



# EVESHAM TOWN COUNCIL



## PLANNING AND ESTATES COMMITTEE

Notice is hereby given of the **PLANNING AND ESTATES COMMITTEE** will be held at the Council Chamber, Town Hall, on **MONDAY 30 SEPTEMBER 2019 at 6.30 pm** to which you are hereby summoned for the transaction of the business specified below

### **Admission of the Public and Media**

Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1.

### **Public Participation**

Public Participation is welcomed and will be in accordance with Standing Order 3(e) to 3(j) on a matter before the Committee. It would be helpful if anyone wishing to participate would contact the Town Council on 01386 565700, email [council@eveshamtowncouncil.gov.uk](mailto:council@eveshamtowncouncil.gov.uk), or in person, prior to the meeting.

### **AGENDA**

- 1. Apologies for Absence**
- 2. Declarations of pecuniary or other interest including requests for dispensation (if any)**
- 3. To agree the Minutes of the meeting held on 19 August 2019 (attached)**
- 4. Planning Applications – To receive and consider planning applications received from Wychavon District Council since the last meeting of the Planning and Estates Committee or Town Council**  
Report attached
- 5. Planning Decisions from Wychavon District Council**  
Report attached
- 6. Fencing Quote for Waterside Cemetery**  
Report attached
- 7. Cushions to replace seat pads in the Council Chamber**  
Report attached
- 8. New chairs for the Town Hall**  
Report attached
- 9. Proposed ‘Real Time’ Bus Information Displays in High Street**  
Report attached
- 10. Matters of urgency raised, for information only, at the discretion of the Chairman**  
notice of which is to be given prior to the commencement of the meeting



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Town Clerk

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Committee Circulation: Cllr Mrs S Amor (South) Ex-officio (Deputy Mayor), Cllr A Booth (Bengeworth), Cllr P Boyd (Twyford), Cllr Miss E Haynes (Great Hampton), Cllr M Goodge (Bengeworth) Ex-officio (Town Mayor), Cllr R Hale (Bengeworth), Cllr Mrs J Johnson (Avon), Cllr Mrs M Sale (South), Cllr Mrs J Sandalls (Twyford), Cllr Mrs S Schaathun (Little Hampton), Cllr Mrs C Smith (South)

Also circulated electronically to all other councillors for information

Minutes of the Meeting of the **PLANNING AND ESTATES COMMITTEE** held at 6.30 pm on **MONDAY 19 AUGUST 2019 at Wallace House, Oat Street, Evesham.**

Those present:

Chairman: Cllr Mrs S Amor (Deputy Mayor)  
Vice Chairman: Cllr A P Booth  
Councillors: Cllr P Boyd Cllr M S Goodge (Town Mayor), Cllr R Hale,  
Cllr Mrs J Johnson, Cllr Mrs M Sale, Cllr Mrs J Sandalls,  
Cllr Mrs S Schaathun, Cllr Mrs C Smith

Officer: Mrs C Chambers – Committee Clerk

Also present: Cllr Mrs J Haines (non committee member) and Colin Tether of the Civic Society

## **26. Apologies for Absence**

Apologies were received from Cllr Miss E Haynes.

## **27. Declarations of pecuniary or other interest including requests for dispensation (if any)**

There were no declarations of interest.

## **28. Minutes of the Previous Meeting**

The minutes of the meeting held on 29 July 2019 were circulated with the agenda, Cllr Booth noted that in minute 20 (m) he had left the meeting before the application was discussed. It was moved, seconded and **RESOLVED** to adopt the minutes including the amendment as a true record.

## **29. Planning Applications**

- a. 19/01660/FUL - Travis Perkins, Unit 7A, Enterprise Way, Vale Park - Increasing the external storage height to 5M and adapting parking bays.  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=100471>  
It was moved, seconded and **RESOLVED** to recommend this application be approved.

Cllr Boyd abstained from voting.

- b. 19/01648/CU – Mr T Wood, 31 Port Street - Retrospective change of use from A1 shop to A3 /A5 cafe / takeaway food  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=100459>  
It was moved, seconded and **RESOLVED** to recommend this application be refused as concern was expressed at the increase of traffic and parking on the narrow road.

