



MALVERN TOWN COUNCIL

FULL COUNCIL

REPORTS

7 OCTOBER 2021

7.00 PM

UNADOPTED

**MINUTES OF A FULL COUNCIL MEETING OF
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Malvern Hills District Council, Avenue Road
on Thursday 9 September 2021 at 6.00 pm**

Councillors

Present

N Houghton (Chairman)
C Bovey
L Lambeth
R McLaverty-Head
N Mills
N Morton
P Smith
A Stitt
S Taylor
P Tuthill

Apologies

C Hooper (Vice Chairman)
J O'Donnell
C Palmer
J Satterthwaite
D Watkins

Absent

S Charles
J Leibrandt
L Lowton

Also in attendance

C Porter – Operations Manager, Deputy
Town Clerk
L Wall – Minute Clerk
Cllr Kaleem Aksar, MHDC

71. APOLOGIES FOR ABSENCE

Apologies received from the following councillors were **NOTED**:

- C Hooper
- J O'Donnell
- C Palmer
- J Satterthwaite
- D Watkins

72. DECLARATIONS OF INTEREST

There were no declarations of interest.

73. 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 Mayor:

- Full Council meeting 3 August 2021.

PUBLIC PARTICIPATION

No members of the public were present.

74. MAYOR'S ANNOUNCEMENTS

The Mayor reported that he had met with Vic Allison, and it had been agreed that use of the District Council's chamber for Town Council meetings would be free of charge, but it is currently booked on Wednesday evenings and therefore Full Council meetings would need to be held on an alternative day of the week.

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The Mayor said he had been delighted to see so many people attend the Bonanza and thanked Councillors who had helped on the day, as well as staff for their organisation of the event, which had raised £2,900 so far. Many positive comments had been received, especially on the choice of Victoria Park as the location.

The Mayor, Town Clerk and Operations Manager had met with the local Police over antisocial behaviour at Victoria Park, and they had offered the services of a group that looked at overcoming problems of vandalism in community buildings.

The Mayor had also enjoyed the chance to take part in the Crossbar Challenge at Newtown Football Club. The aim of the challenge is to raise £2,500 to help local people fuel their homes during the winter months. The Mayor was pleased to have hit the crossbar (at least) once.

75. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Operations Manager reported the following:

Election for a new Pickersleigh Ward member would take place on Thursday 16 September

Land at Mill Lane – there would be a meeting on site soon to discuss and agree final details of remaining works to be completed and the planting scheme.

Belle Vue Terrace – costs for valuations of the building were being sought as part of the business case for financing of the new pavilion.

The coming weekend would see the last of the Bands in the Park performances, these had been very well supported by members of the public and continued to be a very popular item of the summer calendar.

Football – demand for pitches continued to be low with only one senior team booking so far.

76. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

Cllr Karen Hanks, County Councillor for Malvern Link Division

Cllr Hanks had sent her apologies.

Cllr Kaleem Aksar, District Councillor for Malvern Link Ward

Cllr Aksar had not expected to be able to attend the meeting and so had provided a written report which had been distributed to all councillors beforehand. He emphasised that he was most keen to see if there could be joint working between the councils over proposals for the woodland at Goodson Road.

77. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES

Cllr Neil Morton raised the issue of speeding in the town and was concerned that this did not get forgotten.

Cllr Paul Tuthill reported that he had listened to a recent WCC meeting at which the roads and speeding issues were discussed; he was disappointed that County

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Councillors had not attended the Town Council meeting as they would have been able to update members accordingly.

78. MEMBERS QUESTIONS

There were no questions.

79. ROSEBANK GARDENS

The Operations Manager updated the meeting that digging of the trial holes had been carried out earlier that week, successfully, and there would be no need for the boreholes to be drilled, which would save a substantial amount of money. The data gained would now be analysed so that a solution could be drawn up and this would then go out to tender for a suitable contractor to carry out the work.

