

TENBURY TOWN COUNCIL 2020/21 MEETING TC08

**Minutes of the meeting of TENBURY TOWN COUNCIL held on
Monday 18th January 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, one representative of the Environment Agency, two members of public and one member of the press.

C20.126 APOLOGIES FOR ABSENCE

Members received apologies for absence from Cllr. McVey due to work commitments.

C20.127 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.

C20.128 DISPENSATIONS

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

C20.129 PUBLIC PARTICIPATION

The meeting was adjourned for public question time.

(i) Public Question Time – General

A member of the public addressed the Council with regards his views on proposed the Flood Risk Management Scheme.

The member of the public read a statement, which raised his concerns over the proposed bund in The Burgage with its effects on access and the possible removal of trees. The member of public proposed a wall with flood gates as an alternative to the bund. The statement had been circulated to all Members and to the Environment Agency project team.

(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, the budget and the Environment Agency's Flood Risk Management Scheme.

(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.

The meeting of the Council was reconvened.

C20.130 TENBURY FLOOD RISK MANAGEMENT SCHEME (Appendix C)

Members received an update from the Environment Agency's Partnership & Strategic Overview Senior User (Chartered Civil Engineer) on the proposed Flood Risk



TENBURY TOWN COUNCIL 2020/21 MEETING TC08

Management Scheme for Tenbury, who confirmed that she had received the emails from the member of the public and the information had been passed on to the wider design team, who welcome community engagement.

The Environment Agency representative discussed the latest developments and the next stages in the process of the Flood Risk Management Scheme (FRMS).

Current Progress:

- Finalising the Strategic Business Case, which allows the Environment Agency to seek funding for the full value of the project, allowing detailed designs to begin, leading on to the planning application, leading to the construction stage.
- Finalising the detailed hydraulic modelling, which shows how the flood water behaves in the town, including modelling with and without flood defences to see the possible impact.
- Preparing for survey work, crucial to the next stage of design.
- Letters have been sent to all landowners affected by site investigation works. No issues have been raised from these. Also letter dropped 700 residents within the town to raise awareness of the current virtual online event and facilitated calls due for the coming week.
- Meetings with the Environment Agency and ARUP's (Consultants) groundwater teams to ensure there are detailed plans for ground water monitoring. The Environment Agency are aware this is particularly important and a concern for many people in town. There will be hydraulic modelling using the results of the monitoring and these will be mapped against the fluvial water modelling to better understand how flooding works in town.
- Ongoing stakeholder meetings, including Malvern Hills District Council planners with regards the pre application, Natural England, Historic England, The Diocese and Faculty for St Mary's Church and internal stakeholders.
- Engineering and landscaping teams developing options.

Key Upcoming Events:

- Ground investigations starting in February.
- Ground water monitoring to be installed in 5 monitoring points across Tenbury.
- Topological surveys starting in February including access and tree surveys.
- Structural surveys at the Teme Bridge, Kyre Brook (visual only) and St Mary's Church.
- Preparation and submission of initial environmental documents to Malvern Hills District Council for review and discussion.

Ongoing Engagement:

- The virtual online consultation was launched on 7th December and will run until 31st January.
- Letters sent out to residents with information about the scheme.
- January 2021 – Facilitated phone calls to be held.
- An update to Harriet Baldwin MP planned for 22nd January.



TENBURY TOWN COUNCIL 2020/21 MEETING TC08

Key Aims of the Engagement:

- To provide information to the public, whilst adhering to current and future COVID-19 limitations.
- Encourage community involvement.
- Keep all stakeholders and partners informed of the scheme progress.
- To mitigate any concerns or issues prior to the planning application stage.
- To capture ideas for improvements and enhancements to inform the design process.

Future Engagement:

- Will be dependent on COVID-19 restrictions.
- Site walkovers if possible, with smaller parties.
- Further consultation engagement events, ideally face to face.
- Ongoing newsletters/website updates/online updates.
- Ongoing stakeholder/partner/MP calls.

Important engagement opportunities:

- Once survey results have been reviewed and options developed including landscaping options, with which the EA are very keen for community input.
- Prior to planning application submission.
- Prior to starting main works onsite.

