[for information]*.

RESOLVED That the information be noted

The meeting concluded at 7.00 pm

Chairman of Committee
3 July 2023

Chairman of Council
19 June 2023