

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 13 September 2023 at 6.00 pm**

Councillors

Present

S Austin
C Bovey
A Cherry
J Green
J Leibrandt (6:07pm)
L Lowton
F Matthews-Jones (Vice-chair)
D Mead (Chair)
S Meager
D Watkins

Also in attendance

L Blake – Town Clerk
C Porter – Operations Manager
Cllr C Hooper, Mayor (until 7.40pm)
Cllr J MacLusky

25. APOLOGIES FOR ABSENCE

None.

26. DECLARATIONS OF INTEREST

None.

27. 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 19 July 2023

28. PUBLIC PARTICIPATION

None.

29. OBELISK TO MARK THE PLATINUM ANNIVERSARY OF QUEEN ELIZABETH II

Report OC01/23 was received and accepted.

It was **AGREED** that the obelisk commissioned for the platinum anniversary of Queen Elizabeth II should be installed in an area to the southern end of Rose Bank Gardens where there are three similar structures. Climbing roses will be planted at the base.

Cllr Leibrandt joined the meeting at 6:07pm

30. MALVERN LINK STONES

Report OC02/23 was received and accepted.

The Town Clerk explained that following the decision made by Council not to install a fountain in Rose Bank Gardens, the Malvern Link Stones are no longer required for that area and officers are suggesting that they could be used as part of a flower bed in Great Malvern Cemetery.

UNADOPTED

Several councillors asked whether the stones could be used as part of the future development at Victoria Park as that would mean they would remain in Malvern Link. The Operations Manager informed committee that the stones were currently placed on the hammerhead of one of the roads within the cemetery and would need to be moved to prevent them becoming an obstruction for turning vehicles. Due to the weight and associated difficulty of moving of these stones, they should only be moved once.

It was **AGREED** that the Malvern Link stones should be placed in a newly created flower bed to be sited in a grassed area immediately on entering Great Malvern Cemetery.

31. **REVIEW OF RULES AND REGULATIONS AT GREAT MALVERN CEMETERY**

The Operations Manager informed committee that the Task and Finish Group looking at the rules and regulations for the cemetery had met twice. Along with Town Council Officers, the group had looked at how the rules and regulations could be brought up to date, whether definitions, terms and references were current and easily understandable and whether the rules allowed officers to clearly enforce and manage issues which arise in the daily running of the cemetery.

Operations and Planning Committee considered the rules and regulations as drafted by the Task and Finish Group and it was **RECOMMENDED** that these should be forwarded to the next meeting of Full Council, subject to the following amendments agreed at the meeting.

Point 25 – *“Or Celebrant” should be added after Minister of Religion*

Point 27 – *Should read “Any form of service may be used, but details of the ceremony are subject to the approval of the Council. Alternatively, the Coffin may be committed without a service.”*

Point 76 – *the word “registrar” should be replaced with “Council”.*

A final check should take place that the Glossary has been fully completed.

It was further noted that the map of Great Malvern Cemetery still needs to be updated and the final diagrams of permitted headstones inserted.

32. **REVIEW OF TOWN COUNCIL EVENTS / SUGGESTIONS FOR NEW EVENTS**

Report OC04/23 was received and accepted.

Councillors discussed several ideas for possible new events, these included additional types of music being added to the music in the park concerts, a carnival, beer festival and an event to focus on enjoying the outdoors.

The Town Clerk provided details on the Council’s current event programme and how successful and well supported recent events had been and councillors discussed these events one by one.

i) Remembrance Commemorations

It was **AGREED** that the events commemorating Remembrance should continue in their current format, with events to mark Armistice Day and Remembrance Sunday being held annually and the Field of Remembrance being held biennially.

ii) Christmas Festival

It was **AGREED** that the Christmas Light Switch On was a very successful and popular event and should continue being run in the same way.

UNADOPTED

iii) Christmas Charity Concert

The Town Clerk informed councillors that this event was run in partnership with Malvern Hills District Brass Band to raise money for charity. Attendance is usually fair, but it competed with several similar events held during the Christmas period.

