

## **TENBURY TOWN COUNCIL 2024/25 MEETING TC05**

**Minutes of the meeting of TENBURY TOWN COUNCIL held on  
Monday 9<sup>th</sup> September 2024 at 7.00 pm  
in The Pump Rooms, off Teme Street, Tenbury Wells, WR15 8BA**

**PRESENT:** Cllrs S. Bowkett, E. Bunting, R. Connolly, L. Davies, M. Davies, A. Gould, D. Ingram, F. Knight, R. Perrin S. Russell and R. Young.

**IN ATTENDANCE:** The Town Clerk, the Assistant to the Town Clerk, Malvern Hills District Councillors, Cllr. L. Bruton and Cllr. A. Wilmott, two representatives of the Environment Agency, one candidate for co-option and two members of the public

Cllr. L. Davies chaired the meeting.

### **C24.102 APOLOGIES FOR ABSENCE**

Members received apologies for absence from Cllr. D. Patrick due to a planned holiday.

### **C24.103 CO-OPTION**

Members considered the applications for Co-option for one vacancy of office of Councillor to represent St. Michaels Ward.

Following a vote it was:

**RESOLVED:**

**Ms Belinda Smith was duly elected as a Member of Tenbury Town Council representing St. Michael's Ward.**

**Ms Smith duly signed the Declaration of Acceptance of Office and Acceptance of the Code of Conduct, which were witnessed by the Town Clerk as the Council's Proper Officer.**

### **C24.104 DECLARATIONS OF INTEREST**

A declaration of interest was made by Cllr. F. Knight under the Code of Conduct pursuant to the Localism Act 2011 in respect of item **C24.122 The Regal** on the agenda due to being a volunteer.

### **C24.105 DISPENSATIONS**

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

### **C24.106 PUBLIC PARTICIPATION**

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

None.

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

No report received at time of meeting.

**(iii) Worcestershire County Council      **Appendix A****

Report circulated.

The date for the resurfacing of Teme Street is now scheduled for 1<sup>st</sup> and 2<sup>nd</sup> October overnight between 8:00pm and 6:00am.



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### (iv) Malvern Hills District Council Appendix B and C

Cllr. Bruton and Cllr. Wilmott submitted reports, which had been circulated.

Cllr. Willmott stated that he was meeting with Rowlands Pharmacy head office to discuss the issues at Tenbury pharmacy.

Cllr. Bruton highlighted that the Annual Residents Survey was now live and urged Members to take part.

### **C24.107 TENBURY FLOOD RISK MANAGEMENT SCHEME** Appendix D

Members received an update from the Environment Agency's Flood & Coastal Risk Management Advisor on the proposed Flood Risk Management Scheme.

The representative began with a presentation and then opened to questions.

The Chair queried the funding gap and whether the cost rise in the time it will take to find the additional funds required. The representative stated that a contingency amount had been built into the figure to cover further cost rises.

The Chair asked for confirmation of the scheme being an all or nothing project. The representative stated that yes, as the town floods as one cell, the entire project needs to be completed to give protection.

A Member asked about the management of the defences being community based. The representative stated that yes, although the installation would continue to be maintained by the Environment Agency, that the actual management of the facility in a flood, would be community led, including closing of flood gates.

A Member asked what would happen if the additional funding required cannot be found. The representative stated that there would be no scheme without the required funding.

A Member asked if the Environment Agency would be submitting the planning application by the middle of next year. The representative stated that there will be no progression on the scheme until the funding is obtained.

A Member asked if, outside of the funding gap, is everything else has been agreed. The representative stated that talks with the church are ongoing.

A Member asked if the Environment Agency are aware of potential funding that they may be able to utilise. The representative stated that he could not comment at this time.

Cllr. Davies left the meeting feeling unwell at 7.20pm

### **C24.108 MINUTES**

To approve and sign the minutes of the meeting of Tenbury Town Council held on 1<sup>st</sup> July 2024.

