Droitwich Spa Town Council

MINUTES of the meeting of the COMMUNITY AND AMENITIES COMMITTEE held at the Council Chamber, St Richards House on Monday 24 February 2025 at 6.26 pm.

PRESENT:

Councillor Mrs C Bowden (Chairman)
Councillor EJ Bowden
Councillor PD Clements
Councillor DI Davidson
Councillor Mrs K Fellows
Councillor N Franks
Councillor RP Hopkins
Councillor RJ Morris
Councillor AM Sinton (Ex Officio)

NON-MEMBERS PRESENT: Councillor S Brazier, GR Brookes, G Duffy, J Grady & V Humphries.

APOLOGIES FOR ABSENCE: Councillors M Brook, R Deller & D James

PUBLIC QUESTIONS
There were none received.

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336. DECLARATIONS OF INTERESTS
Councillor RJ Morris declared a non- pecuniary interest for Agenda Item 15 – Community Litter Picking Update, for the reason that he is associated with the 3rd Droitwich Scouts Group.

337. To confirm as a correct record the Minutes of the Meeting of the Committee held on 13 January 2025

RESOLVED That the Minutes of the Meeting of the Community & Amenities Committee held on 13 January 2025 be confirmed as a correct record and signed by the Chairman.

338. To consider temporary suspension of Standing Orders in order to enable Mr Peter Kennedy to speak with background information and to support the following Agenda Item – Droitwich Spa War Memorial Book - 1939 to 1945.

RESOLVED To temporarily suspend Standing Orders in order to enable Mr Peter Kennedy to speak with background information and to support the following Agenda Item – Droitwich Spa War Memorial Book - 1939 to 1945.

339. Droitwich Spa War Memorial Book - 1939 to 1945- To notify that an approach has been received through Councillor RJ Morris during November from a resident (Mr Peter Kennedy) requesting for consideration towards 5 additional names of fallen service men to be included on the Towns War Memorial for the Second

World War section. The email correspondence is attached for information. The consideration for additional names is outlined in the attached information produced by the War Memorials Trust. Previously this process has been followed and can take time to complete. The research of the names includes approaches to be made through local & regional archives, libraries, Regimental Bodies records, the Commonwealth War Graves Commission and National Archive. It is acknowledged that an appeal was made for supporting information in 2004, although the feedback was limited from that time. A further community consultation will be required when the aforementioned research has been completed to gather additional background information. The Town Council and Heritage Centre will now take forward contacts working with Mr Kennedy to begin the research process.

The Chairman welcomed Mr Peter Kennedy to the meeting. Mr Kennedy explained his background and interest in the War Memorial and Towns Heritage, including his MA in war studies, his teaching career and time invested on various projects. These include research for an RAF Memorial and spanning 27 years for the Droitwich Spa War Memorial, and names for the Second World War period in the accompanying War Memorial Book which is held as part of the Heritage Centre collection.
For context Mr Kennedy updated that much of the research focused on records from the Droitwich Guardian Newspaper within the period 1939 – 1947. Five names appear in those records and are not currently part of armed forces personnel listed on the Towns Memorial. Mr Kennedy explained that he had also carried out a local press appeal for more information for the names in 2002 but with limited responses. It was added that it was not unusual for inconsistencies over listed serving personnel from memorials in the period immediately following the Second World War. It is accepted that this time is pre digitalisation for any records and within the era of the former Droitwich Borough Council, prior to the last reorganisation of Local Government in 1973/74. The names and known backgrounds for the five additional names were summarised by Mr Kennedy with more comprehensive details within his accompanying papers. The copy papers had been provided for information to the Elected Members by the Clerk. The names to be considered to be added to the War Memorial are,

Sgt Robert Hall - Royal Army Ordnance Corps
Pte Douglas Patrick McDornell – Worcestershire Regiment
Flying Officer Bernard Belcher - RAF
Flying Officer HJ Jeffcoat- RAF
Captain Jack Haslam – Royal Artillery

Mr Kennedy suggested that some funding support may be available through contacting the Imperial War Museum special fund which assists with some of the costs for essential maintenance of Memorials and the addition of names. It was confirmed that the Droitwich Spa Memorial is already officially registered with the National War Memorials Trust.

Councillor RJ Morris proposed that it was important and most appropriate for the Town Council to support arrangements to take forward all five of the additional names to be included on the Town War Memorial. The Chairman thanked Mr Kennedy for bringing the matter to the attention of the Town Council through the Community & Amenities Committee and for his contribution to the meeting.

