

TENBURY TOWN COUNCIL 2020/21 MEETING TC10

Minutes of the meeting of TENBURY TOWN COUNCIL held on
Monday 15th March 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, two representatives of Tenbury Community Pool, one member of the public, two applicants for co-option and one member of the press.

C20.161 APOLOGIES FOR ABSENCE

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

C20.162 DECLARATIONS OF INTEREST

Declarations of interest were made under the Code of Conduct pursuant to the Localism Act 2011, by Cllr. Drummond in respect of agenda item **C.20.176 Allotments** due to owning property adjacent to the land involved and from Cllr. Dowell in respect of agenda item **C.20.175 Market Feedback** due to being a joint leaseholder in the Round Market.

C20.163 DISPENSATIONS

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

C20.164 CO-OPTION

Members considered two applicants who wished to be considered for co-option as a Member to the Town Council to represent St. Michaels Ward and the Town Ward.

(i) **RESOLVED:**

Following a vote, Mrs Lesley Davies was duly elected as a Member of the Tenbury Town Council representing the Town Ward and signed the Declaration of Acceptance of Office and Acceptance of the Code of Conduct, which will be signed by the Town Clerk as the Council's Proper Officer.

(ii) **RESOLVED:**

Following a vote, Mrs Rosamund Plested was duly elected as a Member of the Tenbury Town Council representing St Michaels Ward and signed the Declaration of Acceptance of Office and Acceptance of the Code of Conduct, which will be signed by the Town Clerk as the Council's Proper Officer.



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C20.165 PUBLIC PARTICIPATION

The meeting was adjourned for public question time.

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

A representative, from Tenbury Community Pool Ltd., addressed Members in respect of three items on the agenda.

Regarding agenda item **C20.172 Playing Pitch and Outdoor Sports Strategy – Parish Council Survey**, the representative stated that Tenbury Community Pool Ltd. would like to contribute towards the survey. Tenbury Community Pool Ltd. work closely with Freedom Leisure who manage the leisure centre and would like to be able to invite the leisure group to take part in the survey as well.

On agenda item **C20.177 The Burgage** the representative stated that in the interest of promoting wellbeing, Tenbury Community Pool Ltd. would like to support the request and promote a joint strategy with the Town Council to encourage multi uses for the tennis courts area.

In respect to agenda item **C.20.174 Funfair**, the representative requested the Town Council could arrange a meeting with the Leisure Centre management staff to explain the funfair and the use of the car park by the fair.

(ii) **Report from the Safer Neighbourhood Police Team**

Due to work commitments a representative of the Safer Neighbourhood Team was unable to attend the meeting.

(iii) **Report from Worcestershire County Councillor (Appendix A)**

Cllr. Pollock presented his report, which had been circulated to all Members.

A Member queried whether the roadworks on Teme Bridge, that the traffic control lights would be better placed with one set of lights on the Tenbury side of the Bridge.

Cllr. Pollock stated that he could not comment as the lights were in Shropshire and suggested the Town Clerk contact Shropshire Council to enquire.

The Chair asked Cllr. Pollock if he was aware of an increase in planned bus services to the town. Cllr. Pollock stated that at this time, any answer would be speculation.

(iv) **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 Chair asked if Cllr. Penn had an update on the Little Meadow Charity Shop.

Cllr. Thomas spoke first and stated that she had been in contact with the Little Meadow Charity, based in Stoke Bliss and has obtained the contact details for the responsible party for the shop. Cllr. Thomas has now forwarded this to Cllr. Penn.

Cllr. Penn stated he is disappointed in the lack of progress from Malvern Hills District Council Planning Department on the matter and that the owners of the premises have a duty for the upkeep of the building.

The meeting of the Council was reconvened.



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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.