It was proposed by Cllr. Russell, seconded by Cllr. Ingram

**RESOLVED: (10 For, 2 Abstentions)**

**The minutes of the meeting of Tenbury Town Council held on 1<sup>st</sup> July 2024 were confirmed as a true and accurate account of the meeting. The minutes were duly signed by the Chair as a true and accurate record of the proceedings.**

### **C24.109 DRAFT MINUTES OF COMMITTEE MEETINGS**

Members received and noted the draft minutes of the following Committee meetings:

- (i) Facilities Committee – 15<sup>th</sup> July 2024



## **TENBURY TOWN COUNCIL 2024/25 MEETING TC05**

- (ii) Planning Committee – 29<sup>th</sup> July 2024
- (iii) Finance & Staffing Committee – 29<sup>th</sup> July 2024
- (iv) Planning Committee – 2<sup>nd</sup> September 2024
- (v) Finance & Staffing Committee – 2<sup>nd</sup> September 2024

It was proposed by Cllr. R. Connolly seconded by Cllr. A. Gould and

**RESOLVED: (11 For, 1 Abstention)**

**To note the draft minutes of the following Committee meetings:**

- (i) Facilities Committee – 15<sup>th</sup> July 2024
- (ii) Planning Committee – 29<sup>th</sup> July 2024
- (iii) Finance & Staffing Committee – 29<sup>th</sup> July 2024
- (iv) Planning Committee – 2<sup>nd</sup> September 2024
- (v) Finance & Staffing Committee – 2<sup>nd</sup> September 2024

### **C24.110 EXTERNAL AUDIT**

Members received and noted the Notice of Conclusion of Audit for the financial year ended 31 March 2024

**RESOLVED:**

- (i) The Council noted that the audit of the Council's Annual Governance and Accountability (AGAR), for the year ending 31 March 2024, has been concluded on 29 August 2024.
- (ii) The Council noted that the auditor has issued an unqualified opinion.

### **C24.111 PLANNING APPLICATIONS – MALVERN HILLS DISTRICT COUNCIL**

Applications can be viewed online by following the link and searching on the application number <https://plan.malvernhills.gov.uk>

**Planning Ref: M/24/00826/LB**

Insertion of new cast iron pipe to front elevation from sump pump in cellar. Insertion of floor drain inside front door – 12 Church Street, Tenbury Wells, WR15 8BP.

It was proposed by Cllr. S. Bowkett seconded by Cllr. S. Russell and unanimously

**RESOLVED:**

**To SUPPORT the application Planning Ref: M/24/00826/LB**

### **C24.112 NATIONAL PLANNING POLICY FRAMEWORK (NPPF)**

Members noted the briefing note from the District Council on the proposed reforms to the National Planning Policy Framework.

### **C24.113 SIGNAGE REVIEW**

Members noted the District Council's signage review and proposals and consider any further amendments/additional signage requirements.



## **TENBURY TOWN COUNCIL 2024/25 MEETING TC05**

Cllr. Ingram reported that the sign near Morningside required repairing.

Cllr. Gould highlighted an old police station sign to be removed.

### **C24.114 PHOTOCOPIER**

Members considered the quotation for a 5-year rental lease of a refurbished Sharp photocopier.

It was proposed by Cllr. Bunting, seconded by Cllr. Russell

#### **RESOLVED:**

**To agree to accept the quotation for a 5-year rental lease of a refurbished Sharp photocopier at a rental cost of £31.00 per month.**

### **C24.115 ASSET OF COMMUNITY VALUE**

Members noted the successful nomination by Tenbury Wells Museum and History Group CIO of Tenbury Methodist Church as an Asset of Community Value.

### **C24.116 RSPCA CAMPAIGN**

Item deferred until the next meeting.

### **C24.117 INTERNAL AUDITOR**

Members discussed the reappointment of the Internal Auditor.

#### **RESOLVED:**

**To agree the re-appointment of Auditing Solutions Ltd.**

### **C24.118 COUNCILLOR TRAINING SESSIONS**

Members noted the Worcestershire CALC and NALC training sessions available to councillors. Members were requested to notify the Town Clerk of any courses they wish to attend.

