

Droitwich Spa Town Council

MINUTES of the meeting of the COMMUNITY AND AMENITIES COMMITTEE held at the Council Chamber, St Richards House on Monday 6 November 2023 at 6.23 pm.

PRESENT:

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

NON-MEMBERS PRESENT: M Brook, GR Brookes, J Grady, & RP Hopkins

APOLOGIES FOR ABSENCE: Councillor Mrs C Bowden, E Bowden, Mrs JM Chaudry, A Key & AM Sinton.

PUBLIC QUESTIONS

There were none received.

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185. DECLARATIONS OF INTERESTS

None received.

186. To confirm as a correct record the Minutes of the Meeting of the Committee held on 11 September 2023

RESOLVED That the Minutes of the Meeting of the Community & Amenities Committee held on 11 September 2023 be confirmed as a correct record and signed by the Chairman.

187. Community Grants - To note that there were no applications received for consideration at the last scheduled Grants Appraisal Committee meeting on 23 October 2023. The next meeting takes place on 8th January 2024 and there is £1,000 remaining in the budget for the Municipal Period 2023/2024. The Chairman asked that Councillors present and any members of the public viewing the meeting on live stream, encourage interest for the Community Grants Scheme *[for information]*.

RESOLVED That the information be noted.

188. Special Annual Grants (Resources Committee) – To note the attached letter of appreciation received from Droitwich Spa & Rural Council for Voluntary Service (DCVS) on 5th October 2023. The Grant was paid in July as part of the special Resources Committee annual payments made towards Community enterprises *[for information]*.

RESOLVED That the information be noted.

189. Worcestershire Wildlife Trust – Natural Networks. To confirm that a scoping meeting has taken place on Thursday 19th October 2023 with the Natural Networks Officer from Worcestershire Wildlife Trust and Officers. This is conducive to looking at possible options and an initial survey for Town Council owned land holdings – comprising 4 allotment sites and Copcut Park & Spring Meadow public open space areas. Eligibility for the Natural Networks Initiative has been confirmed following a full application submitted

during August. Further information and proposals from the Wildlife Trusts site visit summary report was circulated to all Elected Members on 31 October following receipt and simultaneously with the publication of this meeting Agenda.

Councillor V Humphries mentioned that she could help provide advice on accessibility matters for public realm land.

The Town Clerk summarised the scope of the Scheme and the Report, including relevance for the Town Council land holdings and the eligibility for funding. With this regard the Spring Meadow and Copcut Parks areas of public open space can be considered for the scheme due to their public open access status. The allotments sites do not meet the full criteria due to restricted and gated access for tenants only.

The Clerk also explained that currently the land holdings were allocated a budget for the Municipal period which includes provision for general upkeep, essential repairs and maintenance. The Scheme opportunity is for capital investment, habitat improvements and sustainable enhancements towards bio diversity which can be considered for supplementary funding contributions of between 20% and 40%. The variance depends on the scope for the improvements which are applied for. To this effect to enable capacity it was noted to review the land holding budget setting during the estimates, budgeting and precept work in December 2023 & January 2024. The scheme was likened by comparison to a similar arrangement which had been used towards the Peep Energy Saving Initiatives during 2022/2023. The limited funding availability, peer interest and the timescales for applications were all highlighted as important factors to consider if progressing. The Clerk recommended setting up of a working party delegation of Councillors to meet separately and consider viable options from the detailed reports at an early opportunity. Thereafter recommendations can be considered through the Community & Amenities Committee at the next scheduled Meetings in January and/or February 2024.

RESOLVED – To set up a delegated Working Group of Elected Members to review the Worcestershire Wildlife – Natural Networks, Land Holdings report for the Town Council, presented in October 2023. To meet with Officers at an early opportunity in November / December 2023 to ascertain viable suggested options for bio diversity improvements and possible supporting funding opportunities from the Scheme for the Town Council eligible Land areas. To summarise recommendations for full consideration by the Community & Amenities Committee at the next scheduled meetings in January and/or February 2024. Delegation to comprise Councillors S Brazier, P Clements, DI Davidson, Mrs K Fellows & VP Humphries.

190. Mayoral Awards – Pursuant to draft minute reference 144-2023/2024 of the meeting of Full Council held on 25th September 2023 to receive and consider details of the arrangements for the Annual Awards Scheme. To include criteria, nominations protocol, number & categories of award, format of the awards/prizes and the arrangements for the Civic Presentation with timescales. This item is subject to discussion with representatives from Droitwich Spa High School to help determine the youth award element of the proposals. A suitable date is currently being coordinated with the High School and the item will be scheduled again at a future meeting of the Community & Amenities Committee for full consideration.

