Droitwich Spa Town Council

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

28 October 2024

Telephone: 01905 774258
www.droitwichspa.gov.uk

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 4th November 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 9 September 2024 *[attached]*.

4. Community & Amenities Grants Scheme - To consider the recommendations arising from the Grants Appraisal Panel Meeting of 23rd October 2024 *[schedule of recommendations attached]*

5. Worcestershire Wildlife Trust /Natural Networks *[for information]*.

To confirm the following updates *[for information]*.

(a) Spring Meadow –Trees purchased for autumn planting and due to be commence shortly. This includes a Mulberry Tree kindly provided by Councillor DI Davidson in special recognition of the adjacent Mulberry Tree Hill. Preparation and seeding of the wild flower meadow sections for spring 2025 blooms now finished. Spring Bulb planting of perimeter areas now finished.

(b) Copcut Park- Bat boxes, bird boxes and a bug hotel all installed. Spring Bulb planting to follow imminently. Footpath hardscaping improvements and layout well advanced during the past 2 weeks. This stage is nearing completion.

(c) Grant Drawdown and Project Completion - The project remains on track for sign off by the calendar year end. Proof of purchasing, evidence of installations, payment confirmations to Contractors and follow up inspections are all being coordinated with the Natural Networks representatives at WCC and the Worcestershire Wildlife Trust.

6. 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 the following progress, *[for information]*.

(a) The Planning Application – Planning permission granted – 9th October 2024. Two material conditional aspects to be discharged prior to works commencing.

(b) Building Works and Costings - The Architect has produced working drawings which will in turn enable full building costs to be calculated and outlined. This will then allow local quotations to be sourced, as well as the statutory procurement opportunity to be posted through Contracts Finder. This process is anticipated to take approximately 2 months and building work is expected to be able to progress through Quarter 1 of 2025. The building costs is integral to accurately determine the capital expenditure part of the project which aligns with the overall Town Council Reserves position and budgeting for the next period 2025/2026. Final supplier and materials estimates are currently being collated to enable the procurement.

(c) The Design Aspect - covered in its entirety by the CLG Grant has been subject to the statutory procurement opportunity from August. The delegation evaluated the six sealed bids on 9th October 2024 making recommendations to the Resources Committee for ratification on 21st October. Thereafter contact and feedback have been provided to all unsuccessful bidders as well as for the accepted option. A meeting is arranged with the preferred Design Team, the Architect, The WDC Lead Officer for CLG Funding and the Heritage / DSTC Officers on 13th November. To note that the final award of the contract terms for the Design (and for the building works) both require Full Council ratification most likely at the January meeting (20.01.2025).

(d) Business Contingency and Interruption Plans- The building work phase is expected to take approximately 6 to 8 weeks and where possible is being aligned at this provisional early stage with the quieter off season winter months for the Heritage operation. There are many considerations to be made including maintaining a limited enquiries service for the TIC, safe preservation of the exhibits collection and coordinating with volunteers. The option of using the Council Chamber for some storage and TIC space is actively being considered which will help mitigate against removal of the collection items from site, as well as creating temporary capacity. All arrangements are currently fluid and subject to change due to the different stages of the project - namely procurement, contract awards and scheduling of works.

7. Arboreal Inspection and Survey – The last full Arboreal Review was completed in June 2022 and it is important that professional inspections are carried out of all mature trees on Town Council owned land holdings at regular intervals . The recommended timescale is four years, although the frequency of seasonal storms and the mature status of many larger trees requires closer attention and management. These are all key parameters for the annual reviews of All Risk, Health & Safety and Insurance Requirements carried out by the Town Council.
   The Town Clerk has met with the Professional Arboreal Consultant on 29th August 2024 to assess the tree stock at Copcut Park, Copcut Allotments and Westwood Lodge Allotments. A full inspection report will be produced and follow in due course together with the usual categorised and marked recommendations. It is anticipated that there are several very large trees at Copcut which will need attention due to defects, disease and/or sizes outgrowing the habitat. A costed estimate of all of the urgent safety recommendations has also been requested to enable an informed consideration of the priority works arising. The report is expected imminently *[for information]*.

8. Charter Market Review – An interim Review Meeting by the delegation with the Operators took place on 4th October 2024. The operator is arranging a special Christmas themed market to run at Victoria Square on the Fridays and Saturdays- 6th & 7th and 13th & 14th December 2024. Publicity information to follow in due course *[for information]*.

9. Remembrance & Armistice 2024 - The Remembrance Sunday and Armistice dates this year are Sunday 10th and Monday 11th November. Services will proceed on both days timed for 11.00am at the War Memorial on Victoria Square. To note that as reported through the C & A Committee Meeting on 26 February (Minute 350 refers) and 9 September 2024, the Remembrance Sunday **will not** include a Church Service this year. Information regarding the Remembrance Sunday arrangements has been produced in collaboration with the Parade Commander and Church Representatives which is now included as a referral point as part of the Town Council website. The Order of Service for Remembrance Sunday is included on the Town Council website and is attached *[for information]*.

   Final review arrangements with the RBL Representative, Chaplain and Parade Commander on 7th November. Additional arrangements include seasonal planting at Victoria Square and the War Memorial (includes red/green and purple blooms to signify the poppy and the service animal wreaths) and the poppy lights for St Richards House. Invitations have been issued and Elected Members are asked to assemble at St Richards House by 10.20am on Sunday 10th November 2024. Deputy Lord Lieutenant (DLs) for Worcestershire – Mr Charles Morgan has confirmed that he will join and represent this Year *[for information]*.

10. Christmas Lights Switch On Event 2024 – The Event takes place on Saturday 23rd November this year. The usual arrangements are in place including a full programme of family entertainment to support the Lights Ceremony. Additional features this year include a Children's LED Lantern Parade and competition initiated by the Droitwich Lions Club, and a Giant Festive Bauble Photo Opportunity fixture (To be placed at the Richards House frontage garden). Entertainment and publicity details attached *[for information]*.

11. Inaugural Edward Winslow Day – Thursday 28th November 2024- Councillor RJ Morris has engaged with a Community Steering Group to make arrangements to celebrate the significance of Edward Winslow, the New World Heritage and the theme of Thanks Giving and Charitable spirit for Droitwich Spa. Three attachments are provided which detail the general activities for the day, entertainment and the charitable donation arrangements. The final Steering Group meeting for the 2024 date takes place on 7th November *[for information]*.

Distribution:
All Members of the Community & Amenities Committee

Councillors: -
Mrs C Bowden (Chairman)

RJ Morris (Vice-Chairman)	Mrs K Fellows
EJ Bowden	N Franks
PD Clements	RP Hopkins
DI Davidson	Mayor (Ex- Officio)

Copy to All Other Town Councillors

Agenda for Information to:
County & District Councillors for Droitwich Spa, Subscribers, Press