

KIDDERMINSTER TOWN COUNCIL
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12th March 2024

The meeting of **KIDDERMINSTER TOWN COUNCIL** will be held in the **COUNCIL CHAMBER, WYRE FOREST HOUSE** on **MONDAY 18TH MARCH 2024** at **6:00PM** when Members are summoned to attend.

Yours Sincerely

Hugh Peacocke
Chief Executive Officer

Membership: Councillors D. Chambers (Mayor), J. Aston, R. Bishop, G. Connolly, H. Dyke, K. Gale, N. Gale, D. Hine, B. Hopkins, S. Miah, T. Muir, F. Oborski (MBE), J. Phillips, M. Rayner, S. Rook, D. Ross, J. Smith, E. Stokes.

AGENDA

1. Apologies for absence

1.1. To receive any apologies.

2. Declarations of interest

2.1. To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

2.2. Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring officer.

3. Public Question Time

In accordance with Standing Order 3(c), to allow members of the public to make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

(Clerks Note: The Council will generally permit up to 15 minutes for public questions, each question being limited to 3 minutes)

4. Minutes (Appendix 1)

4.1. To approve the minutes of the meeting of Kidderminster Town Council held on Wednesday 24th January 2024.

4.2. To note:

- 4.2.1. The draft minutes of the Planning Committee held on 27th February 2024 (1.2)
- 4.2.2. The draft minutes of the Services Committee held on 20th February 2024 (1.3)
- 4.2.3. The draft minutes of the Town Hall Committee held on 22nd February 2024 (1.4)
- 4.2.4. The draft minutes of the Staffing Committee held on 28th February 2024 (1.5)
- 4.2.5. The draft minutes of the Events Committee held on 14th March 2024 (to follow)

(Note: the Chairs of each Committee will be asked to introduce each set of minutes and may choose to give a brief overview of notable matters from the meeting, for information. It is the responsibility of each committee to approve its own minutes)

5. Mayor's announcements/ Reports

6. West Mercia Police Presentation

To receive a presentation regarding antisocial behaviour and other matters.

7. Town Hall Transformation Update (Appendix 2 to follow)

5.1 To update members on the progress of the Town Hall transformation project (2.1)

5.2 To consider options for the proposed podium/ plinth in front of the Town Hall

(A representative from Howells, the Council's architects for the Town Hall project, will present on this item) (2.2)

5.3 To approve an application for funds from the UK Shared Prosperity Fund towards the costs of the proposed podium/ plinth (2.3)

8. Outside Bodies (Appendix 3)

To receive reports from Members appointed to represent the Council on outside bodies

9. Exclusion of the Press and Public

RECOMMENDED in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to financial and contractual information and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

10. Banking arrangements (Appendix 4)

To review the Council's banking arrangements and service provider.

11. Appointment of internal Auditors for the Council (Appendix 5)

To appoint Internal Auditors for the Council.

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL**

**Minutes of the meeting held at 6pm on Wednesday 24th January 2024
In the Council Chamber, Wyre Forest House**

Present:

Councillor D.Chambers (Chair)
Councillor J.Aston
Councillor R.Bishop
Councillor G.Connolly
Councillor H.Dyke
Councillor K. Gale
Councillor N. Gale
Councillor D.Hine
Councillor B.Hopkins
Councillor S.Miah
Councillor T.Muir
Councillor F.Oborski (MBE)
Councillor S.Rook
Councillor D.Ross
Councillor J.Smith
Councillor E.Stokes
Councillor M.Rayner

Chief Executive
HR/ Office Assistant

C.048/23-24 **APOLOGIES FOR ABSENCE**
Councillor Phillips

C.049/23-24 **DECLARATIONS OF INTEREST**
Nil

C.050/23-24 **PUBLIC QUESTION TIME**
Nil

C.051/23-24 **MINUTES**

- 1) **RESOLVED:** To approve the minutes of the meeting of Kidderminster Town Council held on Wednesday 18th December 2023.
- 2) Members noted the draft minutes of the Planning Committee held on Tuesday 19th December 2023. PL/07/23-24

C.052/23-24 REVISED BANKING ARRANGEMENTS

Members received a report and noted that revised arrangements were required due to the level of expenditure arising from the Town Hall Transformation project.

