

Droitwich Spa Town Council

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

Telephone: 01905 774258

18 September 2023

You are hereby summoned to a Meeting of Droitwich Spa Town Council to be held at the Council Chamber, St Richards House, Droitwich Spa, WR9 8DS on **Monday 25 September 2023** 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 Council 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.

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 19th June 2023 at the Council Chamber, St Richards House *[attached]*.
4. MAYOR'S ANNOUNCEMENTS
5. MAYOR'S CHOICE ANNUAL AWARD – To receive and consider a proposal from Councillors Mrs K Fellows and GA Duffy for an Annual Citizens Community Award.
6. POLICING IN DROITWICH SPA

- (a) To receive a report on policing matters in Droitwich Spa. Report to be updated by the Town Clerk on behalf of Sergeant Catherine Atkinson *[for information]*.
- (b) To receive and note the Annual OPCC Survey collated response from Droitwich Spa Town Council *[attached for information]*. This was submitted on 7th August 2023 summarised from 12 responses received from Elected Members.
7. HIGH SCHOOL – To receive an update from the Senior Students Team at Droitwich Spa High School *[for information]*.
8. YOUTH COUNCIL – To receive an update from the Youth Council Representatives *[for information]*.
9. SOBBS – Save Droitwich Brine Baths - To receive a power point presentation from SOBBS outlining their business plan and proposals for a new Brine Baths Facility for Droitwich Spa *[for information]*.
10. ARMED FORCES COVENANT- Pursuant to minute reference 76/2023-2024 of the Meeting of Full Council on 19 June 2023 , the draft Armed Forces Covenant for Droitwich Spa has been prepared by the Town Clerk and Worcestershire & Herefordshire’s Armed Force Covenant Partnership Officer, and is presented for consideration of acceptance *[document attached]*
 To Note that,
- The Document template is prepared for dual signature by the Mayor and the original proposer Councillor RJ Morris.
 - A request has been made that all Elected Members of Droitwich Spa Town Council consider individual signature as a unanimous pledge of support. An accompanying signature document is prepared on the easel as part of this meeting.
 - The Ministry of Defence have been approached to kindly attend with a Senior Representative at the next Meeting of Full Council Meeting (18 December 2023) to enable a countersignature ceremony by way of affirming full acceptance.
 - Droitwich Spa are one of the first Town & Parish Councils to adopt the Armed Forces Covenant regionally and nationally.
11. Annual Health and Safety Review – To receive the report of the Annual Review of Health & Safety which was undertaken by Mr Joseph Ellis of John Ellis Associates Limited on 9th August 2023. To note service delivery matters attributed with Bryland Fire Ltd in June 2023 which have been escalated and referred to the Health & Safety Consultant by the Town Clerk for interventions to enable efficient interpretation and resolution. These matters are now being addressed by Bryland following a site meeting requested by the Town Clerk and attended on 6th September 2023 *[report attached for information]*.
12. Annual Review of Risk – To receive the Annual Risk Assessment of all Town Council business and operations *[report attached for information]*.
13. Annual Review of NALC recommended Financial Regulations and Standing Orders -. Pursuant to minute reference 150 of the Resources Committee meeting held on 11 October 2021 the Town Council has adopted and reviewed the following version - . NALC recommended Model Standing Orders for England 2018 (revised 2020) & Financial Regulations (2019). This is now subject to the annual review *[Standing Orders and Financial Regulations attached]*.

14. NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) PROJECT REPORT – To receive an update report from Councillor GR Brookes in his capacity as the designated Town Council Member with responsibility for the project, including Communications & Liaison and the Steering Group. The previous report was included as part of Full Council on 19 June 2023 - Minute Number 72/2023-24 refers. Progress remains strong and there have been three Steering Group Meetings held through the Summer on 14th June, 27th July and 24th August [*minutes for each are attached*]. Key points at present include,
- The successful application and award of Locality Grant funding for the 2023/2024 period during August 2023.
 - The review and updating of the Neighbourhood Area Map originating from 2012 with Wychavon District Council Planning Department.
 - Preparation of draft questionnaires for the Residents Survey and Business & Commerce Consultation both scheduled for the duration of October.
 - Site Assessment Work for possible additional housing allocations. Initial discussions with Wychavon are proceeding later this month.
 - Updating of information on the Town Council website
15. To receive and consider the Minutes of the under-mentioned meetings:-
1. Planning Committee – 3rd July 2023 [*previously provided*]
 2. Community & Amenities Committee – 3rd July 2023 [*previously provided*]
 3. Planning Committee – 24th July 2023 [*previously provided*]
 4. Resources Committee – 24th July 2023 [*previously provided*]
 5. Planning Committee – 11th September 2023 [*previously provided*]
 6. Community & Amenities Committee -11th September 2023 [*previously provided*]
16. High School Cabin- To receive an update from the Town Clerk regarding the Cabin and Community use. This is with regard to the Statutory Requirement from the Community Legacy Funding criteria awarded for the project in 2019 and the conditional public consultation exercise undertaken to support the project at that time – which both stipulate regular Community and High School usage of the facilities. A meeting was arranged by the Town Clerk with High School Management and Wychavon District Council representatives for Wednesday 16th August 2023. Unfortunately this meeting did not proceed although the High School have since provided the attached details of the Cabin facility letting arrangements [*details attached for information*].
17. Droitwich Spa Railway Station – To receive and consider a proposal from Councillor Val Humphries regarding the closure of the Ticket Office at Droitwich Spa Railway Station [*details of the full motion to follow for the meeting*].

18. COUNTY COUNCIL MATTERS- To receive reports on County Council matters *[if appropriate]*
19. DISTRICT COUNCIL MATTERS – To receive reports on District Council matters *[if appropriate]*
20. ACCOUNTS FOR PAYMENT – *[Schedule of remittances attached]*

Distribution:

All Members of the Town Council

Agenda for Information to:
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