

## UNADOPTED

### MINUTES OF FULL COUNCIL MEETING OF MALVERN TOWN COUNCIL

held in the Council Chamber, Malvern Hills District Council, Avenue Road  
on Thursday 13 April 2023, at 6.00 pm

#### Councillors

##### Present

N Houghton (Chairman)  
C Bovey  
C Fletcher  
C Hooper  
J Leibrandt (from 6.06 pm)  
F Matthews-Jones  
D Mead  
C Palmer  
A Stitt (from 6.12 pm)  
D Watkins

##### Absent

K Aksar  
L Lambeth  
R McLaverty-Head (apologies)  
L Lowton  
N Mills  
J Wilkinson (apologies)

##### Also in attendance

L Blake – Town Clerk  
L Wall – Minute Clerk

Two members of the public

#### **164. APOLOGIES FOR ABSENCE**

Apologies from Councillors Josephine Wilkinson and Ronan McLaverty-Head for absence and Josephine Leibrandt for lateness were **NOTED**.

#### **165. DECLARATIONS OF INTEREST**

None.

#### **166. MINUTES OF PREVIOUS MEETING**

Cllr Clive Hooper reported a spelling error in minute 154, which will be amended.

It was **RESOLVED** that the minutes of the following meeting, subject to the correction above, be approved and adopted as a correct record of the proceedings, to be signed by the Mayor:

- Full Council meeting 2 March 2023

#### **PUBLIC PARTICIPATION**

Ed Moseley of Malvern Cycle Sport attended the meeting to speak in support of agenda item 8 and explain the concept of a pump track. He gave a brief description of his background and interest in cycling, which started when he lived in Malvern and would cycle to the BMX track, progressing to commuting to work by bike and coaching all age groups in Cycle Sport.

He expressed how important it was for children especially to be able to cycle in an environment that was both safe and exciting, and the pump track with its ramps and jumps provided this. He emphasised it would not be a skatepark but could be used by anything with wheels such as scooters and tricycles as well as bikes and felt it would provide a complimentary facility to the play area which was predominantly for very young children.

***Cllr Leibrandt joined the meeting at 6.06 pm.***

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Mr Moseley explained that at the public consultation it was apparent that some residents living in the area adjacent to the land were against the idea of a pump track due mainly to concerns about an increase in antisocial behaviour. However, in his experience, by providing youngsters with something to do, antisocial behaviour often decreased. Mr Moseley then answered various questions from members including:

- The name 'pump track' is derived from the technique used by riders to gain speed and go over jumps.
- It provides a controlled environment for riders rather than them making their own jumps on public land
- £4,000 has been raised by Mr Moseley through Malvern Cycle Sport and other supporters and they would continue to fundraise.

Cllr Aidan Stitt joined the meeting at 6.12 pm

***The Chairman announced that under Standing Order 1a he would be altering the order of business so that agenda item 8 "Land adjacent to Adam Lea Play Area – Results of Public Consultation and Pump Track Proposal" would be brought forward.***

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

Report CL02/23 was received and accepted.

The Town Clerk explained that the pump track would occupy approximately one third of the land and sit alongside other facilities yet to be decided, although the results of the survey showed that a trim trail and a wetlands area were very popular.

The survey also showed that most users of the pump track would arrive by bike.

Full Council **NOTED** the results from the public consultation for the future use of land adjacent to Adam Lea play area and it was **RESOLVED** to approve locating a bike pump track on part of this land.

***The Chairman then reverted to the original order of the agenda.***

### 168. **MAYOR'S ANNOUNCEMENTS**

The Mayor reported that he will attend a service at Worcester Cathedral on 7 May to celebrate the coronation of Their Majesties King Charles and Queen Camilla.

The Mayor's Peaks Challenge Walk is in two weeks' time on 29 April and the Mayor was delighted that with the entrance fees from the walk, the fundraising target of £10,000 for his 'Name a Puppy' fund for Guide Dogs had been reached.

The Mayor reported that he had not yet received a response to his letter to Dr Inga Lewenhaupt, former chair of the Jenny Lind Society in Stockholm, regarding the relocation of the sculpture.

### 169. **UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

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

- Ticket sales for the Mayor's Peaks Challenge walk were nearly double last year's figures, and had almost reached the maximum number available.
- The Health and Wellbeing Fair which will be held on the same day, in Priory Park, now had fifteen confirmed exhibitors.

