

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL**

to be held remotely via Zoom on Wednesday 1 July 2020 at 6.00 pm

REVIEW OF EVENTS FOR 2020/21 AND 2021/22

1. Purpose of report

- 1.1. For committee discussion and recommendation to Full Council.

2. Recommendation

- 2.1. Committee is asked to consider the Council's events programme in light of the Covid-19 pandemic and make recommendations accordingly.
- 2.2. Committee is asked to consider the events proposed for 2021/22 in 3.8 below and make further suggestions for the Council's events programme as appropriate.

3. Background

- 3.1. At the last meeting of Operations and Planning Committee, it was agreed that all Town Council events would be cancelled until the end of July with a further review to take place at the next meeting.
- 3.2. On 23 June, the Prime Minister announced further changes to lockdown measures. These included the re-opening of some leisure facilities and tourist attractions from 4 July in order to begin restoring the arts and cultural sector.
- 3.3. The guidance also provides that from 4 July, people will be allowed to keep a social distance of 'one metre plus' where it is not possible to keep two metres apart.
- 3.4. Government plans to re-open performing arts venues have made reference to a five step roadmap, step three of which allows outdoor performances with socially distanced audiences. Whilst this relates to more formal arts performances, it may be prudent for Council to look at the date for step three as an indicator of a responsible and sensible timescale for Town Council events involving public audiences. The date for step three is envisaged to be late July, but has yet to be formally announced.
- 3.5. Following discussions at the last meeting, Officers have looked at the possibilities of holding Bands in the Park and Alternative Bands in the Park performances, given the restrictions of social distancing along with the Council's responsibilities to staff, Councillors and members of the public.
- 3.6. Members of the Committee are asked to consider the following:

Alternative Bands in the Park

The bands previously scheduled for performances on 1, 15 and 29 August are still willing to perform, and with band numbers at 5 or fewer they will be able to socially distance on the band stand.

The Council also needs to think about its responsibilities to members of the public attending an event in Priory Park and it is recommended that a minimum of two Councillor volunteers would be required to marshal the event.

Councillors will note that Priory Park is owned by Malvern Hills District Council and permission will be required from them for any event to be held.

Bands in the Park

The numbers involved in a full brass band make the requirements of the one-metre rule within the band stand impossible and therefore Officers have been looking at bands which are able to perform with fewer numbers.

There are five Sundays in August and currently Officers have been able to confirm two bands which are definitely interested and one band who are looking at performing with fewer members than normal.

Once again, Councillor Stewards would be required and Officers are waiting to hear if permission will be granted from Malvern Hills District Council.

Bank Holiday Event

At the last meeting of this committee, it was suggested that instead of the Mayor's Bonanza which has been cancelled for 2 August, a smaller event could be held on Sunday 30 August to include a number of bands and a couple of food stalls. Officers have investigated the possibilities of such an event and there are a number of bands and food vendors who would be willing to take part should the Council decide that such an event can be safely held.

- 3.7. The Government message continues to be that measures to release the lockdown will be reversed if necessary. If Council decides to proceed with the scheduling of any events, delegation must be given to the Town Clerk to cancel events at short notice should there be any changes to circumstances locally or government advice.
- 3.8. Discussions relating to Remembrance observations and the Christmas Festival will now be deferred until the September meeting of this committee when more-informed decisions can be made.
- 3.9. Committee is asked to consider the following events for 2021/22 and to make additional suggestions as required.

1 May 2021	Health and Wellbeing Fair and Mayor's Peaks Challenge
May to September 2021	17-week Bands in the Park programme
27 June 2021	Armed Forces Day event in Priory Park
July to August 2021	Alternative Bands in the Park performances (weekly or alternative weeks?)
1 August 2021	The Mayor's Bonanza
22 April 2021	Earth Day event

4. Financial Implications

- 4.1. The events budget for 2020/21 was set at £45,000.
- 4.2. Budget savings from cancelled events will be approximately £15,000 but this figure could be more, dependent on further cancellations throughout the year.

- 4.3. Linked to the cancellation of events will be the reduction in charity money raised for the Mayoral charities with two major fundraising events already having been cancelled for 2020.

5. Legal Implications

- 5.1. The Town Council must consider government legislation and guidelines relating to Coronavirus at all times.
- 5.2. Malvern Town Council has a duty of care to its staff, its suppliers, Councillors, volunteers and members of the public. All events must be fully risk-assessed to ensure risks are kept low.
- 5.3. Malvern Hills District Council own Priory Park and therefore events held in the park are subject to permission being granted by them.

End

Linda Blake
Town Clerk

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**PURCHASE OF PLAY AREA EQUIPMENT –
ASSET RENEWAL AND REFURBISHMENT 2020/21**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Council is recommended to approve the purchase of new play equipment from Company A.

3. Background

3.1. As part of the 2020/21 budget, Full Council agreed a budget of £36,000 for the replacement of play equipment in Victoria Park, Townsend Way and Dukes Meadow.

3.2. Officers have sought and obtained quotations from three reputable companies. All of the companies are under budget; however, one company has offered considerably more work and superior equipment, still remaining within budget.

