



## Minutes of the Meeting of Severn Stoke & Croome d'Abitot Parish Council

**Wednesday 4<sup>th</sup> March 2026,**  
**At Croome National Trust SOQ meeting room**  
*The meeting commenced at 7.30pm*

**Parish Councillors:** (# absent with apologies, ## absent without apologies)

Cllr Richard Hill (Chair) (rep for Severn Stoke parish ward)  
Cllr Ian Daly (rep for Severn Stoke parish ward)  
Cllr Laura McEwan-Hill (rep for Severn Stoke parish ward)  
Cllr Pat Preston # (rep for Severn Stoke parish ward)  
Cllr Ray Williams # (rep for Severn Stoke parish ward)  
Cllr Simon Bott (rep for Croome parish ward)  
Vacant seat x 1 (vacancy for Croome parish ward)  
Vacant seat x 5 (vacancies for Severn Stoke parish ward)  
Responsible Financial Officer, Proper Officer and Parish Clerk Lisa Stevens

**Other community representatives:**

National Trust Michelle Fullard, General Manager South Worcs #  
National Trust Katherine Alker, Grounds Manager Croome #  
Worcestershire County Councillor Martin Allen #  
Malvern Hills District Councillor John Michael #  
Malvern Hills District Councillor David Harrison  
Volunteer Footpath Officer Richard Humphries #  
Parish Lengthsman Tim Hughes #  
PC Jon Hand/Safer Neighbourhood Off. Dee Stanley/Police Comm. Support Officer Ashley Smith #  
Friends of St. Denys' Committee John Henderson  
Tarmac Colin Stratford (Clifton Liaison Committee Chair Martin Allen) #

**Residents in attendance:** 1

**12/26 Welcome, introductions and points of order**

- i. Declarations of interest. Nil new.
- ii. Points of order. Nil.
- iii. Apologies. Duly accepted. Prps: RH. Scnd: LMH.
- iv. Adjustments required to facilitate participation. Nil
- v. **Resolved. Motion to determine any items on this agenda that should be considered of a private nature.** Specifically, a Motion to exclude members of the press and public during consideration of agenda item 'Site of the Old Village Hall car park' (16/26 in these minutes) by reason of the confidential nature of the items of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960. Prps: RH. Scnd: ID. Duly **approved.**

**13/26** The meeting was adjourned for **Open Forum** (public question time). Residents noted the guidance provided for information on their seats. (Nb. Standing orders were relaxed for this section with general agreement).

**i. Update on the Environment Agency (EA) Flood Bund Project**

a) A meeting has been requested by tenant farmers and Savills with the Environment Agency and WCC to address timetable, access and contractual matters. Dame Harriet Baldwin's office is assisting and setting this meeting up, with a proposal it to be split into two sections (1<sup>st</sup>: project update. 2<sup>nd</sup>: contractual matters between Savills and project managers). Proposed date 13<sup>th</sup> March 3.30pm. Dame Harriet's attendance is confirmed. **Resolved. Motion** to support meeting proposals (13<sup>th</sup> March) with parish council reps present. Prps: ID. Scnd: RH. Duly **approved.** Cllrs Daly and Bott were **instructed** to attend on behalf of the Parish Council (PC). Apologies received from Cllr Hill and Cllr MEH.

### 13/26 Open Forum continued. Update on the Environment Agency (EA) Flood Bund Project

**b) Resolved: Motion** as a gesture of good will and to forward the Flood Bund Project, for the PC to pay for the meeting room hire if required subject to threshold £30. Prps: SB. Scnd: RH. Duly **approved**.

c) The Clerk was **instructed** to attend the meeting on 13<sup>th</sup> March and ask the following questions:

- Who is in charge?
- Who is the PC primary point of contact?
- Can the PC receive a copy of the likely collaboration agreement?

d) **Action:** DCllr DH to email C. Chandler to confirm his attendance.

e) The Clerk was **instructed** to provide the parish council list of bund contact details to Dame HB and Savills agents' B.Knight and W.Debenham.

*Closure of Open Forum. Motion to reinstate Standing Orders duly approved.*

### 14/26 Planning and enforcement.

- i. Standing Item: To consider (and as required, arrange an extra ordinary parish council meeting) planning applications received after date of publication of this agenda. Nil.
- ii. **M/26/00181/FUL** Land At (Os 8570 4446) Severn Stoke, erection of detached dwelling and detached garage following demolition of an existing outbuilding. (Noting that enquiries have been made to MHDC regarding previous use of the site and resident comments have been received by this parish council in relation to concerns about buried waste on site. Noting that the parish council has raised the matter of the consultation process with MHDC.)  
**Resolved. Motion** to comment on **M/26/00181/FUL** with the following queries:
  1. Number of Properties Served by a Single Private Driveway.
  2. Safety of Additional Vehicle Movements onto the A38.
  3. Loss of Parking for Adjacent Property (Coventry Barn).
  4. Capacity of the Existing Sewage and Wastewater System.
  5. Site History: Previous Waste Burial and Unresolved Enforcement Action.
  6. Requirement for Proof of Proper Waste Removal Prior to DevelopmentPrps: ID. Scnd: LMH. Duly **approved**. The Clerk was **instructed** to draft and send round for comment before submission.
- iii. To note that the parish clerk has received notice (02/03/2026) of National Trust request to replace **an existing equipment storage container** adjacent to the orchard field. Duly **noted** with no comments. Residents and MHDC landscape officers have been informed and have already responded to confirm no objections.

