



# EVESHAM TOWN COUNCIL



## TOWN PLAN COMMITTEE

Notice is hereby given that a meeting of the **TOWN PLAN COMMITTEE** will be held on the on **MONDAY 16 NOVEMBER 2020** at 6.30 pm via Zoom video conferencing, to which you are hereby summoned for the transaction of the business specified below

**The meeting will be held via Video Conference** 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.

### **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 is welcomed and will be in accordance with Standing Order 3(e) to 3(j) on a matter before the Committee. The public are also welcome to observe the meeting. The meeting will be held via video conferencing platform Zoom <https://us02web.zoom.us/join>. For security reasons you will need to contact the Town Clerk via email in advance of the meeting to get the meeting ID and password. Email [townclerk@eveshamtowncouncil.gov.uk](mailto:townclerk@eveshamtowncouncil.gov.uk).

### **Recording of Meetings**

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

## AGENDA

1. **Election of Chairman**
2. **Election of Vice-Chairman**
3. **Apologies for Absence**
4. **Declarations of pecuniary or other interest including requests for dispensation (if any)**
5. **Minutes of the previous meeting held 2 March 2020 including questions as to the progress of any items – minutes attached**
6. **Financial Statement**  
Report attached
7. **Inward Investment Manager's Report**  
Mr S Riley's (WDC) report attached
8. **Enlighten Evesham – Design Proposal**  
Ms C Tredwell's (WDC) report attached

9. **Anti Litter Working Group**  
Report to follow
10. **Battleton Brook update**  
Report attached
11. **Neighbourhood Plan**  
Cllr J Tucker to provide a verbal update
12. **Further points for consideration**
  - Earth Day events
  - Designation of River Avon for Bathing
  - Town Plan Review
13. **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.

Stuart Carter  
Town Clerk

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Committee Circulation: Cllr S Amor (Ex-officio with voting rights as Town Mayor), Cllr A Booth, Cllr Clifford (Ex-officio with voting rights as Deputy Mayor), Cllr A Dyke, Cllr M Goodge, Cllr R Hale, Cllr J Tucker

Co-opted member without voting rights: Mrs G Pawson, Mr B Taylor, Mr R Walker,

Also invited: Mr S Riley (Inward Investment Manager at Wychavon District Council)

Also circulated electronically to all other councillors for information

## EVESHAM TOWN COUNCIL

Minutes of the Meeting of the **TOWN PLAN COMMITTEE** held at 6.30pm on **MONDAY 2 MARCH 2020** at the Council Chamber, Evesham Town Hall, Market Place, Evesham

Those present:

Chairman: Cllr J Tucker  
Vice-Chairman: Cllr G Hale  
Cllr Mrs S Amor (Deputy Mayor), Cllr G Bearcroft,  
Cllr A P Booth, Cllr M S Goodge (Town Mayor)

Non councillor co-opted committee members:

Mrs G Pawson, Mr B Taylor, Mr R Walker

Officers:

Mr S D Carter (Town Clerk)  
Mr S Riley (WDC Inward Investment Manager)

Also present was Cllr R Hale, Mr J Harvey and 2 members of the Avon and Arrow Greenway Project, and 1 member of the public.

### **36. Apologies for Absence**

There were no apologies submitted.

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

There were no declarations of interest.

### **38. Minutes of the meeting held 16 December 2019**

The Town Clerk had circulated with the agenda the minutes of the previous meeting held 16 December 2019. It was **RESOLVED** that the minutes of the meeting held on 16 December 2019 be adopted as a true record.

The Chairman informed the committee that the Vale Passenger Transport group had held a meeting at the Town Hall on 21 January which had been well attended. The broad feedback was that people were happy with rail provision but not with bus provision.

### **39. Financial statement**

The Town Clerk had circulated with the agenda a report detailing the expenditure which had been spent or committed. The committee had a budget of £6,000:

- £1,500 – Sustrans – Cycle Feasibility Study
- £231 – Greening Evesham publicity
- £100 – Green Fayre Banner
- £500 – Anti Litter Evesham

**NOTED**

### **40. Cross Parish Cycleway Project**

Circulated with the agenda was a report on the Cross Parish Cycleway project, now rebranded the Avon and Arrow Greenway Project (AAGP).

It was explained that the project had received £1,500 of funding from the committee earlier in the financial year as a contribution towards the cost of a feasibility study. The project had requested £3,000 but it was stated at the time that the committee did not want to commit to allocating such a large proportion of the Town plan budget to one project so early in the year.

