

Droitwich Spa Town Council

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

20 February 2024

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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 26 February 2024 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.

A G E N D A

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 15th January 2024 [*previously circulated*].
4. Worcestershire Wildlife Trust /Natural Networks. Pursuant to draft minute reference 189-2023/2024 of the Committee meeting held on 6th November 2023, to confirm further working group delegation meetings have taken place on 19th January (including a full site visit with County Council and Wild Life Trust Officers) and on 9th February. In addition a Teams Meeting has taken place on 31st January for Officers to commence the draft funding applications. During the intervening period contractors have been contacted and given guidance to submit detailed estimates for the bio diversity and hardscaping parts of the

project. To note that the funding application process requires three estimates to be provided for all aspects to accord with due diligence. It is anticipated to finalise the funding bid details for final submission by the end of February *[for information]*.

5. Friday Weekly Charter Market and Easter arrangements 2024 - Pursuant to minute reference 199-2023/2024 of the Committee meeting held on 6th November 2023, to confirm that regular working group delegation meetings now take place to support arrangements for the Friday weekly Charter Market. The next meeting is scheduled for 1st March 2024 focusing on for developing the layout and choice at the Market including a publicity campaign focusing on a Spring Time relaunch ready for the Easter Weekend. Arrangements are being updated with the Market Operator for the Annual Walk of Witness which takes place on Good Friday 29th March 2024 processing from the Sacred Heart Church for a congregation on Victoria Square which coincides with Market Day. A further delegation Group meetings is scheduled 14th June 2024 for the next 6 months review *[for information]*.

6. German Twinning. The German Twinning Association has been updated of the following since the last Committee Meeting in January 2024, minute reference 278/2023-24 refers.
 - To reciprocate for the presentation to Droitwich Spa of the 40th anniversary flag in September 2023 with a gift of flag bearing the Town Crest/ Insignia.
 - For the Mayor to host a reception for the German Twinning Association Committee Meeting at the St Richards House Council Chamber on Sunday morning 2nd June 2024 at 10.00am.The Twinning Committee have confirmed all of the arrangements including the preferred dimensions and fittings for the commemorative flag which has been ordered on 13th February 2024 *[for information]*.

7. Wychavon District Council Community Legacy Grant Opportunities 2024 – Museum and Heritage Centre Application. Pursuant to draft minute reference 232/2023-24 of Full Council on 18th December 2023, to confirm that the Stage One (expression of interest) has been submitted on 17 January 2024 and a notification of acceptance received on 1st February 2024. This will now enable the Town Council to prepare the second stage application and undertake the accompanying public consultation. The timeframe to the final submission deadline extends until 30 May 2024. Town Council Officers have registered to participate in a Teams Session overview of the application process to be presented through WDC later this month *[for information]*.

8. Notification of Changes to Remembrance Sunday arrangements from 2024 - To update the attached short report *[for information]*.

9. Town Council website – Addition of information for Remembrance Sunday – To confirm that a tab has been created on the website to enable a section of details to be added to inform of the Remembrance Sunday arrangements. Content is being finalised with the Church and Parade Commander and will include details and timings for registration and mustering for Groups participating in the Parade, Protocol & Service details and the sign posting of useful information including links for the wreath ordering & the Poppy Appeal *[for information]*.

10. 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 that a meeting of the Organising Working Group Delegation is arranged for Wednesday 21st February 2024. This is to agree and finalise the arrangements to mark the 80th Anniversary date for Thursday 6th June 2024. Full details will be reported on at the next available C & A meeting in April with publicity to follow *[for information]*.

11. Band Concerts Programme 2024. To note that the schedule of concerts for 2024 has been completed and published on 24 January 2024. The arrangements run for 20 weekends again this year commencing from Sunday 5th May until 15th September. The Town Clerk updated Elected Members on 7th February 2024 of the necessity to change some of the arrangements due to later notification from WDC of various planned events in Lido Park that now prohibit the regular Sunday afternoon band concert. Negotiations with WDC and the affected Bands have now reached a compromise where only one weekend is devoid of the Sunday Band Concert (28th July) and the season now begins one week earlier on 28th April. Amended publicity is already in place for the changes made to the schedule *[for information]*.