RESOLVED:

- a. That the Town Council signs up to additional banking services with Barclays Bank, and
- b. Register as a user for Barclays.Net

The CEO confirmed that the use of these services would be subject to the Council's Financial Regulations and any relevant procurement requirements.

C.053/23-24 SUSPENSION OF STANDING ORDERS

RESOLVED: To suspend Standing orders and take agenda item 7: Town Hall Update at this point of the meeting.

C.054/23-24 TOWN HALL UPDATE

The Mayor welcomed to the meeting Mr. Richard Smith, of Gleeds, the Council's project management consultants and Mr. Richard Clarke, from the contractors, Speller Metcalfe.

They gave a presentation on the works to date, including project programmes and costing.

The CEO confirmed that a monthly update would be sent to members after the project team meetings and that the Council would also update the public on the project, through press releases and social media.

The meeting thanked Mr. Smith and Mr. Clarke for the content of the information and the clarity of the presentation.

C.055/23-24 LOCAL GOVERNMENT BOUNDARY COMMISSION

Members received a consultation document from the Local Government Boundary Commission containing draft recommendations for revised electoral parish arrangements for Kidderminster Parish. It was noted that the consultation was open until 18th March 2024.

RESOLVED: To write to the District Council Returning Officer and to respond to the Local Government Boundary Commission as follows:

The "New Electoral Arrangements for Worcestershire County Council- Draft Recommendations" published by the Local Government Boundary Commission in January 2024 propose revised electoral arrangements for Kidderminster Town Council (Page 28).

The proposals are to change from the current arrangement of 6 wards each electing 3 members of the Town Council (total membership of 18 Councillors), to 10 wards, with 5 electing 1 member each, 2 wards electing 2 members each and 3 wards remaining the same, electing 3 members each (total membership of 18 Councillors).

These draft recommendations were considered at a meeting of Kidderminster Town Council, held on Wednesday 24th January 2024. Members were disappointed that the Commission had not consulted the Town council before publishing these proposals.

In considering the proposals, the Town Council had regard to the number of electors in each ward at 2023 (The Electoral Roll) and projections to 2029 (The Boundary Commission) and formed the opinion that a review was not required at this time.

Kidderminster Town Council regards the recommendations as unnecessary, confusing, and complicated. The proposals are likely to cause confusion for the electorate and to result in lower turnout for Town Council elections.

No review of Kidderminster Town Council Wards should be carried out until the next Wyre Forest District Council Ward Boundary Review at which time the Kidderminster Wards of both Councils should be reviewed at the same time and kept as coterminous boundaries. The electoral wards for elections to Kidderminster Town Council are currently aligned with those for the Wyre Forest District Council elections. The Town Council strongly recommends that these arrangements should remain in place.

C.056/23-24 COUNCIL MEETING DATES 2024/25

The meeting agreed that the Annual Meeting of the Council (Mayor-making) should take place on Thursday 16th May 2024, in St. George's Church, if available.

RESOLVED: To approve the schedule for meeting dates for the municipal year 2024/25.

C.057/23-24 SERVICE LEVEL AGREEMENTS

The meeting noted that the Councils SLA's with Wyre Forest District Council were due to expire on 31st March 2024. The meeting noted that there were good working relations between the District Council and the Town Council and members were happy to continue these arrangements. The CEO agreed and said that he would negotiate extended agreements, with a view to achieving best value for Kidderminster Town Council.

RESOLVED: To delegate to the CEO to negotiate and sign the following SLA's:
IT, Facilities Management, Finance and Legal

C.058/23-24 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the following item as personal information would be discussed.

C.059/23-24 **STAFFING ARRANGEMENTS AND APPOINTMENTS**

Members received a confidential update on staffing appointments.