The feasibility study had now been completed and the AAGP had now asked the committee to reconsider now the financial year was almost over and that funding remained in their budget. The AAGP stated that the funding would help take the project to the next stage.

Mr Harvey who was on the AAGP committee was present and briefed those present on the project. He explained that the name change was done to represent the ambitious aim of the project and that this name has been used in the charity registration application. Mr Harvey highlighted the groups ambition to work in partnership with all the different local authorities and other stakeholders in this project. He highlighted the Town Plan's aim to improve cycling infrastructure and informed members that WDC were very supportive of connecting Evesham to Alcester via a cycle route. He stated that the money would assist them to progress the project to the next stage, this being looking at the ecology and engineering challenges of the proposed link. The actual building of the route would come later.

It was proposed, seconded and unanimously agreed to **RECOMMEND** that £1,500 be given to the AAGP to assist them with the next stage of the project.

Mr Harvey and his fellow volunteers from AAGP were thanked for taking the time to address the committee. They left the meeting.

#### **41. Inward Investment Manager's Report**

The Town Clerk had circulated with the agenda a report by Mr Shawn Riley Inward Investment Manager (WDC).

Mr Riley highlighted a few points in his report namely that WDC were out to tender on the production of town centre prospectuses. The purpose of each prospectus was to articulate a vision for the future for each of the three towns in Wychavon. The Town Council would be consulted on the document. In response to a question about the lack of reference to the historical nature of Evesham in the bullet points, Mr Riley highlighted the great deal of work that all councils had done to promote Evesham's historic town centre and that the list provided was not exhaustive but merely illustrative. The historical importance of the town centre in Evesham would be represented in the prospectus.

Mr Riley stated that work was continuing behind the scenes on the shopping centre. Chase Commercial were working hard to make the project work with WDC working with them to try and make it happen. There were a few details to get sorted in terms of aligning all the interested parties, but once this was done it was hoped that progress would be quite quick.

Mr Riley was asked about the issue of homelessness in the town and what was being done to combat it. Mr Riley explained that WDC were delivering their required percentage of affordable housing, though he understood that the majority of frustration surrounded a certain case. It was explained that in this case, the person was being engaged with on a regular basis, they had been offered accommodation and support, however at present they were unwilling to take it at present. WDC were in a situation whereby they could not force the individual to go as they did not have

the power and also that they wanted the person to willingly go as forcing them would likely result in them returning in a short period of time.

In response to a question regarding the old Argos shop on the High Street Mr Riley confirmed he continued to speak with the landlord and would continue to work with them. With regards to the former butchers and café on the High Street which were owned by the same person and which were in a poor state, Mr Riley confirmed that WDC were working with the owner whilst also pursuing enforcement action.

It was noted that WDC intended to appoint a walking and cycling officer. Mr Riley confirmed that this was the case and that the appointment would be imminent. He also highlighted that this was a technical position that would work in the planning team and would focus on ensuring planning policy with regards to cycling and walking was adhered to.

Mr Riley was thanked for his report.

#### **42. Anti Litter Working Group**

The Town Clerk had circulated with the agenda a report by Mr Bruce Taylor advising of actions undertaken to date by the Anti Litter Working Group.

Mr Taylor highlighted that the group was still getting great support from the public, businesses and both Evesham Town Council and Wychavon District Council.

WDC had been particularly supportive with regards to the groups 'year of education' providing resources to get the message out to local schools and colleges about the impact of littering.

Mr Taylor went on to say that the group were taking a more strategic approach now. They were to hold a meeting for businesses at the Royal Oak on 23 April.

In response to a question about enforcement, Mr Taylor stated effective enforcement was crucial, however, this group was about education and trying to persuade people that not dropping litter meant we all lived in a nicer town that was good for everyone.

The Chairman informed the committee that 2 litter picks were to take place on 21 March and 4 April as part of the Great British Spring Clean.

Mr Taylor was thanked for his report.

#### **43. Battleton Brook**

The clerk verbally updated members on the Battleton Brook Project.

He reminded members that this project centred around enhancing the brook area for residents and wildlife and had come about following a bio diversity study undertaken by Worcestershire Wildlife Trust.

Members were informed that the Town Council had earmarked up to £20,000 of New Homes Bonus funding for the project, though this was subject to approval by WDC.