Cllrs Boyd and Sandalls abstained from voting.

- c. 19/01711/HP – Mr & Mrs Collett, 27B Merrybrook - Rear extension  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=100522>  
It was moved, seconded and **RESOLVED** to recommend this application be approved subject to no encroachment and over barring of neighbouring properties.

Cllr Boyd abstained from voting.

- d. 19/01582/HP – Sue Fisher, Trevoise, 36 Greenhill - To remove the boundary wall adjoining the pavement and insert a new drop kerb outside front of property.  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=100393>  
 It was moved, seconded and **RESOLVED** to recommend this application be refused, as concern was expressed that there would not be enough space to turn and would result in the vehicles reversing onto a busy classified A road.

Cllr Boyd abstained from voting.

- e. 19/01708/DEM –Mr Jon Bryan, Land West Of Cheltenham Road -  
 Application for prior notification of proposed demolition of redundant bungalow and green houses on phase 2 land.  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=100519>  
 This application was withdrawn by the applicant.

Cllr Boyd abstained from voting.

### 30. Planning Decisions from Wychavon District Council

The following report was tabled at the meeting and **NOTED**

Planning No:	Applicant:	Address:	Brief Description	ETC:	WDC:
19/01079/FUL	TJX	Sinclair Retail Park St Richards Road	Plant equipment	Approve	Approve

### 31. Restoration of Workman Bridge Plaque

The Town Clerk had circulated with the agenda a report which reminded Members that the Civic Society had requested funding for the restoration of the Workman Bridge plaques. The request was considered last year and the Council deferred a decision in order to see if ownership could be established. WCC had been asked whether they are or would take ownership but no clarification had been received.

The Civic Society had subsequently contacted the Town Clerk to reaffirm their request to have the signs restored and ask whether the Town Council would contribute towards it. With no further contact from WCC, and no definitive answer as to who was the owner of plaques, the committee was asked to make a recommendation. The Civic Society had obtained a quote to do the work from a local company who specialised in signs and they had quoted £1,095. The company had undertaken historic work before including the repainting of the coat of arms on the Town Hall exterior.

It was understood that the Civic Society had a commitment from Cllr Bob Banks that he would fund £400 from his divisional fund. The Civic Society also had stated that Wychavon District Council had pledged to fund 50% of the remainder subject to Evesham Town Council finding the rest, £347.50.

*In accordance with Standing Orders 3(e) to 3(g), Mr C Tether from the Civic Society addressed the committee and answered some questions.*

It was commented that WCC had stated that the cost would be thousands due to the requirement to shut the path and to provide scaffolding on the river side of the bridge.

It was moved, seconded and **RESOLVED** that the committee support the restoration of the plaques and that delegated authority be given to the Clerk, Mayor and Chairman to overlook and negotiate the details of the contract on the condition that, permission from WCC/Highways was granted, also on condition that the budget/cost of the restoration is approximately the same as reported i.e. £1,095, and on condition that the Council were not bound to accept the quote from the contractor the civic society had chosen and could if necessary engage another contractor to do the restorative work.

Cllr Boyd abstained from voting.

### **32. Traffic Order – Proposed Prohibition of Driving – Abbey Lane**

The Town Clerk had circulated with the agenda a report from Worcestershire County Council which proposed a traffic order regulation on the prohibition of driving in Abbey Lane. The report explained that the order would create a walking and cycling link from Evesham Town Centre from the riverside, the proposal would physically prohibit driving through Abbey Lane from the fire station to Midland Red Road with bollards at each end. A map was also circulated with the report which highlighted the area of the proposal.

It was moved, seconded and **RESOLVED** to support the traffic order.

Cllr Boyd abstained from voting.

### **33. Matters of urgency raised, for information only, at the discretion of the Chairman**

The Mayor, Cllr Goodge updated Members on the town hall refurbishment, he explained that work to fit the new flooring was suspended due to a water leak in the hall, the Mayor explained that Chase are responsible for the exterior of the town hall but could not fix the leak immediately, the leak has been temporary resolved so the fitting could commence but they are now running behind schedule.