It was **AGREED** to continue holding the Christmas Charity Concert in December every year.

iv) Health and Wellbeing Fair

The Town Clerk reminded Committee that the Health and Wellbeing Fair had been cancelled this year, due to waterlogged ground in Priory Park. Officers had also found it difficult to attract stallholders and practitioners to take part as a fee has to be charged to cover the cost of the marquee.

Committee **AGREED** that officers should investigate the feasibility of holding the Health and Wellbeing Fair indoors in 2024 as this would result in lower costs and ensure that the event could run regardless of weather conditions.

v) The Malvern Peaks Challenge

The Town Clerk explained that this event has been developed by Officers over several years into a successful charity fundraiser with over £4,000 raised in 2023. Difficulties have arisen with holding this event in 2024 as the current Mayor's Charity, St Richards Hospice runs a very similar walk several weeks later and as a charity they will therefore not be able to contribute resources to the Town Council event as it will be a duplication.

Committee members debated several possible outcomes, such as not holding the walk in 2024, hosting the walk for a different charity to be chosen by the Mayor or continuing to hold the walk for St Richards Hospice despite the later event.

It was **AGREED** that the Town Council should continue to run the Malvern Peaks Challenge as an annual event and that it should be held for St Richards Hospice in 2024.

vi) Armed Forces Day

After discussion, it was **AGREED** to hold an Armed Forces Day Event in 2024, to engage a specialist band to play military style music and to try and involve as many cadet and other military groups as possible.

vii) Heart of England in Bloom

It was noted that Town Council Officers have ensured that the Town entry into this competition remains at the highest level and that its effects are beneficial to the Town. It was therefore **AGREED** to continue taking part in this annual competition.

viii) Band Concerts,

The Town Clerk emphasised that this programme of music concerts during the summer continued to be one of the most popular events in the annual calendar.

It was **AGREED** that Officers would investigate the possibility of adding a steel band and a gospel choir to the summer programme of concerts and report back to a meeting of Operations and Planning Committee before Christmas.

UNADOPTED

ix) The Mayors Bonanza

The Town Clerk informed committee that this year's bonanza had been cancelled due to resource issues and availability of staff. This event has been built up over many years to a very large community event at Victoria Park which provides free and discounted activities and entertainment for residents of Malvern, whilst raising some funds for charity.

It was **AGREED** that the Mayors Bonanza should be held in 2024, with the budget remaining at a similar level to that agreed for 2023.

x) Other Events

It was **AGREED** that Officers would investigate the possibility of holding an event to celebrate the Outdoors as previously held by another group at Victoria Park in 2014.

Councillor Hooper left the meeting at 7:40pm

33. **WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC05/23 was received and accepted.

The Operations Manager explained that projects within the programme were progressing well, noting the following:

- Works to install a car park on the land at Adam Lee were imminent, weather permitting.
- Following a user consultation event for the new pump track also at Adam Lee, officers are now awaiting the final design from the contractors.
- There has been a delay with delivery of the Council's new electric vehicle, it is currently in customs in France.

34. **ENVIRONMENTAL MATTERS**

Report OC06/23 was received and noted.

It was **AGREED** to purchase and install a 10,000 litre rainwater harvesting tank which would be situated to the rear of the lodge in Great Malvern Cemetery

Cllr Lowton asked whether the Council's environmental achievements could be reviewed, put on the website, and included in the newsletter. The Town Clerk explained that a review of achievements had been completed in January 2023, and these were due for review in January 2024. These achievements were on the Town and items were also included in the newsletter as they arose to reflect projects with a positive environmental impact.

35. **PLANNING CONSULTATIONS**

Report OC04/23 was noted.

No issues raised.

36. **DATE OF NEXT MEETING**

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 18 October 2023 at 6.00 pm.

The meeting finished at 7.55 pm.

UNADOPTED

.....(Chairman)

DRAFT