Councillor GA Duffy proposed the following motion to support delegation of the Youth Aspect of the Mayoral Awards to the Mayor – Councillor Mrs K Fellows to proceed with.

“The Town Council delegates to the Mayor to liaise with the Schools of the Town & the Youth Council to form a working party, comprising their representatives and interested Town Councillors - to determine a nomination and voting protocol for students of the schools, to vote to award the Droitwich Young Peoples Award, to a person or persons under 18 years old, to be presented at the Annual Meeting of the Town Council in May”.

RESOLVED That the information be noted. That the Town Council delegates to the Mayor to liaise with the Schools of the Town & the Youth Council to form a working party, comprising their representatives and interested Town Councillors - to determine a nomination and voting protocol for students of the schools,

to vote to award the Droitwich Young Peoples Award, to a person or persons under 18 years old, to be presented at the Annual Meeting of the Town Council in May.

191. Wychavon District Council Community Legacy Grant Opportunities 2024 -

- (a) To confirm that options for Community Legacy funding applications are expected to be considered as part of the Full Council meeting scheduled for 18th December 2023. As previously notified expressions of interest for the Scheme opens on 8th January 2024 until closing on 19 February 2024. This will provide Parish and Town Councils in Wychavon a reasonable lead in time for project development. Shortlisted applicants will then have until 30 May 2024 to submit their full applications and undertake public consultation. The Scheme has restricted scope and maintains a competitive bidding process based on the strength and merit for applications.
- (b) To note that an update from Patrick Connolly – Wychavon District Council, Communities Officer North is expected on suggestions to consider for public realm projects in connection with the forthcoming Community Legacy opportunities. The update is delayed and more details are expected later in November.
- (c) To receive a presentation from Rebecca and Catherine – Heritage Managers for a suggested Community Legacy project for consideration towards upgrade and improvement of the Heritage Centre & Museum at St Richards House (partial ground floor aspect).

For the Questions arising from the presentation-

Councillor DI Davidson asked which Radio Room collection items would be archived or relocated as part of the proposals. Rebecca clarified that these would only be wider connection items to enable more profile and capacity for the collection that is bespoke to the Droitwich Spa and Wychbold Radio Heritage. No Droitwich Spa items are planned to be dispersed or archived.

Councillor GA Duffy suggested the use of sensory items with the interactive features that are being considered.

Councillor GR Brookes mentioned the accredited status of the Museum. Rebecca confirmed that the accreditation was on a 5 years cycle and was due to be renewed from January 2024. The accreditation standards focus on the care regime and the safeguarding environment for the collection items. Suggested changes to the Museum layout will have no real impact on the accreditation work and status going forwards.

Councillor GA Duffy and RJ Morris both mentioned the benefit of the Museum to the wider Community and different age groups. Activities and Initiatives including the “Visits from Schools programme” and the Nursing Homes – “suitcase memory items” were highlighted. In general discussion the consensus emphasised the balance between technology and embracing innovation with more tangible items and exploring objects from the past.

Councillor GR Brookes suggested linking with Worcestershire County Council to assist with scope for replacement Tourist Information Centre “Way Finding Signage” for visitors to the Town.

Councillor V Humphries mentioned that she could help provide advice on accessibility matters for the Museum and Centre.

The Chairman and all Elected Members present thanked Rebecca and Catherine for their presentation. The Town Clerk confirmed that he would provide copies of the presentation slides by email to all DSTC Members the next morning.

RESOLVED That the information be noted

192. John Heminge 400th Anniversary of the First Folio - 25th November 2023 – Pursuant to Minute reference 97 of the Community & Amenities Meeting that took place on 3rd July 2023, final arrangements are progressing as follows [*for information*].

- (a) High School Theatre performance by the “Melting Pot Theatre Company” on the evening of Tuesday 21st November 2023. Publicity details attached for information. Due to limited spaces any Elected

Members wishing to attend are encouraged to reserve their tickets in advance and online at www.droitwichspacivicsociety.co.uk/whats-new

- (b) Plaque Unveiling Ceremony at St Peters Church – Saturday 25th November 2023 at 2pm. Due to limited space this will be for the main part an invitational occasion. Invitation letters will be issued in early November and will include Elected Members [details attached for information].
- (c) The Christmas Lights Switch on Event on Saturday 25th November 2023 will include a part to recognise the John Heminge 400th anniversary which by coincidence falls on the same date. This will feature an extract from one of the First Folio Plays performed by local Actor Mr Ross Armstrong, who is a Member of the RSC and has participated in many BBC programmes. The details and timings will be included in the Entertainment Programme publicity for the Switching on of the Lights Ceremony.

RESOLVED That the information be noted.

193. Armistice and Remembrance Days Arrangements 2023- Programme and arrangements for both dates this year follow the usual pattern [*for information*].

