

**UNADOPTED**

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

**Held in the Council Chamber, Belle Vue Terrace, Malvern on  
Wednesday 9 February 2022 at 6.00 pm**

**Present**

**Councillors**

C Palmer (Chairman)  
L Lambeth  
L Lowton  
D Mead  
N Morton  
P Smith  
D Watkins

**Also in attendance**

C Porter – Operations Manager  
L Wall – Minute Clerk  
Cllr N Houghton  
Member of the Press

**Absent**

C Bovey  
J Leibrandt (apologies)  
S Taylor (apologies)

**76. APOLOGIES FOR ABSENCE**

Apologies received from Cllrs Josephine Leibrandt and Sharon Taylor were **NOTED**.

**77. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**78. 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 24 November 2021.

**PUBLIC PARTICIPATION**

No members of the public were present.

**79. TARMACING AT GREAT MALVERN CEMETERY**

Report OC01/22 was received and accepted.

The Operations Manager explained that the project to repair the roads in the cemetery had been brought forward due to savings on other projects. The roads last had major works carried out around fifteen years ago, with some patching of potholes carried out over the past two years. The roads are well used and are now in need of repair.

Three prices had been received and it was recommended that Company C was awarded the contract. Their quotation of £10,523 was within the £15,000 budget. It was noted that this company had been used satisfactorily before by the Town Council.

It was **AGREED** to award the tarmacking of the area surrounding the chapel in Great Malvern Cemetery to Company C: E Purslow & Son of Kidderminster.

**80. REFURBISHMENT OF ROSEBANK GARDENS BUS SHELTER**

Report OC02/22 was received and accepted.

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The Operations Manager explained that four companies had been approached to supply a price for carrying out the works to the bus shelter at Rosebank Gardens but only one price had been submitted. Therefore, Committee was asked to note an exception to financial regulations.

Due to the nature of the works, it was not possible to get an exact price. £5,500 had been quoted for much of the works and an hourly rate of £45 for works required once the cladding had been removed from the rear wall.

Members were concerned that although likely to be contained within the overall budget of £15,000, costs could spiral and therefore there should be a cap on the amount of expenditure after which, the Committee should be consulted again.

It was therefore **AGREED** that the refurbishment of the bus shelter at Rosebank Gardens be carried out by Company C, Matt Middleton, to a maximum cost of £5,500 plus 20% contingency (£1,100), noting an exception to the financial regulations as only one price had been received.

### 81. **BARNARDS GREEN BUS SHELTER**

The Operations Manager gave a verbal update on the progress of works at Barnards Green bus shelter. Most of the works have now been completed and the shelter is looking much more attractive and many positive comments have been received from members of the public. Works so far include:

- Reinstatement of colour scheme from 1998
- Installation of new lights - which are being left on for the time being to see if it helps deter vandals
- Repair of clock by operations staff at a much-reduced cost of £38 rather than £1,200 quoted by a specialist company
- Shotblasting and repainting of seats

The poppy screens are still to be repainted and a mural is to be commissioned which will reflect the shelter's role as a war memorial.

### 82. **JENNY LIND FOUNTAIN IN ROSEBANK GARDENS**

The Operations Manager reported that this project was currently underway, after a short delay following the discovery of an underground water tank. The tank was filled in for safety and the concrete wall was now in place. The landscaping around the fountain will depend on funds available but a local sponsor of the gardens has expressed an interest in contributing towards a curved bench similar to others in Rosebank Gardens, to be situated behind the water feature.

Cllr Smith reported that the Jenny Lind sculpture for the centre of the fountain is now complete. The fountain will be solar powered, and the Operations Manager is sourcing a suitable model.

### 83. **HEALTH AND WELLBEING FAIR/MALVERN PEAKS CHALLENGE**

Report OC03/22 was received and noted.

The Mayor told the meeting that he was hoping for 250 entrants to this popular event, and that around 15 volunteers would be needed, including councillors.

Whilst Qinetiq will sponsor some of the costs, further sponsorship was needed to make the event at nil cost to the Town Council.

Officers had researched green alternatives to the traditional metal medal, and wooden medals had been selected.

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The Beacon Camera Club were keen to take part in the event by way of taking photographs of entrants that could then be purchased, with some of the monies going to the Mayor's charities.

**84. TERMS OF REFERENCE FOR THE CHRISTMAS COMMITTEE**

Report OC04/22 was received and noted.

It was noted that by having a set of Terms of Reference for the Christmas Committee, it would help outline the roles and responsibilities of committee members and make clear that all decisions relating to the event would have to be made at Malvern Town Council meetings or taken by Town Council officers where delegated. Officers had drawn up a draft set of Terms of Reference and two minor amendments were **AGREED**:

"Exclude peddlers and unauthorised street traders from the event" should read:

***"Exclude all peddlers and street traders who are unable to produce a valid licence."***

"The artist who made the works will be expected to man the stall in person" should read:

***"The artist who made the works will be expected to manage the stall in person."***

It was **RECOMMENDED** to agree the Terms of Reference with these minor amendments.

**85. WORK PROGRAMME**

Work programme OC05/22 was received and **NOTED**.

The Operations Manager updated members saying that projects were mostly up to date except for the bus shelter at Rosebank Gardens, as discussed earlier at agenda item 5.

**86. PLANNING CONSULTATIONS**

Report OC06/22 was **NOTED**.

21/01512/FUL 41 Geraldine Road, Malvern – demolition of all existing buildings and erection of 37 dwellings (use class C3) for 100% affordable housing and all associated works.

The Town Council had submitted a response to this application and the consultation period had ended on 4 November 2021. Members queried when there would be a decision on this application.

Councillors discussed a number of planning applications, but no comments were made for formal submission to Malvern Hills District Council.

Cllr Houghton suggested that the district council's portfolio holder for planning, David Harrison, be invited to a future meeting of the Operations and Planning Committee to speak on the challenges facing the planning department and how it is dealing with them.

**87. DATE OF NEXT MEETING**

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 9 March 2022 at 6.00 pm.

The meeting finished at 7.00pm.

.....(Chairman)