**Cllr. L. Davies and Cllr. A. Gould left the meeting. Cllr. R. Perrin took the chair.**

### **C24.119 REPRESENTATIVES ON OUTSIDE BODIES**

**The following item was deferred.**

**To receive reports from the representatives on outside bodies:**

- (i)** CALC Area Meeting – Mayor & Deputy Mayor
- (ii)** Regal Tenbury Trust Ltd – Mayor & Town Clerk
- (iii)** Tenbury Area Partnership – Deputy Mayor
- (iv)** Tenbury Museum – Cllr Patrick
- (v)** Chamber of Trade – Mayor
- (vi)** Philip Baylies Trust – Cllr. M. Davies
- (vii)** Tenbury French Twinning Association – Cllr L. Davies
- (viii)** Tenbury Blooms – Cllr L. Davies
- (ix)** Malvern Hills District Youth Action Network – Cllr F. Knight



## TENBURY TOWN COUNCIL 2024/25 MEETING TC05

### C24.120 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 likely disclosure of confidential information Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

### C24.121 BURGAGE SHELTER

Members considered the quotations received for the replacement of the roof on the Burgage shelter.

It was proposed by Cllr. S. Russell seconded by Cllr. D. Ingram and

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

- (i) To accept the quotation from South Shropshire Roofing Ltd to replace the roof of Burgage shelter.
- (ii) The works to be funded from the Community Infrastructure Levy Reserve (£10,902.54) and the balance from the General Fund Reserve (£5,77.46).
- (iii) A bat survey to be undertaken.
- (iv) Ionic Surveying Ltd to be requested to undertake an interim inspection and final inspection of the works.

### C24.122 THE REGAL

It was proposed by Cllr. S. Russell seconded by Cllr. D. Ingram and unanimously

**RESOLVED:**

**To accept the particulars document for signature.**

### C24.123 RE-ADMISSION OF PRESS AND PUBLIC

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

### C24.124 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

Staff training – Finance and Staffing Committee

### C24.125 DATE AND TIME OF NEXT MEETING

Monday 7<sup>th</sup> October 2024 at 7:00pm

Meeting closed at 8.45 pm

Signed .....

Date .....



**County Councillor's Report – September 2024**

1. Following the disclosure that RAAC has been found in the roof of County Hall and a positive Legionella test on 20<sup>th</sup> June, County Hall remains closed. Expert teams are now assessing the building and will provide a detailed report shortly regarding the works necessary to repair the building.

Officers are currently located at Wildwood, Pershore Civic Centre as well as a number of additional locations. All council services continue as normal.

2. Worcestershire Children First held their annual free fun day for foster families and children who are looked after by the local authority. Amongst others, the event was organised by the Youth Voice team from Worcestershire Children First.
3. Worcestershire Children First will cease to operate as an independent company from 30<sup>th</sup> September. Children's Services will transfer to Worcestershire County Council. All children's services will continue as normal.
4. A recent survey has shown that satisfaction levels of tourists visiting Worcestershire are high. 95% of visitors surveyed are likely to visit the county again.
5. I have a sum of money to assist businesses in Tenbury who have been or are likely to be affected by flooding. Currently businesses are being approached to assess their needs and I hope to make the funds available by the end of the year.
6. Teme Street in Tenbury is due to be resurfaced between 25<sup>th</sup> September and 1<sup>st</sup> October. Road closures are due to take place for three nights, in order for works to be completed. Actual dates will be dependent on weather conditions.

David Chambers

County Councillor for the Tenbury Division

## **Malvern Hills District Council Report (September 2024)**

### **Cllr Lesley Bruton (Tenbury Ward)**

#### **Annual Residents' Survey**

The Annual Residents' Survey was launched on Sunday 1 September – please spread the word! The District Council would like residents' views on a variety of different topics, including what they think of their local area and the services the Council provide and their priorities for the district.

The survey will run until the deadline at midnight on 29 September 2024.

A £75.00 voucher for a local, independent restaurant or shop could be won (terms and conditions apply). The survey takes approximately 15 minutes to complete but progress can be saved so the survey can be completed in stages.

<https://www.smartsurvey.co.uk/s/MHRSWeb2024/>

#### **Active Travel**

The District Council is committed to encouraging Active Travel. Active Travel contribute to the vision of the five-year strategic plan 'to enhance the Malvern Hills District as a destination to explore and an outstanding place to live and work'.