Meeting closed 6.55pm

DRAFT

**KIDDERMINSTER TOWN COUNCIL
PLANNING COMMITTEE**

**Minutes of the meeting held at 6pm on Tuesday 27th February 2024
in the Stourport Room, Wyre Forest House**

Present:

Councillor K.Gale (Chair)
Councillor G.Connolly (Vice Chair)
Councillor D.Hine
Councillor S.Miah
Councillor E.Stokes

Chief Executive
HR/Office Assistant

Absent:

Councillor T.Muir

44. APOLOGIES FOR ABSENCE

Nil

45. DECLARATIONS OF INTEREST

Nil

46. PUBLIC QUESTION TIME

Nil

47. MINUTES (APPENDIX 1)

RESOLVED: To approve the minutes of the Planning Committee held on Tuesday 23rd January 2024.

**48. WYRE FOREST DISTRICT COUNCIL DRAFT REVISED STATEMENT OF
COMMUNITY INVOLVEMENT (SCI) – CONSULTATION (APPENDIX 2)**

Members considered the consultation on Wyre Forest District Council's Revised Statement of Community Involvement

The committee **RESOLVED** to respond as follows:

- In relation to paragraph 4.7, to request that the District Council includes Town and Parish Councils as part of the methodologies to involve the community.
- In relation to paragraph 4.20, the right to speak at (WFDC) Planning Committee is currently not open Statutory Consultees. The committee would suggest that the right to speak at Planning Committee is open to Statutory Consultees including Town and Parish Councils.

49. PLANNING APPLICATIONS

Members considered the following planning applications and **RESOLVED** to respond as follows:

1. Reference: 24/0011/HOU
Address: 14 Spindle Close Kidderminster Worcestershire DY11 5DX
Proposal: Single storey front and rear extension

Revised comments to be made directly to Case Officer

Councillor E.Stokes joined the meeting at 6.30pm during which the above application was being discussed.

NO OBJECTION

2. 23/0746/OUT | Outline planning application for the demolition of existing buildings and the development of an 80-bedroom care home (Use Class C2), including detail of appearance, access, layout and scale with landscaping reserved for future consideration | The Forge Clensmore Street Kidderminster Worcestershire DY10 2JS

OBJECT

Due to concerns of Conservation, Highways, biodiversity and archaeology

3. 23/0904/FUL | Conversion of commercial units into mixed use commercial space and 21-bedroom HMO, changes to ground floor front fenestration, new upvc window to side and ground floor rear elevations, reduction in height of existing wall to rear / side to 2.7m after removal of existing roller shutter door and installation of two new doors, brick up door opening to side, 2no. steps to front entrance door and extension of railing to the front elevation | 4, 5 And 5A Lower Mill Street Kidderminster Worcestershire DY11 6UU

NO OBJECTION

4. 23/0923/FUL | Subdivision of commercial premises into 2No. units comprising 1No. tanning salon and 1No. restaurant/hot food takeaway and associated alterations including new shop fronts and alterations to internal layouts | The Pump House Weavers Wharf Kidderminster Worcestershire DY10 1AA

NO OBJECTION

Subject to comments from the Conservation officer being met

5. 23/0924/LBC | Listed building consent for the subdivision of commercial premises into 2No. units comprising 1No. tanning salon and 1No. restaurant/hot food takeaway and associated alterations including new shop fronts and alterations to internal layouts | The Pump House Weavers Wharf Kidderminster Worcestershire DY10 1AA

NO OBJECTION

Subject to comments from the Conservation officer being met

6. 24/0042/HOU | Formation of a dropped kerb | 213 Chester Road North Kidderminster Worcestershire DY10 1TN

NO OBJECTION

7. 24/0047/FUL | Single storey side extension, two storey front and side extension, formation of a carpark and associated works | 54 Connaught Avenue Kidderminster Worcestershire DY11 6LS

OBJECT
Due to inadequate parking arrangements

8. 24/0057/HOU | Demolition of garage and erection of single and two storey side extensions and first floor rear extension | 151 Bewdley Hill Kidderminster Worcestershire DY11 6BS