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- Marshalls for the walk were still needed to help from St Ann's Road to the finish and it was hoped that councillors would help fill the hour-long slots.
- The Operations Team now has two new members, Yurri and Darren, bringing the team up to full strength in time for the summer.
- Upcoming elections would see Malvern Link as the only contested ward; in the remaining eight wards ten councillors have been elected unopposed leaving six vacancies to be filled by co-option. It is likely that a separate meeting will be arranged for this, in June.
- The Operations Team will be putting the flags up in town earlier this year so that they are ready for the coronation, and extra 'Welcome to Malvern' flags provided by the district council will be flown in certain areas.

### 170. **MEMBERS QUESTIONS**

There were no members' questions.

### 171. **VICTORIA PARK TASK AND FINISH GROUP RECOMMENDATIONS**

Report CL01/23 was received and accepted.

The Chairman of the Victoria Park Task and Finish Group, Cllr David Mead, explained that the report and recommendations related to a final set of requirements for the new building at Victoria Park, which had been put together by the task and finish group.

It was **RESOLVED** 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 71m<sup>2</sup> 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 37m<sup>2</sup> 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.

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- 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.

### 172. **TOWN COUNCIL HARDSHIP FUND**

Report CL03/23 was received and accepted.

The Town Clerk explained that the Hardship Fund, if adopted, would be a discretionary source of financial help available to any members of staff at Malvern Town Council, subject to a successful application process.

The scheme is designed to provide assistance with basic needs when a staff member may be experiencing temporary hardship and it has been based on schemes used in other industries.

Applications would be considered by a review panel comprising the Town Clerk, Mayor, Deputy Mayor, Chair of Policy and Resources Committee, and Chair of Operations and Planning Committee.

If successful, a grant would be non-repayable but subject to the usual deductions of tax and national insurance.

Further details of the fund were contained within the appendix to the report.

There was a robust discussion amongst members at the meeting regarding various aspects of the fund and points raised were as follows:

- An approved policy would have to be in place to ensure consistency and transparency, and applications could not be considered on an ad-hoc basis by the Policy and Resources Committee.
- If all employees applied, there would be enough in reserves, but it was expected that take up would be low.
- There would not be any contractual issues if an application was turned down.
- The grant would be paid via a staff member's salary and could not be paid in food vouchers or other payment in kind.

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- The suggested amount in the report for a one-off payment was £650 maximum which may not be enough taking into consideration the cost of one-off emergencies that may occur.
- The review period of twelve months could be brought forward to six months.

Some members felt that they would like more time to consider the Malvern Town Council Hardship Fund and a proposal was tabled to defer this agenda item. After a vote was taken this proposal fell.

### Recommendation as per report CL03/23

*For Council to consider and adopt a Malvern Town Council Hardship Fund as detailed in Appendix A.*

The following amendments were tabled:

1. It was proposed that the maximum amount that could be applied for should be increased from £650 to £1,300 and the scheme reviewed in six months' time.

After a vote, this proposal fell.

2. It was proposed to review the scheme in six months' time.

This proposal was passed as an amendment to the original motion.

3. It was proposed to increase the maximum amount of the fund that could be applied for from £650 to £1,000.

After an initial vote was tied, the Mayor used his casting vote and the proposal was passed as an amendment to the original motion.

The amended recommendation was now as follows:

*For Council to consider and adopt a Malvern Town Council Hardship Fund as detailed in Appendix A, with a maximum amount of £1,000, and to be reviewed in six months' time.*

It was **RESOLVED** to adopt a Malvern Town Council Hardship Fund as detailed in Appendix A, with a maximum amount of £1,000, and to be reviewed in six months' time.

## 173. POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS

Report CL04/23 was received and accepted.

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

### i. Minute 54 Review of Earmarked Reserves

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

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

**iii. Minute 56 Community Engagement Strategy**

It was **RESOLVED** to approve and adopt the Community Engagement Strategy.

**174. OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

Report CL05/23 was received and accepted.

The Chairman of Operations and Planning Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting held on 5 April 2023.

**i. Minute 85 Gas lamp on Malvern Common**

It was **RESOLVED** 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.

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

It was agreed that the date of the next meeting would be Thursday 18 May 2023 at 6.00 pm.

**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.

**176. MEETING OF EMERGENCY DECISION MAKING GROUP, 8 MARCH 2023**

The Town Clerk updated members on the meeting of the Emergency Decision Making Group which had been held on 8 March 2023.

The meeting finished at 7.35 pm.

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(Chairman)