

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

**Held in the Council Chamber, Belle Vue Terrace, Malvern on  
Wednesday 24 November 2021 at 6.00 pm**

**Present**

**Councillors**

C Palmer (Chairman)  
L Lambeth  
P Smith  
S Taylor  
A Stitt, substitute for Cllr Morton

**Also in attendance**

L Blake - Town Clerk  
L Wall – Minute Clerk  
C Porter – Operations Manager  
  
Member of the Press

**Absent**

C Bovey (apologies)  
J Leibrandt (apologies)  
N Morton (apologies, substituted A Stitt)  
D Watkins (apologies)

**65. APOLOGIES FOR ABSENCE**

Apologies received from Cllrs Neil Morton, David Watkins, Caroline Bovey and Josephine Leibrandt were **NOTED**. Cllr Neil Morton had substituted Cllr Aidan Stitt.

**66. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**67. 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 these were signed by the Chairman:

- Operations and Planning Committee meeting 20 October 2021.

**PUBLIC PARTICIPATION**

No members of the public were present.

**68. CHRISTMAS EVENTS 2021**

Members **NOTED** the events that had been organised for the Christmas Festival on Saturday 27 November. However, the weather forecast is for high and blustery winds which may mean outside events being cancelled for safety reasons. The grotto will still take place regardless, along with other indoor activities. The Town Clerk will issue updates as necessary.

**69. THE QUEEN'S JUBILEE EVENT – 5 JUNE 2022**

Report OC02/21 was received and accepted.

As requested at the previous meeting of Operations and Planning Committee, Officers had made suggestions for the Queen's Jubilee Event on 5 June 2022 for discussion as follows:

- The Chase Brass Band to open the event.
- The Poppy Sisters to perform vintage and wartime songs.
- A Lindy hop dance group to perform.
- A vintage/modern band will be booked if suitable act can be found.
- A competition to design and make a crown which will then be judged in the best Queen's Jubilee hat competition, titled 'Crown fit for a Queen'. Prizes to be awarded at the event.
- Handwaving flags and Union Jack hats to be sourced for the event.
- Sound system and equipment to be outsourced to ensure a good quality of sound throughout the park.
- A 'Vintage Tea' refreshment stall.

Committee suggested that a throne and dressing up box activity could be included to allow children to dress up as royalty and have their photographs taken.

It was **AGREED** that as part of the refreshment stall, a cake should be provided with every drink purchased, with cakes being supplied by an outside caterer.

It was **RECOMMENDED** that an event be held on Sunday 5 June 2022 to commemorate the Queen's Platinum Jubilee, incorporating the suggestions listed above.

It was also **RECOMMENDED** that a budget of £3,500 be agreed for this event.

## 70. **HEALTH AND WELLBEING/MALVERN PEAKS CHALLENGE EVENT**

Report OC02/21 was received and accepted.

### Health and Wellbeing Fair

Officers had made the following suggestions for expanding the event in 2022:

- Expansion of the event to include two marquees rather than one.
- Moving 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 would be filled with fee-paying exhibitors to cover this additional cost.
- A slight increase in exhibitor fees from £20.00 in 2019 to £30.00 in 2022.
- Following the success of last year's live streaming event, officers are also suggesting that some of the demonstrations and talks could be filmed and shown on social media after the event, for anyone who missed it on the day.

### Peaks Challenge Walk

The challenge walk will finish in Rosebank Gardens and entry fees have been suggested at £20 per adult, £10 per child. It was noted that volunteers would be required for the day to help marshal the route.

- The long walk will leave from Bromsberrow and finish in Rosebank Gardens
- The short walk will set off from British Camp and finish in Rosebank Gardens
- There will be a walk around Rosebank Gardens suitable for the children and families of the Mayor's charity, 'What Makes You Different Makes You Beautiful'.

It was **RECOMMENDED** to agree the plans for a Health and Wellbeing Fair/Malvern Peaks Challenge Event on Saturday 30 April 2022.

**71. PURCHASE OF PERMANENT PLANTING**

Report OC03/21 was received and accepted.

Expenditure of £2,700 was **AGREED** for the purchase of perennials and shrubs to fulfil the Council's commitment of 80% perennials and shrubs, and 20% annuals in its bedding displays.

**72. CCTV AT VICTORIA PARK BASKETBALL COURTS**

The Operations Manager informed members that a meeting had been held with a member of the basketball community who had offered to provide CCTV equipment free of charge for use at the basketball courts. The Town Council would need to fund and install the required electrical equipment to power this but members agreed this was a generous offer which should be gratefully accepted. A review would take place in six months' time to decide if an upgrade to live monitoring was necessary.

It was **RECOMMENDED** that CCTV be installed at the basketball courts at Victoria Park and that £600 be spent to install power to run the system.

**73. WORK PROGRAMME**

Work programme OC05/21 was received and **NOTED**.

The Operations Manager updated members with projects that were completed or in progress, including:

- Refurbishment of bus shelter at Rosebank Gardens – expected to take place between January and March, a blacksmith is fabricating the parts required.
- Jenny Lind sculpture is currently being fabricated and works to build the fountain in Rosebank Gardens are due to start in the new few weeks.
- Bus shelter at Barnards Green – awaiting a decision from the planners but have been assured this will be received by 2 December.
- Christmas trees have been erected, with new lights at Barnards Green, refurbished lights in Malvern Link, and these along with the lights in Malvern, will be switched on at the Christmas Festival.

**74. PLANNING CONSULTATIONS**

Report OC06/21 was **NOTED**.

There were no planning applications raised at the meeting.

**75. DATE OF NEXT MEETING**

It was **AGREED** that an extra meeting of the Operations and Planning Committee would be held on Wednesday 15 December 2021 at 6.00 pm in the Town Council Chamber.

The meeting finished at 6.55 pm.

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(Chairman)