



## EVESHAM TOWN COUNCIL

Minutes of the Meeting of the **TOWN COUNCIL** held at 6.30 pm on **MONDAY 9 NOVEMBER 2020** via the Zoom video conferencing platform and in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Those present:

Chairman: Cllr Mrs S Amor (Town Mayor)

Vice Chairman: Cllr P Clifford (Deputy Mayor)

Councillors: Cllr A P Booth, Cllr A Dyke, Cllr G Bearcroft, Cllr G Hale,  
Cllr R Hale, Cllr Mrs J Haines, Cllr Miss E Haynes, Cllr M S Goodge,  
Cllr Mrs J Johnson, Cllr Mrs E Nishigaki, Cllr R W Raphael,  
Cllr Mrs M Sale, Cllr Mrs J Sandalls, Cllr Mrs S Schaathun, Cllr Mrs C Smith,  
Cllr Mrs F Smith, Cllr Mrs B Timbrell, Cllr Mrs J Tucker, Cllr N S Tucker

Officers: Mr S D Carter (Town Clerk)  
Mrs C Chambers (Committee Clerk)

Also present: Mr S Knight (Marketing and Events Officer WDC), Cllr P Griffiths (WDC),  
and 1 member of the public

### **28. Apologies for Absence**

Apologies were submitted on behalf of Cllr Mrs S Smith.

### **29. Declarations of pecuniary or other interest (if any)**

- Cllr Dyke declared a non pecuniary interest in agenda item 37 (planning applications) as he is a member of WDC Planning Committee
- Cllr R Hale declared a non pecuniary interest in agenda item 37(a) the planning application by Mrs B Rowland as she was known to him.
- Cllr Mrs F Smith declared a non pecuniary interest in agenda item 36 as she is a member of the WDC Communities and Funding Advisory Panel which deals with NHB applications.
- Cllr R Raphael declared a non pecuniary interest in agenda item 34 as his business is mentioned in the Wychavon District Council Inward Investment Manager's Annual Report.

### **30. Announcements by the Town Mayor**

The Town Mayor Cllr Amor informed members that she had attended the Remembrance Service held at the war memorial on Sunday 8<sup>th</sup> November and was very pleased with how it had been conducted and how the attendees observed social distancing guidelines.

### 31. Minutes of the Previous Meetings held on 12 October 2020

The Town Clerk had circulated with the agenda the minutes of the previous Town Council Meeting. It was moved seconded and **RESOLVED** that the minutes for the Council meeting held on 12 October be approved and adopted as a true record, to include the omission of Cllr Bearcroft who had attended the meeting.

### 32. Committee Minutes

The Town Clerk had circulated with the agenda the minutes of the following committees:

- a) **Finance and General Purposes Committee held on 19 October 2020.** It was moved seconded and **RESOLVED** that the minutes be adopted as a true record.
- b) **Planning and Estates Committee held on 26 October 2020.** It was moved seconded and **RESOLVED** that the minutes be adopted as a true record.

### 33. Finance – Payments and Receipts for September 2020.

The Town Clerk had circulated with the agenda details of the income and expenditure of the Council for the months of September and October 2020. Also attached were the bank reconciliation reports for September and October. The payments had been approved by the Chairmen of the Committees in line with the scheme of delegation.

Following a query on the payment of the Mop Fair road closure the Clerk explained that the true cost had been discounted by WCC and had to be submitted at least 3 months in advance of the event so that WCC could undertake the statutory requirements of a road closure including publicising it.

It was moved seconded and **RESOLVED** that the receipts and payments and bank reconciliations for September and October 2020 be approved.

### 34. Wychavon District Council Inward Investment Manager's Annual Report and request for funding in 2021/22

The Town Clerk had circulated with the agenda a report from Shawn Riley WDC's Inward Investment Manager. The Mayor invited Steve Knight to address the Council.

Mr Knight explained the report and outlined the current projects for 2020/21, of which WDC had allocated a budget of £35,000 to support projects in Evesham, with ETC's contribution of £15,000 created a total budget of £50,000. He also added that WDC had funded the Economic Development Team to help deliver projects, which had enabled the leveraging of additional funds on a project by project basis which created a total budget of over £3,000,000. Mr Knight thanked Evesham Town Council for their support and respectfully requested £15,000 to support the following initiatives in 2021/22 this being:

<b>2021/22 Projects</b>	<b>Evesham Town Council's contribution</b>	<b>WDC Contribution</b>	<b>Total Project Budget</b>
Inward Investment	£3,000	£10,000	£13,000

Business Support and Grants	£3,000	Over £100,000 (awaiting confirmation)	> £100,000
Local Distinctiveness / Events	£9,000	£16,000	£25,000
<b>Total contributions</b>	<b>£15,000</b>	<b>&gt; £120,000</b>	<b>&gt; £135,000</b>

The Mayor thanked Mr Knight for his report. Following discussion, it was moved, seconded and **RESOLVED** to support ongoing projects with the allocation of £15,000 in the budget for 2021/22.

*Mr Knight left the meeting*

### **35. Almonry Advisory Panel – Election of members**

The Town Clerk had circulated with the agenda a report to finalise the membership of the Almonry Advisory Panel the creation of which was agreed at the last meeting. The clerk had asked for members to put forward their name if they were interested in being on panel and a supporting statement should they want to. A poll was then created for members to vote for the members.

The following members were elected to the panel:

Cllr Alan Booth  
Cllr Andrew Dyke  
Cllr Mark Goodge  
Cllr Marlene Sale  
Cllr Chrissy Smith

### **36. New Homes Bonus and Community Legacy Grant**

The Town Clerk had circulated with the agenda a report which advised Members of WDC's intention to end the NHB scheme for town and parish councils and that unspent money would be put in the pot for the Community Legacy Scheme. Any recently approved projects have until April 2022 to be completed. Older ones have until March 2021.

The report reminded Members that Evesham had been the beneficiary of the NHB scheme due to the number of houses that had been built in the town, he added that circa £500,000 had been paid out so far. Most recently the Town Council successfully applied for £50,000 for the next phase of the Enlighten Project, subject to it being approved by the WDC Executive Board. There is one outstanding project for St Andrews School that should be submitted in January 2021. The report explained that, Evesham Town Council had £22,755 of unallocated/unspent NHB money which needed to be considered for a project before the end of March, this could be increased if St Andrew's School decide not to formally submit their application, which had been held up by the epidemic as the school had held back their plans for the 'hub'.

At the NHB meeting the group had considered projects that may be suitable. One put forward that got support was the idea of a flagpole and landscaping of the area currently known as the sensory garden located at the foot of the Almonry Drive adjacent to the entrance to All Saints Church. The NHB Group asked that the Council as a whole consider any ideas for projects that they have.

It was further reported that WDC had just reopened the Community Legacy Scheme, with expressions of interest required to be submitted by 7 December. Previously the Town Council had submitted the Avon Lock Island project, which had got through the first phase but not the second, it was highlighted that further consultation would need to take place. Potential projects to be submitted were the Cricket Club who wanted to relaunch their project for new pavilion etc., the Evesham Pier scheme, and once again, the Evesham Lock Project. The NHB Group felt the Evesham Pier project was ambitious but not ready to be formally submitted at present. They welcomed both the Avon Lock Project resubmittal and the Cricket Club, but also asked that the Council commented on these and any other ideas they may have.

It was also noted that there was a time constraint on this so the Clerk asked that any proposals put forward to be considered by the NHB Group and were given delegated authority to approve a project and put in an expression of interest so that it could be submitted before the deadline.

It was proposed, seconded and **RESOLVED** that the NHB Working Group be given delegated authority to submit proposals to the WDC Community Legacy Scheme and do any necessary consultation.