Initial 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 – currently working with the Church, the Vicar, and the community to decide how the Church can be protected.
- 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 keen to maintain the existing facilities and improve where possible.
- Groundwater management - key to understanding how the ground water works in the town.
- Teme Bridge plans – this is a complicated area of the project, which will be given much consideration, including the heritage aspect.
- Opportunities for improvements – there is to be a large landscaping team looking at options and ideas to maximise river areas and improve access, whilst also increasing and diversifying the natural habitat.



TENBURY TOWN COUNCIL 2020/21 MEETING TC08

- Why am I not protected? – the project is limited by budget but aims to protect as many properties as possible.
- Will there be detrimental flooding to my property once the defence is constructed? – as part of the planning application, a flood risk assessment will be produced to ensure there is no detrimental flooding caused by the scheme.
- Level of detail provided at this stage – the scheme is at the very early outline stage therefore the details provided for the virtual online event are only initial ideas.

High Level Timeline for Project:

- December 2020 was the beginning of looking at the high-level scheme and confirming the scheme was viable. At the same time, launching the initial online virtual consultation.
- Site surveys commencing soon.
- Results of surveys feeding into the detailed design.
- Planning application later this year.
- Preparing for construction, finalising design drawings.
- Site set up and construction to begin March 2022.

Key Project Risks:

- Construction works must start by March 2022 to keep funding, which is a very tight schedule. The project team are working on ensuring there are no delays especially in relation to the planning application.
- The budget is not unlimited. The £5 million government funding does not cover the full cost of the scheme. Additional funding is available, with further funding being sought to maximise enhancement opportunities. If the project becomes too costly, it will no longer be viable.
- Consents for main works need to be in place.
- Unknown conditions that may be found during surveys.

The representative concluded by saying what a great opportunity this is for Tenbury to get a flood scheme, that would not normally be available without the additional government funding and that the Environment Agency are very keen to work together with the community to make sure that the scheme reaches the construction stage.

The Chair thanked the Environment Agency representative for her presentation and asked Members for questions.

A Member stated that the rise in the water table does appear to be an issue. If the Environment Agency surveys confirm this, what can be done to alleviate the problem.

The Environment Agency representative stated that it is critical to understand how the water table behaves in parallel to the river. To understand why it rises, how significant the rise is and how it is affected by the rise in the river level. This is why the wells being installed in Tenbury will be monitored for a minimum of 6 months. The results will be used to form a type of hydraulic modelling showing how the ground water behaves across the town, which will be used to assess the impact on the groundwater if the fluvial floodwater is removed.



TENBURY TOWN COUNCIL 2020/21 MEETING TC08

If it is found after this investigation that the ground water is still a major issue, this would significantly change the cost of the scheme. At this stage, the Environment Agency would consult with the community and their partners to look at what options would be available.

The Chair queried why the survey on Kyre Brook stated visual only.

The representative explained that a Visual Structural Survey would be undertaken. The surveys will be undertaken in the brook, measuring heights and the walls to understand what can be done for the properties situated along the brook.

The Chair raised a second point from the presentation, with regards the improvement of the river access. The Chair stated that this was a topical point of discussion for the town and it would be appreciated if improvements could be done that would encourage visitors to the town.

The representative stated that she had seen draught landscaping plans, which were very positive. The Environment Agency are aware that the river area by the bridge is seen as a 'waste of space' and are looking at ways of improving this area. These plans will be shared in due course.

The Chair, once more, thanked the representative for her time and presentation.

C20.131 MINUTES

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

RESOLVED:

The minutes of the Council meeting held on the 14th December 2020 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.

C20.132 REVENUE BUDGET & PRECEPT REQUIREMENT 2021/2022 (Appendix D)

The Town Clerk presented her report on the proposed revenue estimates for 2021/22.

The Chair stated that there was a projected increase of £1,380 on the Precept, to £192,980. This equates to a 0.72% increase compared to the 2020/21 Precept of £191,600.

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

RESOLVED:

- (i) To agree the proposed allocation of the Revenue Estimates to service areas set out in Appendix 'A' and section 7 of the report.**
- (ii) To agree recommendations on the allocation of the Revenue Estimates.**
- (iii) To agree the level of Reserves and Balances and recommended transfer between reserves.**
- (iv) To agree:**
 - (a) a budget and Precept requirement for 2021/2022 of £192,980.**
 - (b) The Band D Council Tax for Town Council purposes to be £164.52, a 0.72% increase, subject to the revised Taxbase.**



TENBURY TOWN COUNCIL 2020/21 MEETING TC08

C20.133 FOOTWAY LIGHTING

Members considered the replacement of three columns, points 35 & 37 The Crescent and point 33 Wheeler Orchard. The three columns are of the older concrete style and are leaning.

