



MALVERN TOWN COUNCIL

FULL COUNCIL

REPORTS

**For meeting on Wednesday 7 September 2022 at 6.00 pm
in the Council Chamber, Malvern Hills District Council, Avenue Road**

MALVERN TOWN COUNCIL

Town Clerk
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1 September 2022

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MEETING OPEN TO MEMBERS OF THE PUBLIC

To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Wednesday 7 September 2022 in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To note apologies for absence.
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests.
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Full Council meeting: ➤ 4 August 2022 (already issued)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Mayor's Announcements ➤ Verbal report
5.	Update on Town Council Operations and Activities ➤ Verbal update by the Town Clerk
6.	Reports by County and District Council Representatives in Attendance ➤ Verbal reports or written submissions as appropriate.
7.	Town Council Ward Reports/Representatives on Outside Bodies ➤ Verbal reports

8.	<p>Members Questions</p> <ul style="list-style-type: none"> ➤ The Chairman will invite members who have written in with questions to present them to Council.
9.	<p>Membership of Poolbrook Village Hall Committee</p> <ul style="list-style-type: none"> ➤ Report CL01/22 to follow
10.	<p>Lease of Dukes Meadow Pavilion - Malvern Youth and Junior Football Club</p> <ul style="list-style-type: none"> ➤ Report CL02/22 to follow
11.	<p>Operations and Planning Committee Recommendations</p> <p>The Chairman of Operations and Planning Committee to present any recommendations for approval by Council from the meeting held on 24 August 2022</p> <ul style="list-style-type: none"> ➤ Report CL03/22 to follow
<p>Exclusion of the Press and Public</p> <p><i>To resolve pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i></p>	
12.	<p>Victoria Park Pavilion Task and Finish Group Recommendations</p> <ul style="list-style-type: none"> ➤ Report CL04/22 to follow
13.	<p>Date and Time of Next Meeting</p> <ul style="list-style-type: none"> ➤ Thursday 6 October 2022 at 6.00 pm

UNADOPTED

MINUTES OF COUNCIL MEETING OF MALVERN TOWN COUNCIL

held in the Council Chamber, Malvern Hills District Council, Avenue Road
on Thursday 4 August 2022, at 6.00 pm

Councillors

Present

N Houghton (Chairman)
C Hooper (Vice Chairman)
K Aksar
C Fletcher
L Lambeth
J Leibrandt
F Matthews-Jones
D Mead
C Palmer
P Smith
A Stitt
D Watkins

Absent

J Ashington-Carter (apologies)
C Bovey (apologies)
L Lowton (apologies)
N Mills (apologies)
J O'Donnell
R McLaverty-Head (apologies)
J Satterthwaite

Also, in attendance

L Blake – Town Clerk
L Wall – Minute Clerk
Cllr Natalie McVey, WCC

52. APOLOGIES FOR ABSENCE

Apologies for absence from Councillors Jack Ashington-Carter, Lou Lowton, Neville Mills, Ronan McLaverty-Head and Caroline Bovey were **NOTED**.

53. DECLARATIONS OF INTEREST

None.

54. 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, to be signed by the Mayor:

- Full Council meeting 23 June 2022.

55. MAYOR'S ANNOUNCEMENTS

The Mayor reported on recent events that had taken place in Malvern.

The Queen's Baton Relay had come through the town on Friday 22 July drawing a big crowd and attended by Harriett Baldwin, MP for West Worcestershire and John Michael, Leader of Malvern Hills District Council. The event was organised by the Town Council and MHDC working in partnership.

Malvern in Bloom judging took place on the same day and this was another example of partnership working, this time between MTC, MHDC and the Malvern Hills Trust. Feedback from the judges had been very positive.

Community Action 50th anniversary – the Mayor had attended the service at Malvern Priory. As well as dignitaries, including the Deputy Lord Lieutenant of Worcestershire, there were many people there who use Community Action's services and spoke to the Mayor about how they were able to get out and about thanks to Community Action, thus avoiding loneliness.

