

## 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 26 October 2022 at 6.00 pm

#### Present

#### Councillors

C Palmer (Chairman)  
K Aksar  
C Bovey  
C Fletcher  
L Lambeth  
J Leibrandt  
L Lowton  
F Matthews-Jones  
D Watkins

#### Apologies

D Mead (substituted Cllr Clive Fletcher)  
P Smith (apologies)

#### Also in attendance

L Blake – Town Clerk  
C Porter – Operations Manager  
L Wall – Minute Clerk

#### 34. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr David Mead and Cllr Peter Smith were noted. Cllr Mead had substituted Cllr Clive Fletcher.

#### 35. DECLARATIONS OF INTEREST

Cllr Freya Matthews-Jones - agenda item 12, planning consultations: her business premises are next door to the property in planning application M/22/01366/FUL.

#### 36. 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 August 2022.

#### 37. PUBLIC PARTICIPATION

None.

#### 38. TOWN COUNCIL EVENTS 2022

The Town Clerk reported that the Mayor's Charity Quiz had been very successful with over £700 raised for Guide Dogs and positive feedback meant that another quiz will hopefully be held in the new year.

***Cllr Josephine Leibrandt and Cllr Kaleem Aksar jointed the meeting.***

Remembrance events will be held in the town, starting with a Field of Remembrance at Great Malvern library from 10 to 17 November, an Armistice Day service at Great Malvern Priory on 11 November and a Remembrance Sunday service and parade on 13 November. The Town Clerk thanked those councillors who had volunteered to help with road closures for the parade.

Councillors were asked to consider volunteering to help at the Christmas lights switch on event, when Father Christmas would need help in the grotto.

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### 39. **REVIEW OF CHARGES FOR TOWN COUNCIL OPERATIONS SERVICES 2023/24**

Report OC01/22 was received.

Members of the committee were asked to consider the fees charged for operations services in the three areas of cemetery, allotments and sports pitches.

#### Great Malvern Cemetery

The Operations Manager explained that many of the costs associated with running the cemetery had increased over recent months. Fees charged out for burials were comparative with other cemeteries in the area, but even though some charges had been raised for 2022/23, it was felt that a further rise across all charges was necessary in order to offset the increases in running costs for cemetery services.

It was **RECOMMENDED** that a 4% increase be applied to all cemetery charges for the year 2023/24.

#### Allotments

Members felt that the cost to rent an allotment should not increase as it was important to provide people with the opportunity to grow their own food, especially as the cost of living was rising. It was also noted that the running costs incurred to run allotments were relatively low.

It was **RECOMMENDED** that there would be no increase in allotment charges for the year 2023/24.

#### Sports Pitches

Staff time associated with running sports pitches includes pitch maintenance, line marking, opening and locking the basketball court gates. All facilities are free for the public to use unless a sports team wishes to book for sole use.

It was **RECOMMENDED** that a 4% increase be applied to all sports hire charges for the year 2023/24.

The basketball courts are the most recent facility to be opened, and these have proved popular but so far there has not been a booking system in place. It was agreed that whilst teams and coaches should be able to book a court for sole use, this would apply to one court at a time, thereby leaving a second court free for any members of the public to use. It was also agreed that following six months' notice, a half-day fee of £25 would be charged to any groups wishing to book exclusive use of a court for a game or for a coaching session. This arrangement would be reviewed in twelve months' time.

It was **RECOMMENDED** that from April 2023, a booking fee of £25 be charged for a half-day's exclusive use of a basketball court.

### 40. **OPERATIONAL PROJECTS – BUDGET 2023/24**

Report OC02/22 was received and accepted.

It was **RECOMMENDED** that the following operational projects be included in the Council's budget for 2023/24:

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NAME OF PROJECT	DETAILS	ANTICIPATED COSTS
Jamaica Crescent refurbishment	Replace zip wire, refurbish climbing trail, refurbish various equipment	£20,000
Mill Lane car park and fencing	Fence off and create a stone car park with DDA access. This will be part of a larger schedule of works to develop land at Mill Lane being transferred to the Town Council.	£12,000
Timber building in cemetery year	To build a wooden structure/lean-to in the rear of the lodge yard, planning permission will be required	£15,000
Refurbish ground floor of lodge and toilets	New toilet, replace carpets, decorate, and replace furniture in rest room and break room within the cemetery lodge.	£8,000
Electrical tools	Purchase of tool package for operations team to achieve 80% electric in hand tools: 6 x strimmer with harness and battery, one hedge trimmer and battery, one multi-tool and battery, plus required charging ports and spare batteries.	£6,000
<b>Total</b>		<b>£61,000</b>

### 41. VEHICLE/MACHINERY REPLACEMENT SCHEDULE FOR 2023/24

Report OC03/22 was received and accepted.

The Operations Manager explained that a suitable electric replacement for the Mitsubishi pick-up had now been sourced.

It was **RECOMMENDED** that the following proposal be included in the Council's Vehicle/Machinery Replacement Budget for 2023/24:

Machine	Cost
Electric vehicle to replace the 2015 Mitsubishi pick-up	£28,750

The Town Clerk explained to members that each year an amount is put into the vehicle/machinery replacement fund to build up a reserve for the purchase of council vehicles and machinery. However, costs are rising generally and with the requirement to replace vehicles and machinery with electric equivalents where possible, the reserve was diminishing. An increase in the amount put into the reserve fund would help cover these increases.

It was therefore **RECOMMENDED** that the annual amount put into the vehicle/machinery replacement reserve fund be increased from £15,000 to £20,000 as from 2023/24.

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### 42. **TARMAC PROJECTS AT DUKES MEADOW**

Report OC04/22 was received and accepted.

The Operations Manager reported that five companies had been approached to provide a quotation for tarmac works at Dukes Meadow, and although three of these had responded, only two quotes had been submitted which is contrary to standing orders unless approved by exception.

It was **AGREED** to award the contract to tarmac the footpath at Dukes Meadow to Company A (E Purslow & Son) at a cost of £3,905.

### 43. **REVIEW OF DRAFT ENVIRONMENTAL POLICY AND RECOMMENDATION TO FULL COUNCIL**

Report OC05/22 was received and accepted.

The Environmental Policy Review Task and Finish Group had met on two occasions to review and draft an environmental policy and this was presented to the meeting. Members of the task and finish group explained that they had carried out an in-depth review of the previous policy and strategy, and striven to produce a practical and achievable policy for future use. There were no amendments suggested at the meeting.

It was **RECOMMENDED** to accept the draft environmental policy as attached to report OC04/22.

It was further **RECOMMENDED** that the Environmental Policy be reviewed on an annual basis.

### 44. **WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC06/22 was received and accepted.

The Operations Manager reported that the refurbishment of the bus shelter at Rosebank Gardens had been held up because of problems with the fabrication, but would hopefully be finished by Christmas time, otherwise all projects were on target.

### 45. **ENVIRONMENTAL MATTERS**

Report OC07/22 was received and noted.

#### Council Officers

The Operations Manager reported that the proposed orchard at Greenfield Road would now be planted one year later than anticipated with more fruit trees and would include a mix of plums, apples, pears and cooking apples. It was hoped that the fruit produced could be made available for the community.

Some of the woodland trees planted last year had suffered from the extreme heat and it was suggested that new planting could be watered by local community groups.

#### Councillors

Cllr Lowton suggested that signs should be erected at the entrance to Town Council green spaces stating the rules of these areas, such as no fireworks, no lanterns etc. The Town Clerk asked Cllr Lowton to submit a notice of motion to Full Council regarding this.

### 46. **PLANNING CONSULTATIONS**

Report OC08/22 was noted.

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### M/22/01366/FUL – Flat at 124 Worcester Road, Malvern, WR14 1SS: refurbishment of existing first floor apartment and additional second floor apartment with raised roof and new stairs and access landing servicing second floor

Members discussed the application and agreed that an objection should be raised to the planning authority.

It was **AGREED** to object on the basis that:

- The streetscape would not be in keeping with the area, becoming the only three storey building in the locality
- It would be an over-development of the site

It was **AGREED** that Cllr David Watkins would represent the Town Council at the relevant Southern Area Planning Committee meeting.

No other planning applications were raised at the meeting.

### **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.

### 47. POSSIBLE SALE OF LAND AT DUKES MEADOW TO GREAT MALVERN PRIMARY SCHOOL

Confidential report OC09/22 was received and accepted.

The Governors and School Leaders of Great Malvern Primary School had written to the Town Clerk regarding an interest in a parcel of land adjacent to the school and owned by Malvern Town Council.

The school has been rapidly expanding and is now at full capacity, and the nursery is too small to admit more pre-school age children. As there is no room on site for any further expansion of the school buildings, other options have been explored.

The Town Clerk had contacted the District Valuer Services for the public sector and gained a market value opinion on this land.

Members of the committee discussed the possible sale.

It was **RECOMMENDED** to agree the sale of land at Dukes Meadow to Great Malvern Primary School at a sales price of £6,500 with the following provisos:

1. Use of the land being restricted to education/nursery use for the purchaser and their successors. This is to protect community use of land in this location.
2. Should the land no longer be required for education/nursery use, it must be offered back to the Town Council for ongoing community use.
3. The design of any buildings and their layout and any subsequent amendments must allow for ease of future access from the Council's retained land at Dukes Meadow.

The Town Council to pay its own legal costs which are expected to be in the region of £650 - £700.

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**48. DATE OF NEXT MEETING**

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 7 December 2022 at 6.00 pm.

The meeting finished at 7.50 pm.

.....(Chairman)

DRAFT