The Clerk had conducted two site meetings, the most recent happening in the past two weeks with an officer from the Environment Agency (EA). They had been very supportive of the project and the officer had agreed to draft the specification document which would then be used

to get quotes for the work. It was explained that it was planned to create a number of scallops in the brook and that it was these which would account for a significant amount of the budget. It was hoped to have the specification from the EA in March though they had been delayed as their resources were diverted to deal with the flooding that had taken place in the region.

The Clerk highlighted how both the Town Plan and WDC and WCC had policies about enhancing the natural environment and natural corridors to town centres.

In response to a question the Clerk stated that this scheme did not include any enhancements to the verge on the side of the access road to Waterside Cemetery.

**NOTED**

#### **44. Neighbourhood Plan – update**

The Clerk had circulated a report with the agenda updating members on the progress made with regards to the feasibility of undertaking a neighborhood plan (NP).

He explained that he and the Chairman had met informally with a consultant who was based in Evesham but who had worked on many neighborhood plans both in Worcestershire and Warwickshire. The meeting had been productive and informative and gave a lot of background information on the process. The Clerk explained that there was funding available from various sources should the Council wish to undertake a NP in addition to the budget that had been allocated in the forthcoming budget. It was difficult to give a cost as that would depend on what the NP was to encompass and what professional advice would be required. The consultant advised that the Town Plan document offered a great start point from which to start.

It was commented that a clear idea of what the NP is and why it would be required would need to be considered and communicated before embarking.

The Chairman stated that at some point if the committee agreed that some sort of public meeting would need to be held in order to find out what the people of Evesham thought about undertaking a NP and what they would like to see included.

The committee unanimously agreed that the process of looking into the feasibility of undertaking a NP continue and that a public meeting be held some time in the near future.

**NOTED**

#### **45. Earth Day Events**

The Chairman verbally reported on proposed plans for Earth Day which was taking place on 22 April 2020. This year was the 50th year of Earth Day and it was noted that the Evesham Green Plan looked to promote environmental issues and that this would give the opportunity to do so. Previously the Town Council had supported a Green Fayre and a Green Seminar as part of the Evesham Green Plan known as Greening Evesham. The Chairman went on to explain that it was planned to provide schools with some pollinator plant packs, undertake some litter picks and promote a talk by Worcestershire Wildlife Trust. The Chairman requested that a budget of £250 be allocated to meet the cost of the pollinators packs and to publicise the event. It was unanimously **RECOMMENDED** that £250 be allocated from the current Town Plan budget for Earth Day events.

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

Mr R Walker informed the committee that he had recently attended a presentation by Henry Harbord of Worcestershire County Council regarding proposed walking and cycling routes around Evesham.

**NOTED**

There being no further business the meeting closed at 7.55pm

COUNCILLOR MRS J TUCKER  
CHAIRMAN

**EVESHAM TOWN COUNCIL**

**COMMITTEE:** TOWN PLAN  
**DATE:** 16 NOVEMBER 2020  
**SUBJECT:** FINANCIAL STATEMENT  
**REPORT BY:** TOWN CLERK

**1.0 PURPOSE OF REPORT**

1.1 To advise Members of the budgets that are managed by this committee.

**2.0 RECOMMENDATION**

2.1 It is recommended that the report be noted.

**3.0 FINANCE**

3.1 Members will be aware that the Committee has an allocated budget of £6,000.

3.2 In addition, there is a budget of £5,000 for expenditure related to the development of a Neighbourhood Plan.

3.3 There has been no expenditure from either of these budgets owing to the lockdown that commenced in March 2020.

3.4 At the previous meeting, £250 was allocated to support Earth Day, though this was not spent as Earth Day events were cancelled due to the national lockdown.

3.5 There are requests for budget to be considered at this meeting from the Battleton Brook Project and the Enlighten Evesham project.

**4.0 FINANCIAL IMPLICATIONS**

4.1 These are explained in the report.

**5.0 LEGAL IMPLICATIONS**

5.1 Any expenditure recommendations will have to go to Council for approval.

## **Wychavon Inward Investment Manager's Update to Evesham Town Council's Town Plan Committee 16 November 2020**

### **Response to Covid**

The Economy theme of the Town Plan has been dominated by responding to the effects of lockdowns and reopening in 2020. During spring and early summer, the priority was to ensure that every business was paid the grants they were entitled to due to being forced to close for 3 months. There were many anomalies resulting some examples of genuine hardship slipping through the net and whilst it was not possible to assist everyone as much as we may have wanted it was reassuring to see so many of our independent retailers surviving into the summer. It is a shame the same cannot be said for the national brands we have lost but these were perhaps already in a perilous position prior to Covid.