### 15/26 Site of the Old Village Hall car park

- i. **Resident correspondence in relation to proposed WCC access diversions and footpath diversions at Ham Lane and Sheepcote Lane.** To also note that the PC has responded to First Notice of Order - Road Closure - Severn Stoke - Malvern Hills District – 1802031 to remind WCC of the homes at Butchers Farm area. No further action, as this has already been raised by the PC at the public drop in event and will also be raised by Savills at the planned meeting on 13<sup>th</sup> March.
- ii. **Motion 1: to receive a 'Notice Served' 'Notice of Entry' from WCC in relation to the site.** The PC has pointed out to WCC that the parish hall site is not within the red boundary line of the flood bund site at present. At the time of this meeting, the Notice had not been received but was anticipated. *Update post meeting – Notice was received by Savills on 12<sup>th</sup> March.*

iii. **Motion 2: Temporary Use of Village Hall Car Park for Flood Bund Construction Site Office:**

- a) Prior consent of landowner: This PC acknowledges that as the site is held under leasehold, WCC has commenced entering into negotiations with the landowner (footnote 1) to obtain formal written consent for this third-party use. No agreement shall be finalised until the landowner's permission is secured to avoid a breach of the head lease.
- b) **Resolved. Motion 2a** to accept the following proposals from Savills to maintain the existing lease and grant a sub tenancy. The PC has not and does not intend to raise any objections to proposals that the site be used to facilitate bund construction. Prps: SB. Scnd: LMH. Duly **approved**.  
*"Confirmation to SS&CDA PC of permission to effectively 'sub-let' in light of the Access Notice received from WCC. WITHOUT PREJUDICE AND SUBJECT TO CONTRACT to SS&CDA PC. As you are aware, under the terms of the lease there is no provision for subletting, underletting, or assigning the lease. However, our client is keen to support this project for the benefit of the community and is willing to grant a licence to sublet. This licence would allow the Parish Council to enter into an agreement with the Environment Agency (or the relevant party) for the provision of a compound. The licence will be specific to these works, and we propose a 50% split between the Landlord and Tenant on the compound fee. If you are agreeable, I will negotiate this on behalf of both parties. I hope this approach enables you to continue to occupy the lease and secure the funding for the future village hall. W Debenham, Savills."*
- c) **Resolved. Motion 2b** Permission in principle: landowner authorisation and Parish Council consent to the Environment Agency (EA), Worcestershire County Council (WCC), and their appointed contractors (Alun Griffiths) to use a designated portion of the car park as a temporary site office and welfare facility. Prps: ID. Scnd: LMH. Duly **approved**.
- d) **Resolved. Motion 2c** Delegation and permission for Savills to negotiate specific point of sub tenancy including duration parameters (or until itemised completion of the works) with the PC fully involved and consulted. Prps: ID. Scnd: SB. Duly **approved**.
- e) **Resolved. Motion 2d** Delegation to Clerk and Cllr Ian Daly for all associated negotiations. Prps: LMH. Scnd: ID. Duly **approved**.
- f) **Resolved. Motion 2e** to accept a share in the associated solicitor costs, specifically a 50/50 split in the licence fee between the PC and Savills. Prps: SB. Scnd: ID. Duly **approved**.
- g) Items to be considered:
  - i. Indemnity & Insurance: The EA or its contractors provide proof of public liability insurance and indemnify the Prish Council and the Hall Committee against damage or claims arising from their use of the site.
  - ii. Reinstatement: The site must be returned to its original condition (or better) upon completion of the works, including any necessary resurfacing of the car park, ideally tarmac.
  - iii. Compliance: Ensure all activities on-site comply with health and safety law and do not breach the hall's charitable objects or premises license.
  - iv. Enter specific clauses regarding operating hours, lighting and noise.

- iv. **Next steps**, including resident communication and press releases, Village Hall Committee communication, site notices, budgetary considerations, risk assessments, parish council insurers, green bins. The Clerk was **instructed** to add this to the agenda for 25<sup>th</sup> March, as an update to residents will be more appropriate once the project briefing has been received from the EA and WCC on 13<sup>th</sup> and 25<sup>th</sup> March. It was agreed that it is important that the PC has definitive information to provide to residents.