The Town Clerk stated that the columns have been inspected by Prysmian Ltd, the contractor responsible for the Town Council footway lighting, and although leaning, have been deemed safe.

Following discussion Cllr. Dowell proposed seconded by Cllr. Corfield to replace the columns. A vote was taken resulting 2 for and 7 against.

In response it was proposed that the decision to replace be deferred for 12 months.

RESOLVED: (7 For, 2 Against)

To defer replacement of three footway lighting columns, Points 35 and 37 The Crescent and Point 33 Wheeler Orchard, for 12 months.

C20.134 GROUNDS MAINTENANCE

Members considered extending the ground maintenance contracts due to the current Coronavirus pandemic. The Town Clerk stated that the current contractors were willing to continue with the current fee structure for the following financial year.

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

RESOLVED:

To agree to extend the existing grounds maintenance contracts for a further two years.

C20.135 THE PAVILION & PUMP ROOMS

The Town Clerk stated that the written update from the Quantity Surveyor had not been received at the time of the meeting, however the Town Clerk had met with the surveyor and works are proceeding well.

The Town Clerk stated that the second cast iron enamel bath from The Pump Rooms has been removed from the void under the building to enable the completion of the flood resilience works and requested Members to consider possibilities for the future of the bath.

Cllr. Patrick agreed to consult with the Tenbury Museum and History Group regarding rehoming the bath as part of the museums inventory.

C20.136 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.

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

C20.137 TENBURY RUGBY FOOTBALL CLUB

Members considered the request from Tenbury Rugby Football Club in respect of their Licence Agreement.



TENBURY TOWN COUNCIL 2020/21 MEETING TC08

Following discussion it was proposed by Cllr. Fielder seconded by Cllr. Davies and unanimously

RESOLVED:

To agree a reduction of a third in the Tenbury Rugby Football Club license fee for the 2020/2021 financial year.

C20.138 TENBURY LIBRARY

Members considered the proposed terms for a licence to occupy a space within Tenbury Library. It was agreed that the fee was excessive for the facilities available and that the facilities would not be suitable for both the Town Clerk and the Assistant to the Town Clerk to work together when normal working practices were allowed.

Members also agreed that The Pump Rooms were not ideal as offices and often left the Council Officers vulnerable when working alone, however there being no suitable current alternative would need to be utilised, with the Town Clerk working from home when on duty alone.

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

RESOLVED:

- (i) To reject the proposed terms for a licence to occupy a space in the library.**
- (ii) To agree the Town Clerk be allowed to work from home when appropriate.**

C20.139 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.

C20.140 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

Flood defences on The Burgage. The Town Clerk was requested to invite the Environment Agency representative to attend future meetings as and when updates are available.

Virtual Town and Parish Forum taking place on Monday 25th January.

Change of date for the Planning Committee Meeting and the Finance & Staffing Meeting from Monday 25th January to Tuesday 26th January to allow attendance at the Town and Parish Forum.

C20.141 DATE AND TIME OF NEXT MEETING

15th February 2021 at 6:00pm

Meeting closed at 7:48pm

Signed

Date



TENBURY TOWN COUNCIL MEETING

18.01.21

COUNTY COUNCILLOR'S REPORT

1. Corona Virus effects

No doubt like everyone else, you are seeking to adjust to the third lockdown. The new variant of the coronavirus has clearly caused revision of most of the plans across the country as to how to react to the infection, and this latest lockdown needs to be taken very seriously.

The watchword is to stay at home, if at all possible. Some people will need to work away from home, and we are grateful for all their efforts to bring us services, food, newspapers and all sorts of deliveries for goods bought online. You will all realise that for every one person you see in those contexts there are as many as 20 to 100 others working behind the scenes, seeking to keep our lives as stable as possible.