12. Community Banking Hub. To be advised of a suggested approach to support Personal Banking access and services within the Community. This follows similar initiatives that successfully operate in some other communities and help mitigate against the diminishing coverage of traditional High Street Banking, Branches and Financial Institutions. Droitwich Spa has seen a marked reduction of accessible retail banking over recent years with the move towards centric digitalisation of networks. The suggestion put forward is for the Town Council to work collaboratively with the WDC Droitwich Spa Place Board and consider a working party delegation of Elected Members for a local Community project.

Relevant content, information and background context can be accessed through the following online link for examples in towns with similar dynamics to Droitwich Spa,

<https://www.bbc.com/news/uk-england-derbyshire-68155249.amp>

In addition WDC have acknowledged the initiative and already have links established with Cash Access – the Organisation that fronts the Banking Hubs.

To consider the initiative for working collaboratively with the WDC and the WDC Place Board and where appropriate – a delegation of Elected Members.

13. Westwood Allotments Site – Allotment Association Communal Shed - Pursuant to minute reference number 132c 2023/2024 of the Committee meeting held on 11th September 2023, to note further correspondence received from the Association Branch Chairman with regard to the shed structure and associated liability responsibilities. The final letter dated 23 January 2024 has been received from the Allotment Association Branch advising that they no longer wish to continue using the communal shed at the Westwood Lodge site. Given the structural issues and liability position with the shed, the Town Council will notify a formal request for the Allotment Association to remove any stored items and possessions. Then following a reasonable timescale contractors will undertake demolition and removal of the shed structure before creating a quantity of new half allotment plots. These will be prepared to be available for letting around Easter Time to coincide with the start of the growing season. This will enable tenanted capacity to increase at the site and some positive movement for the waiting list held *[for information]*.

14. Community Public Access Defibrillators - Pursuant to minute reference numbers of Committee Meetings held on 11th September 2023(129- 2023/2024) & 15th January 2024 (285 -2023/2024) to confirm the following actions taken forward. A communication will be provided when the equipment is fully installed and operational – anticipated to be from later February 2024 *[for information]*.

- Delivery of two CPAD devices in cabinets for installation to the frontages of St Richards House and the Community Hall buildings.

- Arrangements are in hand with the contracted electrician for the best preferred locations.
 - Registration of both devices when live with the West Midlands Ambulance Service network.
 - Statutory weekly inspection and functionality testing when live.
 - Options remain to consider the Inclusion of Bleed Kits within the CPAD cabinets. Recommended specification provided by Droitwich AED & their associates Wel Medical.
15. Scheduling of an additional Community & Amenities Meeting for 8th April 2024 & Grants Appraisal Arrangements - To notify the requirement for an additional Committee Meeting to be held on the same evening as the Planning and Resources Committee meetings already arranged for the date. This additional meeting is for the reason of transacting essential business including consideration for early grant applications for the new Municipal period fund commencing from 1st April and the arrangements for the D Day 80 commemoration on 6th June 2024. An additional Grants Appraisal Panel meeting is now scheduled for the 3rd April 2024 to consider the expected applications and to make recommendations to the Committee on the 8th. The cut off for final receipt of Applications to be considered in April is 25th March and the following Grants Appraisal is scheduled for 3rd June *[for information]*.
16. Forward Notification of the change of date for the June 2024 Committee Meetings – Following email notification to Elected Members on 7th February 2024 to confirm that the three Standing Committee Meetings (including Community & Amenities) will be brought forward one week from the 10th to the 3rd June 2024. All other aspects including sequencing and times remain unchanged. This amendment is necessary for operational reasons at that time for Community event and Civic arrangements – notably the German Twinning Association exchange hosted visit & reception (Sunday 2nd June 2024) and the D Day 80 Anniversary arrangements (Thursday 6th June 2024 and period either side of the date) *[for information]*.
17. John Heminge & Shakespeare’s First Folio Report for 2023 Anniversary Year – To receive the attached report and financial summary provided by the Civic Society.
18. St Richards Festival – To note and consider an enquiry received from Mr Peter Hawkins regarding the St Richard’s re-enactment and parade arrangements. *[Email dated 25 January 2024 attached]*

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

