

Droitwich Spa Town Council

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

5 September 2023

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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 11 September 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.

NOTES

(1) Webcasting Members of the Council are reminded that meetings of the Council are Webcast on the Internet and will be stored electronically and accessible through the Council's Website. Members of the public are informed that if they attend this meeting their images and speech may be captured by the recording equipment used for the Webcast and may also be stored electronically and accessible through the Council's Website.

(2) This Meeting will be webcast and live streamed on the Internet. It is anticipated that all Full Council and Committee Meetings will be live streamed from June 2023 onwards.

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 3 July 2023 *[attached]*.
4. To receive the attached letter of appreciation dated 28th July 2023 received from Penny Gilfeather – Secretary of St Vincent de Paul Society with regard to the Community & Amenities Grant awarded in July 2023 towards the Bereavement Café Project *[for information]*.

5. Community Grants - To receive and consider the recommendations made by the Grants Appraisal Committee from the meeting held on 4th September 2023 [*schedule attached*].
6. Community Public Access Defibrillators - To receive an update from Mr Peter Richards – Chair of Trustees for Droitwich AED. This is conducive with the standing Town Council resolutions towards adoption of 5 CPAD's in the Town Centre. Costings and Insurance liability options have previously been ascertained and a coordinated approach is now required to agree the final suggested locations, together with taking forward full implementation and hand over dates [*for information*].
7. West Midlands Mayors Weekend Event – Community Picnic in the Lido park – Sunday 10th September 2023– Pursuant to Minute reference 95 of the Community & Amenities Committee Meeting that took place on 3rd July 2023 , the attached promotional and programme details have been featured through August. The Town Council are grateful for the supplementary grant funding available through the special National Lottery fund and to all participants for their contributions and support [*for information*].
8. John Heminge 400th Anniversary 25th November 2023 – Pursuant to Minute reference 97 of the Community & Amenities Meeting that took place on 3rd July 2023, arrangements are progressing as follows [*for information*].
 - (a) An inscription and plaque are being finalised for installation at St Peters Church. The Town Council express appreciation for the help and support provided and the permission granted in principle by the (DAC) Diocesan Advisory Committee and Reverend Laura Handy. The actual 400th Baptism Anniversary for John Heminge coincides with the Christmas Lights Switch on Date of Saturday 25th November 2023. A plaque unveiling ceremony is being arranged for early afternoon at St Peters Church on the same date. Publicity and full details will follow in due course.
 - (b) The Arrangements for a dedicated exhibition and freely accessible display of the First Folio at the Heritage Centre/ Museum. This is considered important to mark the anniversary year and in keeping with the strong local connections, Civic Pride and Legacy. It is hoped to feature advance publicity to align with other national arrangements for the John Heminge 400th Anniversary, similar to those aspects taking place in Stratford upon Avon and London. The confirmed date for the Heritage Centre exhibition as part of the current forward plan is 11th September to 18th November 2023.
 - (c) The Christmas Lights Switch on Event on Saturday 25th November 2023 will feature the John Heminge anniversary theme. This includes the acclaimed Droitwich Spa born Actor- Mr Ross Armstrong appearing in Shakespearean Costume to suitably mark the occasion as part of the Switching on off the Lights Ceremony. Full Publicity details will follow in due course.
9. Westwood Lodge Allotments Site. To report that Westwood Lodge allotment site has been affected by the following issues during July and August 2023 [*for information*].
 - (a) Repeated breaking & entering with thefts of property from sheds and greenhouses. These have been multiple incidents on several occasions. The Town Council are supporting tenants by liaising with the Police (Dedicated Rural Crime Officer) , reminding of security and access protocols, general awareness and due diligence to prevent opportunities for crime and the fitting of replacement site gate locks. A site meeting with the Police Officer is scheduled for 5th September 2023.

- (b) On Friday 14th July a thunderstorm lightning strike felled a large tree on adjacent land owned by Westwood Lodge Estate. The fallen tree breached and blocked the nearby County Council public footpath route leading from Westwood Road, damaged perimeter fencing to the Allotment Site and dropped high voltage power cables. The incident necessitated a Fire & Rescue response due to a fire, and National Grid attended with standby generators over several days whilst repairs were made and the power network in part of the West Ward restored. There were no reports of injury but the fallen tree lay twisted and unstable. This was being used as a means of illegal access to the site by unknown persons to break in to sheds and undertake criminal damage in the aftermath of the incident. Due to the immediate security, liability and public safety risks, Town Council contractors removed the fallen tree from the public footpath and reinstated the boundary fencing during the same weekend. Full cooperation and liaison was maintained throughout with the Emergency Services, National Grid and the WCC Countryside Team.
- (c) Pursuant to Minute reference 93 of the Community & Amenities Committee Meeting held on the 3rd July 2023, the Allotment Association Communal Shed/ Cabin has been inspected on 18th July 2023 by the Town Clerk and the Acting Chairman of the Allotment Association (Droitwich Spa Branch). The structure was confirmed to be intact but in need of repair and maintenance. An approach has been made to the Local Allotment Association and their response is awaited. The immediate issue remains a brick built chimney stack which requires renovation or removal. Further updates will be provided in due course.
- (d) Arrangements have been made to let one half plot at the site to the Droitwich Spa High School for Student Communal Gardening as part of the curriculum from September 2023. This follows an enquiry and request raised through Councillor RJ Morris and the High School. The arrangement has been well received and the site is ideally located within walking distance of the School, Campus for Student Groups to attend.