NO OBJECTION

9. 24/0060/FUL | Change of use of premises from sawmill (Use Class B2) to vehicle tachograph and MOT test centre (Sui Generis) | Plot 8A Arthur Drive Hoo Farm Industrial Estate Kidderminster Worcestershire DY11 7RA

SUPPORT

10. 24/0067/HOU | Construction of a single storey rear extension and associated works | 19 Bronte Drive Kidderminster Worcestershire DY10 3YU

SUPPORT

11. 24/0084/NMA | Non-material amendment application related to planning ref: 23/0810/FUL to insert an entrance door and roller shutter to side elevation | Unit 2 Park Street Works Park Street Kidderminster Worcestershire DY11 6TN

SUPPORT

12. 24/0085/FUL | Installation of gates and fencing | Unit 2A Park Street Works Park Street Kidderminster Worcestershire DY11 6TN

SUPPORT

13. 24/0087/FUL | Replacement of existing roof | Kd6 Scout And Guide Hut Chestnut Grove Kidderminster Worcestershire DY11 5QB

SUPPORT

14. 24/0102/HOU | Extension to dropped kerb | 407 Stourport Road Kidderminster Worcestershire DY11 7BG

NO OBJECTION

15. Cllr S.Miah declared a personal interest in this item and left the meeting at this stage.

24/0104/FUL | Outbuilding in rear garden for meditation room | 415 - 416 Stourport Road Kidderminster Worcestershire DY11 7BG

NO OBJECTION

Meeting closed 7.30pm

**KIDDERMINSTER TOWN COUNCIL
SERVICES COMMITTEE**

**Minutes of the meeting held on Tuesday 20th February 2024
Held in the Rock Room at 6pm**

Present:

Councillors:

R. Bishop (Chair)

G Connolly (Vice Chair)

M. Rayner

Mr H Peacocke - CEO

Mr A Stockhall - PROM

Absent:

Councillors:

S.Miah

J.Smith

S016/23-24 **APOLOGIES**

Nil

S017/23-24 **DECLARATIONS OF INTEREST**

Nil

S018/23-24 **PUBLIC QUESTION TIME**

Nil

S019/23-24 **MINUTES**

RESOLVED: That the minutes of the previous Services Committee meeting held on Wednesday 25th October 2023 be approved as a true record and that they be signed by the Chair.

S020/23-24 **BUDGET SUMMARY**

RESOLVED: Members considered the budget summary report as at 31st January 2024.

S021/23-24 **PUBLIC BODIES**

RESOLVED: In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

Meeting closed 6.15pm

DRAFT

**KIDDERMINSTER TOWN COUNCIL
TOWN HALL COMMITTEE**

**Minutes of the meeting held on Thursday 22nd February 2024 at 6pm
in the Kidderminster Room, Wyre Forest House**

Present:

Councillors:

David Ross (Chair)

Bill Hopkins

Fran Oborski MBE

In Attendance

Chief Executive

Town Hall Manager

Cllr Doug Hine

Absent:

Councillors:

7. APOLOGIES FOR ABSENCE

Councillor Helen Dyke

Councillor Edward Stokes (Vice Chair)

8. DECLARATIONS OF INTEREST

Nil

9. PUBLIC QUESTION TIME

Nil

10. MINUTES

RESOLVED: To approve the minutes of the Town Hall Committee held on 9th August 2023.

11. BUDGET SUMMARY

Members noted the additional insurance costs arising on the Town Hall transformation project. It was further noted that the Council would draw down £24,911.50 from the NHLF for the "Journey through Kidderminster Town Hall" project.

RESOLVED: Members approved the budget summary report at 31st January 2024.

12. TOWN HALL VISION

Members received the report from the Town Hall Manager regarding future uses and purposes of the Town Hall. Members welcomed the work undertaken by the contractors to protect the heritage assets in the Town Hall and were pleased with the overall progress to date.

It was requested that the Council information and progress reports on the hoardings at the Town Hall. Reports and photos should also be sent to the Kidderminster Shuttle.

The meeting also noted the report received from FMG consulting Ltd.: "Options for Food and Beverage Service, Kidderminster Town Hall.