We are aware that the distribution of vaccines and these will go to the most vulnerable first. While this is being organised by the NHS and not local councils, we recognise that there are anomalies in the ordering of vulnerable people. It would appear that the local surgeries will be administering the vaccines and in consequence some will seem to be doing better than their neighbours.

In all these considerations, it is crucial to follow the national guidance and recognise the rapidly changing situation, which means that government advice and orders appear to change without reason or much notice. It would be foolish to imagine this is happening through incompetence or carelessness.

2. County matters

You will not need reminding that the coronavirus situation has played havoc with the state's finances, nationally and locally. We will aim to keep our council tax as low as possible but recognise the need to respond to the changed needs and priorities at this difficult time.

The budget for 2021/22 was discussed at the Cabinet meeting 10 days ago. The 56 pages of the agenda can be read on-line and you can listen to the webcast.

We hope to be able to balance the budget, despite the difficult financial situation we are in, bearing in mind some £9.5 million being made available in special one-off grants from the government. The Cabinet are proposing a 1.5% increase in basic Council Tax, plus a 1% surcharge for Adult Social Services. This is below the maximum we are permitted to raise but is in anticipation of continuing financial constraints in the coming years.

There was a full council meeting last Thursday, where there was a full discussion of the performance of the Council in annual reports from the Leader, Simon Geraghty, and the Chief executive, Paul Robinson.

This included reference to the budgetary situation as well as all the activities of the council over the last year. It did not include as much attention to the current concern about the climate, as desired by the nine public participants at the meeting, who all felt that more should be said about the climate change situation and its implications. None acknowledged all the work being done by the Council in this area.

We are grateful for the Chancellor's help in getting money to our business community, in order to keep these businesses afloat during this difficult period and also to help those who may want to start or expand their enterprises. The County's Here2Help Business programme is the channel for some of this assistance, with the help of the district councils as well.

3. Local Matters

There is natural concern about the revision of the South Worcestershire Development Plan (SWDP) as under consideration at present. I represent the County Council on the Joint Advisory Panel, which is chaired by my colleague Lucy Hodgson, in her role as a Worcester City councillor.

This may affect many villages near Tenbury, and it is worth looking at the MHDC website to see what is being suggested. There are major plans for new settlements, the most prominent being around the new Worcestershire Parkway rail station, but it is important to recognise that the time scale of this revised plan takes us to 2041.

Please take the chance to look at the Environment Agency website, to see what is planned to protect Tenbury from flooding. I am aware that the EA representative will be contributing to this meeting and there is a further meeting on Friday to discuss plans. Anyone not able to attend either of these meetings may take part in the consultation this month, to seek to ensure the best possible solutions are found to the problems the town faces.

I am aware of the concerns of some residents of Tenbury View about the housing developments next to Morningside. There are complex matters concerning both the County and District councils and I trust we will find the best solutions in due course.

If you have any local concerns, please let Hannah Davies know in the first instance, but let me know if the response seems inadequate.

Apart from all of the above, much of which is rather negative, I would like to wish you all a very Happy and Prosperous New Year. Better times lie ahead...

Cllr Ken Pollock
Cheltenham,
Gloucestershire,
GL50 2BZ
18.01.21

MALVERN HILLS DISTRICT COUNCIL REPORT JANUARY 2021 CLLRS PENN AND THOMAS

Coronavirus update

Cases have continued to rise throughout this week, although there are some early signs these are starting to slow down, but nothing to give us any confidence at this stage and certainly not enough to take the pressure off our NHS.

In the last week we have seen announcements from our NHS that minor injury unit at Tenbury, Evesham and Malvern have been closed until the end of February to allow staff to be redeployed to support community hospitals. The Acute Trust has also cancelled all non-urgent operations and overall, acute hospitals are severely stretched. It is expected that it will be another two or three weeks before low infection rates feed into fewer hospital admissions and deaths. Infection rates can be seen daily on the Worcestershire County Council website and they are broken down by local area.

Business support

We have received guidance from the government on the new business support scheme and aim to get it live next week.

Vaccine programme

There are no further updates regarding the progress of the vaccine programme but it is perceived that Worcestershire is rolling it out at pace.

Parish and Council Forum, Monday 25th of January 2021.