10. D Day 80 Anniversary Event – 6th June 2024. Pursuant to minute reference 48/2023-24 of the Community & Amenities Meeting held on 12th June 2023 and minute reference 94 of the meeting of the 3rd July 2023, a Registration has been submitted on 14th August for the Town to be part of the official Pageantry Office anniversary arrangements. Key details at this early stage include the National Beacon Trail format similar to the late Queens Platinum Jubilee in June 2022 and the reading of the International Tribute at 9.15pm on 6th June 2024. An approach has been made to the 2516 ATC Droitwich Spa Cadets Squadron and the Royal British Legion - Droitwich Spa Branch inviting their participation. The full arrangements will be finalised over the next few months with publicity and updates to follow. To other special considerations for the date in 2024 are the National Fish and Chips Day coinciding with the 6th June 2024 and the 50th year of Droitwich Spa Town Council [*for information*].

11. Public Art Murals – Ombersley Way and Briar Mill Underpasses – Pursuant to minute reference 49/2023-2024 of the Community & Amenities Committee meeting held on 12th June 2023 arrangements have now been completed in July to apply anti- graf protective coating to the public realm mural art work . To date this is proving successful in protecting against further graffiti and anti- social/vandalism issues. The Artist returned to repair the art installations simultaneously with the anti–graf coating being applied. Similar remedial works are being coordinated for the lighting ducts and ceiling sections of the King Georges/ A38 underpass which has been targeted with similar issues. This will effectively sign off the repairs and project work for these three underpass locations [*for information*].

12. Holocaust Memorial Day- 27th January 2024- Pursuant to Minute reference 47/2023-2024 of the meeting of the Community & Amenities Committee held on 12th June 2023, to update on the current position.
13. Droitwich Spa Community Hall Room Hire - To update on the Scribe System enhancements recently resolved through the Resources Committee to enable automated and online self - service reservations for hirers. This is proving very effective for room hire and Community usage of the Hall and full mid- year - point income & expenditure to budget will be reported on next month through Resources Committee. A print of the website notice link and information page is attached and similar banners are currently being arranged for temporary display outside the Community Hall and St Richards House [*for information*].
14. Friday Weekly Charter Market –
 - (a) To consider arrangements to review progress and forward plans for the Market arrangements in keeping with the resurrection of the operation from April 2023 and a six months update. The recommendation is to delegate responsibility to a Working Group to meeting with the Operators from Blue Bell Events during the period up to calendar year end. Revenue scope and options will need to be considered as part of the annual estimates, budget setting and precept in January 2024 to commence from April 2024. From resurrection in the spring, the Market has been operating on a revenue neutral arrangement as a new venture, subject to the aforementioned review taking place. To consider the delegation for the Working Group and timescales to arrange a meeting with Bluebell Events representatives.
 - (b) A wider collaboration between the Farmers Market, the Charter Market and Traders from the High Street as a joint venture is being suggested for dates in the autumn. Tentatively these dates are Saturdays 7th October and 25th November (Christmas Lights Switch on Day). Further details will be provided as the arrangements progress.
15. German Twinning 40th Anniversary with Bad Ems 2023- To advise that the German Twinning Association have recently been presented with a special commemorative flag from Bad Ems for the 40th anniversary year in 2023 of the links with Droitwich Spa. To mark the occasion a Civic Flag Raising Ceremony is arranged for 11.00am on Saturday 16th September outside St Richards House. The Twinning Association have prepared the attached press and media statement for advance publicity. It is anticipated that the new Flag will be flown for several weeks during September & October 2023 and then again in May 2024 to coincide with a scheduled visit from a delegation visiting from Bad Ems [*for information*].
16. Information Page Guide for Town Council & Committee Meetings on Town Council website – The attached update has been prepared to help provide further and guidance for people to access Town Council Meetings. This highlights some of the recent enhancements including the You Tube Live Stream and Recording of all the meetings [*for information*].
17. Wychavon Parish Games - To receive and consider correspondence provided by Susan Collins dated 1st March 2023 and representing the Wychavon Parish Games Organisation. Due to the May 2023 Local Elections and the backlog of business for C & A Committee Meetings in June and July, it has only been possible to table this item in September. This will determine that any consideration for membership and participation is now for the 2024 period going forwards due to the elapsed timescales.

To consider formation of a Working Group of the Community & Amenities Committee with delegation to take forward community engagement for Droitwich Spa to participate in

the arrangements for the 2024 Wychavon Parish Games . If proceeding to consider Membership and Chairmanship of the Working Group [*copy correspondence and 2022 Competition Results Data attached dated 1st March 2023*]

Distribution:

All Members of the Community & Amenities Committee

Councillors: -

Mrs C Bowden (Chairman)

DI Davidson

RJ Morris (Vice-Chairman)

GA Duffy

EJ Bowden

VP Humphries

SJ Brazier

Mrs K Fellows (Ex Officio)

PD Clements

Copy to All Other Town Councillors

Agenda for Information to:

County & District Councillors for Droitwich Spa, Subscribers, Press