

## TENBURY TOWN COUNCIL 2020/21 MEETING TC09

**Minutes of the meeting of TENBURY TOWN COUNCIL held on  
Monday 15<sup>th</sup> February 2021 at 6.00pm  
held remotely via Microsoft Teams.  
(Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings)  
(England) Regulations 2020)**

**PRESENT:** Cllrs S. Bowkett, A. Corfield, M. Davies, D. Dowell, M. Drummond, J. Fielder, E. Hudson [**Chair**], J. Morgan and D. Patrick.

**IN ATTENDANCE:** The Town Clerk, the Assistant to the Town Clerk, Worcestershire County Council Cllr. K. Pollock, Malvern Hills District Council Cllrs. A. Penn and B. Thomas, a representative from the Environment Agency, a representative from Worcestershire Association of Local Councils, one member of the public and one member of the press.

### **C20.142 APOLOGIES FOR ABSENCE**

Members received apologies for absence from Cllr. Hurst for personal reasons and Cllr. McVey due to work commitments.

### **C20.143 DECLARATIONS OF INTEREST**

No declarations of interest were made under the Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

### **C20.144 DISPENSATIONS**

The Clerk stated that there had been no requests for dispensation.

### **C20.145 PUBLIC PARTICIPATION**

The meeting was adjourned for public question time.

#### **(i) Public Question Time – General**

There was no public participation.

#### **(ii) Report from Worcestershire County Councillor (Appendix A)**

Cllr. Pollock presented his report, which had been circulated to all Members highlighting current COVID-19 restrictions and the setting of the 2021/22 Council Tax for Worcestershire County Council.

Councillor Pollock spoke with regards his Divisional Fund and stated that the fund had now been allocated for this year and reminded Councillors to make an application for next year's fund.

Cllr. Pollock stated that the Teme Bridge and Kyre Bridge had been earmarked for cleaning this year.

A Member queried the position regarding the recycling centre contract, which is due to terminate in 2023. Cllr. Pollock replied that active discussions were ongoing in the hope to secure the current contractors for a further 5 years.

A Member queried if Cllr. Pollock was aware who was responsible for the recent hedge cutting opposite Tenbury View as it appeared to be of substandard work. Cllr. Pollock stated he was unaware who was responsible, but would endeavour to find out.

The Chair thanked Cllr. Pollock for his recent contribution from his Divisional Fund towards St Michaels Village Hall.



(iii) **Report from Malvern Hills District Councillor (Appendix B)**

Cllr. Thomas presented the report for Malvern Hills District Council, which had been circulated to all Members.

A Member informed the County and District Councillors that there has been a recent spate of car catalytic converter thefts in the area. Cllr. Pollock recommended that the Member write to John Campion, Police and Crime Commissioner highlighting the thefts.

A Member queried if there was a process for a business who had not received the Business COVID Grant from Malvern Hills District Council.

The Chair asked if this was in relation to The Round Market, to which the Member replied yes and in general. The Chair stated he would have to declare that he was a Trustee of The Philip Baylies Trust and would therefore refrain from entering the discussion.

Cllr. Thomas stated that if the Member visited the Malvern Hills District Council website, then there were links to follow that would lead to the appropriate department.

The Town Clerk stated that she would contact the Police and enquire if the Safer Neighbourhood Team could attend future meetings. Regarding the query about business grants, the Town Clerk stated that Malvern Hills District Council produce a regular business COVID e-newsletter, which is circulated to all Members and that the information is detailed in the email.

**The meeting of the Council was reconvened.**

**C20.146 TENBURY FLOOD RISK MANAGEMENT SCHEME**

Members received an update from the Environment Agency's Partnership & Strategic Overview Senior User (Chartered Civil Engineer) on the proposed Flood Risk Management Scheme. The recent flood near miss with subsequent flooding in Market Street was highlighted. The Environment Agency have received several photographs and reports from the community, in relation to this incident, which involved water bubbling up through the drains and not discharging into the flap valves in the brook wall, even though it is believed the Kyre Brook level was below the valves.

The representative stated that the Environment Agency are keen to have as much information as possible from members of the public on the event. Although not fluvial flooding, the Environment Agency would like to help resolve the issue and have had discussions with Worcestershire County Council and Severn Trent, who are now reviewing their assets in this area as to what the problems are and what each party can do to resolve the issue.

