

**MINUTES OF A MEETING
OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL**

held on Wednesday 2 October 2019

in the Council Chamber, Belle Vue Terrace, Malvern at 6.00 pm

Councillors

Present

L Lambeth (V-Ch)
P Mewton
C Palmer
P Smith
S Taylor
D Watkins

In attendance

Linda Blake – Town Clerk
Charles Porter – Operations Manager
Louise Wall – Minute Clerk
Clare Lawrence – Events Administration
Officer
Cllr N Morton – Mayor of Malvern

Absent

S Charles (apologies)
C Bovey
J Leibrandt

In the absence of Cllr Samantha Charles, Cllr Lynne Lambeth in the Chair

40. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from:

- Cllr S Charles – business matters

41. DECLARATIONS OF INTEREST

None.

42. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings and they were signed by the Chairman:

- Operations and Planning Committee held on 4 September 2019.

PUBLIC PARTICIPATION

None.

43. REVIEW OF MAYOR'S BONANZA

Report OC01/19 was received and discussed.

Members of the committee discussed and reviewed the Mayor's Bonanza held on 4 August 2019.

It was **NOTED** that the Bonanza had been much better supported this year by Councillors and volunteers from the Mayoral charities. Stalls had therefore been better manned and this had contributed to a fantastic total of £2,600 being raised.

A small charge had also been introduced for some activities such as face painting and the rodeo. This had been very well received as some activities still remained free.

It was also **NOTED** that it was important to ensure that a good range of suitable stalls were secured and that they are suitable for the particular audience of the Mayor's Bonanza, being a family day.

The committee then **AGREED** the following points:

- The event should have a finishing time of 5pm instead of 5.30pm as most crowds had left by the earlier time.
- The photo booth was not fully utilised and should be replaced by another attraction in 2020.
- Changeover periods between bands and other performances should be kept as brief as possible by staggering performances on the bandstand with those taking place next to it.
- A more varied range of food stalls should be investigated to cater for all tastes.

It was **RECOMMENDED** that the next Mayor's Bonanza be held on Sunday 2 August 2020.

It was **RECOMMENDED** that the budget for the 2020 Mayor's Bonanza be increased by £200 to £3,500.

44. CHARITY CHRISTMAS CONCERT 2019

Report OC02/19 was received and accepted.

It was **NOTED** that last year's concert had been very well attended and it was thought that the reduced ticket price and alternative refreshment arrangements had been a major factor in this.

It was **RECOMMENDED** that Malvern Town Council should again organise a Charity Christmas Concert in partnership with Malvern Hills District Brass Band, to be held in Great Malvern Priory on Saturday 14 December 2019 from 1.30 until 3.30pm.

It was **AGREED** that the ticket price of £5.00, implemented in 2018, remains the same for 2019, with children under the age of 14 years to be admitted free of charge.

It was **AGREED** that refreshments during the interval should be provided by the Mayoral charities in exchange for a donation.

45. HEALTH AND WELLBEING FAIR 2020

Report OC03/19 was received and accepted.

The Town Clerk explained that in 2020, the early May bank holiday had been moved to the Friday of the same week, to coincide with VE Day Celebrations. After discussions with MHDC and the Well Dressing organisers, it was felt that this should not affect the date of the Health and Wellbeing Fair which should still be held on the first weekend of May, along with judging of the wells in various locations around Malvern.

It was **AGREED** that the following suggestions be taken into consideration when arranging the Health and Wellbeing Fair for 2020:

- Expand the event to include two marquees rather than one.
- Move the demonstration area into a more sheltered location. If two marquees are used, this could be a designated area in the front area of the main marquee.

- The second marquee to be filled with a full complement of fee-paying exhibitors to cover this additional cost.
- A slight increase in exhibitor fees from £20.00 to £30.00.

It was **RECOMMENDED** that the Health and Wellbeing Fair should be held on Saturday 2 May 2020.

It was **RECOMMENDED** that the budget for the 2020 Health and Wellbeing Fair should be increase to £900.

46. VE DAY COMMEMORATIONS 2020

Report OC04/19 was received and discussed.