Achievements – Project - Engineering

- The Environment Agency have now completed all intrusive surveys, installed groundwater monitoring stations, and completed closed circuit television investigations of water mains around the site to understand where they are and what condition they are in. They have also completed a full topographical survey of the site.
- The Environment Agency are now recording and compiling the information gathered for production of formal reports to feed into the design.
- The Environment Agency will be conducting a Ground Penetrating Radar Survey. This will take approximately one week and will identify the position of services and utilities across the site.
- Environmental surveys have yet to take place, including critical surveys around the church, such as bat surveys.
- Concept engineering and design is ongoing, isolating each section of the project and splitting into smaller areas, working through different options for each area.
- Documentation and options for Heritage funding through the National Lottery are being reviewed.

Purdah

The Environment Agency representative explained that during the Purdah period, information and communication may be limited. The Environment Agency are given blanket rules to follow during this time and once the rules have been set, the Environment Agency will contact the Town Council to report its impact on attending meetings.

The Environment Agency representative, Cllr. Penn, Cllr. Thomas and Cllr. Pollock left the meeting at 6:44pm.

C20.167 MINUTES

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

RESOLVED:

The minutes of the meeting of Tenbury Town Council held on 15th February 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.



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C20.168 DRAFT MINUTES OF MEETINGS OF THE COMMITTEES

To receive and note the draft minutes of the Planning Committee held on 22nd February 2021.

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

RESOLVED: (10 For, 1 Abstention)

The minutes of the Planning Committee held on the 22nd of February 2021 were noted.

C20.169 INSURANCE RENEWAL

The Town Clerk stated that to secure the flood cover, details of the flood resilience measures carried out on the Council premises had been provided to the underwriters. In addition, the Town Clerk provided details of the proposed Flood Risk Management Scheme for Tenbury.

The Town Clerk stated that although the premium had increased to £7,115, the 2021/22 revenue estimates included a budget of £7,060 for the renewal, resulting in only a small overspend.

The Town Clerk stated that the underwriters have requested a revised valuation for the Council premises. It was noted however that an increase in the property values may result in a further increase in the premium.

Members discussed increasing the contents cover for The Regal due to the new removable seats and cover for loss of earnings on The Pump Rooms.

The Chair thanked the Town Clerk for her work providing the information required by the underwriters.

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

RESOLVED:

- (i) To note and agree the insurance policy renewal with Zurich Municipal for the period 1 April 2021 to 31 March 2022, subject to the professional property valuation.**
- (ii) To agree an increase in cover for the contents of The Regal to £125,000.**
- (iii) To agree cover for loss of earnings in relation to The Pump Rooms**

C20.170 EMERGENCY PLANNING

Members discussed and noted the legislative framework for emergency planning and the emergency planning command and control structure.

The Town Council is not required to produce an emergency plan, however, do have a role to provide support and local knowledge to the District and County Council emergency response teams. The Town Clerk is invited to attend the Bronze Command as part of this role.

The Town Clerk suggested inviting the Emergency Planning Officer from Malvern Hills District Council to attend a future meeting to explain the procedures, which Members agreed.



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C20.171 CCLA – PUBLIC SECTOR DEPOSIT FUND

Members noted and discussed the potential future direction of the interest rates and forecasted impact on the fund. The Chair highlighted the potential for negative interest rates.

The Town Clerk stated that the CCLA (Churches, Charities and Local Authorities Investment Management Ltd.) will keep the Council informed of any changes and the deposit can be withdrawn without notice.

RESOLVED:

Members agreed to take no further action at this time.

C20.172 PLAYING PITCH & OUTDOOR SPORTS STRATEGY – PARISH COUNCIL SURVEY

Members noted the development of a new Playing Pitch & Outdoor Sports Strategy across South Worcestershire, areas of Malvern Hills and Worcester City.

Members were requested to forward any comments to the Town Clerk. The Town Clerk was requested to complete the survey on behalf of the Town Council and to include any comments received from Members.

The Town Clerk to note on the survey Tenbury Community Pool Ltd. request to be consulted.

C20.173 RURAL MARKET TOWN GROUP

Members discussed and noted the review of the Government's Town Fund and future High Street Fund criteria and allocations. It was noted the Rural Market Town Group Councillor representatives meeting to be held on Monday 29th March 2021 at 4.30pm.

