



MALVERN TOWN COUNCIL

FULL COUNCIL

REPORTS

**For meeting on Thursday 13 April 2023
at 6.00 pm
in the Council Chamber, Malvern Town Council, Belle Vue Terrace,
Malvern**

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
Worcs
WR14 4PZ
Tel: 01684 566667



5 April 2023

townclerk@malvern-tc.org.uk
www.malverntowncouncil.org

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 Thursday 13 April 2023 in the Council Chamber, Malvern Town Council, Belle Vue Terrace, 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. J. 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 Extraordinary Full Council meeting: ➤ 2 March 2023 (previously 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.	Members Questions ➤ The Chairman will invite members who have written in with questions to present them to Council.
7.	Victoria Park Task and Finish Group Recommendations ➤ Report CL01/23 to follow

8.	Land adjacent to Adam Lea Play Area – Results of Public Consultation and Pump Track Proposal ➤ Report CL02/23 to follow
9.	Town Council Hardship Fund Scheme ➤ Report CL03/23 to follow
10.	Policy and Resources Committee Recommendations The Chairman of Policy and Resources Committee to present any recommendations for approval by Council from the meeting held on 21 March 2023 ➤ Report CL04/23 to follow
11.	Operations and Planning Committee Recommendations The Chairman of Operations and Planning Committee to present any recommendations for approval by Council from the meeting held on 5 April 2023 ➤ Report CL05/23 to follow
12.	Date and Time of Next Meeting ➤ Thursday 18 May 2023 at 6.00 pm (Annual Council Meeting)
Exclusion of the Press and Public <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>	
13.	Meeting of Emergency Decision Making Group 8 March 2023 ➤ Verbal update

UNADOPTED

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

**held in the Council Chamber, Malvern Hills District Council, Avenue Road
on Thursday 2 March 2023, at 6.00 pm**

Councillors

Present

N Houghton (Chairman)
K Aksar
C Fletcher
C Hooper
F Matthews-Jones
R McLaverty-Head
D Mead
N Mills
C Palmer
D Watkins
J Wilkinson

Absent

C Bovey (apologies)
L Lambeth
J Leibrandt (apologies)
L Lowton
J Satterthwaite
A Stitt (apologies)

Also in attendance

L Blake – Town Clerk
L Wall – Minute Clerk
C Porter – Operations Manager
Cllr Natalie McVey (WCC)
Four members of the public

150. APOLOGIES FOR ABSENCE

Apologies for absence from Councillors Caroline Bovey, Josephine Leibrandt and Aidan Stitt were **NOTED**.

151. DECLARATIONS OF INTEREST

None.

152. MINUTES OF PREVIOUS MEETING

The minutes of the previous Full Council meeting held on 9 February 2023 had been issued prior to the meeting and councillors were asked to approve them as a correct record. However, Cllr Hooper spoke to say that he, along with Cllrs Palmer and Watkins felt that the minutes were inaccurate regarding minute 143 as follows:

Minute 143 Malvern Tourism Sign – as recorded in minutes 09/02/23

“Report CL03/23 was received and accepted.

The report set out the recommendation made by the Malvern Tourism Sign Task and Finish Group at its meeting on 13 December.

The Mayor explained that this item had been deferred from the previous Full Council meeting to allow councillors time to visit Rosebank Gardens and review the suggested location for the Malvern tourism sign. The debate was therefore to remain focussed on if the recommended location should be approved.

The report also noted that if the location for the new sign was agreed as behind the new wall created as part of the Jenny Lind fountain project, then the Jenny Lind sculpture would need to be moved – the suggested place was next to the commemorative plaque already installed near to the 99 steps.

UNADOPTED

A robust discussion followed. A vote was taken which resulted in an equality of votes. The Mayor chose to cast his casting vote to approve the recommendation.

*It was **RESOLVED** to approve the recommendations from the Malvern Tourism Sign Task and Finish Group following the Full Council resolution to install a 'Malvern' sign in Rosebank Gardens and as detailed in the report."*

Cllr Hooper wished to propose two amendments to the minutes:

- 1) Delete paragraph four as follows

The report also noted that if the location for the new sign was agreed as behind the new wall created as part of the Jenny Lind fountain project, then the Jenny Lind sculpture would need to be moved – the suggested place was next to the commemorative plaque already installed near to the 99 steps.

- Relocating the Jenny Lind sculpture had not been discussed

- 2) Amend the resolution in the final paragraph to:

It was **RESOLVED** to approve recommendation i) from the Malvern Tourism Sign Task and Finish Group following the Full Council resolution to install a 'Malvern' sign in Rosebank Gardens and as detailed in the report.

- Cllr Hooper stated that he felt recommendation i) relating to the location of the sign had been voted on but items ii), iii) and iv) had still to be agreed.

Cllr Palmer seconded this proposal.

Cllr Hooper then requested a named vote on the proposed amendments.

For: Cllr Clive Hooper
Cllr Cynthia Palmer
Cllr David Watkins

Against: Cllr Neville Mills
Cllr David Mead
Cllr Clive Fletcher
Cllr Nick Houghton

Abstained: Cllr Freya Matthews-Jones
Cllr Kaleem Aksar
Cllr Josephine Wilkinson
Cllr Ronan McLaverty-Head

The proposed amendment therefore failed.

A named vote was then held on the accuracy of the minutes from the meeting held on 9 February 2023 as issued.

For: Cllr Freya Matthews-Jones
Cllr Kaleem Aksar
Cllr Clive Fletcher
Cllr Neville Mills
Cllr David Mead

UNADOPTED

Against: Cllr Nick Houghton
Cllr Clive Hooper
Cllr Cynthia Palmer
Cllr David Watkins
Abstained: Cllr Ronan McLaverty-Head
Cllr Josephine Wilkinson

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 9 February 2023

PUBLIC PARTICIPATION

Three members of the public attended the meeting to speak about the proposed 'MALVERN' sign. They felt Rosebank Gardens already had some lovely sculptures and the sign would not add to the beauty of Malvern, but be 'clutter' and a waste of money, as it would not attract people to visit Malvern. The sign was likened to other 'clutter' in the town such as bus stops that were no longer needed due to the termination of bus services. They felt that this is not Hollywood and therefore this sign is not suitable for Rosebank Gardens in Malvern.

153. MAYOR'S ANNOUNCEMENTS

The Mayor reported that since the last meeting:

- he has written to Dr Inga Lewenhaupt, former chair of the Jenny Lind Society in Stockholm to explain the relocation of the sculpture.
- he has been on a charity paraglide which had been a great success and enjoyable too, and suggested other councillors might like to try it!
- tickets for the Peaks Walk continued to sell and QinetiQ had provided funding for tickets available to their employees.

The Mayor also mentioned that the Deputy Mayor would be attending a reception at the weekend for the Mayor of Mariánské Lázně and two other delegates who were visiting Malvern to celebrate ten years of twinning partnership.

154. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The Town Clerk gave the following update on recent Town Council operations and activities:

- Precious Ruby bush roses have now been planted in the new raised bed at the entranceway bed at Rosebank Gardens
- Polycarbonate Georgian wired panes for the bus shelter outside Rosebank Gardens will be fitted next week
- A public consultation event on land at Mill Lane was held at Poolbrook Village Hall on Monday and was well attended with a steady stream of residents 3.30pm until 7pm. People can still pass on their ideas via a survey, accessed from the Town Council website. The Town Clerk thanked councillors who helped at the event and especially to Cllr Mead and Cllr Watkins who had delivered leaflets to local properties.