**Schedule for Project**

The representative stated surveys were due to start today 15<sup>th</sup> February 2021. The team are setting up in preparation for ground investigations and topological surveys, with environmental surveys starting later in the year. Structural surveys will also be undertaken.

The compound is sited on Palmers Meadow overflow car parking area and the Environment Agency request that the public not to speak to the team on site due to COVID restrictions. However, details are on site on how to contact the Environment Agency.



## TENBURY TOWN COUNCIL 2020/21 MEETING TC09

### Achievements since last meeting

- The project has entered the pre-application phase with Malvern Hills District Council planning team and Historic England, working together to ensure the application will meet their requirements.
- The principal contractor has now been appointed and the construction team are onsite for surveys, which will be approximately 4 weeks of work, weather dependent.
- Notices of entry have been issued for survey work and information provided to landowners ensuring everyone is aware that works are taking place.
- A significant amount of work has been done on the hydraulic modelling for the town.
- Ongoing consultation with individual landowners.
- Feedback from consultation gathered and shared with project team.
- Outline design workshops with the full team to ensure clarity for solutions in all areas and production of options.
- Ongoing plan for consultation drafted and will be included in the newsletter going out this week.
- Environmental/landscaping documentation in production.

### Feedback from the Community

The community have been overwhelmingly positive and supportive of the scheme. A number of issues have been raised, which include:

- St Mary's Church
- River Teme SSSI – the Environment Agency are fully aware of the river's status and are trying to work within the protective boundaries of this, whilst improving and enhancing areas of the river.
- The Burgage – the Environment Agency are aware for the need for access and would like to maximise this asset.
- Groundwater management – the Environment Agency are very aware of its importance and it will be monitored as part of the ground investigations.
- Teme Bridge plans – a survey is required before plans can be finalised.
- Opportunities for improvements – as part of the scheme.
- Why am I not protected? And will there be detrimental flooding to my property once the defence is constructed? – An update to the Frequently Asked Questions section of the Tenbury Flood Risk Management Scheme website to cover these questions and to assure the community that the Environment Agency do not plan to cause detrimental flooding to other areas and a detailed Flood Risk Assessment will be completed as part of the planning application.
- Level of detail provided at this stage – the community are keen to have more detailed information.
- Use of local contractors – the Environment Agency would like to use local contractors wherever possible and ask that anyone who thinks they may have suitable skills, to contact the Environment Agency with their details.



## TENBURY TOWN COUNCIL 2020/21 MEETING TC09

### Modelling Update

The Environment Agency have built a hydraulic model of the town trying to replicate exactly how the flooding happens during different flood events, including properties flooded in the February 2020 flood, areas flooded in a 1 in 50-year flood event and areas flooded in a 1 in 100-year flood event, plus an allowance for climate change.

The flood defences being developed will aim to protect the areas involved in a 1 in 100-year flood event, plus climate change and the Environment Agency believe they are closer to a model, which reflects what does happens. This will help to define the defences to maximise the protection.

The next step in the modelling process would be to add in the proposed defences, re-run the model and then see how many properties will be protected once the defences are in place.

### Landscaping

The representative briefly discussed landscaping, stating these plans were in very early stages but would like to develop the idea of a loop around the town, improving and enhancing this area.

### Key Upcoming Activities

- Surveys onsite most of February.
- Ground investigation – a mixture of window sampling and trial pits, with dynamic probing particularly around the church. This is a non-intrusive way of investigating foundations.
- Topological surveys – these will allow the height of the defences to be set.
- Structural surveys – Looking at what existing structures can be kept and enhanced and to give an understanding of the current stability.
- Compound set up at Palmers Meadow.

### Future Community Engagement

- Dependent on COVID-19 restrictions.
- Community phone calls – 26<sup>th</sup> and 28<sup>th</sup> January – one uptake.
- Letter drops to over 700 residents.
- To include site walkovers if and when possible.
- Further engagement events – change of date of first site walkover to March due to restrictions.
- Ongoing newsletters/website updates/online updates.
- Close liaison with the Flood Action Group.
- Ongoing stakeholder/partner/council meetings/MP.

### Important Engagement Opportunities

- Once survey results have been reviewed and options developed (including landscaping options).
- Prior to planning application submission.



## TENBURY TOWN COUNCIL 2020/21 MEETING TC09

- Prior to starting main works onsite.

The Chair thanked the Environment Agency representative.

A Member queried if there could be an earlier site walkover, despite the restrictions.

