Droitwich Spa Town Council

MINUTES of the meeting of the COMMUNITY AND AMENITIES COMMITTEE held at the Community Hall, Heritage Way, Droitwich Spa on Monday 7 July 2025 at 6.16 pm.

PRESENT:

Councillor PD Clements (Acting Chairman)
Councillor Mrs K Fellows
Councillor RP Hopkins

NON-MEMBERS PRESENT: Councillors S Brazier, GR Brookes, and J Grady.

APOLOGIES FOR ABSENCE: Councillors, Mrs C Bowden , E Bowden , DI Davidson , GA Duffy ,VP Humphries, RJ Morris, & AM Sinton

PUBLIC QUESTIONS
There were none received.

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100. DECLARATIONS OF INTERESTS

There were none received.

101. To confirm as a correct record the Minutes of the Meeting of the Committee held on 9 June 2025

RESOLVED That the Minutes of the Meeting of the Community & Amenities Committee held on 9 June 2025 be confirmed as a correct record and signed by the Chairman.

Councillor Mrs Fellows commented that she was seconding the minutes "under duress"?

102. Heritage Centre – To receive the attached summary update on the refurbishment project stages reached *[details attached with agenda for information]*.

The Clerk updated from his report as follows. Special mention was made to the asbestos removal for the internal walls reconfiguration. Further preliminary checks had identified a greater depth area affected by asbestos which necessitates referral to the specialist consultant who has undertaken the original survey for professional guidance. The builder and specialist are liaising for a collaborative approach for the safe removal.

Heritage Centre Project – Agenda Item 4 – Update on Key Stages

1. **Business Interruption & Contingency Arrangements**

The temporary TIC is now operational using part of the Council Chamber. This enables a limited service to be maintained for visitors and the general public whilst the works proceed. IT and Internet connectivity arrangements have been made for continuity of phones, computers and the till/card reader systems in the temporary location. In addition an upstairs office has been updated with a lap top facility to enable Becky to undertake the essential scoping and concept work for the new design and content, and also to begin the accreditation renewal work needed for March 2026. This supports a hybrid working arrangement.

2. Project Coordination and Additional Considerations

A further stakeholders meeting took place on 26th June with Design and Building Contractors. This established the sequence and responsibilities for the ceiling work, wiring preparations (lighting and data points), basic decor and flooring specifications. This is conducive towards achieving an efficient hand over from the building aspect to the Design and outfitting stages, with clear definition. Remaining and ongoing aspects for interpretation include

- Updating on wiring installations for CCTV, Fire sensors and alarms and Intruder alarms. This is for the new layout and to ensure that no retro fitting is needed once the new design is in place. Approaches are currently being taken forward to coordinate with the three additional Service Providers.
- Scope for ceiling finish and floor coverings which are not currently included within the Design specifications. Basic estimated outline costs are being interoperated and are within the scope of the allocated budgets (construction and/or design aspects).

3. Building Works schedule

The CDM (Construction Design and Management) – Formal registration with WDC Building Control of the F10 Notification set for 1st July, covering the construction phases until mid – October.
The Town Councils Insurer and professional Health and Safety Consultant have been fully informed of the schedule of works and improvements.
The works on the first phase are set to commence week of 7th July. These will cover the external works on the porch and frontage aspects. Duration is anticipated to be approximately 4 to 5 weeks. Thereafter a similar timescale will be set for the internal works which include ceilings, floors, décor to basic specification and the reconfiguration / demolition parts to achieve the new layout.
The Design and outfitting will then follow from October.

4. CLG Grant Funding

The Status of the CLG Grant being drawn from WDC is as follows.

Grant £130K
Stage1 Drawn in May £14,108.08
Stage 2 Drawn 24.06.2025 £44,392.00
Sub Total of Drawn £ £58,500.08
Remaining to Draw £130K – 58,500.08= 71,499.92

WDC have confirmed that the remaining funds will be drawn as follows which accords with the sequence agreed on the Community Legacy Application in 2024.