UNADOPTED

- A reception for the delegates from Mariánské Lázně that the Deputy Mayor is attending will be held at the Great Malvern Hotel from 12pm and there was space for three to four other councillors to attend if wished.
- The Czech flag is flying from the building at Belle Vue Terrace in recognition of the visit and was in accordance with the Town Council's flag flying policy.
- Vehicle Advisory Signs have been purchased by Worcestershire County Councillors Karen Hanks and Beverley Neilson. They will be installed as soon as locations have been finalised and agreed with the Highways Liaison Officer, first in Malvern Link and then Langland division. The existing rotation of locations will also be updated as required. These signs are managed under the Lengthsman scheme which allows the Town Council to claim money from Worcestershire County Council for the works.
- The Town Clerk and Operations Manager have been interviewing applicants for the grounds maintenance operative role, to hopefully start before the end of March.

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

County Councillors

Cllr Natalie McVey:

- West Malvern Road has again seen disruption to bus services as planned works started but could not be completed and therefore have been rescheduled.
- Any new lamp posts that are installed are of an increased height which has caused light pollution in places, and therefore filters have had to be installed.
- Libraries Unlocked is a new service from Worcestershire Libraries offering longer opening hours and more flexibility for customers and community groups to use their local library at times that are convenient to them. It will eventually operate from all libraries except The Hive. Although the scheme is designed to increase access to libraries for members, Cllr McVey is concerned that this could be at the detriment of staffing levels.

District Councillors

Cllr Cynthia Palmer notified the meeting that a thanksgiving service for Dr John Harcup will be held on Thursday 23 March.

Cllr Neville Mills reported increased littering at the Lower Howsell football pitches. The culvert wall at Oakfield Road has been made safe but repairs have not been completed.

156. **TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES**

Town Councillors

Cllr David Mead reported that he had received complaints from residents regarding Platform Housing, and will attend a meeting with Platform Housing representatives soon.

UNADOPTED

Cllr Nick Houghton has received a complaint from a resident in Avon Close regarding a hedge taken out by the previous house owner and has asked officers to investigate. Cllr Houghton will attend the funeral of an RAF veteran next week as representative of the Town Council.

Cllr Clive Hooper reported that a CALC area meeting is imminent and that he and Cllr Mead will be attending.

157. **MEMBERS QUESTIONS**

There were no members' questions.

158. **NOTICE OF MOTION – SUPPORT FOR A RESIDENTS ONLY RESTRICTION IN REDLAND ROAD**

Report CL01/23 was received and accepted.

Cllr Watkins presented his notice of motion, explaining that Redland Road was used by many drivers outside the immediate area to leave their vehicles parked whilst they travelled to work by train during the day. The road was also full of parked cars during the evening and night time with many residents having to park in adjacent streets. He therefore proposed that Redland Road would have a 'residents only' parking restriction scheme implemented.

Councillors were generally supportive of the motion, but recognised that other areas also had similar problems with parking, and that any restrictions were only useful if enforced.

It was noted that in the future, as more people owned electric vehicles, there would be a more urgent need for space outside homes to allow for charging of cars.

Cllr Aksar proposed an amendment to the notice of motion to include three further roads as follows:

That Council notes the support of local residents for the implementation of a 'Residents Only' parking restriction on Redland Road, Merton Road, Hampden Road and Cromwell Road.

It was **RESOLVED** that Council notes the support of local residents for the implementation of a 'Residents Only' parking restriction on Redland Road, Merton Road, Hampden Road and Cromwell Road.

It was also recognised that it would be necessary to have the support of both the district and county councils for this scheme to be implemented.

The Town Clerk informed the meeting that the district council would be consulted by Worcestershire County Council as a matter of course but suggested that the Town Council could ask the district council for its support beforehand.

Councillors present felt that Malvern Hills District Council should be involved at an earlier stage and a further amendment was proposed.

That Council calls on Worcestershire County Council and Malvern Hills District Council to make and enforce a 'Residents Only' parking restriction on Redland Road, Merton Road, Hampden Road and Cromwell Road.

UNADOPTED

It was **RESOLVED** that Council calls on Worcestershire County Council and Malvern Hills District Council to make and enforce a 'Residents Only' parking restriction on Redland Road, Merton Road, Hampden Road and Cromwell Road.

159. **POLICY REVIEW TASK AND FINISH GROUP – ADDITIONAL MEMBER**

Report CL02/23 was received and accepted.

It was **RESOLVED** to appoint Cllr Cynthia Palmer to the Policy Review Task and Finish Group.

160. **CALENDAR OF TOWN COUNCIL EVENTS 2023/24**

Report CL03/23 was received and **NOTED**.

The report set out the events calendar for the period 1 April 2023 until 31 March 2024.

Councillors would be required to volunteer at some of the events, but a schedule would be distributed after the May elections.

161. **POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

Report CL04/23 was received and accepted.

The Chair of Policy and Resources Committee, Cllr Clive Hooper, presented the recommendations from the meeting held on 21 February 2023.

It was **RESOLVED** to approve and adopt the short term and long term aims and objectives as per appendix to Policy and Resources minutes from 21 February 2023.

It was **RESOLVED** to approve the quarterly accounts for the third quarter ending 31 December 2022.

162. **RECOMMENDATIONS FROM VICTORIA PARK TASK AND FINISH GROUP**

Report CL05/23 was handed out at the meeting.

Cllr David Mead, Chairman of the Victoria Park Task and Finish Group explained that at the first meeting of the group held on 22 February, and in the light of current financial implications, members had looked at the proposals for a single storey building at Victoria Park.

The main points of the latest proposal are:

- The seating capacity of the meeting room will be almost twice that of the chamber at Belle Vue Terrace
- The design is future-proofed – a space for a stairwell and lift shaft is included in case a second floor is required in the future. Without making this provision now, the cost to add these retrospectively is proportionally much more
- The main entrance will be via the lobby, with a small seating area through one door for visitors to the Town Council, providing a welcoming and accessible area

Details of the building will be agreed at later meetings, to be proposed by the task and finish group at future meetings and agreed by Full Council.

UNADOPTED

However, it was suggested that delegations should be given to the Town Clerk and Operations Manager to make decisions on minor amendments to save time, and not have to keep referring back to the task and finish group.

Cllr Houghton proposed an amendment to Recommendation 2.2 as follows:

That, Victoria Park Task and Finish Group will determine a full set of requirements in conjunction with the Town Clerk and Operations Manager for recommendation to the next Full Council meeting. Town Council officers will then be delegated to work with Modulek as the chosen supplier, using the agreed set of requirements, to finalise the outline design of this single storey building ready for submission as a planning application.

It was **RESOLVED** that, due to changing financial circumstances, a single-storey building in line with the plans attached at Appendix A to the report and handed out at the meeting be built at Victoria Park. This to include a café, meeting room, public toilets, and lockers as well as the relocation of the Town Council offices. The cost for this building will be £975,000 with an amount of £209,000 to be borrowed using a Public Works Loan Board (PWLB) loan, and with a loan period to be agreed.

It was further **RESOLVED** that Victoria Park Task and Finish Group will determine a full set of requirements in conjunction with the Town Clerk and Operations Manager for recommendation to the next Full Council meeting. Town Council officers will then be delegated to work with Modulek as the chosen supplier, using the agreed set of requirements, to finalise the outline design of this single storey building ready for submission as a planning application.

163. **DATE AND TIME OF NEXT MEETING**

It was agreed that the date of the next meeting would be Thursday 13 April 2023 at 6.00 pm.

The chamber at Malvern Hills District Council is unavailable on that date, and because of difficulties with finding an alternative option, it was agreed that the meeting will be held in the Town Council chamber at Belle Vue Terrace.

The meeting finished at 7.27 pm.