The representative stated that she would not feel comfortable undertaking a site walkover prior to restrictions being lifted.

The Chair stated that current legislation did not allow for face-to-face meetings.

The Town Clerk stated advice from the National Association of Local Councils is that no face-to-face meeting are to be undertaken at this time.

The Chair wished to state that from his observations on the recent flooding in Market Street, that the water was coming through the road gullies before the brook was at the level of the valves.

The representative stated that although the Environment Agency are not responsible for drainage flooding, they can help drive the issue between Severn Trent and Worcestershire County Council, assisting them to understand the problem and look for solutions as a team, by reviewing exactly what and where their assets are how they are interlinked and how the water is discharging either into Kyre Brook or elsewhere.

The Chair once again thanked the representative and stated he was excited to see the developing plans.

The Quantity Surveyor joined the meeting at 6:50pm.

Cllr. Penn and Cllr. Pollock left the meeting at 6:51pm.

### C20.147 MINUTES

It was proposed by Cllr. Drummond seconded by Cllr. Patrick and unanimously

#### **RESOLVED:**

**The minutes of the Extra Ordinary meeting of Tenbury Town Council held on 12<sup>th</sup> January 2021 were confirmed as a true and accurate account of the meeting. The minutes were duly signed by the Chair as a true and correct record of the proceedings.**

### C20.148 MINUTES

It was proposed by Cllr. Fielder seconded by Cllr. Patrick and unanimously

#### **RESOLVED:**

**The minutes of the meeting of Tenbury Town Council held on the 18<sup>th</sup> January 2021 were confirmed as a true and accurate account of the meeting. The minutes were duly signed by the Chair as a true and correct record of the proceedings.**

### C20.149 DRAFT MINUTES OF MEETINGS OF THE COMMITTEES

To receive and note the draft minutes of:

- (i) Planning Committee (approved) – 12<sup>th</sup> January 2021

#### **RESOLVED:**



## TENBURY TOWN COUNCIL 2020/21 MEETING TC09

**The minutes of the Planning Committee held on the 12<sup>th</sup> January 2021 were noted.**

- (ii) Planning Committee – 26<sup>th</sup> January 2021

It was proposed by Cllr. Drummond seconded by Cllr. Fielder and

**RESOLVED: (8 For, 1 Abstention)**

**The minutes of the Planning Committee held on the 26<sup>th</sup> January 2021 were noted.**

- (iii) Finance and Staffing Committee – 26<sup>th</sup> January 2021.

It was proposed by Cllr. Patrick seconded by Cllr. Fielder

**RESOLVED: (8 For, 1 Abstention)**

**The minutes of the Finance and Staffing Committee held on the 26<sup>th</sup> January 2021 were noted.**

### **C20.150 THE PAVILION**

Members received an update from the Quantity Surveyor regarding the renovation to The Pavilion.

The surveyor stated that the roof works have commenced. On removal of the roof tiles there was clear evidence of rot in the timbers and additional funds would be required for the repairs.

The work is progressing very well.

The Town Clerk stated that there had been several positive comments from members of the public regarding the renovation of the building.

Members discussed the additional funds for the timber repairs. The Chair proposed seconded by Cllr. Fielder and unanimously

**RESOLVED:**

**To agree the additional funds of £2,000 for the timber repairs to The Pavilion roof.**

### **C20.151 THE REGAL**

The Quantity Surveyor stated that due to the structural cracking of the north and west walls of the community centre, test holes were drilled, which showed the foundations to be very shallow and the ground very wet.

The Structural Engineer suggested two options, that the cracks are stitched and then the walls are monitored for changes or the area could be underpinned.

The Quantity Surveyor recommended that the water issue is resolved and then monitor the cracking for 12 months before deciding any future action.

To resolve the issue with the water, the surveyor recommended providing adequate rainwater pipes and guttering, restore the existing drain and implement a French drain.

Members discussed the report and recommendations.

It was proposed by Cllr. Drummond seconded by Cllr. Dowell and unanimously



## TENBURY TOWN COUNCIL 2020/21 MEETING TC09

### RESOLVED:

- (i) **To note the Structural Engineer's report and Quantity Surveyors recommendations**
- (ii) **To agree the works to the community centre, appoint Ionic Surveying Ltd. to manage the works and Plas Lime & Co to undertake the works. Ionic Surveying Ltd to provide a schedule of works and costings.**

Members received an update from the Quantity Surveyor on the required works to rectify the fascia's applied to the community centre.