- The next tranche we can release to you will be for £58,499.92. You can claim this once the next milestone is achieved which is once the Exhibition design and production phase has been completed.
- The final £13,000 will be released once the installation phase has been completed.

RESOLVED That the information be noted.

103. VJ DAY 80 Anniversary Friday 15th August 2025- Pursuant to Minute Reference 8/2025-2026 of the Committee meeting held on 9th June 2025, to confirm that a memorial service will take place at Victoria Square on Saturday 16th August 2025 at 11.00am. The RBL branch prefer to proceed on the Saturday date this year. The Mayor will present a wreath on behalf of the Town and the Town Council. Mr Eric Davis is a Burma Star Veteran and resident of Woodlands Care Home. Mr Davis celebrates his 100th Birthday on 19th July and this special occasion will be marked separately by the Mayor on behalf of the Town Council. For VJ Day 80 it is hoped that Mr Davis will read the Kohima Epitaph as part of the Order of Service.

To note for historical accuracy that the news of Japan's surrender was announced on August 14th, 1945.Celebrations erupted across the United States. The United Kingdom announced that its official VJ Day would be the next day August 15th, 1945. This date is maintained as the Official Anniversary *[for information]*.

RESOLVED That the information be noted.

104. Winslow Thanksgiving 2025 – Steering Group Meetings have taken place on the 27th March and 22nd May and 26th June. The arrangements this year span three days from Thursday 27th to Saturday 29th November 2025. The Winslow Awards aspect will feature with a Civic Prize Giving and Reception on the Friday Evening. A preliminary press article has been produced in conjunction with the latest Steering Group Meeting. Further updates will follow as the arrangements and programme are finalised, Publicity for the inaugural Winslow Awards will commence in August with nominations open during September *[for information]*.

RESOLVED That the information be noted.

105. Tower Hill – Guided Walks – To update that through collaborative working with the Heritage Centre Team, Wychavon District Council and the Place Board there have been several enhancements made to the Tower Hill building. This includes improvements to the interior, décor and façade, as well as hanging baskets attached. This is conducive towards improving this valuable Heritage asset for the community and visitor experience in that part of the town centre. An Access Licence Agreement has been negotiated and drawn up with WDC in order to enable the guided town walks to include the former pumping station building facilitated by the Heritage Centre and Volunteer team *[for information]*.

RESOLVED That the information be noted.

106. Museum Accreditation Scheme renewal – To be advised that the Museum Accreditation Standard is set for renewal of the return by 2nd March 2026. It is important to maintain this standard for the Museum and the renewal will align shortly after the refurbishment completion. The attached email and linked information outlines the standards and details of the submission work which the Heritage Team will take forward *[for information]*.

RESOLVED That the information be noted.

107. Vandalism incident – Pedestrian Bridge Copcut Park. - To report that persons unknown have removed an entire length of sleeper foot board and damaged the bridge on the evening of Friday 27th June 2025. This created a significant risk to pedestrians especially persons with mobility needs and children. Essential repairs and visual marking to clearly identify the defects have been put in place at the first opportunity from Reporting to the Office on Monday morning 30th June. Unfortunately this is not the first occasion that this asset has targeted, including previous incidents whereby retaining bolts had been removed from the bridge structure. The SNT have been informed *[for information]*.

In general discussion the benefits of deploying a small portable CCTV camera similar to the wild life versions was suggested Police local priorities and resourcing challenges can be prohibitive factors towards availability of this resource . The Clerk suggested that he approach the SNT and Sergeant to pursue any available options and seek further guidance over target hardening for vulnerable assets – including the foot bridge at Copcut Park.

RESOLVED That the information be noted.

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The meeting concluded at 6.35pm

Chairman of Committee ----------
8 September 2025

Chairman of Council
22 September 2025 ----------