.....
(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Thursday 13 April 2023 at 6.00 pm
in the Council Chamber, Malvern Town Council, Belle Vue Terrace**

**VICTORIA PARK PAVILION
TASK AND FINISH GROUP RECOMMENDATIONS**

1. Purpose of Report

- 1.1. For decision.

2. Recommendations

- 2.1. Full Council is asked to approve the recommendations below following a meeting of Victoria Park Task and Finish Group held on Tuesday 21 March 2023.
- i. That the final set of requirements as listed below be incorporated into the final design of the new building at Victoria Park:
 - A. A meeting room of 71m² which is approximately 1.75 times larger than the present council chamber.
 - B. The serving area in the café will be to the north of the building to allow direct access to café store.
 - C. The kitchen fit-out will be left for the future tenant of the café to manage and install as this will allow the café tenant to choose the exact equipment they require.
 - D. The office space will be 37m² to include one separate meeting room/Town Clerk's office. This amount of space more than meets the minimum requirements. Acoustic screens will be used to separate desks as required.
 - E. Lockers will be provided in the lobby area.
 - F. Toilets will be in accordance with building regulation requirements:
 - 1 to serve the café
 - 1 in the lobby area for users of the park
 - 2 for use by office staff/meeting room
 - G. An anti-climb fascia will be incorporated into the design to prevent anyone climbing onto the roof and damaging the solar panels.
 - H. There will be no canopy at the main entrance and automated doors will be included subject to cost implications.
 - I. External lighting will be on all four elevations in a style to meet light pollution standards and bat protection policies.
 - J. Removable shading is recommended for the outdoor seating area of the café as anything fixed will be subject to vandalism.

- K. The external aspect will be a composite panel system in green alongside Thermawood cedar external vertical cladding. The mix of green panels and wood cladding helps blend the building into the surroundings.
 - L. The final decision of air-source versus ground-source heating will be delegated to officers based on findings from Modulek on cost implications and possible payback of these two methods.
 - M. The skatepark will have to be closed when onsite works begin as it will form part of the landscaping plan for the new building. When planning approval is received, a project for a new skatepark will be subject to public consultation.
 - N. Malvern Town Council signage will be included.
 - O. The building will be future-proofed to ensure that a second storey can be added later if required.
- ii. That Town Council officers work with Modulek as the chosen supplier to now submit a planning application based on the final requirements for the new building at Victoria Park.

3. Background

- 3.1. At the last meeting held on 2 March 2023, Full Council agreed that a single storey building including a café, meeting room, public toilets, lockers and the relocation of the Town Council offices should be built at Victoria Park.
- 3.2. It was further resolved that the Victoria Park Task and Finish Group would determine a full set of requirements in conjunction with the Town Clerk and Operations Manager for recommendation to the next council meeting.
- 3.3. A meeting of the Task and Finish Group was held on 21 March to discuss and finalise a full set of requirements for the new building. The fifteen points discussed covered the key design and functionality specifications required in order to submit a full planning application.
- 3.4. The final building plan and elevation design are included at Appendix A to this report.
- 3.5. When the recommendations listed in 2.1 have been agreed, the Town Clerk and Operations Manager are delegated to work with Modulek to finalise any additional requirements and facilitate submission of a planning application as soon as possible.

4. Financial Implications

- 4.1. The cost for the single-storey building will be approximately £975,000.
- 4.2. The Town Council will use funds from the sale of Belle Vue Terrace along with £300,000 from general reserves and an amount of £209,000 to be borrowed using a Public Works Loan Board loan.

5. Legal Implications

- 5.1. The Town Council is the legal owner of 28-30 Belle Vue Terrace and Victoria Park, Malvern Link.
- 5.2. A second tender process looking at a two-storey building to include relocation of the Town Council offices was carried out from March to May 2021. Although this plan has now been modified to a single-storey building, this difference is a design change rather than a fundamental change and the building still includes the same facilities.

AGENDA ITEM 7
REPORT CL01/23

Therefore, no further tender process is required and the contract with Modulek as the chosen supplier stands.

End
Linda Blake
Town Clerk

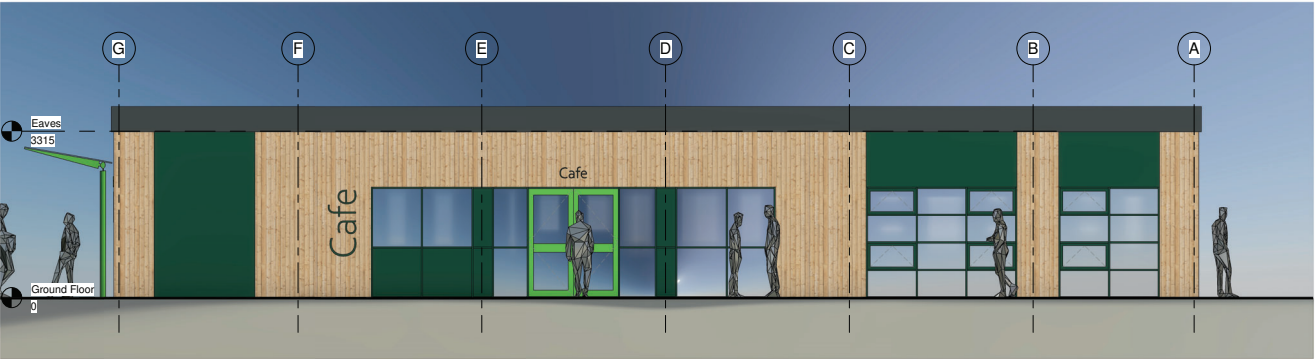
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Any queries please contact Modulek.



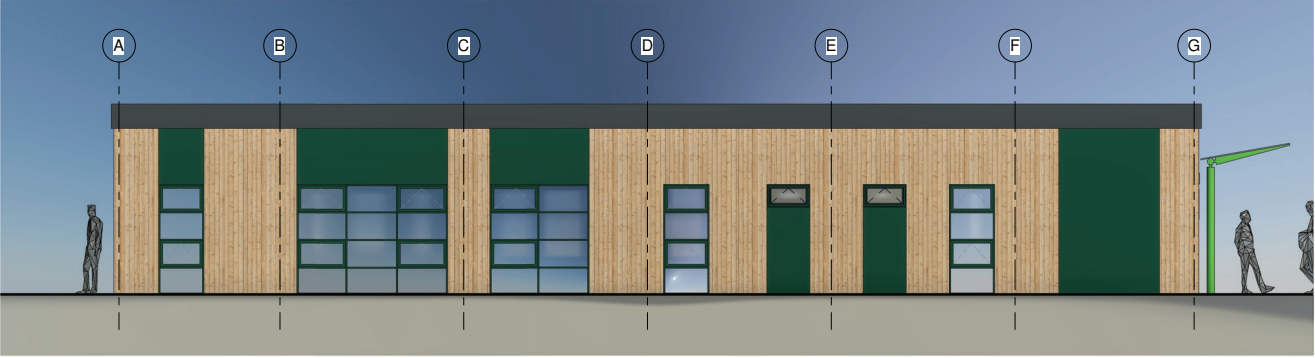
North
1 : 50



South
1 : 50



West
1 : 50



East
1 : 50

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SCALE 1:50
m

10	Removed WCs, moved Kitchen	02/03/2023
9	Increased overall footprint	28/02/2023
8	Reduced scheme, omitted First Floor	06/02/2023
7	Reduced overall footprint	25/07/2022
6	Amended as per meeting	22/07/2022
5	Amended as per marked up sketch	13/07/2022
4	Amended WCs	15/10/2021
3	Amended Ground Floor	13/10/2021
2	Amended First Floor	24/09/2021
1	Amended layout	09/06/2021
Rev	Description	Rev