The Quantity Surveyor stated that there are three options to rectify the fascias.

- A like for like replacement, which would not require approval.
- Tricoya – a material with a lifespan of 50 to 70 years, which would require Listed Building Consent.
- Rock Panel – a composite material, which would require Listed Building Consent.

The Quantity Surveyor suggested that the next stage would be to arrange a meeting with the Conservation Officer to discuss the options, which Members agreed.

### C20.152 THE PUMP ROOMS

Members received an update from the Quantity Surveyor on the flood repair works to The Pump Rooms, who stated that the works are almost complete, and the building should be ready for handover shortly.

### C20.153 COUNCIL TAXBASE

Members noted the reduction in the revised Taxbase from 1,173.01 to 1,155.42 due to an increase in Council Tax Support claimants and subsequent increase of 2.25% in the 2021/2022 Band D. This equates to an increase of £3.68 per annum on a Band D property.

### C20.154 LEAVE OF ABSENCE

Members discussed a leave of absence for Cllr. Hurst.

It was proposed by Cllr. Fielder seconded by Cllr. Bowkett and unanimously

### RESOLVED:

**To approve a Leave of Absence for the period of 3 months until 16<sup>th</sup> May 2021 for Cllr. G. Hurst.**

### C20.155 EXCLUSION OF PRESS AND PUBLIC

### RESOLVED:

**Members agreed the exclusion of Press and Public on the grounds that the consideration of the following items may involve the disclosure of confidential information Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960.**





## TENBURY TOWN COUNCIL 2020/21 MEETING TC09

The Chair agreed that the representative from the Worcestershire Association of Local Councils could remain in the meeting.

Members of the press and public left the meeting at 7:17pm.

### **C20.156 THE REGAL**

Members discussed the engagement of legal services in regard to the dispute with Hook Mason Ltd concerning the works undertaken on The Regal Community Centre fascia boards.

It was proposed by Cllr. Drummond seconded by Cllr. Patrick and unanimously

#### **RESOLVED:**

- (i) To note and accept the agreed Engagement Letter for legal services.**
- (ii) To note the legal cover for expenses incurred.**

### **C20.157 CODE OF CONDUCT**

Following a discussion Members noted the Code of Conduct report.

### **C20.158 RE-ADMISSION OF PRESS AND PUBLIC**

There being no further confidential business, members agreed to readmit the press and public for the remainder of the meeting.

### **C20.159 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA**

The Town Clerk to contact the Safer Neighbourhood Team and enquire if the Police could attend future Council meetings.

The Town Clerk stated that she would be attending Kidderminster Magistrates Court on Wednesday, in her role as Town Clerk.

The Town Clerk stated that she had received an email from the developers of Mistletoe Row asking for road name suggestions.

The Tenbury Museum and History Group have confirmed they would be happy to receive the second bath and taps from The Pump Rooms.

The Town Clerk stated that The Mayor had made a donation from his charitable fund, to Tenbury High Ormiston Academy for the purchase of IT equipment for home learning.

### **C20.160 DATE AND TIME OF NEXT MEETING**

**To be confirmed**

Meeting closed at 8:20pm

Signed .....

Date .....





## TENBURY TOWN COUNCIL MEETING

15.02.21

### COUNTY COUNCILLOR'S REPORT

#### 1. National lockdown

Worcestershire has recently experienced a high incidence of coronavirus outbreaks with levels above the average for England, but lower than for the West Midlands. The trend is in the right direction and we have to hope it will continue, no matter what new variants might appear from around the world.

Cadmore Lodge is still on standby to take those who may have been in hospital, but are not definitively clear of the disease, and hence able to go to care homes.

I am sure we all hope that our schools will reopen after March 8<sup>th</sup> and that education can return to something approaching normality. By the same token, we must hope that our library can resume normal service and not only rely on the digital provision that has kept it effectively operating during the lockdown.

#### 2. Council Tax

On Thursday 4<sup>th</sup> February, Cabinet approved the draft budget that will come before full council in three days' time. This includes provision for an 1.5% increase in the basic council tax rate and a 1% increase in that money designated for Adult Social Care.

You will recall that any increase above 2% in the basic rate requires a referendum for approval and some councils (like Herefordshire) have opted for that course. We have kept the tax increase low but still aim to balance our budget.

The government has made 3% available for ASC over the next three years, and we have decided to take 1% of that for the coming financial year.