80. VICTORIA PARK PAVILION TASK AND FINISH GROUP

The Chair of the task and finish group was not at the meeting. The Operations Manager explained that a meeting was being arranged for all councillors to attend as well as Modulek, towards the end of September.

81. BASKETBALL COURTS

There was no written report circulated but the Operations Manager reported that the courts were currently open between 9.00 am and 8.00 pm whilst the park-keeper was working, but it would be necessary to look into a long-term arrangement such as a keyholder system and possibly a booking system.

Glass had been broken on the surface during the first week of opening, but had been successfully cleared up by the Operations Team using an industrial vacuum. He asked Councillors to report any problems they heard of immediately so that they could be dealt with.

82. ENVIRONMENTAL PANEL – ELECTION OF NEW MEMBER

Report CL02/21 was received and accepted. It was explained that following the resignation of a councillor, there was now a vacancy on the Environmental Panel.

It was **RESOLVED** to elect Cllr Lynne Lambeth as a member of the Environmental Panel.

83. PROPOSAL TO LIGHT THE BUZZARDS FOR CHARITY PURPOSES

Report CL03/21 was received and accepted.

It was **RESOLVED** to light the buzzards sculpture during the month of November to raise awareness of pancreatic cancer.

84. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Thursday 7 October 2021 at 6.00 pm.

The meeting finished at 6.35 pm.

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(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Thursday 7 October 2021 at 7.00 pm
in the Council Chamber, Malvern Hills District Council, Avenue Road**

**CONFIRMATION OF CASUAL VACANCY IN CHASE WARD FOLLOWING
NON-ATTENDANCE**

1. Purpose of Report

1.1. For Council resolution.

2. Recommendation

2.1. Full Council declares a casual vacancy in Chase Ward due to the disqualification of Cllr Samantha Charles following a period of non-attendance exceeding six months.

3. Background

3.1. Under the terms of the Local Government Act 1972, if a member of a local authority fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they shall unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.

3.2. More than six months has now passed since this councillor has attended any meeting and no reason for absence has been approved by Council.

3.3. Malvern Town Council must now declare this seat to be vacant before a Notice of Vacancy for Chase Ward can be declared.

3.4. An election to fill the vacancy may be held if within fourteen working days of the vacancy notice, ten Chase Ward electors request an election. Otherwise, the vacancy will be filled by co-option.

4. Financial Implications

4.1. The Town Council places a Notice of Vacancy in the local press at a cost of £130.

4.2. Should a by-election be called, costs are likely to be in the region of £5,000 should it be contested.

5. Legal Implications

5.1. The declaring of and filling of casual vacancies are governed by The Local Government Act 1972 Sections 87-91 and Section 36 of the Representation of the People Act 1983.

5.2. Malvern Hills District Council is the local authority responsible for administering Town Council elections.

End

Linda Blake
Town Clerk

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**APPOINTMENT OF NEWLY ELECTED COUNCILLOR TO POLICY AND
RESOURCES COMMITTEE**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Council is recommended to appoint Councillor Ashington-Carter as a member of the Policy and Resources Committee.

3. Background

3.1. A Town Council may arrange to discharge any of its functions through a committee or sub-committee. Malvern Town Council has two main committees, Policy and Resources, and Operations and Planning, with all Town Councillors sitting on one of these committees.

3.2. The Town Council currently has two casual vacancies with a third vacancy having been filled recently with the election of Councillor Jack Ashington-Carter following a by-election in Pickersleigh Ward.

3.3. Councillor Ashington-Carter has expressed a wish to be a member of the Policy and Resources Committee and there is currently one vacancy on this committee. Membership of committees must be agreed and endorsed by Full Council.

4. Financial Implications

4.1. None pertaining to this report.

5. Legal Implications

5.1. The Town Council has adopted a set of standing orders to regulate its business and proceedings, and these include rules governing meetings.

End

Linda Blake
Town Clerk



RESOLUTION MOVED ON NOTICE – Standing Order 9
A MEETING OF MALVERN TOWN COUNCIL
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H M THE QUEEN'S ANNIVERSARY JUNE 2022

Proposal

That Malvern Town Council marks the Platinum Anniversary of HM Queen Elizabeth II's accession to the throne, with a hand forged Obelisk in the centre of the circular bed at the entrance to Rosebank Gardens.