SCAN ME FOR EXAMPLES



Modulek House, 19 Bessemer Close, Eblake Industrial Estate, Verwood, Dorset, BH31 6AZ
Tel 01202 813 121 Fax 08700 110 153
Email sales@modulek.co.uk

Client

Malvern Council

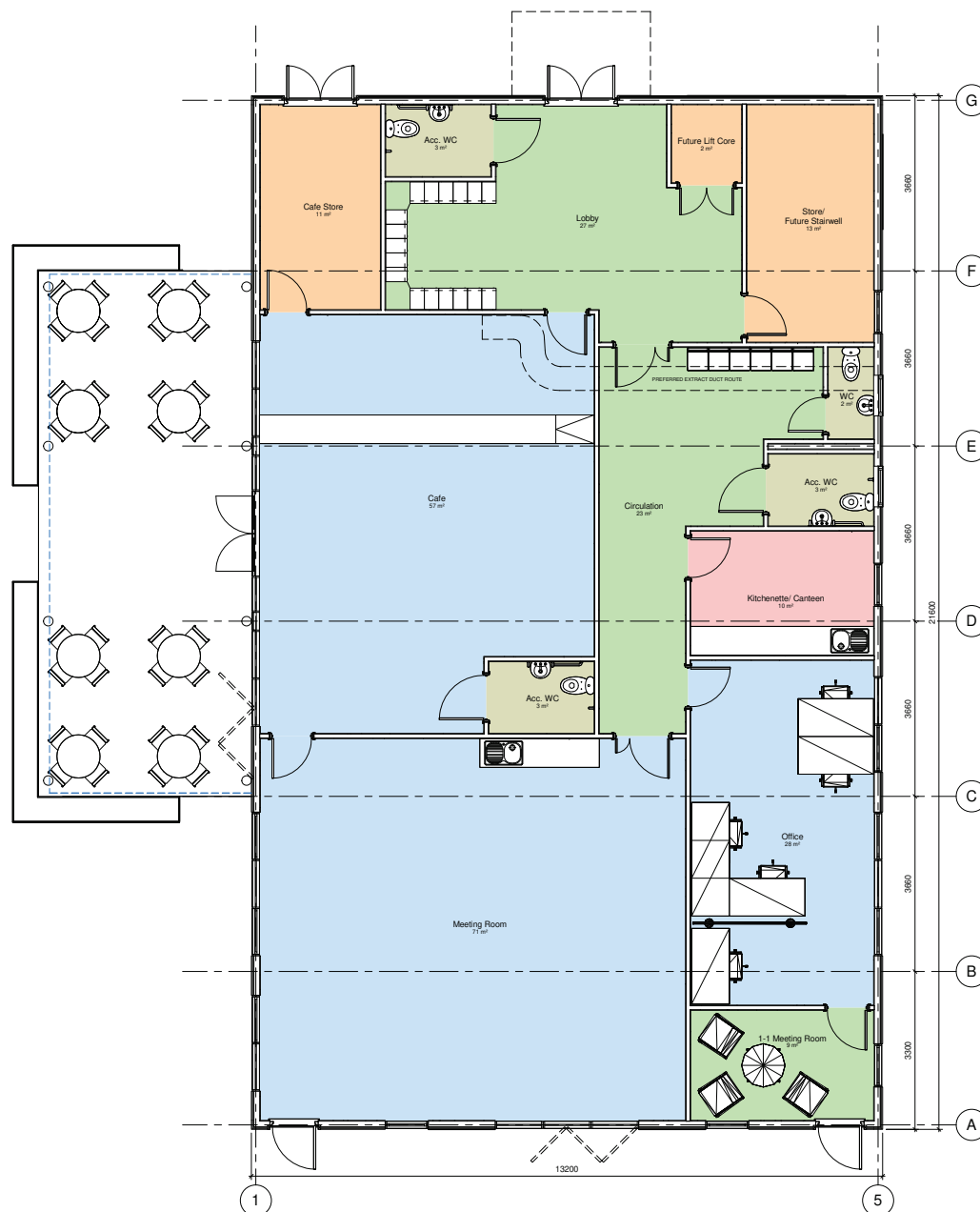
Project Title

Victoria Park

Drawing Title

Proposed Elevations

Drawn by	Checked by	Date
JR	BP	20/04/2021
Project number	Scale	
2055	1 : 50	
Drawing No	Revision	
2055-MLK-XX-XX-DR-Y-2	10	



Ground Floor
1 : 50



Internal Building Area.	
Ground Floor	225 m ²



**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Thursday 13 April 2023 at 6.00 pm
in the Council Chamber, Malvern Town Council, Belle Vue Terrace**

**LAND ADJACENT TO ADAM LEA PLAY AREA – RESULTS OF PUBLIC
CONSULTATION AND PUMP TRACK PROPOSAL**

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Full Council is asked to consider the results from the public consultation for the future use of land adjacent to Adam Lea play area and to give approval to locating a bike pump track on part of this land.

3. Background

- 3.1. In August 2019, Full Council resolved to take ownership of recreational land adjacent to Adam Lea play area. This land was finally transferred to the Town Council in March 2023 along with a reverse premium of £50,000.
- 3.2. Following Council approval, a public consultation was held during February and March 2023 asking local residents how they would like to see this area of land used under Town Council ownership.
- 3.3. The public consultation included a drop-in event at Poolbrook Village Hall on 27 February where local residents and other interested parties were invited to come along and ask questions. A questionnaire was also made available either online or delivered to properties in the immediate surrounding area.
- 3.4. 469 questionnaires were completed either online or in hard copy, although not every respondent answered every question. A summary of the responses to the main questions is included at Appendix A to this report.
- 3.5. The idea for a bike pump track on this land has been discussed for a number of years with representatives from Malvern Cycle Sport attending a council meeting to present this as an idea in March 2021. Nothing formal could be done at that stage as the land was not yet in Town Council ownership.
- 3.6. Question 2 in the public consultation asked whether respondents would support the idea of locating a bike pump track on part of this land. The results were:
- | | |
|---------|-----|
| Yes: | 385 |
| No: | 64 |
| Unsure: | 17 |
- 3.7. It was clear at the public consultation event that a number of local residents have concerns about the installation of a pump track in this area due mainly to anti-social behaviour; however, there is also overwhelming support (83%) in favour of this proposal.

- 3.8. A bike pump track is not the same as a skatepark and is designed to be more inclusive across a wide range of ages. A number of images illustrating what the facility may look like are included at Appendix B.
- 3.9. 301 respondents to the questionnaire said they would be very likely to use a pump track and 271 suggestions were put forward as to possible features and provisions to be included.
- 3.10. Should Council approve the provision of a pump track facility at this site, the next step would be to tender for the project and to work with representatives from Malvern Cycle Sport to put together a formal specification and tender pack, the results of which would be submitted to Full Council in June 2023.
- 3.11. It is envisaged that the tender would be for a track with a tarmac surface along with sympathetic landscaping to fit into the local environment. The track should be open to users of all abilities and ages, with varied obstacles and berms to allow users to turn within the track route. The track would take up approximately one third of the land at this site.
- 3.12. Exact costs will not be known until the formal tendering process has been completed but it is anticipated that a budget in the region of £85,000 would be required. Council should note that section 106 funding is available for this project and that Malvern Cycle Sport have secured £3,500 towards the project.
- 3.13. Full Council should note that in addition to the bike pump track the public consultation showed significant support for the provision of a wetlands area and for the expansion of the current play area facilities. Officers will be submitting further information on these proposals at a future meeting but they will be able to be created in addition to the bike pump track.
- 3.14. It is envisaged that a small car park will also be created to allow some off-road parking albeit users of the pump track will mainly access the area by bike.

4. Financial Implications

- 4.1. Funding for the installation of a bike pump track will mainly come from section 106 funding specifically allocated to this area of land.
- 4.2. Malvern Cycle Sport have secured £3,500 of funding for this project and may secure some extra on top of this amount.
- 4.3. Ongoing maintenance of this area of land will be funded by the reverse premium gifted by the developer.

5. Legal Implications

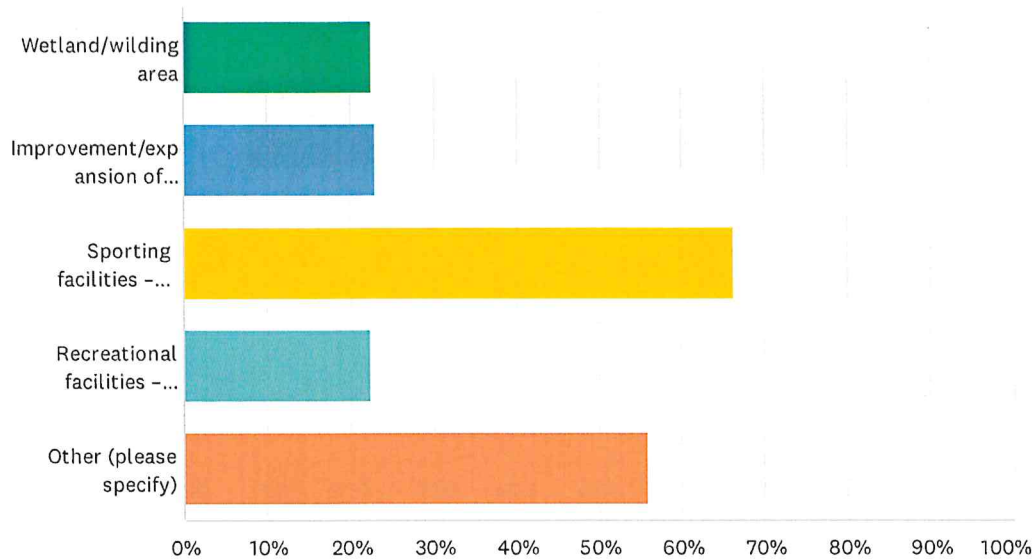
- 5.1. The Town Council is the legal owner of this area of land.
- 5.2. The Town Council has powers to acquire land for, or to provide recreation grounds, public walks, pleasure grounds and open space and to manage and control them.

End
Linda Blake
Town Clerk

Mill Lane Public Consultation

Q1 Under Town Council ownership, what would you like to see this land used for in the future? (select all that apply)

Answered: 459 Skipped: 10



ANSWER CHOICES

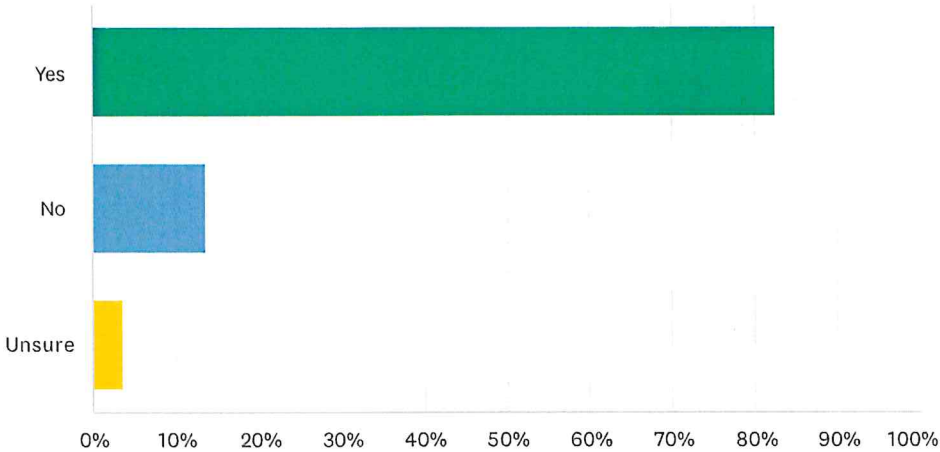
RESPONSES

Wetland/wilding area	22.66%	104
Improvement/expansion of current play area	23.09%	106
Sporting facilities – please specify	66.23%	304
Recreational facilities – please specify	22.44%	103
Other (please specify)	55.77%	256
Total Respondents: 459		

Mill Lane Public Consultation

Q2 Malvern Cycle Sport have approached the Town Council to ask if consideration could be given to locating a pump track on part of the land.
Would you support this?

Answered: 466 Skipped: 3

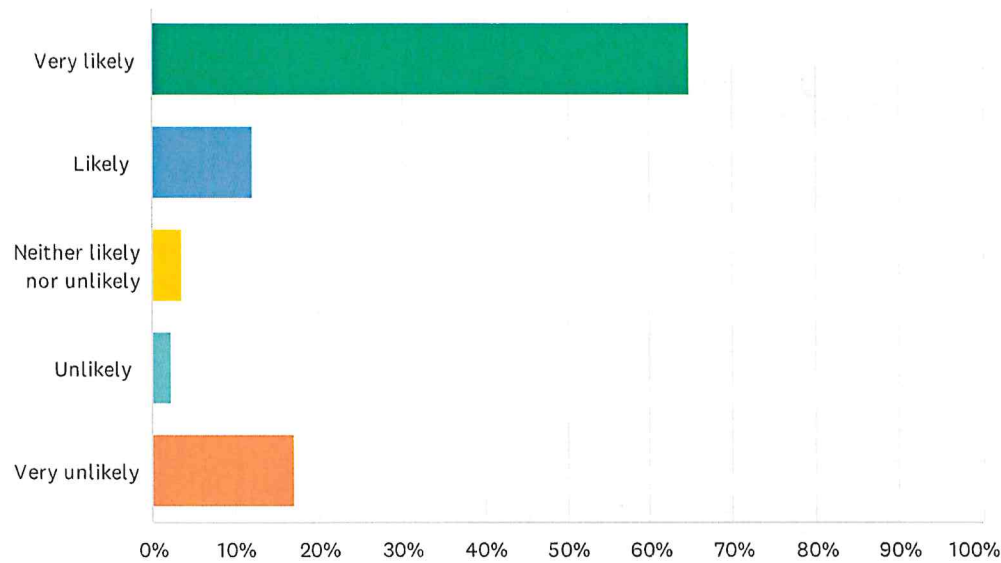


ANSWER CHOICES	RESPONSES	
Yes	82.62%	385
No	13.73%	64
Unsure	3.65%	17
TOTAL		466

Mill Lane Public Consultation

Q4 How likely are you to use a pump track facility?

Answered: 464 Skipped: 5

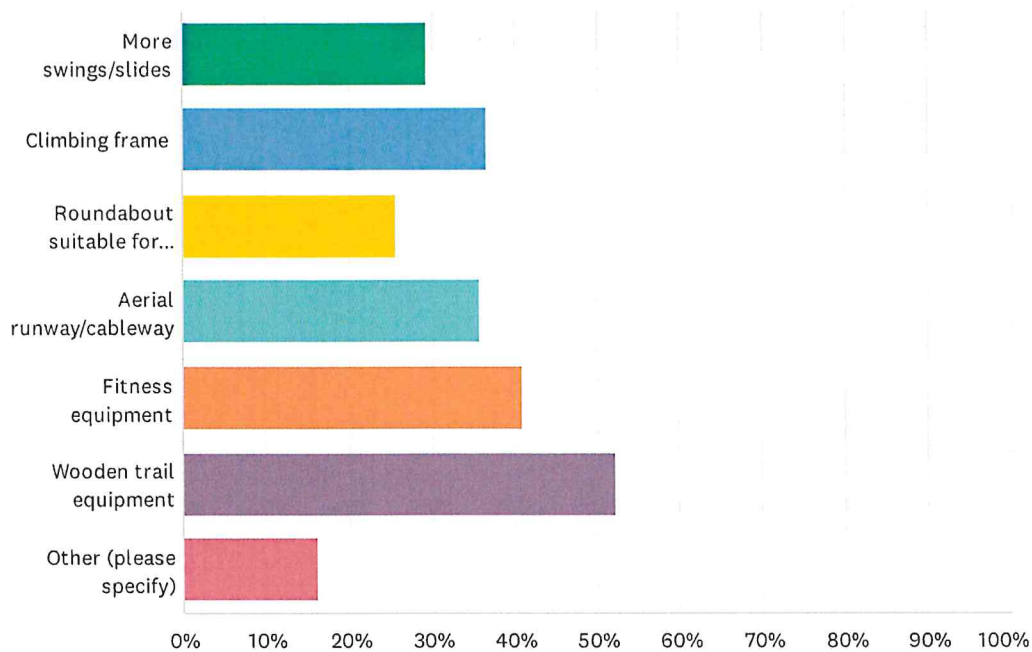


ANSWER CHOICES	RESPONSES	
Very likely	64.87%	301
Likely	12.07%	56
Neither likely nor unlikely	3.66%	17
Unlikely	2.37%	11
Very unlikely	17.03%	79
TOTAL		464

Mill Lane Public Consultation

Q5 If the current play area is improved/expanded, what facilities would you like to be provided at this site? (select all that apply)

Answered: 411 Skipped: 58



ANSWER CHOICES

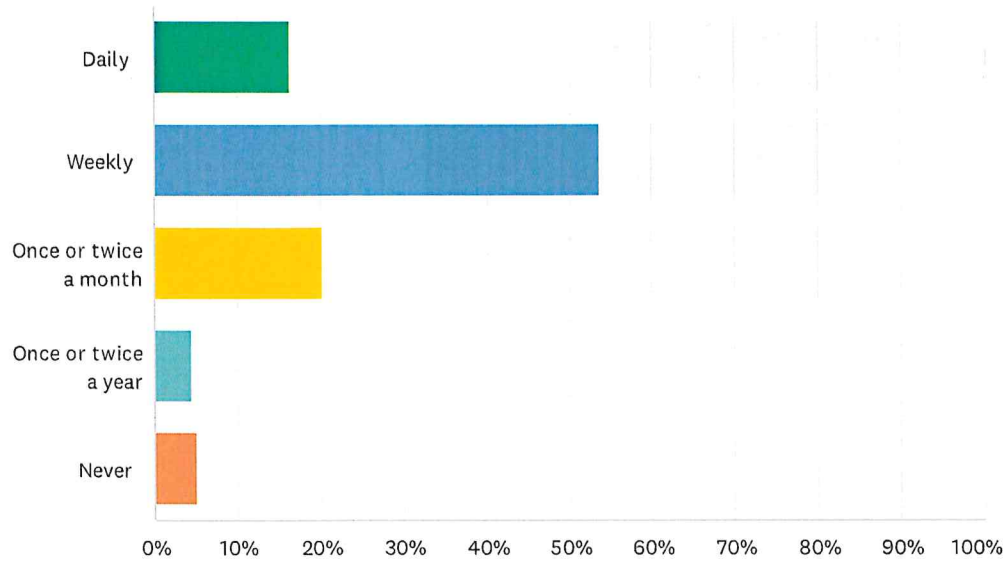
RESPONSES

More swings/slides	29.44%	121
Climbing frame	36.74%	151
Roundabout suitable for wheelchair users	25.79%	106
Aerial runway/cableway	35.77%	147
Fitness equipment	40.88%	168
Wooden trail equipment	52.31%	215
Other (please specify)	16.30%	67
Total Respondents: 411		

Mill Lane Public Consultation

Q7 How often are you and your family likely to use facilities at this site?

Answered: 459 Skipped: 10

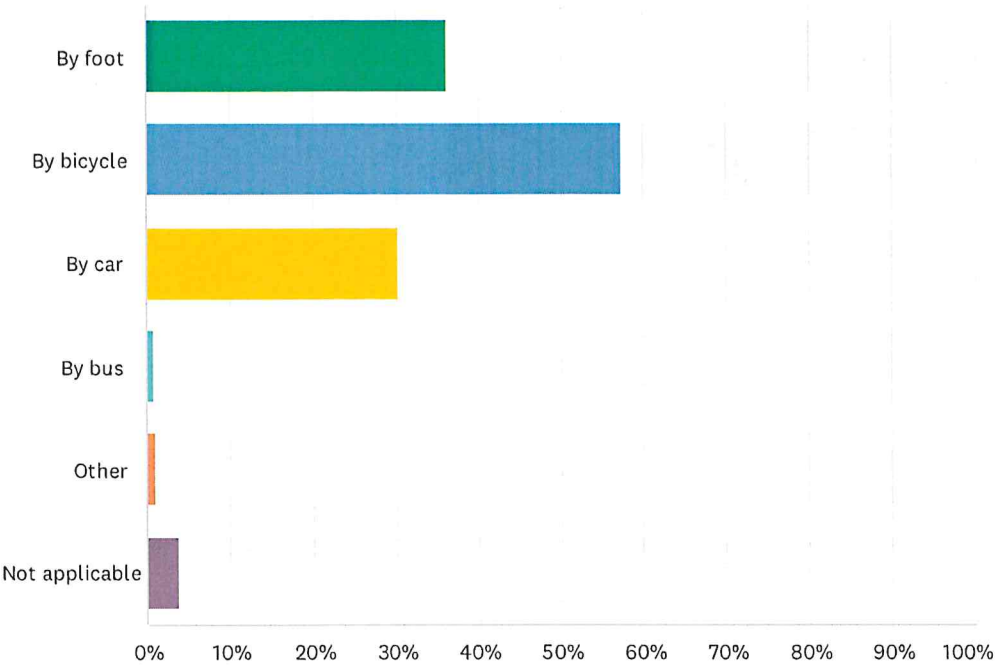


ANSWER CHOICES	RESPONSES	
Daily	16.34%	75
Weekly	53.81%	247
Once or twice a month	20.26%	93
Once or twice a year	4.58%	21
Never	5.01%	23
TOTAL		459

Mill Lane Public Consultation

Q8 How would you travel to the site?

Answered: 464 Skipped: 5



ANSWER CHOICES	RESPONSES	
By foot	36.21%	168
By bicycle	57.33%	266
By car	30.17%	140
By bus	0.86%	4
Other	1.08%	5
Not applicable	3.88%	18
Total Respondents: 464		

AGENDA ITEM 8
APPENDIX B





**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Thursday 13 April 2023 at 6.00 pm
in the Council Chamber, Malvern Town Council, Belle Vue Terrace**

TOWN COUNCIL HARDSHIP FUND

1. Purpose of Report

- 1.1. For decision.

2. Recommendations

- 2.1. Council is asked to consider and adopt a Malvern Town Council Hardship Fund as detailed in Appendix A.

3. Background

- 3.1. The Town Council currently employs 18 members of staff with a range of contracts and numbers of hours worked.
- 3.2. To recognise the ongoing difficulties faced by many due to the current economic conditions, many businesses have chosen to implement a Hardship Fund.
- 3.3. If adopted, the Malvern Town Council Hardship Fund (MTCHF) would be a discretionary source of financial help, available to any members of staff needing it, through a non-repayable grant which can be applied for.

4. Financial Implications

- 4.1. No specific budget has been allocated and any payments agreed would be taken from reserves.

5. Legal Implications

- 5.1. Legal advice has confirmed that the Town Council is able to make these discretionary payments providing that they are no contractual.
- 5.2. Strict confidentiality would be maintained on all grants made through this scheme.
- 5.3. Payments would need to be made through payroll and would be taxable and subject to other usual deductions.

End
Linda Blake
Town Clerk

Malvern Town Council Hardship Fund (MTCHF)

What is covered by this Fund?

Recognising the current extraordinary economic conditions, the Town Council has adopted a Malvern Town Council Hardship Fund.

This is a discretionary source of financial help available to everyone at all grades, through which a non-repayable grant can be applied for.

This document provides an overview of the MTCHF, how it works as well as when and how employees can access it.

What is the Malvern Town Council Hardship Fund?

A hardship fund is designed to provide assistance with basic needs when a person is unable to afford them. Basic needs will vary by circumstance, but generally includes food, clothing, safe and stable housing, basic utilities, transportation to and from work, and medical care.

The Malvern Town Council Hardship Fund is responsible for providing a **one-off** payment of **up to** £650.00 to Malvern Town Council employees experiencing **temporary** hardship.

Who can access the Malvern Town Council Hardship Fund (MTCHF)?

The MTCHF is open to all Malvern Town Council employees.

Employees can access the fund if they meet **both** of the following 2 criteria:

1. Employed by Malvern Town Council for three months prior to making a claim.
2. Are a permanent Malvern Town Council employee regardless of role, grade, salary, full-time or part-time, or personal performance.

Temporary or contract staff of Malvern Town Council are not eligible.

Is the process for applying to the Malvern Town Council Hardship Fund confidential?

Yes, the process for applying to the MTCHF is entirely confidential. All applications are managed in the strictest of confidence and throughout the process the Council will minimise visibility where possible.

Applications should be submitted to the Town Clerk (or Deputy Town Clerk in their long term absence) who will ensure that the application is **anonymised** and that no one else has sight of personal details of the member of staff applying. When an application is submitted for assessment, only those on the Review Panel will have sight of the documents and it will remain anonymous.

All applications and outcomes are held within a confidential folder as part of the MTCHF process for 12 months.

How to apply to the MTCHF and who is involved in the application process?

Claims should be submitted to the Town Clerk (or Deputy Town Clerk in their long term absence) as they are the only individual who will have full visibility of claims submitted.

The Review Panel, comprises:

- Town Clerk
- Mayor
- Deputy Mayor
- Chair of Policy and Resources Committee
- Chair of Operations and Planning Committee

The Review Panel will have access to anonymised claims only, apart from the Town Clerk who will oversee the application process.

Application and Review

In order to apply to the MTCHF, an application form will be available on request from the Town Clerk. Once complete, this form, along with any required supporting information must be submitted to the Town Clerk.

The application will initially be checked by the Town Clerk who will work with the member of staff to ensure that all required information has been provided before it is submitted for review.

Once all documentation has been submitted, the application will be anonymised and shared with the Review Panel for their official review and approval.

The Review Panel will aim to review any claims within two working weeks.

Outcome

Outcomes from the review with feedback (if necessary) are passed onto the member of staff immediately.

Successful claims will then be processed with the next available payroll payments, these being submitted during the first seven days of each month and paid on 15th of each month or when this falls on a weekend, the preceding Friday.

All claims, including forms and documents are held confidentially for twelve months before being destroyed.

How will we ensure that the process is fair and transparent?

Fairness, consistency in approach and transparency are critical in an application to the MTCHF. This is achieved by ensuring submissions are anonymised removing any biases.

Transparency will be achieved by providing an annual report to the Policy and Resources Committee meeting with a high level overview of the outcomes and decisions (no personal

or identifiable information is shared), with only a summary of total spend and number of applications approved.

If an application is unsuccessful is there an appeal process?

The decision of any application is at the full discretion of the Review Panel and there is no appeal process. To ensure that claims are considered fairly and a consistent approach is applied to all applications, all applicants will be encouraged to provide as much information as possible and evidence in terms of statements, invoices etc. with their application.

Does everyone receive an MTCHF payment?

This hardship fund is not intended to be a one off payment to all staff and the member of staff applying for a grant is required to demonstrate a significant hardship due to an **unforeseen financial event**. The MTCHF is not a “top up” fund for additional salary.

Do I have to pay Tax and National Insurance on any payment received?

The payment, if approved is subject to Tax and National Insurance where applicable, no adjustments can be made to the amount being paid in terms of take home pay after deductions of Tax, National Insurance, or any other external payments.

Can I apply more than once if my circumstances change?

Each member of staff can only apply once in a twelve month period.

Why is there a maximum amount of £650.00 (gross) for the MTCHF

The fund is designed to be a one off hardship payment and in order for MTC to be able to budget accordingly, there has to be a maximum figure for each application in order to ensure funds are available to all if needed.

What might be the reasons for refusal?

To assess whether an MTCHF will be paid, the Review Panel will look to understand what steps a member of staff has already taken to alleviate the temporary financial hardship.

This could include looking at whether any discretionary outgoings could be suspended whilst the member of staff is experiencing significant financial hardship.

When will this scheme end?

The MTCHF will remain in force for a minimum of twelve months after which it will be reviewed. The scheme will be reviewed every twelve months and a decision on whether to continue for the following year will be decided. This scheme does not form part of an employee's contract of employment and can be withdrawn at any time.

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Thursday 13 April 2023 at 6.00 pm
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POLICY AND RESOURCES 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 Policy and Resources Committee held on 21 March 2023 and listed below.

i. Minute 54 Review of Earmarked Reserves

It was **RECOMMENDED** to agree the following additions to Earmarked Reserves at Year End:

- £3,190 as an addition to the election earmarked funds to continue building reserves ahead of the next full Town council elections.
- £10,000 to be earmarked for landscaping works around the new building at Victoria Park.

ii. Minute 55 Policy Review Task and Finish Group Recommendations

It was **RECOMMENDED** that the following three policies as amended by the Task and Finish Group be approved and adopted:

- Information technology users' policy
- Planning Policy
- Smoke-free policy

These three policies can be found on the Town Council's website at Appendix A to report PR05/23 from the Policy and Resources Committee meeting held on 21 March 2023. Please note the safeguarding policy has been deferred pending some queries.

iii. Minute 56 Community Engagement Strategy

It was **RECOMMENDED** to approve and adopt the Community Engagement Strategy as attached.

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.

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



MALVERN TOWN COUNCIL

COMMUNITY ENGAGEMENT STRATEGY

MALVERN TOWN COUNCIL

COMMUNITY ENGAGEMENT STRATEGY

Aims and Objectives

The aims and objectives of this strategy are to:

- Encourage effective local community engagement.
- Ensure that throughout Malvern Town Council (hereafter known as ‘the Council’) there is a clear understanding of the need to engage with communities about decisions that affect them.
- Ensure that the feedback/comments/suggestions obtained from community engagement can have an impact on decision-making and the way in which services are being delivered.
- Identify how the Council can enhance its profile by improving engagement with the wider community.

The Town Council will deliver its aims and objectives through:

- Two-way communication with residents.
- Actively encouraging and supporting community involvement.
- Partnership working.
- Trained and competent employees and engaged Town Councillors.

The community and its facilities

The Town of Malvern is a spa town lying at the foot of the Malvern Hills in an Area of Outstanding Natural Beauty (AONB), with a population of approximately 31,000. The town has three main centres – Great Malvern, Barnards Green and Malvern Link – and has nine Town Council electoral wards.

Malvern Town Council is responsible for the following facilities:

- Great Malvern Cemetery
- Rosebank Gardens
- Two allotments sites
- Eleven play areas
- Four football pitches
- Two sports pavilions
- A skateboard park
- Basketball courts
- Netball/tennis courts
- Multi-use games areas
- Twenty gas lamps
- Litter bins
- Bus shelters
- Four clocks
- A number of other green and open spaces throughout the town
- A bowling club, cricket club, leased by local organisations

The community of Malvern comprises:

- All those living in, working in and visiting the Town or using its facilities
- Businesses and employers in the Town
- A number of tiers of local government
- Voluntary organisations and community groups working for the benefit of the community

Provision of information to the community

Malvern Town Council provides information to the community in the following ways:

- The Town Council website www.malverntowncouncil.org includes:
 - Up-to-date information and news about the Town Council
 - Minutes, agendas and reports of all council and committee meetings for the past two years
 - A calendar of meetings
 - A copy of the council's standing orders and financial regulations
 - A copy of council policies
 - Financial reporting information such as information of all payments made
 - Annual accounts and audit information
 - Contact details for councillors and specific council services
 - Advertisement and booking of Town Council events
- The Town Council makes regular use of social media with a regular presence on Facebook, Twitter and Instagram.
- A newsletter is produced three to four times a year, and distributed with All About Malvern magazines.
- Use of public noticeboards throughout the Town
- Regular distribution of information leaflets via Town Crier, local businesses, TIC etc

Opportunities for community involvement

Malvern Town Council encourages the involvement of residents and community organisations in its activities. In particular:

- A period during every Council and committee meeting is set aside for public participation, which enables residents and representatives of community organisations to comment and ask questions
- The Annual Town Meeting has a specific item for questions from local government electors
- There is a 'contact us' page on the website
- Contact details are available on the Town Council website for councillors, the Town Clerk and Town Council services
- Questionnaires are issued to gain feedback on issues including public consultations and events

Malvern Town Council encourages and supports its local community in the following ways:

- Financial support for organisations working for the benefit of this community through grants
- Provision of sports and recreational facilities for the local community
- Provision of free events for the benefit of all sectors of the local community

- Provision of efficient, effective and best value services for Malvern

Involvement in partnerships

Malvern Town Council is represented on:

- Community Action Malvern and District
- Poolbrook Hall Management Committee
- Malvern Hills CAB Management Committee
- County Association of Local Councils (CALC)
- Malvern-Mariánské Lázně Community Partnership (MLCP)
- Malvern-Bagnères de Bigorre Twinning Association (MBTA)
- Malvern Hills College Task Force

Malvern Town Council also works in close partnership with the following groups:

- Malvern Hills District Council - Regular liaison meetings and joint working on events
- Worcestershire County Council – the County lengthsman scheme and engagement with County Councillors on Highways matters
- The Police – policing charter agreements
- Malvern Civic Society – quarterly meetings with the Chair as required

Role of Council members and officers

Members of Malvern Town Council:

- Attend Council and committee meetings where there is opportunity for public participation
- Discuss all business at Council and committee meetings in public unless there is good reason to exclude the public by reason of the confidential nature of the business
- Are available to be contacted by residents and community organisations and have a dedicated council email address for this purpose
- Represent the Council on community organisations
- Represent the community on planning matters in their ward and raise issues through the Council's Operations and Planning committee as necessary

The Town Clerk and other officers of Malvern Town Council:

- Are available to the public Monday to Friday in the Town Council offices or at Great Malvern Cemetery
- Receive letters, phone calls, emails and website correspondence and pass them on as necessary
- Keep the website up-to-date, publicising matters of interest
- Provide information to members of the public under the Freedom of Information Act.
- Respond appropriately with advice, where required, when members of the public have raised questions within a public meeting.

Specific areas for community involvement 2023-24

Malvern Town Council will consult fully on any major projects. These include:

- The future use of land off Mill Lane/Charlock Road
- Plans to develop and relocate the skateboard park at Victoria Park
- The development of an updated Neighbourhood Plan for Malvern

Ways for Malvern Town Council to improve community engagement

Malvern Town Council aims to improve its engagement with all sectors of the community. This includes maintaining a planned schedule for engagement via social media channels, keeping the website up to date, and regular newsletters.

The Town Council will be mindful of the need to engage fully with hard-to-reach groups including, but not limited to:

- Young people
- Older people
- Ethnic minority groups
- Disabled people
- People with caring responsibilities

Malvern Town Council is keen to hear all suggestions for improvements in community engagement.

Summary of methods of Community Engagement

Area of interest	Actions	Who	When
Minutes	Ensure copies of minutes are available in both hard copy and electronically for residents and community groups	Staff	Ongoing
Office Opening Hours	Publicise office opening hours in any MTC publications and on website & noticeboards	Staff	Ongoing
Annual Town Meeting	Widely publicise the Annual Town Meeting to enable residents to raise matters of interest or concern	Staff & members	Annually (prep in Feb for ATM in March)
Public Forum	Encourage residents to raise any matters of interest or concern via the public forum part of Full Council or at committee meetings	Staff & members	Monthly
Public consultation	Public consultation events held on specific issues at local venues Questionnaires made available as part of public consultation	Staff & members	As relevant
Noticeboards	Regularly update noticeboards with council & community activities	Staff	Ongoing
Website	Maintain website with easily accessible, up-to-date information and news on council services & activities. Include link to Twitter, Facebook etc 'Contact us' information including facility to submit questions or comments Contact email addresses for specific Town Council services Contact email addresses for councillors Ability to book tickets for Town Council events Dates of meetings, agendas, reports and minutes readily available	Staff	Ongoing
Social Media	Maintain presence on Facebook, Twitter and Instagram, and consider use of other social media Posting of up-to-date information	Staff	Ongoing
Newsletter	Issue 3 – 4 newsletters each year and ensure they are delivered using All About Malvern magazine to majority of Malvern households Contact details for Town Council and town councillors to be included	Staff	Ongoing
Businesses	Engage with the businesses and business organisations	Staff & members	Ongoing

Residents Association	Encourage councillors to attend Residents Association meetings	Members	Ongoing
Area of interest	Actions	Who	When
Local Democracy	Encourage residents to both vote at and stand for the Town Council in Local Council Elections	Staff & members	Ongoing but high priority in 6 months prior to local elections
Press	Liaise regularly with the press, sending details of council meetings and council activities Regular press releases to local media	Staff	Ongoing
District and County Councillors	Maintain contact with the District Council and County Council members to ensure sharing of information Invite to all Town Council meetings and encourage submission of written reports if unable to attend.	Staff	Ongoing
Questionnaires	Issue online and hard copy questionnaires to gather views of local residents on projects for public consultation and events as required Use of questionnaires to gain feedback on events such as Bands in the Park	Staff	As relevant
Working groups	Steering committees to involve local residents on events such as Christmas and Malvern in Bloom	Staff	Ongoing
Council meetings	Availability of agendas, minutes and reports Public participation sessions at the start of each council and committee meeting Annual Town Meeting to enable residents to raise matters of interest and concern	Staff	Ongoing
General	Council offices open to visitors Monday to Friday Council officers available to answer telephone calls Monday to Friday Administrative officers have email addresses available to the public Use of public noticeboards throughout the town Town Crier distribution of leaflets relating to events, consultations etc Advertisements in local press where appropriate eg grants scheme	Staff	Ongoing

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Thursday 13 April 2023 at 6.00 pm
in the Council Chamber, Malvern Town Council, Belle Vue Terrace**

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 5 April 2023 and listed below.

i. Minute 85 Gas lamp on Malvern Common

It was **RECOMMENDED** that the gas lamp on Malvern Common and adjacent to Poolbrook Road be repaired and reinstated subject to the costs being recoverable through an insurance claim.

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.
- 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