There being no further business, the meeting closed at 7.10 pm

COUNCILLOR MRS S AMOR  
CHAIRMAN

**EVESHAM TOWN COUNCIL**

**COMMITTEE: PLANNING AND ESTATES**

**DATE: 30 SEPTEMBER 2019**

**SUBJECT: PLANNING APPLICATIONS**

**REPORT BY: COMMITTEE CLERK**

**1.0 PURPOSE OF REPORT**

1.1 To advise Members of the planning applications received from Wychavon District Council for consultation.

**2.0 RECOMMENDATIONS**

2.1 Members' recommendations are requested.

**3.0 PLANNING APPLICATIONS**

3.1 19/01979/FUL – Bengeworth – Delegated  
Banbury & Evesham Area Quaker Meeting  
28 Cowl Street  
Conversion of a dwelling and Quaker Meeting Children's Room to two flats.  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=100789>

3.2 19/01941/FUL & 19/01942/LB– Avon – Delegated  
Mr & Mrs Middleton  
45 High Street  
Change of use of part of the ground floor, first floor, and second floor to three residential flats.  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=100751>

3.3 19/01927/ADV – Little Hampton – Delegated  
On behalf of Esso Petroleum Company Ltd  
Cheltenham Road Service Station  
Cheltenham Road  
Pylon sign  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=100737>

3.4 19/02055/FUL – Avon – Delegated  
Mr Nigel Gould  
Evesham Sports Ground  
Blind Lane  
Replacement pavilion  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=100864>

**4.0 FINANCIAL IMPLICATIONS**

4.1 None for the Town Council.

**5.0 LEGAL IMPLICATIONS**

5.1 None for the Town Council.

Agenda Item No. 5

Planning No:	Applicant:	Address:	Brief Description	ETC:	WDC:
19/01415/FUL	Ms V Ashford	Berwyn Broadway Road	Change of use of land for siting of holiday homes	Approve	Approve
19/01711/HP	Mr/s Collett	27B Merry Brook	Rear Extension	Approve	Approve
19/01582/HP	Sue Fisher	36 Greenhill	Remove boundary wall and insert drop kerb	Refuse	Refuse
19/01660/FUL	Travis Perkins	Unit 7A Enterprise Way	Increased external storage height to 5M	Approve	Approve

**EVESHAM TOWN COUNCIL**

**COMMITTEE: PLANNING AND ESTATES**

**DATE: 30 SEPTEMBER 2019**

**SUBJECT: FENCING QUOTES FOR WATERSIDE CEMETERY**

**REPORT BY: TOWN CLERK**

**1.0 PURPOSE OF REPORT**

1.1 To inform the committee of suggested new fencing at Waterside Cemetery

**2.0 RECOMMENDATIONS**

2.1 The committees are asked to make a recommendation.

**3.0 WATERSIDE CEMETERY**

3.1 Over the past few years and noticeably since heavy winds/rainfall earlier this year, parts of the fencing at Waterside Cemetery have either blown away or been removed due to being dangerous. See images below:



3.2 Officers obtained 3 quotes from local companies these are attached for members only.

#### **4.0 LEGAL IMPLICATIONS**

4.1 None.

#### **5.0 FINANCIAL IMPLICATIONS**

5.1 It is recommended that any expenditure would be allocated to the outdoor churchyards general maintenance budget. There is £4,000 allocated to this budget with £800 having been spent.

**EVESHAM TOWN COUNCIL**

**COMMITTEE: PLANNING AND ESTATES**

**DATE: 30 SEPTEMBER 2019**

**SUBJECT: CUSHIONS TO REPLACE SEAT PADS IN THE COUNCIL CHAMBER**

**REPORT BY: TOWN CLERK**

**1.0 PURPOSE OF REPORT**

1.1 To inform the committee of quotes for cushions to replace the seat pads in the Council Chamber.

**2.0 RECOMMENDATIONS**

2.1 The committees are asked to make a recommendation.

**3.0 SEAT PADS IN THE CHAMBER**

3.1 The seat pads in the council chamber have been in situ since around 1984. They have become very worn and it was suggested that we replace them.

3.2 Whilst researching quotes for new cushions, it was highlighted by a potential contractor that, as the chamber is a commercial venue and is hired by local groups, the current seat pads did not comply to Health and Safety regulations. Inasmuch as the cushions were stuffed with horse hair. As soon as this advice was fed back to the Mayor and Deputy Mayor, it was resolved to remove the seat pads immediately.

3.3 In conjunction with suppliers, Officers drew up a specification as below:

*"We have 26 "seat pads" rather than cushions which are made to measure and sit nicely on the wooden chairs in the council chamber in the town hall.*

*They are made of blue velvet, isosceles trapezoid shape and have piping around the edges. I can let you have an example and pop it up to you when convenient.*

*We need all 26 pads replacing and made 2" thick, as opposed to the inch thick at present.*

3.4 Quotes based on this specification are attached for members only.

**4.0 LEGAL IMPLICATIONS**

4.1 The cushions would need to be inflammable to comply with Health and Safety.

**5.0 FINANCIAL IMPLICATIONS**

5.1 There is no specific budget to meet this expenditure.

- 5.2 Options include Civic Regalia, which has £1,900 remaining in it. Town Hall budgets including repairs and maintenance have £1,850 remaining.
- 5.3 The committee will need to consider the implications for the expenditure on the new chairs as detailed in the next agenda item.
- 5.4 It should also be noted that any expenditure from the Civic Regalia budget would mean that the Council would have to wait to purchase the 3 new ladies hats required for the robes.

**EVESHAM TOWN COUNCIL**

**COMMITTEE: PLANNING AND ESTATES**

**DATE: 30 SEPTEMBER 2019**

**SUBJECT: BANQUETING CHAIRS FOR THE TOWN HALL**

**REPORT BY: TOWN CLERK**

**1.0 PURPOSE OF REPORT**

1.1 To inform the committee of quotes for new chairs in the town hall.

**2.0 RECOMMENDATIONS**

2.1 The committees are asked to consider which chairs they would wish to purchase (if any)

**3.0 TOWN HALL CHAIRS**

3.1 Since the refurbishment of the town hall, it was noted that some of the older bucket chairs were not suited to the flooring. Furthermore the existing blue chairs were showing signs of age and some were becoming rickety. A number of the blue chairs have been removed as they have lost the leg protectors. There are now 130 blue chairs left and the capacity for the hall is 200.

3.2 Replacing the town hall chairs was part of the original plan when looking at the hall as a whole. The Council agreed that the current chairs were not great and that the purchase of replacements would be beneficial in terms of making it more marketable and for current users. It was suggested that officers look at replacing the chairs with banqueting chairs which would be more in keeping with the updated hall.

3.3 Originally the cost of replacing the Town hall chairs was included in the New Homes Bonus bid to replace the floor and lift. Whilst the bid was successful, Wychavon District Council asked that the chairs be paid for by the Town Council as part of its contribution to the project.

3.4 There are many banquet chairs on the market, and officers have attempted to provide quotes across the price spectrum and provide a summary of the specifications. Councillors will need to decide what they regard as the best option. Attached is a table and example of the chairs and prices.

**4.0 LEGAL IMPLICATIONS**

4.1 None.

**5.0 FINANCIAL IMPLICATIONS**

5.1 The Town Hall budgets that could be used to purchase the chairs include repairs and maintenance, £1,850 remaining. Town hall new equipment has £750 allocated to it which is unspent. The Town Hall cleaning and caretaking budget is also on track to be underspent, currently it is at £3,714 with six months remaining.