A Member queried how the report affected Tenbury. The Town Clerk stated that the document was provided for information and to highlight the work that the Rural Market Town Group undertake.

The Town Clerk suggested that she invited the Chief Executive to a future meeting to explain the role of the group.

C20.174 FUNFAIR

Members discussed the proposed funfair to be held on Palmers Meadow car park from Monday 19th April until Sunday 24th April, in accordance with Government guidelines and COVID-19 Risk Assessment.

The Chair stated that a Risk Assessment has been provided, however, he does have concerns on how social distancing will be maintained. The Town Clerk stated that the fair is held outdoors and after April 12th, restrictions will be eased. There will be a one-way system in place, with permitted entry under the rule of 6 or within a bubble. Numbers will be limited on rides, which will be sanitised between uses.

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

RESOLVED:

To agree the use of Palmers Meadow car park to hold the Funfair from Monday 19th April until Sunday 24th April, in accordance with Government guidelines and COVID-19 Risk Assessment.



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C20.175 MARKET FEEDBACK

Members discussed the Malvern Hills District Council Christmas market and thoughts on future artisan markets being held around The Round Market.

The Town Clerk was requested to provide feedback to Malvern Hills District Council that the Christmas Market was a success and any future initiatives, which will help support the Round Market area of the town, would be most welcome, however, existing Round Market traders should not be excluded from participating.

C20.176 ALLOTMENTS

Members discussed the proposed layout for a potential allotment site and considered the landowners request to lease the land subject to planning permission being granted and an appropriate agreement.

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

RESOLVED: (10 For, 1 Abstention)

- (i) To agree that the Town Clerk request that the developers consider the allotment site to be positioned adjacent to the houses, which would provide improved growing conditions.**
- (ii) To agree the Town Clerk takes advice from the Allotment Society with regards the lease arrangements.**

C20.177 THE BURGAGE

Members discussed a request to hold Zumba classes on the Tennis Courts.

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

RESOLVED:

- (i) To agree a request to hire the tennis courts from 29th March to hold Zumba classes, subject to provision of Public Liability Insurance and COVID-19 Risk Assessment.**
- (ii) To agree a hire fee of £8.00 per hour including VAT for the use of the tennis courts for exercise classes**

Members discussed the use of The Burgage to hold a music to movement class for children.

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

RESOLVED:

- (i) To agree a request to hold 'Jiggy Wigglers' classes from 29th March in The Burgage, which are a movement to music classes for children aged 0–5, subject to provision of Public Liability Insurance and COVID-19 Risk Assessment.**
- (ii) To agree there to be no charge for the use.**

C20.178 DISPENSER LOAN CONTRACT

The Town Clerk stated that in preparation for the re-opening of The Pump Rooms and the return to sport, she has been preparing the buildings to be compliant with COVID-19 guidance, with the provision of new soap dispensers for The Pump Rooms, pavilion and



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the referee changing rooms. The changing rooms and pavilion also require paper towel dispensers, which Arrow County Supplies Ltd. have offered to provide free on loan subject to the Council purchasing the paper towel rolls from the company.

The Town Clerk stated that the Town Council would arrange the installation and the cost of the paper towels would be recharged to the football club.

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

RESOLVED:

- (i) **To agree the Dispenser Loan Contract with Arrow County Supplies Ltd. for the provision of free on loan paper towel dispensers for The Pavilion and the referees changing rooms.**
- (ii) **To agree the recharge of the paper towel rolls to Tenbury United Football Club.**

C20.179 REPRESENTATIVES ON OUTSIDE BODIES

- (i) It was proposed by Cllr. Davies seconded by Cllr. Bowkett and unanimously

RESOLVED:

To appoint Cllr. Dowell to be a representative on the Malvern Hills District Youth Action Network (YAN)

To receive reports from the representatives on outside bodies:

- (ii) **CALC Area Meeting** – The Town Clerk stated that emergency planning had been discussed, which resulted in the document provided in agenda item C20.170.
- (iii) **Regal Tenbury Trust** – Mayor – The Mayor attended a recent meeting. The theatre has been closed due to COVID-19 restrictions. Several events are being planned for the re-opening.