- For the Armistice on Saturday the 11th November people are asked to assemble in Victoria Square near to the War Memorial at approximately 10.40am. The Mayor will attend and lay a wreath.
- For Remembrance Sunday Elected Members are asked to assemble at St Richards House for 10.15am. The Civic Party will include Mr Charles Morgan – Deputy Lieutenant for Worcestershire and Mr Nigel Huddleston – Member of Parliament for Mid - Worcestershire. The Civic Party will depart at 10.30am and process to the Baptist Church on Ombersley Street to stand in position for the Mayor to take the Salute from the Remembrance Parade leading in to the Square for the Ceremony.

RESOLVED That the information be noted.

194. Christmas Lights Switch On Day 2023-

Promotional and entertainment programme details attached [*for information*].

To note that the free car parking concession will apply in all WDC Car Parks on the 25th November 2023 from mid- day.

In addition to the usual arrangements centred round St Richards House and Victoria Square there will be other attractions in the vicinity of the High Street including,

- Stalls featuring Seasonal Wares and Street Food on Salt Barrow Market – organised by the Traders Association.
- Christmas Songs Concert at St Andrews Church from 4.30pm to 5.30pm presented by the Community Choir.

RESOLVED That the information be noted.

195. D Day 80 Anniversary Event – 6th June 2024. To note that pursuant to Minute reference 133 of the Community & Amenities Committee meeting held on 11th September 2023 to confirm official registration for the Event scheduled for 6th June 2024 through the Pageantry Office. Full arrangements will be considered and finalised at the forthcoming Committee Meetings in January & February 2024 [*for information*].

RESOLVED That the information be noted.

196. Wychavon District Council – SCRAP Fly Tipping Event, 25th October 2023. To report that an event has taken place at Hampton Lovett & Westwood Village Hall on 25th October 2023 to receive information about measures and support to combat illegal fly tipping in the District Area. The meeting was open to Elected Members and Officers, and included a presentation from the WDC Environmental & Community Protection Team [*for information*].

RESOLVED That the information be noted.

197. 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. To confirm that Councillors Val Humphries & G Duffy met on Tuesday 19th September 2023 with the Town Clerk. Due to elapsed timescales this year and the limited notice for the Memorial date in January 2024 the following was agreed by consensus [*for information*].

- To support the 2024 Worcester Holocaust Memorial Event through contact with the High School and the Council for Voluntary Services. This will help gauge awareness and scope for consideration towards local options in future years. The details for the 2024 Memorial Event in Worcester are currently subject to confirmation.
- When arrangements for the Worcester Event in 2024 are confirmed -To consider additional support subject to local engagement from Droitwich Spa. Considerations suggested include wider publicity, networking in the Community, possible financial contribution and collaboration towards funded travel to attend.

Councillor V Humphries commented that she wished to continue Leading for a Holocaust Memorial Event initiative in Droitwich Spa, but the timing was an important factor.

RESOLVED That the information be noted.

198. Droitwich Spa Underpass Art Trail - To note the publication of the trail leaflet and connected link to view at <https://valeandspa.co.uk/underpass/> effective from 2nd October 2023 [*for information*].

RESOLVED That the information be noted.

199. Friday Weekly Charter Market – 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.

RESOLVED That a Working Party delegation be set up to meet with the Management of Blue Bell Events to review the arrangements following resurrection of the Charter Market in April 2023 and progress through the initial months of weekly trading. The Meeting is to be coordinated with officers for a suitable timescale in December 2023/ January 2024 to accord with Annual estimates and budget setting. The Delegation is to comprise Councillors S Brazier, GR Brookes, DI Davidson & GA Duffy. Any recommendations arising are to be confirmed through the Community & Amenities Committee at scheduled meetings in January and/or February 2024.

200. Wychavon Parish Games – Pursuant to Minute reference 140 of the Community & Amenities Committee meeting held on 11th September 2023 to receive any update from the delegation as to participation options for the 2024 Competition. To note that sufficient lead in time will be required to register any interest and intentions for 2024 in advance with the Administrators.

The Chairman updated that there had been insufficient time available since the September 2023 Community & Amenities Committee meeting to enable a coordinated approach to local groups and public houses to gauge interest for participating in the Scheme. Councillor Morris mentioned that the focus of the competition can be on individual Council Ward Areas to help split participation across different groups and by location. Participation is on a League Playing basis where teams choose a preferred mix of different sports/activities

and compete on a knock out format. The Town Clerk confirmed that he would recirculate the previous year's table of competitions and results provided by the Wychavon Parish Games Organisation - to all Members, by way of helping to interpret the scope and structure of the team completion.

The meeting concluded at 7.42 pm

Chairman of Committee
15 January 2024

Chairman of Council
18 December 2023