Background

The Obelisk would be constructed in forged steel by craftsmen at the How Caple Forge, Herefordshire. As with other structures in Rosebank Gardens, it will be galvanized.

The design is based on a Rose Obelisk – as seen in the middle level of Rosebank Gardens - but taller with relevant additions to mark the Platinum Anniversary.

The intended maximum height is 8 to 9 feet with a diameter of 1 foot 6 inches (see attached sketches). The structure therefore would not obscure the view into Rosebank Gardens, being slim in dimensions.

At the top would be a Royal Crown of simple design with a metal spiral band from top to bottom bearing hand forged Queen Elizabeth roses. The crown may be painted gold or left galvanized.

The cost, quoted by How Caple Forge, is £500. Should council not wish to find funds for the project, then the Autumn in Malvern Festival will sponsor the whole amount. This would be on the basis that the accompanying plaque is funded by MTC.

Croft Castings, the best plaque makers, charge circa £400 for the likely casting.

Conclusion

On the 6 February 2022, Queen Elizabeth II will have acceded to the throne 70 years ago. However, her Platinum Jubilee will be celebrated on **Friday 3 June 2022.**

It is hoped that MTC would also agree to purchase 5 Queen Elizabeth Bush Roses to surround the base of the Obelisk.

Proposer – Peter Smith – Priory Ward
 Secunder – Clive Hooper – North Malvern Ward