There will be a virtual forum on Monday, 25th of January 2021 between 6 and 7 pm. We would encourage parish and town councils to join in. If you wish to attend please contact claire.vaughan@malvern hills.gov.uk

It is really good to see how Tenbury has bounced back after the floods. New businesses are opening and hopefully, before too long, all the empty premises will be filled to bring Tenbury fully back to life.

Cllr Bridget Thomas.

Appendix C



Tenbury FRMS

Town Council Meeting

18/01/21

Current Progress

- Finalising the Strategic Business Case for the project (allows us to confirm that the project can proceed and that funding for the full project will be made available for project)
- Finalising the more detailed hydraulic modelling
- Preparation for survey works – most consents have now been received and Contractor getting ready to mobilise in February
- Letters have been sent to all landowners who will be affected by the proposed site investigation works.
- Meeting held with our Ground Water team – plans developed for groundwater monitoring and installation as part of the GI
- Stakeholder meetings held with MHDC planners, Natural England, Historic England, Diocese and internal stakeholders
- At Pre-application stage of planning application with MHDC
- Launch of virtual engagement tool
- Engineering and landscaping teams engaged for the next stage of works and starting to develop options

Key Upcoming Activities

- Ground Investigation (mixture of window sampling, trial pits and dynamic probing) – surveys starting in February
- Ground Water Monitoring – installed as part of the ground investigation – 5 monitoring points across the whole of Tenbury
- Topographical surveys – starting in February
- Structural surveys at Teme Bridge, Kyre Brook (visual only) and St Marys Church
- Preparation and submission of initial environmental documents to MHDC for review and discussion

Ongoing Engagement

- 7th December 2020 – launch of virtual online consultation (**will run until 31st January**)
- Letters sent to 700 residents in Tenbury with information about the scheme
- January 2020 – facilitated phone calls to be held
- MP/Councillor update meeting planned for January

Key Aims of the engagement:

- Provide information to the public about the scheme, in an accessible way, given current & future COVID 19 limitations
- Encourage community involvement at all stages of the project
- Keep all stakeholders and partners informed of scheme progress
- Mitigate any concerns/issues being raised during planning application process
- Capture ideas for improvements / enhancements to inform the design process'

Future Engagement

- Dependent on Covid 19 restrictions
- Include site walkovers if possible
- Further engagement events (ideally face to face)
- Ongoing newsletters/website updates/online updates
- Ongoing stakeholder/partner/MP calls

Important engagement opportunities:

- Once survey results have been reviewed and options developed (including landscaping options)
- Prior to planning application submission
- Prior to starting main works on site

Initial Feedback from community

Community are overwhelmingly positive and supportive of the scheme, given the potential flood risk reduction to a large number of properties and businesses

- St Mary's Church
- River Teme SSSI
- The Burgage
- Groundwater Management
- Teme Bridge plans
- Opportunities for improvements
- Why am I not protected?
- Will there be detrimental flooding to my property once the defence is constructed?
- Level of detail provided at this stage

High Level timeline for project

Ongoing Liaison with community and key stakeholders

December 2020

Hydraulic Modelling:
Development of hydraulic modelling of town to help support the flood risk assessment

Outline Design/Detailed Design:

- Finalise options
- Develop detailed design
- Prepare planning documentation and reports

Prepare for construction:
Prepare design for construction

Site Set-Up and Enabling works (site clearance etc.)

High Level design & development of scheme:

- Confirm scheme is viable
- Launch initial consultation

Start Site Surveys:

- Ground Investigation
- Topographical
- Environmental (ongoing)
- Structural

Planning Application Submitted

March 2022

Key Project Risks

- Construction works must have started by March 2022
 - Very tight schedule
 - Planning application
- Budget is not unlimited – we must make sure that the project remains viable (cost/benefit ratio must stay above 1)
- Consents for main works – significant environmental/heritage constraints on site
- Unknown conditions (ground conditions, species etc.) that may be found during surveys
- Great opportunity for Tenbury to get a flood scheme due to additional government funding – we must not lose this opportunity & we must all work together to get the scheme to the construction stage

Project Links and Contact Details

Email address for queries and mailing list:

Tenbury.FRMS@environment-agency.gov.uk

Project Website:

<https://consult.environment-agency.gov.uk/west-midlands/tenbury-wells-flood-risk-management-scheme/>

Engagement Tool:

<https://virtualengage.arup.com/Tenbury-FRMS/>