Members agreed to delay decision making regarding the future vision, purposes, and catering provisions of the Town Hall until the newly elected Council is formed after the May elections.

Members also agreed that a new Commercial Manager is recruited as soon as possible, in order to assist the newly elected Council in delivering the Town Hall's business model. It was agreed that the matter would be expedited through the Staffing Committee and this Committee, if required.

13. TOWN HALL TRANSFORMATION PROJECT

Members noted the update report received from the Council's Project Managers, Gleeds and requested a visual of the most recent Podium/ Plinth designs.

14. NLHF – A JOURNEY THROUGH KIDDERMINSTER'S TOWN HALL

Members received the report from the Deputy Town Hall Manager.

Members requested that all primary schools in the parish are contacted regarding the NLHF's school project.

15. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the following item as personal information would be discussed.

16. Town Hall Transformation Project - financial update

The CEO updated the meeting on the current financial position regarding the Project.

Meeting closed 6.54 pm

**KIDDERMINSTER TOWN COUNCIL
PUBLIC Minutes of the Staffing Committee of Kidderminster Town Council
held in the Kidderminster Room, Wyre Forest House
on Wednesday 28th February 2024 at 6:00pm**

Present:

Councillors:

J. Smith (Chair), S. Rook, R. Bishop

In Attendance:

H. Peacocke, Chief Executive

At the outset of the meeting, the CEO thanked the members of the Staffing Committee who were involved in selecting him for the role for giving him the opportunity to serve as CEO to the Council and said that he would work hard to repay their vote of confidence in him.

16 APOLOGIES FOR ABSENCE

Councillor Helen Dyke.

17 DECLARATIONS OF INTEREST

Nil.

18 MINUTES

RESOLVED: That the minutes of the Staffing Committee meeting held on 6th December 2023 were a correct record and duly signed by the Chair.

19 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

20. Town Hall re-opening

The meeting considered staffing arrangements for re-opening the Town Hall following the transformation project.

It was noted that Council agreed on 18th October 2023 to approve the Committee's proposed revised staffing structure in principle, subject to comments from HR being received.

RESOLVED: To request the Council's HR Consultants to advise on the Job descriptions required for the proposed restructure and the consultation required regarding any posts at risk or possible redundancies arising from such a restructure.

21. Staffing Matters

21.1 Employment contracts

Resolved: To approve amendments to the contracts of 2 employees of the Council

21.2 Training and Development

Resolved: To approve ILCA training course for 2 employees of the Council.

Resolved: To reconsider this matter further after the Staffing review had been completed.

21.2 Employee support

Resolved: To approve payment towards Employee support

The business of the meeting concluded at 6.33 pm.

DRAFT

From: [Kevin Gale](#)
To: [Hugh Peacocke](#)
Subject: Outside Bodies CALC
Date: 05 March 2024 08:45:17

Hugh

The last meeting I attended was the 24th AGM on Tuesday 17th October 2023

The following was discussed

1. Worcestershire County Council Lengthsman Scheme

After a presentation from Rachael Benson, about new process which is being introduced. Lengthsman training around logging jobs and invoices
This is supposed to be live from 01/04/24

2. Executive Officers Annual Report by Chris Wayman

Challenging going forward as waiting for date of GE

3. Presidential Address from Cllr Sue Baxter

4. Chairmans Report from Cllr Dr Bakul Kumar

5. N.A.L.C Report from Cllr Sue Baxter

6. Appointment of Officers for 2024

- a. President - Cllr Dr Bakul Kumar
- b. Vice President- Cllr Sue Baker
- c. Treasurer - No change, Cllr Steve Malek
- d. N.A.L.C. Representative - Cllr Derrick Killingworth
- e. External Auditors- R J Francis, Chartered Accountants and Registered Auditors

7. Financial Report

- a. Accounts for year ending 31st March 2023 - passed
- b. Consider the operating plan for 2024/25
- c. Present the Executive Committee proposals for subscriptions for 2024/25

Closing comments and acknowledgements from the newly elected President, Cllr Dr Bakul Kumar

Regards
Cllr Kevin Gale