17 September 2021

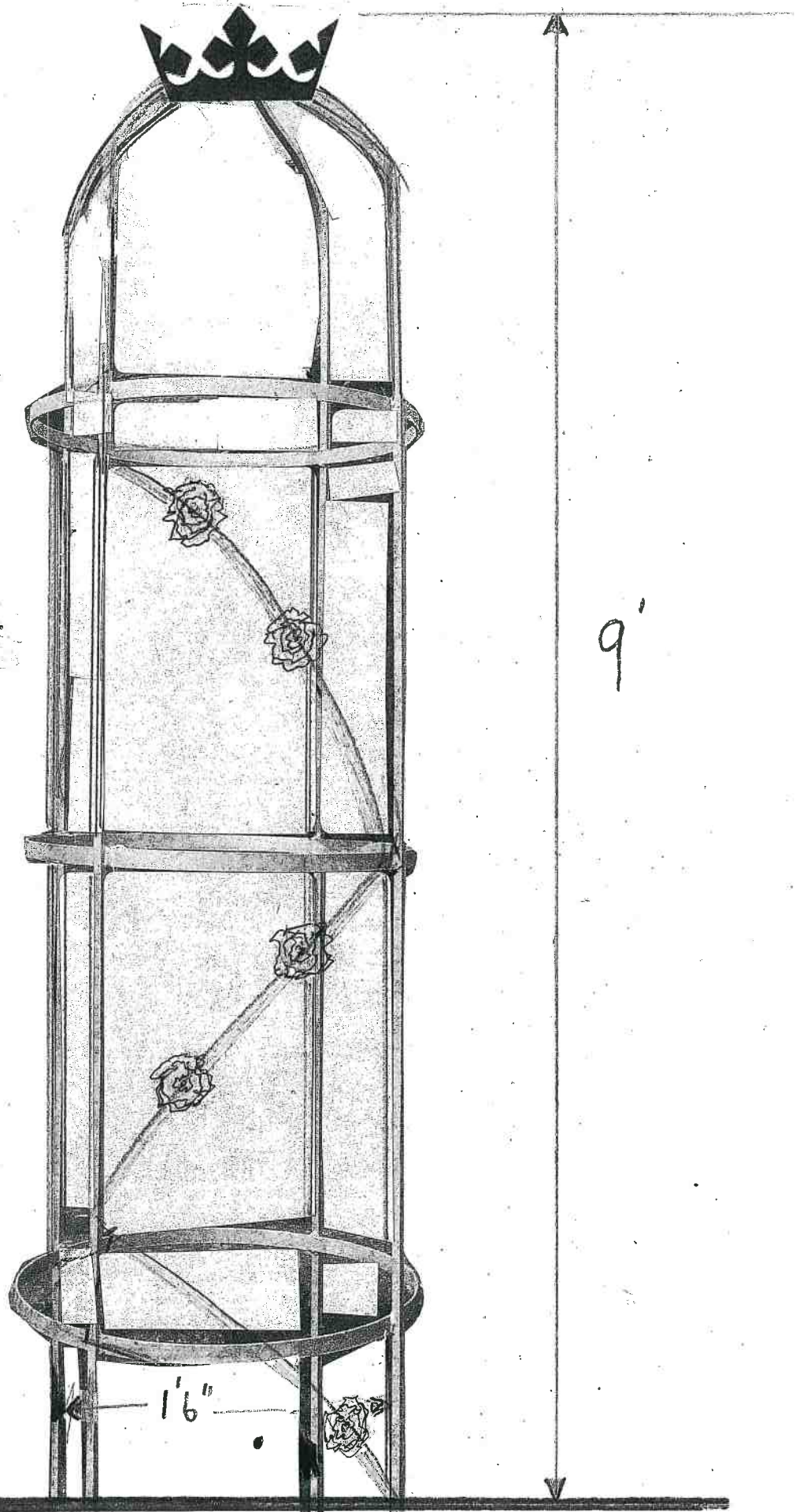
GALVANISED STEEL OBELISK

FORGED CROWN

Can be painted gold or left galvanized

FORGED QUEEN ELIZABETH ROSES

9 Feet Tall x 1 Foot 6 inches diameter



The bespoke obelisk would be made by craftsmen at How Caple Forge, Herefordshire, at a cost of £500

Surrounding the base of the Obelisk 5 Queen Elizabeth Bush Roses would be planted

CIRCULAR BED →



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CHRISTMAS LIGHT SWITCH-ON EVENT

1. Purpose of Report

1.1. For decision and noting.

2. Recommendation

2.1. The Christmas Lights Switch-on event will be held on Saturday 27 November 2021 from 10am until 6pm.

2.2. Recommendations for the event are include at 3.4 below and mark a return to a larger style event with a number of centres of activities.

3. Background

3.1. In 2020, the Christmas Lights Switch-on event was cancelled, due to restrictions surrounding the Covid-19 pandemic. Instead, a small switch-on event with the Mayor and Father Christmas took place on Belle Vue island and was live-streamed over social media.

3.2. Officers recommend that there can be a return to a larger scale event in 2021, but the Council should be mindful to the ongoing implications of Covid-19, particularly where there are large gatherings of people.

3.3. An initial meeting of the Christmas Committee has been held to make suggestions for the format of the event to be held on Saturday 27 November. Suggestions include:

- Not holding a parade before the lights are switched on
- Pockets of entertainment being held throughout the town
- Father Christmas' grotto being held in a gazebo

3.4. Having considered the suggestions put forward along with event logistics and the wish to return to a large and successful event, Officers are recommending the following:

- i. The official Christmas lights switch on will once again be open to members of the public and be held at 6pm on Belle Vue island with the Mayor and a celebrity from the pantomime switching on the lights.
- ii. Given the likelihood of colder weather in late November, a gazebo is not entirely suitable to house a grotto. Therefore, Father Christmas' grotto should be held within Great Malvern Library from 10am until 4pm. This can be combined with other activities including children's rides, performances from Solo Circus, a variety of Christmas music from local groups, dance groups and workshops and other interactive workshops.
- iii. A BBC Hereford and Worcester stage on Belle Vue island from 3.30pm until 6pm with a range of music leading up to the switch on at 6pm.