When the lockdown eased attention turned to supporting businesses to reopen. This included working with Worcestershire County Council officer Barry Barnes to secure permission for cafes to use pavement and parking space to enable them to trade viably whilst maintaining social distancing.

Support was also given to the Northwick Arms and Evesham Hotels which were forced to close in the spring. I am pleased to report that both hotels used this time productively to invest in renewing their accommodation. The Northwick is undergoing a major refurbishment which was originally planned to be done in phases but owners Sunny and Ben Chen chose to turn the crisis into an opportunity to crack on with the work. Trading in the summer went well with many businesses reporting they had recovered a significant proportion of the turnover lost during lockdown, the additional promotion and the support for the Medieval Market helped but unfortunately this optimism faded as tighter rules were reintroduced culminating in November's lockdown.



### **Vale Business Park**

Whilst the headlines have been dominated by Covid I am pleased to report that the long-term investment interest has been maintained. In conjunction with Wychavon District Council, Chase Commercial Ltd is constructing 10 new units ranging in size from 2,100

sq.ft. to 5,000 sq.ft. The units which are to be constructed in two terraces can be combined, if required, for larger occupiers. The units are due to reach practical completion in April 2021 and are available on either a freehold or leasehold basis. Wychavon is underwriting the cost of the units as part of its plan to help rebuild the local economy because of the impact of the COVID-19 pandemic. The scheme has also received £600,000 from the Government's Getting Building Fund, which supports job creation, skills and infrastructure projects.

The units, targeted at SME's, are the first phase of a wider planning consent that includes two further units of 22,500sq.ft. and 28,200sq.ft. respectively. The developer is due to submit an outline planning application for the remaining c23 acres of the site in November and this will enable the completion of the infrastructure works including the access roads and the speculative development of larger units to attract bigger occupiers to Evesham.



### **Town Centre**

Wychavon has is about to instruct consultants to produce a prospectus for Evesham Town Centre, this document will build on the vision and ambition established in the Evesham Town Plan and be used as a marketing tool as well as evidence to underpin future applications for government funding once attention turns rebuilding our economy.

I chair the Evesham Historic Development Consultative Group and it was good to learn that the Abbey Trust had secured its NLH funding and Historic England Grant amounting to nearly £1m to enable the project to move to the delivery stage. The Churches Conservation Trust has secured £200,000 to start restoration work on St Lawrence's Church, this funding is Covid related and has a very tight delivery timetable, fortunately members of the group were able to share resources to assist in sourcing suitably qualified local stone masons and materials so the work has a chance of being completed on time.

Discussions continue with the owner of the Riverside Shopping Centre who remains committed to regenerating the heart of our town centre. I hope to be able to report details of significant progress early in the new year if not before.

## **Evesham Town Plan Meeting 16<sup>th</sup> November 2020**

**Project:** Enlighten Evesham

**Report by:** Caroline Tredwell, Arts Development Officer at WDC

**Background:** A Wychavon Partners Together event in 2016 identified an ambition for a lighting themed installation in Evesham. The Enlighten creative lighting trail aligns to the Evesham Town plan which identified an ambition to: Provide a high quality visitor experience centred on the Abbey Site, create new connections between the parks and town centre, enhance the town's built heritage, reveal and promote the town's history and heritage, improve lighting to public areas, encourage families to visit the town in the evenings, improve and raise the profile of the Almonry Museum, improve the look of historic buildings in our conservation areas and improve the quality of the public realm.

Architectural lighting specialists were commissioned in 2017 to develop a costed strategy for achieving these ambitions. They proposed a trail of illuminated historic buildings including the Almonry Museum, St Lawrence's Church, All Saints Church, the Bell Tower, the Abbey Gardens and the War Memorial.

A phased approach was adopted and in phase 1 alongside a community engagement programme implementations completed in 2018 were; illuminating the War Memorial for the Centenary of the end of WW1 and thereafter, updating the Bell Tower lights including lighting the previously unlit fourth wall. In 2019 the launch of a projection mapped on to the facade of the Almonry Museum. The projection at the Almonry Museum is subject to a one year trial period from Worcestershire Highways which came to an end mid - October 2020.

