

## 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 18 October 2023 at 6.00 pm

#### Councillors

##### Present

D Mead (Chair)  
F Matthews-Jones (Vice-chair)  
C Bovey  
A Cherry  
J Green  
L Lowton (from 6.05pm)  
S Austin  
D Watkins

##### Absent

J Leibrandt (apologies)  
S Meager (apologies)

##### Also in attendance

C Porter – