Droitwich Spa Town Council

St Richard's House
Victoria Square
Droitwich Spa
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1 June 2026

You are hereby summoned to attend a meeting of the **RESOURCES & SUSTAINABILITY COMMITTEE** to be held in the Council Chamber, St Richards House, Victoria Square, Droitwich Spa on Monday 8 June 2026 at 6.30pm or at the close of the meeting of the Community & Amenities 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 before the start of the Committee meetings to receive any questions about items on this agenda, or raise issues for future consideration. Notification of any requests should be lodged with the Town Clerk by 1pm that same day at the latest. 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. All Full Council and Committee Meetings have been live streamed from June 2023 onwards

1. Apologies for absence.

2. Declarations of Interests

3. To note the Membership and Chairmanship of the Committee, as determined at the Annual Council meeting on 11 May 2026 *[details at end of Agenda]*.

4. To confirm as a correct record the Minutes of the meeting of the Committee held on 13th April 2026 in the Council Chamber, St Richards House *[previously circulated]*.

5. Community Infrastructure Levy Neighbourhood Fund – To confirm receipt of the following additional remittance dated 22 April 2026.

Planning Application 22/01886/FUL – Land at Yew Tree Hill, Newland Road, Droitwich Spa. £11,409.65.

The WDC confirmation letter and matrix is attached for information. The Community Infrastructure Levy (CIL) summary of total current holding as part of the DSTC financial reserves is also provided. This document is published on the Town Council website and includes an explanation of the criteria and regulations for projects expenditure *[for information]*.

6. Special Grants Annual Approval - To approve payment of the Special Grants as per the budget estimates agreed by Council in January 2026, as follows. These remittances will be included with the Full Council payments for authorisation on 15th June 2026.

    * Citizens Advice Bureau £4000.00
    * Droitwich Spa Council for Voluntary Services £3000.00
    * St Mary de Witton (churchyard maintenance) £1800.00

Sustainability

7. Renewable Energy – Solar Power & Carbon Reduction Initiative. Pursuant to minute reference 44/2024-2025 of the Resources Committee Meeting held on 3rd June 2024 (below),

RESOLVED To form a Working Group Delegation of Elected Members (with Officers support) towards resurrecting a review of suitable solar panel options for the St Richards House premises. Elected Members putting themselves forward to comprise the Working Group were noted as Councillors S Brazier, M Brook, GA Duffy, N Franks, RP Hopkins & AL Key (subsequently replaced by the Chairman of Resources Committee – Councillor GR Brookes).

To confirm that the Working Group delegation met on 9th September 2024 to begin consideration of options and feasibility. The agreement reached was to register for pre – application planning advice through the Local Planning Authority as the first stage. This application was lodged under W/24/01913/PA and acknowledged by the LPA on 23rd and 25th September 2024. Subsequently the LPA have requested further information as at 10th March 2025 which necessitates proceeding with a full feasibility survey.

To Confirm the attached response from the Conservation Officer for the original referenced pre-application opinion. It is noted that the LPA have not commented specifically on the requirements for solar battery storage in public buildings. The St Richards House premises are a multi occupied public building incorporating the Council Offices & Chamber, established tenanted Offices and Heritage Centre/ Museum. The Planning opinion refers to the Town Council to assess the appropriateness of any solar installation for battery storage.

Subsequent enquiries raised through the Fire Authority and Statutory Health and Safety Legislation has sourced the attached summary guiding principles for Fire Safety considerations in public buildings. The mandated investment project (see agenda item 9) will require some adaption of the rear roof aspect surface area for additional sky lights and reconfiguration of existing dormer windows. The investment proposal will require a suitable roof maintenance contingency to be set within the

overall project budget for these aspects- subject to architects' final assessment and designs.

For these reasons the layout of the building for the solar power proposal for St Richards House is now considered to be unsuitable. An alternative proposal for Renewable Energy – Solar Power & Carbon Reduction Initiatives is anticipated to be put forward as part of the Full Council meeting agenda scheduled for the 15th June 2026 *[for information]*.