Currently implementations proposed for the remaining phases include lighting the façade and interior lighting of the stained glass windows of All Saints Church and St Lawrence's Church and lighting the Cloister Arch entrance to the Abbey Gardens. This will be supported by an exciting programme of community engagement events. Evesham Abbey Trust are currently taking forward works on the ground to restore what remains of the Abbey walls, to explore the beneath-ground information by archaeology and to undertake a comprehensive community engagement project. Churches Conservation Trust are working on a repair project for the tower and spire stonework at St Lawrence's.

**Request:** Can Evesham Town Council pay for or make a contribution towards the design proposal to be completed for the remaining phases of Enlighten, these being All Saints and St Lawrence's Churches and the Cloister Arch?

**The Design Proposal:** The fee for the design proposal is £3770 ex VAT. The design proposal will be completed by Noiseboys, the contractor who completed the lighting for the Bell Tower.

The design proposal will include;  
Lighting designs for the two churches, Abbey Gardens Cloister Arch and surrounding areas as part of the lighting trail, to include on-site trial, plans and designs written up, with presentation over Zoom or similar, all technical designs for DAC Faculty/historic body approval.

**Rationale:** The feasibility study that was completed in 2017 does not contain enough information for us to apply for Faculty permission. The church has requested that we apply for Faculty permission before advertising the invitation to quote as they may wish to share the opportunity with particular suppliers.

The costings quoted in the initial feasibility study are now out of date so in order to inform the bid to the Arts Council (once Faculty consent is granted) we require up to date information.

It is likely that there will have been advances in terms of energy efficiency over the past three years and these will be a key consideration in the design proposal.

A New Homes Bonus bid for fifty thousand pounds was majority supported at the Funding and Communities Advisory Panel meeting on the 2<sup>nd</sup> November 2020 and is now passing to the upcoming Executive Board Meeting. At this meeting it was discussed that this funding could not be released to finance the design proposal due to the funding for the remainder of the project not yet being secured.

Currently the cost of the design proposal would have to be met from the very limited arts budget. We have made a commitment to commissioning a new projection at the Almonry Museum from this year's budget. This may raise questions regarding how much of the arts budget is being spent in Evesham in comparison with other towns/areas. The project will not be able to move forward until the design proposal is completed.

***Town Clerk's note:*** *Evesham Town Council successfully applied to WDC for £50,000 of NHB for this project. However, it was commented that the criteria of NHB would not allow funds to be used for the Design Proposal. The design proposal is a prerequisite to the project moving forward.*

**EVESHAM TOWN COUNCIL**

**COMMITTEE:** TOWN PLAN  
**DATE:** 16 NOVEMBER 2020  
**SUBJECT:** BATTLETON BROOK UPDATE  
**REPORT BY:** TOWN CLERK

**1.0 PURPOSE OF REPORT**

- 1.1 To update the Town plan Committee on the Battleton Brook project.
- 1.2 To ask the committee to approve a financial commitment to the project.

**2.0 RECOMMENDATION**

- 2.1 It is recommended that the committee consider the request for funding for this project.

**3.0 BACKGROUND**

- 3.1 The committee will already be aware of the Battleton Brook project, which aims to enhance the area for the benefit of wildlife, residents and pedestrians who use the route to access the town centre and schools.
- 3.2 The Clerk presented the project to the WDC panel who are responsible for the distribution of NHB funding. The project received great feedback from the panel and an award of £20,000 was agreed.
- 3.3 We are now awaiting the Environment Agency to finalise the design specification so we are able to go out to tender on the ground work. Once we have this we will then be able to formally put in our bud to the Natural Networks programme for match funding. We anticipate applying for £15,000.
- 3.3 The Town Clerk, and Cllr Mrs Tucker recently held a zoom meeting with representatives from the Environment Agency and Natural Networks Programme. They are still very supportive of the project. We were anticipating being further ahead with the project, but we have been waiting on the Environment Agency to finalise the plans for us as they have the expertise on water courses. They have been delayed by flooding issues and then by the pandemic, but as stated we are hopeful of having the specification at very soon.

**4.0 LEGAL IMPLICATIONS**

- 5.1 None at present, though we will require permissions from the Environment Agency.

**6.0 FINANCIAL IMPLICATIONS**

- 6.1 The committee is asked to allocate £1,500 of its budget for this project. This will be spent on application fees, there are administration fees for processing the application with the Environment Agency and potentially for WDC if formal planning is required. In addition,

the £1,000 would be used as match funding contribution from the Town Council to go with the funding from NHB and Natural Networks.