- iv. An arts and food market all day in the grounds of Great Malvern Priory and along Abbey Road to the museum gateway. This is organised by Malvern Hills District Council in conjunction with Boffy Arts Markets.
- 3.5. There are no plans to hold the large parade before the switch on at 6pm. This is due to the large number of people involved and the concerns expressed by some local groups as to the risk assessment implications of a parade along with crowd management.
- 3.6. Suggested areas for pockets of entertainment have been investigated with only two proving workable due to permissions and space, but there will still be a number of areas of activity including Belle Vue island, Great Malvern Priory, Malvern Library and Abbey Road in front of the post office.
- 3.7. In a slight change from previous years, Church Street will remain open until 2pm to prevent traders from being adversely affected by an all-day road closure.
- 3.8. To involve the traders this year, we are holding a Christmas wreath window competition, where traders have been asked to purchase their own wreath and use materials from their shops to create a Christmas wreath trail throughout the town.

4. Financial Implications

- 4.1. The Christmas Festival event for 2021 can be contained within the £5,500 budget.

5. Legal Implications

- 5.1. Officers have submitted a revised road closure application to MHDC with regards to the Christmas event to be held on Saturday 27 November 2021.
- 5.2. Officers have applied for a road closure through Malvern Hills District Council and all local emergency services have been notified of the event.
- 5.3. Officers have contacted Worcester Regulatory Services on government guidelines relating to street collection licences.

End

Linda Blake
Town Clerk

Authors of Report:
Lyndsey Davies
Operations & Office Co-ordinator

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**VICTORIA PARK PAVILION TASK AND FINISH GROUP
RECOMMENDATIONS AND UPDATE – 29 SEPTEMBER**

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Full Council is asked to consider the recommendations from the meeting of the Victoria Park Pavilion Task and Finish Group held on 29 September 2021 and listed below.
- 2.2. Recommendations to be presented by the Chairman of the Task and Finish Group or, if absent, the Vice Chairman.

Minute 3 Valuation of Belle Vue Terrace and proposals to test the market

- i. It was **RECOMMENDED** that the buildings at Belle Vue Terrace be put up for sale to test the market as part of the fully costed business case, whilst continuing to look at the option of retaining the building.
- 2.3. Items agreed at the Task and Finish Group were
- i. A fully costed condition survey of Belle Vue Terrace should be carried out.
- ii. After review, the new pavilion should remain in the original location.
- iii. Modulek be instructed to seek pre-application planning advice.

2. Background

- 2.0. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 2.1. Full Council is therefore asked to consider the recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.
- 2.2. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.
- 2.3. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

3. Financial Implications

- 3.0. Please see individual committee reports.

4. Legal Implications

- 4.0. Please see individual committee reports for specific details.

- 4.1. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End
Linda Blake
Town Clerk

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OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 29 September 2021 and listed below.

2.2. Recommendations to be presented by the Chairman of the Operations and Planning Committee or, if absent, the Vice-Chairman.

Minute 45 The Mayor's Bonanza

- i. It was **RECOMMENDED** that the next Mayor's Bonanza be held on Sunday 28 August 2022 at Victoria Park.
- ii. It was **RECOMMENDED** that the budget be increased by £500 to £7,500 for the 2022 event.

Minute 51 Operational Projects 2022-23

- iii. It was **RECOMMENDED** that the following Operational Projects be included in the Council's 2022/23 budget.

Cemetery roadway - Tarmac area around the chapel, plus potholes in various areas	£15,000
Dukes Meadow - Tarmac pathway from Sherrards Green Road to Dukes Meadow	£8,000
Michaels Crescent - Refurbish play area	£15,000
Victoria Park - Replace trim trail	£10,000
Rosebank Gardens - Replace fencing and refurbish footpath on western boundary	£12,000
Total	£60,000

Minute 52 Vehicle and Machinery Replacement Fund 2022-23

- iv. It was **RECOMMENDED** that the following proposals be included in the Council's Vehicle/Machinery Replacement Budget for 2022/23:

Replacement John Deere mower	£12,500
Replacement vehicle (2015)	£22,000
Total	£34,500

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- 5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake
Town Clerk