8. 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.

9. Options to convert the second floor of St Richards House into useable Office space and business units- Pursuant to minute reference 375/2025-2026 of the Committee meeting of the 23rd March 2026 and 397/2025-2026 of the 13th April 2026, to update and consider the following points progressing the scheme. These accord with the existing mandate to proceed and the funding pledge for investment & delivery as a collaborative project with Wychavon District Council for delivery prior to March 2028.
   (a) An approach has been made to the adjacent Hospital Estates Team with an acknowledgement received to convene a site meeting. This is conducive towards sharing the outline proposals with the Estates Team in principle and reaching an agreement for the positioning of the lift and shaft aspect intended to service the first and second floors of St Richards House. This meeting is anticipated to take place within the next weeks
   (b) Fire Detection & Alarms provision for the currently unoccupied Second Floor. This is necessary for the investment proposals to convert the storey into useable office space and also for the Museum Accreditation Standard renewal which is due in September 2026. This latter requirement is for reserve collection items currently in storage on the second floor and changes to the accreditation standards criteria since the last renewal. **To consider the commercially sensitive confidential quotation for these works provided by the existing Fire Safety Company commissioned by DSTC.**
   (c) Asbestos Survey. To align with the item (b) to enable proposed works for the fire safety and regulations compliance, as well as the progressing full conversion proposals and developing plans. **To consider the commercially sensitive confidential quotation for an updated asbestos survey provided by the existing Specialist Asbestos Handling Company used by DSTC.**

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10. **Bio Diversity** (also links to Community & Amenities Committee)
    (a) Gurneys Lane public realm & planting improvements in collaboration working with Wychavon District Council / Place Board – Following previous updates from February 2026 this WDC / Place Board initiative is now progressing as outlined – The Planting Plan for Gurney's Lane has been carefully considered by WDC Ecology and Heritage teams. This is detailed as a proposal on the attached scoping diagram and is currently subject to feasibility and costings through the DSTC professional contractors and their suppliers. The anticipation is for WDC to invest in the planting and works with consideration thereafter for DSTC adoption for upkeep and maintenance through a variation of the existing Municipal Planting arrangement which is in place for three years following last procurement undertaken in December 2025. Similar

arrangements prevailed for the Natural Networks match funded enhancements made at Copcut Park and Spring Meadow. For Gurneys Lane this should align for contract renewal with the proposed LGR reforms and any asset transfer options taking effect from March 2028 onwards. To note that there are strict conditions set out by Historic England's Scheduled Ancient Monument consent, which determine the planting scheme. These include:

- Plants holes must not exceed 300mm.
- Large shrubs and trees are not permitted hence the use of grasses.
- Equipment and machinery shall not be used or operated in the scheduled area in conditions or in a manner likely to result in damage to the monument or ground disturbance other than that which is expressly authorised in this consent.
- Historic England may need to further approve the final plant plan in advance of works so this could be subject to changes.

Further details will be updated as the project aligns and the concept develops.

(b) Correspondence Received- For the general information of DSTC Elected Members to notify of the attached confidential letter provided by a concerned resident who has asked for the plight of local wildlife and the importance of future proofing and biodiversity enhancements to be profiled in this Community. DSTC has a strong working relationship with Worcestershire Wildlife Trust and many of the points raised have been included as part of their current wider initiatives which was presented as part of the last Full Council Agenda on the 27th April 2026. The resident is appreciative of these projects and has asked that the Town Council and its Members continue to raise community awareness and focus towards the protecting of wildlife, ecology and natural habitats in the local environment where we reside *[for information]*.

11. Accounts for payment *[lists herewith]*

Distribution:

All Members of Resources Committee
Councillors –

GR Brookes - Chairman
DI Davidson – Vice-Chairman
Mrs J Chaudry
R Deller
GA Duffy
RP Hopkins
AM Sinton
S Brazier - Mayor (Ex- officio)

Copy to All Other Town Councillors. Agenda for Information to: County & District Councillors for Droitwich Spa, Subscribers, Press