Work has been carried out to expose the foundations at the rear of The Regal Studio and found that the foundations are very shallow due to water not discharging properly into the drain.

- (iv) **Tenbury Area Partnership** – Mayor – The Mayor stated that the recent Tenbury Area Partnership meeting was concerned with reinstating the Neighbourhood Plan Steering Group.
- (v) **Tenbury Museum** – Cllr. Patrick – The Museum was closed for the entirety of 2020. There is a planned reopening for May 22nd and the return of the monthly history talks is scheduled for July.

With regards to the move to the Old Fire Station, applications for Lottery Funding were suspended for the year due to monies being diverted to COVID-19 causes. An expression of interest has now been submitted and a reply expected in 3-4 weeks.

- (vi) **Tenbury in Bloom** – Cllr. Fielder – The group have now ceased to operate. Sponsors have been informed, but there has been no response. There is money remaining at the bank and the group own capital assets, the future of which has yet to be decided.
- (vii) **Chamber of Trade** – Mayor – No meeting held.



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- (viii) **Wheeler Charity** – Cllr. Drummond – Next meeting is in July.
- (ix) **Philip Baylies Trust** – Mayor – Applications for the tenancy of The Round Market have been received and the tenant will be announced shortly.

C20.180 EXCLUSION OF PRESS AND PUBLIC

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.

C20.181 PROPERTY VALUATIONS

Members considered the quotations for the professional valuation of the Council's buildings for insurance purposes.

The Town Clerk stated that the valuations had been requested by the insurance underwriters. It was noted that despite several attempts it was not possible to obtain three quotations. This was mainly due to the nature of the buildings.

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

RESOLVED:

To agree to accept the quotation of £3,100 from Silk Sharples Jennings Ltd. for the professional valuation of the Council's buildings for insurance purposes.

C20.182 RE-ADMISSION OF PRESS AND PUBLIC

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

C20.183 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

A Member asked what should happen to sandbags, which have not been used and not contaminated with flood water. The Town Clerk stated the sandbags can be returned to Palmers Meadow car park.

A Member asked if the path running along Kyre Brook would be cleaned. The Town Clerk stated that it had been reported to Worcestershire County Council.

C20.184 DATE AND TIME OF NEXT MEETING

To be confirmed

Meeting closed at 8:27pm

Signed

Date



TENBURY TOWN COUNCIL MEETING

15.03.21

COUNTY COUNCILLOR'S REPORT

1. National lockdown

Everyone will be aware of the tensions resulting from the continued national lockdown, maintained at a time when, fortunately, the numbers of Covid cases, people going into hospital and deaths are all falling. While we can be very thankful for that, vigilance must be maintained, while vigorous discussion continues at the national level on how the rules might be changed.

In Worcestershire, our rates of cases are falling, with Redditch an exception. There the high rate is among the under 65 year old population, probably connected with the level of industrial locations in the borough.

This week the Prime Minister has announced a substantial investment in improving bus services throughout the country. This is partly to seek to reduce car travel and thence air pollution, as well as encouraging more healthy modes of transport like walking and cycling.

The problems of sparsity are recognised in the plans, so that more rural bus services may be supported, as well as helping community transport schemes. All these matters are well known to those in the Tenbury area, where we have the benefit of the Tenbury Transport Trust, and now the new scheme run by John Driver named Teme Wheels.

2. County Matters

This Thursday, the 18th March, there will be the last Cabinet meeting of the session, before purdah starts next Monday in the run up to the county elections on May 6th.

Marcus Hart will be presenting a report on the first year of Worcestershire Children First, the independent company running children's services in the county as a wholly owned subsidiary of the County Council. It would be fair to say that it has gone quite well, and we are hopeful of being upgraded at the next inspection later this year.