3.3. The quotations received are as follows:

Company	Renew/refurbish rope climbing frame Victoria Park	New set of two-bay swings Victoria Park	Renewal of climbing frame with new slide Townsend Way	Renewal of swing set/renewal of toddler swings Dukes Meadow	Total Cost	DDA Compliant?	Discount Offered?
A	£14,000		£13,000	£4,915	£31,915	Yes	Yes
B	£9,930		£8,349	£5,662	£23,941	Yes	No
C	£6,991 (incomplete quote)		£12,738	£5,237	£24,966	Yes	No

3.4. Company A has carried out works previously for the Council to a very high standard. Company A quoted for all the work as requested and is happy to work on play equipment manufactured by all other companies.

3.5. The play equipment which is being supplied has been assessed for play value, learning value, value for money and suitability for each site.

3.6. Companies B and C were unable to supply completed quotes due to the fact that these companies had little desire to refurbish other equipment manufactured by other suppliers.

- 3.7. Company A's quote is higher at Victoria Park, as the price includes the refurbishment of the surfacing underneath the cable ride. It is advisable that these works are carried out, as this was highlighted in the last independent inspection.
- 3.8. Due to lockdown, there has been a delay in quotations being received, as well as limitations on what some of the companies are able to provide. All companies have been asked that they do not start the work until after the school summer holidays.
- 3.9. Committee members should note that the Town Council is not required to assess quotes on price alone. Officers' recommendation for Company A on this occasion relates to quality of work, quality of equipment and the ability to completely fulfil the specification of works.

4. Financial Implications

- 4.1. An amount of £36,000 has been included in the 2020/21 financial year for the purchase of new play equipment as follows: Victoria Park £16,000, Townsend Way £10,000 and Dukes Meadow £10,000. Under current financial regulations any spending over £10,000 but within budget, must come back to a committee for noting.
- 4.2. This expenditure will be funded from the Council's precept.

5. Legal Implications

- 5.1. None.

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FENCING FOR NEW BASKETBALL COURTS

1. Purpose of Report

1.1. For noting.

2. Recommendation

2.1. Council is asked to note that Company A will be awarded the contract for fencing the basketball courts.

3. Background

3.1. The project budget allocation for fencing the new basketball courts at Victoria Park was £9,000.

3.2. The fencing will be green mesh to match the fencing currently in situ, but after consideration of the two height options, the recommendation is now for 2.4m high fencing instead of 3.6m. This will be perfectly adequate and will not overly enclose the area, making it secure but light and open.

3.3. There are only two companies who were able to tender for this work and they have submitted prices as follows:

Company	Basketball court fencing
A	£7,783
B	£8,198

3.4. If Committee is satisfied and notes award of the contract, the fencing will be ordered as soon as possible to avoid any delays in delivery of the project.

3.5. Fencing is a key part of the basketball courts project due to the need to keep the surfacing protected and secure. Company A has previously installed fencing for the Council to a very high standard.

4. Financial Implications

4.1. This figure can be contained within the overall budget of £9,115 for the new basketball courts at Victoria Park.

5. Legal Implications

5.1. None.

End

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PLANNING CONSULTATIONS

1. Purpose of Report

- 1.1. For comment as necessary.

2. Recommendation

- 2.1. The Committee is recommended to note and comment on:
- i. Specific planning applications raised by Ward members, Officers or requested by members of the public.
 - ii. Any major planning applications currently being considered.
 - iii. Any 'live' planning applications as circulated on the weekly planning lists and on the planning application log attached at Appendix A.
- 2.2. The Committee is recommended to nominate a Councillor to speak on behalf of the Town Council at MHDC's Southern Area Planning Committee where relevant.

3. Background

- 3.1. A list of planning applications is sent to members each week. Following a change in the Council's policy dating from December 2013, members are now asked to consider both major and minor applications and comment as appropriate.
- 3.2. There have been no specific applications raised by ward members.
- 3.3. There are no major planning applications currently being consulted on.
- 3.4. Other 'live' applications from the planning log can be raised by Committee members at the meeting. Full details of the applications are available by clicking on the relevant link below.
- 3.5. Members are asked to look at details of any planning applications for discussion before the meeting to allow an expeditious decision-making process.
- 3.6. Members are reminded that the Town Council is a consultee in the planning process and the comments that Council makes will go forward to the District Council as part of the planning application process. Therefore comments should relate to material planning considerations so that they will be properly considered.
- 3.7. If a Councillor is nominated to speak at an MHDC SAPC meeting, Town Council Officers will await the application being listed on an agenda and will register the Councillor to speak through the agreed procedure.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. None pertaining to this report.

End
Linda Blake
Town Clerk

AGENDA ITEM 10
APPENDIX A

Application number	Location	Ward	Description of works	Applicant	Comment deadline
20/00776/CLE	26 Players Avenue, Malvern, WR14 1DU	Link	Certificate of Lawfulness Existing to confirm that both 23 and 26 Players Avenue are two separate planning units falling within Class C3(b) of the Town and Country Planning (Use Classes) order 1987 (as amended). NOTE - this application cannot be judged on its planning merits, but must be determined in accordance with the found lawfulness of the development/use.	Strong Era Limited	07/07/2020
20/00789/HP	45 Court Road, Malvern WR14 3BS	Chase	Single storey rear extension	Mr K Endacott	15/07/2020
20/00695/FUL	Manor Park Club, Albert Road North, Malvern, WR14 2TP	Priory	Proposed new wooden changing rooms	Mr Gordon Morris	15/07/2020
20/00761/HP	54 Summerfield Road, Malvern, WR14 1EA	Link	Proposed single storey rear extension and first floor side extension	Mr Pryce-Jones	17/07/2020