Active Travel journeys are those made by using some physical activity like; walking, cycling, e-cycles, scootering or wheeling. They are usually short journeys to a destination i.e. shopping, dropping children off to school, clubs, travelling to work, to appointments, or visiting family and friends. Active Travel can form part of a longer journey i.e. to the bus stop or train station or picking up a lift in a car.

To encourage active travel the District Council organised two events in Tenbury where residents could have their bicycles repaired free of charge. Both events were extremely successful.





In addition, the Council ran a Bike Boost Scheme where residents could apply for a £50.00 voucher to encourage people to cycle more. Cyclists of any skill level were reimbursed £50 towards the costs of a bicycle check or service, replacement parts, tools, locks, accessories or even a new bicycle.

<https://www.malvern hills.gov.uk/community/active-travel>

### **Apprentice Bursary 2024**

The Council recognises that apprentices and trainees may struggle to cover the cost of travel or equipment to access work or college and in turn this may prevent them from applying for certain jobs.

An Upskilling Bursary Scheme is available to support trainees where they are earning less than £250.00 per week and are Malvern Hills residents.

£500.00 is available to help cover the cost of travel, equipment, tools and clothing necessary to access training. For those interested in using active travel methods (walking/cycling) for their commute to work this may be put towards the cost of equipment such as purchase of a bicycle or e-bike.



The bursaries are administered via Worcestershire Apprenticeships on behalf of Malvern Hills District Council.

<https://www.malvern hills.gov.uk/business/skills-and-training/apprenticeships-and-training-opportunities>

### **Malvern Hills Upskilling Grant**

The District Council is also helping local businesses through an Upskilling Grant Scheme. Funding up to £1,500 is available to help businesses with the cost of training new staff (i.e. apprenticeships, trainee or other).

To qualify the business must:

- Be based in the Malvern Hills district postcode area
- Employ fewer than 250 people
- Pay at least minimum wage to the trainee for a post of at least 30 hours a week including training leading to a recognised qualification
- The apprentice/trainee must have started their training after 1 October 2023 and have at least a 12-month signed employment contract.

### **Home Upgrade Grant**

If your annual household income is £36k or less and you are not connected to mains gas for heating, then you could be eligible for the Home Upgrade that offers free improvements such as all types of home insulation, Air Source Heat Pumps, Solar PV etc.

<https://www.worcestershire.gov.uk/council-services/environment/sustainability-and-carbon-reduction/tackling-fuel-poverty/home-upgrade-grant-scheme-hug2>

### **Community Arts Grants Programme**

Severn Arts and Malvern Hills District Council have launched round two of the Community Arts Grants Programme.

As part of the programme, individual artists, arts organisations, venues and community groups can apply for Community Arts Funding. The Grants Programme aims to strengthen community connections, offering a range of art activities, providing creative opportunities for all residents of the District and have an impact on local communities.

You can apply for up to £2,500 for your community arts projects, which must take place before March 2025. The deadline for applications is 9am on Friday 20<sup>th</sup> September.

Please email [I.farley@severnarts.org.uk](mailto:I.farley@severnarts.org.uk) if you have any questions regarding the grant programme.

### **Planning Decision**

The Northern Area Planning Committee, at its meeting held on 4 September, consider the Reserved Matters application for 25 holiday lodges and associated car parking at Cadmore Lodge.

The application was refused unanimously on the following grounds:

The proposed development would, by reason of the type of lodges (static caravans) layout, appearance, landscaping and the amount of supporting infrastructure, including parking spaces and service roads; result in a visually intrusive form of development, lacking in quality, which would result in harm to the character and appearance of the area, the setting of the hotel and cause noise and light pollution to dwellings on the opposing eastern side of the valley which would be exacerbated in the autumn and winter months.



**Andrew Willmott  
District Councillor  
Tenbury Ward**

**Report on Items of Interest  
20 August 2024**

**Flood Defences, Tenbury Wells**

The latest Environment Agency review of the Scheme calculated that the savings from averting Tenbury flooding made the Scheme robust. The new Government has decided to review the Scheme again in its reallocation of funding.

**Planning. MHDC**

We await the results of the improvements introduced on 1 April. To date, planning officers are still advising of delays in responding.