Officers had suggested that an event could be held in Priory Park to celebrate the 75th anniversary of VE Day, and this would be held as the opening week of the Bands in the Park season. A traders' window competition would be held at the same time which would enhance the town and encourage community participation.

It was **RECOMMENDED** that a VE Day commemoration event should be held in Priory Park on Sunday 10 May 2020.

It was **RECOMMENDED** that a VE-themed traders' window competition should also be held as part of the commemorations.

Clare Lawrence left the meeting at 6.30 pm

47. THE ELGAR ROUNDABOUT – TOWNSEND WAY

The Operations Manager gave a verbal update on the Elgar Roundabout at Townsend Way. Following the previous Operations and Planning Committee meeting, the Town Clerk had written to WCC to surrender the licence for the roundabout. However, WCC have stipulated that in accordance with the terms of the licence the roundabout must be grassed over before it is handed back, which would be costly.

Cllr Taylor suggested that a meeting be held between the Community Forest and the Operations Manager to discuss whether the Community Forest could look after the roundabout on behalf of the Town Council.

It was **AGREED** that Malvern Community Forest group meet with the Operations Manager to discuss sub-letting maintenance of the roundabout from the Town Council.

48. OPERATIONAL PROJECTS 2020/21

Report OC05/19 was reviewed and noted.

The Operations Manager explained that many of the Town Council's play areas were old and would need to be updated over the forthcoming years.

It was **NOTED** that the item listed under Rose Bank Gardens should be amended to read 'replacement' rather than 'renewal' of wooden border edging, rear of gardens.

It was **AGREED** that the Operational Projects listed at appendix A to the report to the value of £62,000 be approved and included in the 2020/21 budget for agreement by Full Council in December 2019.

49. OPERATIONAL VEHICLE AND MACHINERY REPLACEMENT BUDGET 2020/21

Report OC06/19 was received and discussed.

It was **AGREED** that the following be included in the draft budget for 2020/21:

- i. The rough cut mower be replaced in 2020/21 at a cost of £3,000 to be taken from the vehicle machinery replacement reserve
- ii. Two pedestrian mowers to be replaced in 2020/21 at a cost of £2,000 to be taken from the vehicle machinery replacement reserve
- iii. The machinery trailer to be replaced in 2020/21 at a cost of £4,000 to be taken from the vehicle machinery replacement reserve
- iv. £15,000 be put into the Vehicle/Machinery Replacement Fund in the 2020/21 financial year to allow the build-up of a fund to purchase council vehicles and machinery in the coming years

50. REVIEW OF CHARGES FOR TOWN COUNCIL OPERATIONAL SERVICES 2020/21

Report OC07/19 was received and discussed.

It was **AGREED** that the charges for Town Council operational services to be included in the draft budget for 2020/21 should be as follows:

- i. Cemetery charges – to be increased by 2%
- ii. Allotment charges – to be held at current level
- iii. Sports hire charges – to be increased by 2%

Cllr Peter Smith left the meeting at 7.10 pm

51. WORK PROGRAMME

Committee **NOTED** the work programme OC08/19.

The Operations Manager reported that all winter bedding had been planted out this week. Work for October will include the roof on the compost store, the entrance to the car park at Victoria Park and the teenage climbing frame in Craig Lea Park.

The Christmas lights will be erected in November, and a very favourable response had been received from traders offering to supply power points.

52. PLANNING CONSULTATIONS

Report OC09/19 was received and considered.

Planning application 19/01298/FUL Barrack Stores, Qinetiq, St Andrew's Road, Malvern, WR14 3PS – Proposed development of 33 affordable dwellings

Cllr Morton raised the above planning application, having noticed it on MHDC's weekly list. The application has not been notified to the Town Clerk in the usual manner and so it had not appeared on the planning list sent out to Councillors with the weekly memo. Comments must be submitted by 16 October 2019 and therefore it was **AGREED** that this application would be itemised on the agenda for the next Full Council meeting on 16 October.

53. DATE AND TIME OF NEXT MEETING

The next meeting of the Operations and Planning Committee will be held on Wednesday 2 October 2019 at 6.00 pm.

The meeting ended at 7.45 pm.

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(Chairman)

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