UNADOPTED

Malvern Pride took place on Saturday 30 July in Priory Park, and the Mayor had been pleased to see how many people enjoyed the event, many of whom also went into the town centre and spent money in local shops. The Town Council had helped support this event by awarding a grant and a full report would be provided soon.

Malvern Buzzards had put on a running relay event in Rosebank Gardens with all entrance fees and donations being given to the Mayor's charity Guide Dogs. The event had raised a fantastic £330 and the Mayor presented prizes to the winning team. He thanked all those that had taken part.

DEC Ukrainian Appeal - £1942 had been raised for the appeal after the Mayor had requested that funds raised being from the Malvern Hills Challenge walk held last April be donated to this appeal rather than his charities. This was made up of £1140 in entrance fees and donations, plus a further £800 from the Just Giving page.

Charity Ball – the Mayor reminded councillors that the charity ball will take place on 2 September at the Worcestershire Golf Club and asked if people could buy their tickets via the Town Council website.

56. **UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

The Town Clerk updated Council as follows:

Demolition of Victoria Park - this has now been completed with excess soil being used to level the ground off. The area will be left flat and open for the summer.

By-elections – two candidates will stand in the by-election being held in Chase Ward on Thursday 11 August.

Heart of England in Bloom - the Heart of England in Bloom judges visited the town on Friday 22 July and were given a tour of the town. Last year, the town's entry into Malvern in Bloom was judged on a portfolio only, as some covid restrictions continued. This year the judges were able to experience first-hand the results of everyone's hard work and mentioned that the portfolio was one of the best they had seen.

Mayor's Bonanza – Clare Lawrence is likely to be off work at the time of the bonanza, and help will be needed to man the stalls. The Town Clerk asked Councillors if they could each volunteer for a couple of hours to help out. The Mayor's Bonanza is the biggest fundraiser of the Town Council's events calendar.

The Town Clerk thanked the Operations Team for the continued hard work in keeping the town looking nice through the summer, watering plants and changing flags.

57. **REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE**

Cllr Cynthia Palmer, District Councillor – had nothing to add to Cllr Nielsen's report which had been distributed prior to the meeting except to express a concern over the conversion of some street lighting from heritage lanterns to LEDs. This was thought to be down to cost issues.

UNADOPTED

Cllr Kaleem Aksar, District Councillor

MHDC had agreed to give £400,000 to help fund a new Malvern Hills Art and Community College.

Responses to the revised boundary commission review are due by 8 August.

Natalie McVey, County Councillor:

- Works to resurface roads and repair pavements continues.
- Has attended a meeting with Highways and residents regarding the crossroads of Cowleigh Road and Old Hollow, to discuss improvements such as cutting back of vegetation and replacement of mirror to avoid accidents at this dangerous junction.
- Has been dealing with issues surrounding water leaks on Lamb Bank and West Malvern Road.
- A bid has been submitted to Warwickshire Colleges Group regarding Malvern Hills College.
- 280 visas have now been granted to Ukrainian refugees and 218 guests have arrived so far, with more expected soon. Two Ukraine-speaking liaison officers have been appointed to help the families settle in.
- A bid submitted to the Shared Prosperity Fund was successful and would provide support in three key areas.
- Cllr McVey also congratulated those involved with the Pride event as it was a wonderful day in Priory Park.

58. TOWN COUNCIL WARD REPORTS/REPRESENTATIONS ON OUTSIDE BODIES

Cllr Clive Hooper:

- CALC – had attended the meeting of Malvern Hills CALC on 28 June. Mike Brookes had been elected chairman and there had been a presentation from Worcestershire Wildlife Trust.
- An update from the Malvern Hills College SOS Taskforce is that funding has been secured from MHDC and WCC. The Bransford Trust had agreed £600,000 which should meet the target of £1.2 million plus £200,000 for start up elements. The anticipated opening would be August 2023.

59. MEMBERS QUESTIONS

There were no members' questions.

60. NOTICE OF MOTION – 20's PLENTY CAMPAIGN

Cllr Hooper presented his notice of motion which asked the Town Council to support the 20's Plenty for Worcestershire campaign and asked the county council to implement 20mph speed restrictions in Malvern. The campaign has demonstrated that lower speed limits in areas similar to Malvern save lives and reduce pollution.

UNADOPTED

Cllr Palmer seconded the notice of motion and explained that it already worked well in Pershore and therefore she was sure it would work just as well in Malvern.

It was **RESOLVED** that Malvern Town Council

- i. supports the 20's Plenty for Worcestershire campaign;
- ii. calls on Worcestershire County Council to implement 20mph in Malvern; and
- iii. will write to Worcestershire County Council to request 20mph speed limits on streets throughout Worcestershire where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.

61. **APPOINTMENT OF NEWLY ELECTED COUNCILLORS TO COMMITTEES**

Report CL01/22 was received and accepted.

It was **RESOLVED** that Cllr Freya Matthews-Jones and Cllr Kaleem Aksar be appointed to the Operations and Planning Committee.

62. **APPOINTMENT OF MEMBER TO POLICY REVIEW TASK AND FINISH GROUP**

Report CL02/22 was received and accepted.

It was **RESOLVED** that Cllr Lynne Lambeth be appointed to the Policy Review Task and Finish Group.

63. **OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

Report CL03/22 was received and accepted and the Chairman of Operations and Planning Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting held on 7 July 2022.

Minute 15 Health and Wellbeing Fair and Mayor's Peaks Challenge 2023

- i. It was **RESOLVED** that the Health and Wellbeing Fair and The Mayor's Peaks Challenge are held on Saturday 29 April 2023 as part of the well-dressing and water festival weekend.
- ii. It was **RESOLVED** that the Health and Wellbeing Fair should be held in Priory Park alongside the registration and finish point for the Mayor's Peaks Challenge.

Minute 20 Environmental Matters – Review of Environmental Policy and Environmental Strategy

- iii. It was **RESOLVED** that a task and finish group be set up to review the Environmental Policy and Environmental Strategy, consisting of the following councillors:
 - Cllr Lou Lowton
 - Cllr Josephine Leibrandt
 - Cllr David Mead

64. **EMERGENCY DECISION MAKING GROUP**

Report CL04/22 was received and noted.

UNADOPTED

The decision made by the Emergency Decision Making Group to continue issuing polling cards for by-elections in August 2022 was **NOTED**.

65. INSURANCE CONTRACT RENEWAL

Report CL05/22 was received and noted.

It was **NOTED** that the insurance contract was renewed on 1 August 2022, for the third and final year of the contract as agreed in July 2020.

66. REPORT FROM ARCOS – DELAYED LARGE GRANT

Councillors **NOTED** the report from ARCOS showing how the grant awarded by the Town Council in 2019 had been spent. The project had been delayed by covid but had now been completed.

67. PLANNING CONSULTATIONS

Report CL07/22 was received.

No planning applications were raised.

Exclusion of the Press and Public

It was **AGREED** to resolve pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Report CL08/22 was handed round at the meeting and the Chair reminded members that this report was confidential and information contained within it should not be discussed outside of the meeting, due to its commercially sensitive detail.

Councillors were given time to read the report and then a discussion, question and answer session followed.

A named vote was held and it was **RESOLVED** to approve the recommendation as detailed on report CL08/22.

68. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Wednesday 7 September 2022 at 6.00 pm in Malvern Hills District Council Chamber.

The meeting finished at 7.55 pm.

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(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Wednesday 7 September 2022 at 6.00 pm
in the Council Chamber, Malvern Hills District Council, Avenue Road**

MEMBERSHIP OF POOLBROOK VILLAGE HALL COMMITTEE

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Council is asked to appoint one member to join the Poolbrook Village Hall Committee.

3. Background

3.1. The Town Clerk has been approached by the management committee of Poolbrook Village Hall to ask if one of the members of the Town Council would like to join their committee.

3.2. Poolbrook Village Hall is in Chase Ward and therefore Council may wish to consider appointing a member from that ward.

3.3. If agreed, membership of this committee will be considered annually in May alongside membership of other outside bodies.

3.4. If more than one Councillor wishes to put themselves forward, a ballot will take place in accordance with standing orders.

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

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**LEASE OF DUKES MEADOW PAVILION – MALVERN YOUTH AND
JUNIOR FOOTBALL CLUB**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Full Council is asked to consider granting a lease on Dukes Meadow Sports Pavilion to Malvern Youth and Junior Football Club for an initial period of twelve months.

3. Background

3.1. Malvern Town Council has historically hired football pitches and changing rooms to football teams at Victoria Park, Lower Howsell and Dukes Meadow. The football season runs from September to May each year and teams pay for the hire of pitches and changing rooms.

3.2. In recent years, the demand for football pitches has fallen to its lowest ever level and in 2021/22, only two clubs - one senior and one junior - have used Town Council facilities.

3.3. In the summer of 2022, Town Council officers were approached by members of Malvern Youth and Junior Football Club who wished to run football sessions throughout the summer. It was agreed that the club could use Dukes Meadow pitches for training and the pavilion for toilet facilities only for the period May until the end of August and would pay an appropriate fee.

3.4. Officers have now been approached by representatives from Malvern Youth and Junior Football Club who would like to use the pitches and pavilion on a more structured and permanent basis, with football games and training over the entire year rather than just the football season.

3.5. Discussions have resulted in a proposal for a one-year lease of the pavilion at Dukes Meadow and hire of football pitches at the same location. This arrangement would then be reviewed after twelve months.

3.6. Pavilion

- Suggested quarterly rental of the pavilion is £200 which is in line with other similar arrangements operated by the Town Council.
- The football club would be responsible for paying for any water or electricity used and these costs would be re-charged with the quarterly invoice.
- The football club would be responsible for basic maintenance works and have asked if they could paint the changing rooms and install a cooker. All works would need to be agreed with Council Officers before being undertaken.
- All cleaning to be undertaken by the football club.

- The football club would be required to hold suitable insurance for the use of the pavilion and any activities carried out within it.
- Use of the pavilion would be exclusive to Malvern Youth and Junior Football Club, but it should be noted that there have been no other requests for use of this facility, and changing facilities at Dukes Meadow have not been used since 2017/18.

3.7. Football pitches

- Six teams would play from Dukes Meadow with an annual cost of £702. This offers a small discount as the club would have usage of pitches for twelve months rather than 8.5 months.
- Football pitches will continue to be mown and marked out by the Town Council.
- Pitches will be used exclusively for the club when booked but remain available for use by the general public at all other times.
- The football club will provide goals, nets and corner flags.

3.8. Council is asked to note that this agreement would grant a lease to an individual football club, but that there are no other requests for use of this pavilion which has remained empty for a number of years. Use of this facility on a regular basis may also create a sense of community at Dukes Meadow and help in some way to discourage antisocial behaviour.

4. Financial Implications

4.1. Quarterly rental of the pavilion is suggested at £200.

4.2. Rental of junior football pitches currently costs £117 per pitch per season.

5. Legal Implications

5.1. Officers would draw up a lease for the pavilion using current agreements with other organisations. Hire of football pitches would be under the same conditions of hire as per other football teams, but over a twelve-month period.

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 24 August 2022 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 29 Field of Remembrance

It was **RECOMMENDED** to support and agree a budget of £1,200 for the biennial Field of Remembrance in Great Malvern Library from Thursday 10 November to Thursday 17 November 2022

3. Background

- 3.1. 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.
- 3.2. 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.
- 3.3. 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. The Terms of Reference being recommended are within the report at Agenda Item 9 for the meeting held on 9 February 2022.
- 3.4. 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.

4. Financial Implications

- 4.1. Please see individual committee reports.

5. Legal Implications

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