From my reading of the situation, there is not much opposition to this move and we hope the budget will be approved without too much difficulty.

#### 3. Highways report

At the same meeting, my colleague, Alan Amos, the cabinet member responsible for highways, will present his report on the state of our carriageways and footways. It is worth noting that it is an aim of the council to be in the top 25% of all county authorities for the condition of our roads and we are succeeding in that endeavour.

This comes at a cost, and in a normal year, we spend some £12 million on carriageway repairs. In the current year, another £6 million will be spent and next year a similar sum of £6 million will be spent on resurfacing and repairs.

Footways are treated separately and this year an extra £4 million is being spent with 12 gangs at work on this. Next year a similar extra sum of £4 million will be spent on footways.

Full details on this and all other matters concerning highways can be read on the website now, and anyone can listen in to the live webcast on Thursday.

#### **4. Local matters**

You will not need reminding that the meeting on Tenbury flooding scheduled for the Friday after the last town council meeting had to be postponed because of flooding! Fortunately, this was not as serious as some previous episodes, with Market Street being closed for just a short while.

It is worth noting that many other locations around the county fared worse, in terms of disruption, although property damage was limited.

The County Council is investigating the Market Street incident, although I am told that the Kyre Brook was very high on this occasion. The one-way valves, however, should have stopped river water flooding on to the street.

The Environment Agency will be continuing their design work to prevent future flooding and no doubt will take into account all suggestions as to how this should be accomplished.

As a matter of local concern, our highways department have accepted the need for our two bridges to be cleaned and that will happen this year.

It is good to note that BT have completed the paver repair around their access points on Teme Street.

This week I have made a number of applications for assistance under my Divisional Fund, and I have to inform you that that source of support is now exhausted.

**Cllr Ken Pollock  
Cheltenham,  
Gloucestershire,  
GL50 2BZ  
15.02.21**

## **MHDC FEBRUARY 2021 REPORT FROM CLLRS PENN AND THOMAS**

### **COVID RECOVERY**

MHDC continues to administer government monies designed to keep the economy afloat. As the vaccine is rolled out and we hopefully move back towards normal living, the Council moves from a “response” mode, to a “recovery” mode. The Recovery mode is designed to enable our Council, our residents and our businesses to return to normal. From a Council perspective, the way we work has changed forever. The Council needs to facilitate home working and to adapt to the “new normal”, delivering more services online, and to making up the deficit in the income caused by Covid.

From a resident’s perspective, the Council’s priority is to ensure that our residents lives can return to normal as quickly as possible. People who have been self-isolating, people whose jobs have been disrupted, and people who have problems adapting to the new way of life, such as the closure of banks, or the loss of homes due to rent issues, need our support. From a business perspective, the Council has hired a new Town Centre Manager to coordinate the strategy for how we promote our shops and businesses in the future. As we come out of lockdown, we hope to be able to give more details of our plans and activities going forward.

### **COUNCIL TAX INCREASE**

MHDC has taken the decision to increase the council tax by the maximum allowed by the government, £5 of a Band D property, which equates to over 3% rise in the tax for the district. Normally, this would trigger a referendum, but the new Government rules re rural Councils, and the Councils which have a small budget like MHDC are exempt from the referendum requirement. The Council budget has taken a hit this year with the impact of Covid. Not only have costs increased, including the distribution of grants and awards, but income has been significantly hit (for example, business rates and parking income). Provided the increase is to maintain Council services and to ensure the district’s recovery from Covid, the increase is likely to have the support of most Councillors.

### **WASTE MANAGEMENT PLAN**

The Department for Food, Environment and Rural Affairs has published a Waste Management Plan for England 2021. This is an update to the Environment Bill and the content reconfirms the Government’s intention to introduce weekly food waste collections and make changes to recycling collections.

It is hoped that Teme Bridge will have a freshening up of the railings etc which are looking rather drab, filthy and overgrown with weeds. This would then give tourists and residents a pleasant arrival in Tenbury. We hope that Cllr Pollock will progress this matter with WCC and it is also worth mentioning that several bollards and a waste bin in Teme Street have been damaged.

Councillor Penn has been heavily involved with the Conservation Department at MHDC regarding the frontage and appearance of the empty shops in Market Street and, in particular, the animal charity shop on the corner of Market Street. He hopes his endeavours will prove successful and that as with the shops in Teme Street, the appearance to all will be greatly improved.

Cllr Bridget Thomas