**Speeding**

West Mercia Police have agreed to Operation Snap and the signs are up in the Rochford area and more recently we have added Hanley. Other communities are showing interest. An application to include Berrington Green is in process.

**parkrun**

A tentative course has been mapped out on Palmers Meadow in discussion with and support of the Football Club, the Community Pool and the Scouts. An initial meeting of volunteers has been held but more volunteers are still needed.

**Teme Bridge**

The recent evaluations by the Environment Agency on the Flood Relief Scheme include their moving the services currently buried in the Bridge pavements. This has led to Highways' re-evaluation of whether the pavement areas actually can take vehicle weight, to date they have maintained not. This will have a knock-on effect on the viability of a footbridge.

**Road Works**

Roadworks methodology, how and when works are undertaken, is a local and national problem with roads closed and interrupted for long periods with no work being undertaken. I have asked, and Government has agreed, to consider legislation to redress the balance with adequate incentives to reduce current disruption.

**Tenbury Pharmacy**

Rowlands HQ has admitted to problems at the Tenbury Pharmacy. There has been patchy improvement. I will continue to press.

### **Neighbourhood Plan**

New developments attract Section 106 and Community Infrastructure Levy (CIL) contributions from developers. Under a suitably framed Tenbury / Burford Neighbourhood Plan (TBNP) and concomitant levy agreements, developments on the Shropshire side of the Teme, impacting on Tenbury, could have those development levies directed to Tenbury Town projects. A TBNP would also increase the CIL contribution retained for the locality. (Source: MHDC Planning Policy) TTC was unable, at the time of writing, to give a date for the next vote on this matter.

### **TSB Closing**

The Town's last bank is closing next May. I have pressed Government for a banking hub to replace it, similar to the one in Pershore. MHDC has also joined the push for a replacement banking facility in Tenbury.

### **Parking Strategy**

Given the developing problems in the Town, the Tenbury Traders Group has asked that a Parking Strategy be developed and adopted by Worcestershire CC Highways. There is logic in a Town Parking Strategy being in accord with a possible Neighbourhood Plan - we await the next vote on this by Tenbury Town Council.

### **St Michael's College**

This local heritage asset and school has just changed hands, having been empty for some years. The new owner is a UK company who intend to refurbish and reopen the school next year.

### **Increased Government Housing Targets**

The annual house building target for Malvern Hills District has been raised by 65% from 368 each year to 609 under the new Planning Framework. The new instructions also mean that our existing plan for MHDC, currently with the Planning Inspectorate, hoped to be agreed next year, will probably have to be reviewed immediately after it is approved.



# Tenbury FRMS – September 2024





# Agenda

- Overview
- Funding
- Delivery Risks
- Focus areas

# Overview

- Community design workshops complete
- Outline design for the scheme based on community needs complete – there are some compromises for all
- Detailed cost assessment complete (results below)
- General Election – Comms & Engagement

# Funding

The community design workshops demonstrated the complexity of the design. This requires a far bigger budget than originally anticipated.

- £60m of benefits.
- Work done by the EA and MP Harriet Baldwin potentially allows the scheme access to £17.2m of funding.
- Outline Business Case cost forecast was £13m-£14m
- Following the community design workshops and the detailed cost review, the latest cost estimate is: £25m - £30m, leaving a PF gap of £8m - £13m