RESOLVED For the Town Council to support arrangements to take forward all five of the additional names to be included on the Town War Memorial. The names being as follows,

Sgt Robert Hall - Royal Army Ordnance Corps
Pte Douglas Patrick McDornell – Worcestershire Regiment
Flying Officer Bernard Belcher - RAF
Flying Officer HJ Jeffcoat- RAF
Captain Jack Haslam – Royal Artillery

A collaborative approach to be taken working with The Heritage Centre and Mr Kennedy to facilitate the addition of the names. To include any additional statutory background research (for example verification of death notices) and an approach to the War Memorials Trust for any contributory funding availability and a press release in due course.

340. Heritage Centre – To receive a verbal update on the refurbishment project stages reached *[for information]*. The Clerk updated on the ongoing Design stages and progress made towards the building works procurement stage. There were no questions arising.

RESOLVED That the information be noted.

341. Sunday Band Concert schedule 2025- To update on the attached schedule for the Band Concerts *[for information]*. There were no questions arising.

RESOLVED That the information be noted.

342. VE DAY 80 Anniversary Thursday 8th May 2025- To receive a verbal update on the arrangements made. Publicity will follow from early April. The Clerk updated on the Pageantry Office arrangements regarding the Beacon. The Assistant Town Clerk explained the Entertainment programme from the publicity information.

The Mayor mentioned that a delegation from the French Twinning Town of Voiron will be arriving on a weekend visit by coincidence on the afternoon of the VE Day anniversary and it is hoped that they will be able to join for the Beacon lighting ceremony later in the evening.

RESOLVED That the information be noted.

343. St Vincent de Paul Society- To update information provided in the attached letter received dated 14th December 2024. This refers to the Society activities and work in connection to fiscal support provided through the Town Council, Community & Amenities Grants Scheme *[for information]*. There were no questions arising.

RESOLVED That the information be noted.

344. Installation of Additional Dog Waste Bin – To consider a request for a new bin to be supplied and installed with the requisite servicing contract for cleaning & emptying. The suggested location is on Town Council land at Copcut Park adjacent the large pedestrian bridge at the intersection of Colford Walk. The Service Provider has quoted £540.00 costs broken down as follows – (£350 bin purchase, emptying contract per annum is £78.38, fitting £21.65 and 20% administration charges). To note that a feasibility inspection will be required from the Service Provider at the location before proceeding with any installation. The request has been made by a local resident through an approach to Councillor P Clements.
Councillor S Brazier mentioned a second bin installation for consideration in a location on Primsland Way off Newland. The Clerk noted the request for inclusion for consideration at the next C & A Committee meeting on 7th April 2025.

RESOLVED To authorise a request for a new bin to be supplied and installed with the requisite servicing contract for cleaning & emptying. The suggested location is on Town Council land at Copcut Park adjacent the large pedestrian bridge at the intersection of Colford Walk. The Service Provider has quoted £540.00 costs broken down as follows – (£350 bin purchase, emptying contract per annum is £78.38, fitting £21.65 and 20% administration charges). To note that a feasibility inspection will be required from the Service Provider at the location before proceeding with any installation

345. Community Banking Hub- Working within the existing collaborative mandate with the Place Board for the aspiration towards a Community Banking Hub in Droitwich Spa. To be advised of the attached community questionnaire which seeks to gather more information regarding the impact of reduced personal banking service provision in the local community. This is conducive towards adding informed evidence to support approaches for further consideration of the local Banking Hub concept. Neighbouring Towns are currently taking forward similar initiatives where access to personal banking services are diminishing *[Questionnaire and linking details attached to Agenda for information]*.

Councillor S Brazier mentioned to check the questionnaire fully conforms to GDPR disclosure for processing of personal data. This was duly checked and confirmed on 4th March by referral to Calc and Place Board Colleagues. A disclaimer tick box is included on the questionnaire in all format to authorise processing of personal data (e.g names and address information for data input as part of the feedback gathering)

RESOLVED That the information be noted.

346. Dementia Awareness Training and Audits – (Cross Links to Resources Committee for fiscal provision to be ratified).

(a) To consider a proposal for the funding of two additional Dementia Awareness training sessions open to the Community. Cost Provision is £500.00 for the training to cover the 2 sessions.
(b) In connection with the above to provide free of charge room hire using the Town Council venue of the Community Hall. The special fees waiver rationale being to provide additional support to this specific training initiative for the benefit of the Community and its residents. Projected costs for waiver would be up to six hours venue and facilities hire in total for the John Corbett Room (£17 x6 = £102.00 – £20.40 20% Charity Status concession = £81.60).
(c) Separately out with the two proposed aspects above - To take forward Dementia awareness audits on Town Council owned land holdings and premises covering fitments, access and signage as outlined on the attached document *[information attached with Agenda]*

Councillor AM Sinton commended Cllr Deller in his absence for the work he had put in for taking this important initiative forward. The Clerk updated and explained all three of the parts of the Agenda item. The considerations for parts (a) and (b) were unanimously supported for resolution by all Committee Members present. Part (c) was noted and will be carried out for St Richards House during the forthcoming refurbishment of the Heritage Centre later in the year. The Community Hall and land holdings will be considered simultaneously for Dementia Awareness Audits.