Cllr Mrs F Smith abstained from voting

### 37. Planning Applications

- a. 20/02273/HP – Bengeworth – Summer House, Badsey Lane, Mrs B Rowland-  
Proposed replacement garage  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=104057>

It was moved, seconded and **RESOLVED** to recommend this application be approved.

*(Cllr R Hale abstained from voting)*

- b. 20/02274/HP – Twyford – 91 Greenhill, Mr Tony Hudson-Proposed garage  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=104058>

It was moved, seconded and **RESOLVED** to recommend this application be approved subject to the garage be the same height as the hedge.

- c. 19/02382/CU – Little Hampton – Land and building lying to the north west of 3 Orchard Walk, Evesham, Change of use of a WWII air raid shelter to provide no.2 garage/storage units. <https://plan.wychavon.gov.uk/plandisp.aspx?recno=101190>

It was moved, seconded and **RESOLVED** that this application be refused as access to the private road was unsuitable for the proposal.

- d. 20/02214/GPDA – South – Pippins Court, 40 Waterside, Erection of two additional storeys the existing topmost residential storey to provide 10 additional flats  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=103998>

It was moved, seconded and **RESOLVED** to recommend this application be refused, as the proposal would be out of keeping with the street scene, and no provision was made for additional parking.

### **38. Town Council and Almonry November Lockdown update**

The Town Clerk had circulated a report to inform Members of the Councils position in response to the government's announcement of another national lockdown which came into effect on 5 November 2020 and was due to be in effect for 4 weeks. He reported that the Almonry had closed its doors to the public and the office had reduced its operating hours in line with government advice.

The Manager of the Almonry reported that the Almonry had closed on Wednesday 4<sup>th</sup> November in line with the museums winter opening hours (closed on Wednesdays until March) and aimed to reopen on Thursday 3<sup>rd</sup> December dependant on any changes at a regional or national level. The museum would be guided by advice from DCMS via the Museums Association. She added that a plan for Wednesday closure had already been drafted and would now be expanded to cover the lockdown period. A full staff meeting was held on Wednesday 4<sup>th</sup> November to allocate tasks, and a timetable was drawn up of staff on site.

She also added that the summer lockdown and this new lockdown had had a massive impact on income across the board. Museum admission income had dropped by 25% and other income (shop, schools, groups) was down 51% based on a comparison of August- October 2019. To try and generate income during the lockdown and particularly in the run up to Christmas, the Almonry team had set up a PayPal account with a view to setting up a contactless click and collect gift shop. This is purely experimental but we hope to generate some income and we would use the experience to investigate the feasibility of creating a permanent online shopping portal. The Almonry team would be working hard at home and at the Almonry to prepare for the reopening and the future of the service.

Town Clerk reported that the office had been manned every day with staff working from home and coming into the office on different days on a rota basis. In line with government requirements, and following the lead of other local authorities across the sector office staff would continue this, but with reduced cover in the office as the majority of work could be done from home. The Clerk reported that what was different to the previous lockdown was that the Council was now established and fairly confident in undertaking online meetings. This would be continued and staff would need to attend the office to help prepare and distribute agendas. In addition, the office would continue to support the outdoor staff in their work, particularly in the facilitation of interments in our cemeteries which required liaison with funeral directors and the checking of records. The Clerk added that the office had remained closed to general callers and councillors, and would continue to be so. However, if required the option to make an appointment would be available. The clerk would continue to review and update the various risk assessments.

The Town Clerk also reported that the outdoor staff would continue to work as before. In the winter, their duties would change slightly as there was less mowing to do. Tree and hedge work and general maintenance would become more prevalent.

The legislation is summarised in <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>.

The Clerk was asked to share the rota details.

**NOTED**

### **39. Reports from Council's Representatives**

There were no reports from Council Representatives.

There being no further business, the meeting closed at 7.50pm.

COUNCILLOR S AMOR  
TOWN MAYOR