## **CHAIR 1**

Further information:

Material Aluminium & Fabric

Weight 5.5kg

Colour Patterned Cloth Blue

Light elegant aluminium and gold finish frame

Leg frame 25mm x 18mm thick

Fire resistant fabric and foam conforming to BS 7176 standards

Stackable for easy storage

Convenient back hand hold for easy positioning

Side rails for added strength

Weight 5.5kg



## Chair 2

Fabric & foam FIRA tested to BS:7176 requirements for medium hazard applications suitable for UK general contract use

- Exceeds CRIB 5 testing
- 20mm x 20mm x 1.2mm steel tubing for additional strength
- 2.5" High density foam cushion
- High density dome seat cushion & built in hand hold
- Built in hand hold for easy mobility
- Stack 10 high for easy storage
- Double support bracing for added strength
- Plastic glides to prevent floor scratching and plastic bumper guards to prevent scratching when stacked
- Seamless back panel - no visible fixings
- Bottoming cloth underneath chair to maintain tidy appearance



## **CHAIR 3**

Dimensions 895(H) x 440(W) x 450(D) mm

Material Steel frame

Weight 6kg

Colour Blue

Plain cloth chairs feature strong steel gold finish frame

Frame size: 19(W) x 19(D)x 1.2(Thick)mm

Fire resistant fabric and foam conforming to BS 7176 standards

Conforms to commercial standard for strength and stability

Stackable up to 12 high for easy storage

For swatches please order AE868

Seat Height: 460mm



## **CHAIR 4**

Hardwearing Wooden Frame

Available in Gold Limewash or Silver

Stackable (Up to 10 High)

Removable Seat Pad

BS 7176 Crib 5 Fabric

High Density FR Foam

Strong and Durable

Lowest UK Price



## CHAIR 5

Silver Gold or Black Finish

High Density FR Foam

BS 7176 Crib 5 Fabric

Choice of Fabrics

Stackable (Up to 10 High)

Plastic Glides Feet

Double Support Bracing for Extra Strength

Easy Stacking

Trolley Available for Easy Transport



## CHAIR 6

With it's curved back and useful hand hold the R3 is always a popular choice.

Available in a choice of frame colours and attractive tweeds.

Standard frame colour: Black, Brown, Grey

Extra charge for Silver and Gold frame



## **CHAIR 7**

FIRA Tested Contract Chair

Steel Frame

Gold Frame

High Density FR Foam

Sewn Seat

BS 7176 Crib 5 Fabric

Red or Blue Upholstery

Stackable (Up to 10 High)

Plastic Glides Feet

Double Support Bracing for Extra Strength

Easy Stacking

**EVESHAM TOWN COUNCIL**

**COMMITTEE: PLANNING AND ESTATES**

**DATE: 30 SEPTEMBER 2019**

**SUBJECT: PROPOSED 'REAL TIME' BUS INFORMATION DISPLAYS IN HIGH STREET**

**REPORT BY: COMMITTEE CLERK**

**1.0 PURPOSE OF REPORT**

1.1 To inform the committee of Worcestershire County Council's (WCC) intention to install electronic bus information boards in the town centre.

**2.0 RECOMMENDATIONS**

2.1 WCC has asked for the committee's views on this proposal and the committee should respond accordingly.

**3.0 REALTIME DIGITAL DISPLAYS**

3.1 Committee members may recall that it was verbally reported that WCC were looking at installing digital bus information boards in the town centre.

3.2 WCC has since emailed the Town Clerk to reaffirm this intention and to ask the Council's views on this proposal. *'Worcestershire County Council has two digital displays that it would like to locate at Bus Stations to publicise, the estimated arrival time (Real time) of buses rather than the scheduled bus timetable time. The idea is that if users have more up to date information, it might improve bus patronage'.*

3.3 The proposal is part of a wider strategy to provide bus users with real time information. Attached to this report is a WCC document which gives greater detail on the county wide project to roll out real time information.

3.4 Pictured below is a mock up of what the digital information boards may look like in situ.





3.5 The committee are being asked to consider whether they would be opposed to having either the column freestanding display (1<sup>st</sup> image) or a 65 inch display (2<sup>nd</sup> image), on the High Street in the vicinity of the 5 stops located between Swan Lane and Oat Street.

3.6 The committee are also asked to consider if there is another location that one could be located. WCC have investigated installing one at the bus stop on the High Street near the entrance to the train station but the electric supply dig was deemed to be too deep to be achievable.

#### **4.0 LEGAL IMPLICATIONS**

4.1 It is understood that WCC will be required to get planning consent.

#### **5.0 FINANCIAL IMPLICATIONS**

5.1 None for the Town Council, maintenance would be the responsibility of WCC.