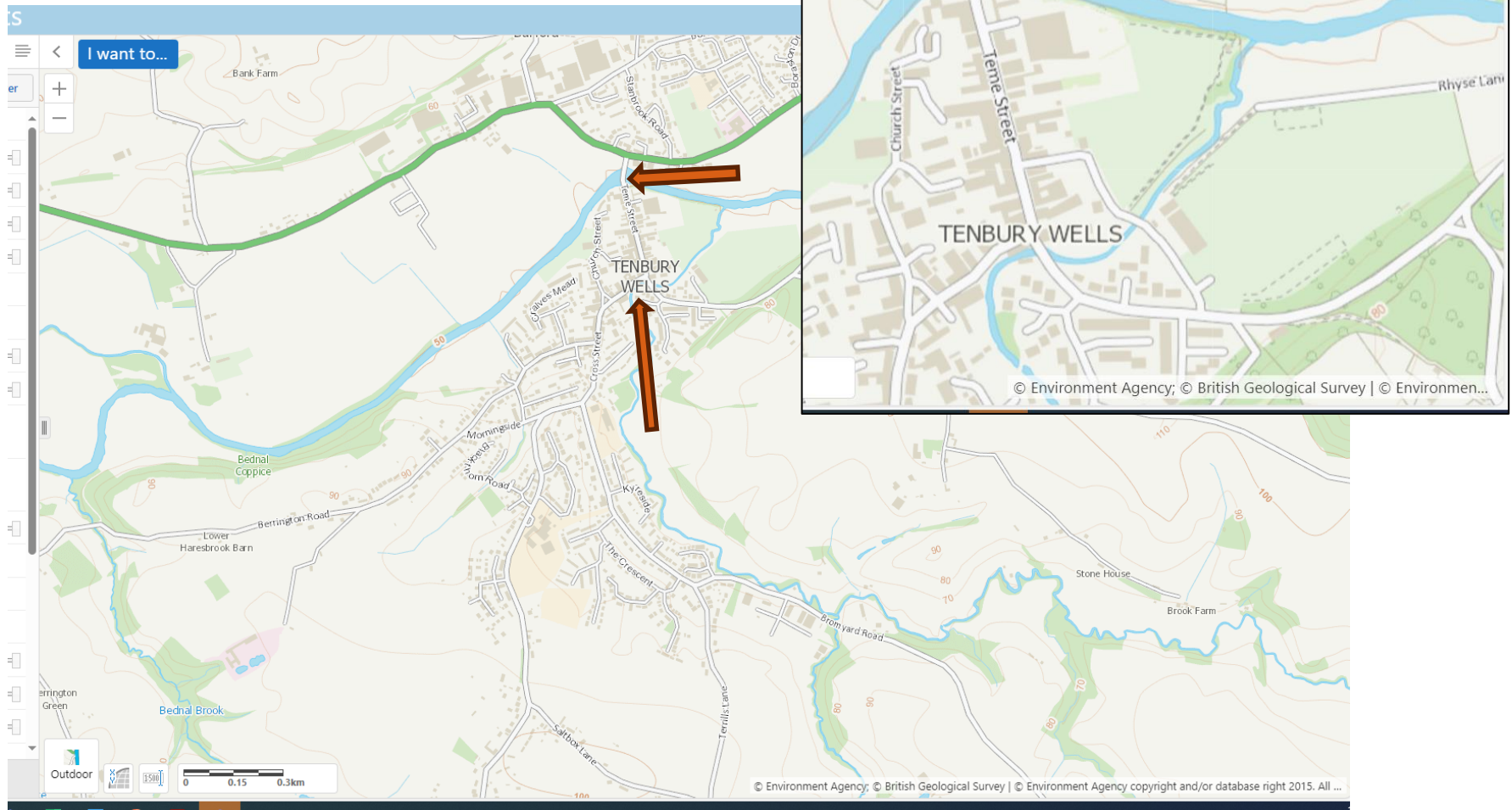
# Tenbury FRMS

Other key delivery risks that have come out of the community design workshops:

- Delivery impacts
- Operational needs
- Third party assets



# Delivery impacts



- Road closures on the two main road links
- Potential for families to be relocated from two or three areas for 6-month periods

# Operational Challenges

- 20 flood gates are required - including across the main road into the town.
- Notice to close the gates will be very short.
- There will be false closures due to the rapid nature and forecasting challenges – this will frustrate the community at times.
- We (the Environment Agency) will not be able to operate these gates – we won't be able to get there fast enough.
- Automation is unlikely for cost and complexity reasons.
- Partners have shown interest, but agreements are not yet in place – what can you offer?.





# Third party assets: Market Street

- Only option is to render the riverside of the properties and offer Property Flood Resilience (PFR) for the doors and windows.
- Risk: PFR may not be deployed by the community in time.
- Risk: there could be structural issues with the properties in the future.



# Next steps

For the next six months the project teams focus area will be:

- Review funding options and explore any opportunities with partners
- Work with the community to resolve the operational challenges – flood gate closure and PFR deployment

The two items must be resolved before the scheme can progress.

# Questions