RESOLVED That,
(a) The funding of two additional Dementia Awareness training sessions open to the Community. Cost Provision is £500.00 for the training to cover the 2 sessions. Payment to be made to CVS as the training service provider on receipt of a full invoice.
(b) In connection with the above to provide free of charge room hire using the Town Council venue of the Community Hall. The special fees waiver rationale being to provide additional support to this specific training initiative for the benefit of the Community and its residents. Projected costs for waiver would be up to six hours venue and facilities hire in total for the John Corbett Room (£17 x6 = £102.00 – £20.40 20% Charity Status concession = £81.60).

347. Holocaust Memorial Day in Droitwich Spa January 2026- The Town Council already has a mandated pledge of support for a local Event dating from 2023. To note and consider the attached correspondence

proposing arrangements received from Mr Geoff Stollard. This originates from a further approach made to the Mayor in January this year and connected email exchanges originating from 11 February 2025. Further background information has now been provided as outlined. The Committee are asked to please consider a Working Group Delegation to coordinate with Mr Stollard and help to facilitate his request for the arrangements for a Holocaust Memorial Event in Droitwich Spa, to take place on Tuesday 27th January 2026. To note that there are some pragmatic factors that will need to be considered including cost provision, resourcing and community inclusion for all faiths *[information attached with Agenda for consideration]*.

The Clerk explained the approach received from Mr Stollard and suggested that a separate meeting be facilitate to discuss the details and outlined expectations. It was resolved that a meeting be arranged by the Clerk comprising Mr Stollard, The Chairman of the Committee and the Chairman of the Resources Committee for further interpretation of all aspects.

RESOLVED That a meeting be arranged by the Clerk comprising Mr Stollard, The Chairman of the Committee and the Chairman of the Resources Committee for further interpretation of all aspects. Meeting confirmed for Thursday 13th March and additional consideration to engage with the Churches Together Contact for their input.

348. Weekly Charter Market – Discussions have recently taken place in readiness for the annual renewal of the Charter Market which coincides with the start of the Municipal Year each April. To update the following details *[for information]*,

(a) A regular monthly Saturday Market will be added to the usual weekly Friday Market arrangement by the existing Operator. This will take place on the second Saturday monthly commencing in April until December 2025. The uptake and customer foot flow will continue to be monitored with a flexible outlook maintained to possibly consider extending the Saturday arrangement to twice monthly (fortnightly) – subject to sufficient interest and viability.
(b) The Annual Good Friday Walk of Witness organised by Churches Together will congregate on Victoria Square on Friday 18th April 2025 at 11.00am. This arrangement sits alongside the usual Friday Charter Market and the Operator helps provide logistical support. Arrangements are being coordinated between the Town Council, Churches Together and the Charter Market Operator.

RESOLVED That the information be noted.

349. Community Litter Picking Updates – To be advised of the following details *[for information]*,

(a) Litter Picking Signs have now been arranged through the Town Council using Divisional Fund monies kindly granted through Councillor GR Brookes. These correx signs have been produced locally and will be used by the Community Litter Picking Squad to help denote areas cleaned by their volunteers. This is conducive towards promoting the Community Initiative and helping to maintain high standards and Civic Pride in the local environment.
(b) Keep Britain Tidy are currently promoting the 10th Annual – Great British Spring Clean which takes place between the 21 March and 6th April 2025. The Community Litter Picking Squad have once again pledged support for Droitwich Spa including a local bag count being collated for the period. More information of how to get involved in the National Campaign is available through news@KeepBritainTidy.org
(c) The 3rd Droitwich Scouts have approached the Town Council on 11th February and enquired about support towards their regular organising litter picking activities. This may include a Community Grants application for funding to be considered in April. The Scout Group already coordinate with the Litter Picking Squad in the Community.

RESOLVED That the information be noted.

The meeting concluded at 7.05pm

Chairman of Committee .....
07 April 2025

Chairman of Council
14 April 2025 .....