

Droitwich Spa Town Council

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

Telephone: 01905 774258

22nd April 2024

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 29 April 2024** 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.

AGENDA

1. Apologies
2. Declarations of interests
3. To confirm as a correct record the Minutes of the Meeting of Council held on 22nd January 2024 at the Council Chamber, St Richards House *[attached]*.

4. UK Government – Official Portrait of His Majesty King Charles III.

The UK Government is pleased to provide the Town Council with the new official portrait of His Majesty King Charles III marking the start of the new Reign, for use in public buildings and for other official purposes. There is a long tradition of displaying a portrait of the Monarch in public buildings, signifying their importance at the heart of national life. The photograph of His Majesty was taken in autumn 2023 in Windsor Castle by photographer Hugo Burnand, who has also taken the king and Queen's Coronation photographs. His

Majesty is shown in the uniform of an Admiral of the Fleet (No.1 Tailcoat) and is wearing the Garter Collar and Sovereign’s Badge, Garter Star, Thistle Star, the Bath Sovereign’s Badge, the Order of Merit, the Royal Victorian Order’s Royal Victorian Chain and GCVO Sash, as well as a set of medals on his medal bar *[for information]*.

5. POLICING IN DROITWICH SPA

- (a) To receive a report on Policing matters in Droitwich Spa *[for information]*.
- (b) Policing Charter Priority Setting - To coincide with the New Municipal Year and Quarter 1 (April to June 2024) to review and prioritise the Safer Neighbourhoods Team (SNT) – Local Policing Charter chosen priorities for the Town Council. The three priorities previously resolved IN June 2023 for 2023/2024 were measures against – Anti- Social Behaviours, Speeding & Drugs Activity *[Details attached and circulated by email on 18th April 2024]*.

6. HIGH SCHOOL – To receive an update from the Senior Students Team at Droitwich Spa High School *[if appropriate]*

7. YOUTH COUNCIL – To receive an update on the arrangements for the Youth Council *[if appropriate]*

8. YOUTH & YOUNG PEOPLES AWARDS -

To welcome Maise Truman - MYT Tutor Time, House Cup & Student Leadership Coordinator & Maths Teacher from Droitwich Spa High School.

Councillor RJ Morris to introduce the inaugural Youth and Teen Awards through the Town Council to align with the Municipal Year calendar. The award categories put forward by the students are listed as follows and it is hoped to invite and present the individual award winners for the period 2023/2024 at the Town Council AGM on 13th May 2024.

- Commitment to the Community
- Achievement Award
- Courageous Youth
- Leading in Kindness

9. COMMUNITY INFRASTRUCTURE LEVY (CIL). Neighbourhood Fund – Payment period 01 October 2023 to 31 March 2024.

To confirm that an amount of £10,434.74 CIL money has now been received by the Town Council originating from the above payment period. The award is derived from works described as “Demolition of existing buildings and erection of a Class A1 retail food store with associated car parking”. Planning Application 17/02331/FUL refers for a site at George Baylis Road, Droitwich Spa, WR9 0RB.

In line with regulations monies received must be spent or returned to the District Council within 5 years of receipt. The monies must be used to support development by funding:

- The provision, improvement, replacement, operation or maintenance of infrastructure or
- Anything else concerned with addressing the demands that development places on an area.

The Town Council currently maintains Total Neighbourhood Fund Receipts of £19,988.98, comprising three separate CIL payment components as follows *[for information]*.

- (a) £1939.47 Cockshute Hill Development – received October 2019.
- (b) £7614.76 Woodland Way Development- received October 2021.

(c) £10,434.74 Site Demolition and development of Food Store & Car Parking, George Baylis Road - received April 2024.

10. 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 22 January 2024 - Minute Number 307/2023-24 refers. A further Steering Group Meeting took place on Thursday 29th February 2024 to consider a provisional outline for drafting of policy content. This is a significant part of the NDP Project and it is anticipated that the Consultant will be working on draft policies for further consideration until July 2024 *[for information]*.
11. COMMUNITY LEGACY – To confirm that work continues preparing the Application Stage 2 for the Museum and Heritage Centre project. Final submission is expected towards the end of May and the outcome should be received in July. The second part of the application requires various supporting details to be collated as part of the final submission. This includes different Designer options for content and layout concepts, professional Architectural input and drawings for the proposed structural changes, building work estimates and evidence of public and wider consultation for the scheme. Members are kindly asked to endorse the attached statement of support for the project to be included with the portfolio of evidence of consultation *[outlined statement of support attached for completion/ signature and return to DSTC Office]*
12. To receive and consider the Minutes of the under-mentioned meetings:-
 1. Planning Committee – 5th February 2024 *[previously circulated]*
 2. Resources Committee- 5th February 2024 *[previously circulated]*
 3. Planning Committee – 26th February 2024 *[previously circulated]*
 4. Community & Amenities Committee-26th February 2024 *[previously circulated]*
 5. Resources Committee-26th February 2024 *[previously circulated]*
 6. Extra- ordinary Resources Committee- 26th March 2024 *[previously circulated]*
 7. Planning Committee - 8th April 2024 *[attached]*
 8. Community & Amenities Committee- 8th April 2024 *[attached]*
 9. Resources Committee- 8th April 2024*[attached]*
13. WYCHAVON DISTRICT COUNCIL – DROITWICH SPA PLACE BOARD UPDATE – To receive an update on Place Board project work from Councillor AM Sinton *[for information]*.
14. COUNTY COUNCIL MATTERS- To receive reports on County Council matters *[if appropriate]*
15. DISTRICT COUNCIL MATTERS – To receive reports on District Council matters *[if appropriate]*
16. To consider the exclusion of the Public and Press by passing the following motion:

That the press and public be now excluded from the meeting under the provision of the Public Bodies (Admission to Meetings) Act 1960 by virtue of the confidential nature of the business about to be transacted which involves financial and legal matters.

17. St Richards House Building Surveyors Report – To consider the attached details with regard to recommended Building Surveyors Report options and a Professional Architects fee proposal. Both are integral for the progressing Community Legacy (part 2) application being prepared for submission to Wychavon District Council by late May for the Museum and Heritage Centre improvements project. For this reason there is a time critical element for these considerations to align with the submission deadlines and to enable the requisite building work estimates to be collated and produced. To note that the fee proposal for the Museum project includes references to Planning Permission which will be required for the proposed front entrance modifications.

For economies of scale and practical reasons a full Surveyors Report for the whole St Richards House building is the preferred option. This will support two of the listed and resolved Strategic Priorities for the Town Council which are outlined in the Financial Report and Forward Plan from January 2024 - namely the proposals for the Museum Project and the conversion of the unoccupied second floor to lettable office space with improved access arrangements.

18. MAYORAL ARRANGEMENTS – To receive a verbal update for matters connected with the Mayoral Charity arrangements 2023/2024.
19. ACCOUNTS FOR PAYMENT. [*lists herewith*]

Distribution:

All Members of the Town Council

Agenda for Information to:

County & District Councillors for Droitwich Spa

Subscribers

Press