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<sup>1</sup> Savills on behalf of Society of Merchant Venturers as Endowment Trustees for the St Monica Trust

*Continued. 15/26 Site of the Old Village Hall car park*

- v. **Update from the Parish Hall Committee.** Potential Hall Rebuild Project. In a recent meeting the Hall Committee discussed the potential to rebuild the village hall and agreed to fund initial investigations to determine whether a rebuild project is viable now that the flood bund is being built. This includes ground investigation and a simplified architect's design to establish overall build costs.
- a) **Resolved. Motion** to support the rebuild project (non financial Motion) and commit to joint working with the hall committee, subject to an undertaking by the hall committee ref hall constitution item 12 to seek quotes and report back on insurance and indemnity options by the end of 2026 (ie when the bund will be well progressed). Prps: SB. Scnd: ID. Duly **approved.**
  - b) **Resolved. Motion** (non-financial Motion) that the parish council considers, in light of recent EA and WCC assurances, it is reasonable and proportionate for the Parish Council to consider retaining the lease and to consider entering negotiations to extend the lease to enable delivery of a new parish hall. Prps: SB. Scnd: ID. Duly **approved.** *Motion was required because in Jan 2025 and again in March 2025 the parish council agreed to defer any decision about the lease until after the outcome of proposals for the flood bund project is known.*
  - c) **Resolved. Motion** to support entering negotiations to retain and extend the lease, as non-financial Motion and with all terms to be brought to a future PC meeting. Prps: ID. Scnd: SB. Duly **approved.**
  - d) **Resolved. Motion** to invite the parish hall to write to the PC to request assistance with the planning application submission and with the planning application fee as may be required. Prps: ID. Scnd: SB. Duly **approved.**

Residents left at this point in the agenda.

**16/26 Site of the Old Village Hall lease and contracts – subject to Resolution item 12/26v above**

- i. To note that Thomson & Bancks Solicitors were re-appointed by this parish council in February 2026 to provide additional guidance as per previous resolved Motions for expenditure (64/25 & 75/25) and also under the delegation to the clerk policy. Duly **noted and agreed,**
- ii. **Resolved. Motion** to retrospectively receive and accept correspondence date 23/02/26 from Thomson & Bancks solicitors. Prps: LMH. Scnd: RH. Duly **approved.**
- iii. Resolved. Motion to retrospectively approve response sent to Carbon Law Partners. Prps: LMH. Scnd: RH. Duly **approved.**
- iv. **Resolved. Motion** to note that an invoice has been received from T&BSolicitors 26<sup>th</sup> Feb GAJE/SEV30-1 £594.00 including £99 VAT. Terms of the invoice require payment before date of next meeting and will be authorised under the Delegation to the Clerk policy in order to avoid late payment charges. Duly **noted** with a Resolution Prps: RH. Scnd: LMH. Duly **approved.**

**17/26 Correspondence, dates for diary, items for future agenda.**

- i. To note that the WCC lengthsman budget for 2026-27 will increase by 3.95%. The Clerk continues to await the 2026/27 contract from WCC. February lengthsman invoice has been received and is scheduled for payment under the schedule of regular contractual invoices. Invoice includes £360 working hours and £56.80 mileage as a one off invoice. Duly **noted** as being within budget and duly **noted** that mileage is strictly subject to monthly review and parish cllr sign off. Invoice accepted and **Resolved.** Prps: SB. Scnd: LMH. Duly **approved.**
- ii. To note that the annual invoice for SOQ hire for 2025 has been received (24/02/26) at £30 per use totalling £180. This needs to be paid at the customer till at the visitor centre and the Clerk will attend and make payment via her credit card before end of March 2026. Duly **noted.**

**11/26 Date of the next meeting.** Wed 25<sup>th</sup> March 2026 7.30pm. St Denys' Church, which will be the Annual Meeting of Residents of the Parish Areas of Severn Stoke and of Croome d'Abitot. A standard parish meeting will occur afterwards, 8.30pm approx.

Signed ..... Chairman .....Date

**Contact the parish clerk if you would like to receive agendas or minutes by email.**

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New website: <http://severnstokeandcroomedabitot-pc.gov.uk>

**Notes to minutes – Terms**

- Once approved, the Motion/decision is called a “resolution”
- Resolved – Where a decision is made about a Motion.
- Duly Approved – Motions where a formal vote took place, accepting the Motion.
- Duly Accepted/Agreed – Motions where no formal vote took place but the action/recommendation within the Motion or debate is to proceed. Usually for non-financial matters or for items already agreed as part of an existing budget.
- Declined – Motion where a formal vote took place, with the Motion rejected.
- Duly Noted – Information not requiring a vote at this time.
- Abstentions or votes against a Motion will be noted but the minutes will NOT always show individual names, unless Councillors have declared an interest and the transparency of that interest must be maintained.

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Nil appendices, as all information has been incorporated above.