I will be presenting three reports, two connected with new walking and cycling bridges, seeking to encourage more active travel at least for short journeys. One is the Hampton Bridge over the Avon in Evesham and the other is the Kepax bridge over the Severn, to the north of the city of Worcester. It will enable people to walk and cycle between the area of Gheluvelt Park on the east side and the Hallow road on the west.

In addition, I will be presenting a report on the development around the rail station in Redditch, designed to make that a transport hub for bus and rail users among others, encouraging the retail trade as well as commuting to and from Birmingham.

In all one might hope that these developments will put an end to the belief of some people that the county council is only interested in catering for car users, and not alternative modes of travel.

3. Local matters

Bearing in mind the impact of the lockdown on the retail trade, may I repeat my request that we all seek to shop locally as much as possible to maintain our local retailers, on whom we depend so much over the full year.

I am aware there are moves afoot to see the seat outside the Ship is installed in the correct location near the Regal, and the style of seat will match that requested. I support the idea of the current seat being installed on the wide verge opposite the end of the Bromyard road

I trust we will all be sympathetic to the needs of the EA as they continue their ground investigations, based on Palmers Meadow, as part of their preparations for the town's flood defences.

After consultation with County officers, I am confident that a solution will be found for the problems encountered with flooding in Market Street, and for the persistent smell that has dogged Teme Street for so many years.

I am pleased also to read of government encouragement for the use of pavements for outside tables and chairs, to encourage eating and drinking in the fresh air. This has been a bone of contention for some concerned with Teme Street, but I hope the national support will allay the reasonable fears that have been expressed.

**Cllr Ken Pollock
Cheltenham,
Gloucestershire,
GL50 2BZ
15.03.21**

MHDC Report March 2021 from Cllrs Penn and Thomas

CORONAVIRUS UPDATE

We have seen the infection rate in our district drop below the 100 per 100,000 mark for the first time in many months. Cases are now at levels we haven't seen since December 2020. They are similar to where they were in October 2020 before the surge in infections we saw towards the end of the year. Infection rates are now reported daily on the Worcestershire County Council website and they are also broken down by local area. This data will be used to target communications in areas where we see cases remaining higher than elsewhere in the district.

We are working with the economic development team on a new campaign to support the reopening of non-essential retail and personal care services on the 12th of April and the reopening of indoor hospitality on the 17th of May.

BUSINESS SUPPORT

In the budget last week the government announced new restart grants of between £6,000 and £18,000 would be offered to eligible retail, hospitality and leisure businesses from April. We are still waiting for the funds but are analysing the guidance and hope to be able to pay most of this money automatically. The existing main funding schemes will close at the end of March for new applications, with the exception of the February to March extension payment, which closes in May.

CARBON CALCULATOR TOOL (Parish and Town Councils)

A new Community Carbon Calculator has been developed to help Town and Parish Councils produce their own carbon reduction plans or actions. The tool gives parish level data on carbon emissions in the area that provides an idea of the main "impact areas" where concerted community-based action could make a dent in local emissions. This will be shared with Parish and Town Councils in Malvern Hills District Council e-newsletter update.

CLIMATE EMERGENCY

One of the first actions of the Green led coalition at MHDC was to declare a climate emergency. This action is supported by all councillors and indeed the government has set some of the most challenging targets for the environment in the world.

For example: The government has increased Marine Conservation Zones.

The reliance of carbon for energy has reduced since 2010.

Between 2005 and 2017, the carbon footprint of the district was reduced by 25% and is continuing to reduce. However, at the current rates, the district will not now be net zero until 2084.

Councillor Penn is still continuing to find a solution to 1, Market Street the charity shop, he is waiting for the Conservation Department to respond. He is also in close touch with Holly Jones who is Head of Planning and also with Jim Burgin in the Conservation Dept. regarding the development of Tenbury's flood defences.

A new large bin has been installed on St Michaels Common which should reduce the amount of rubbish in the area.

Thank you.
Bridget Thomas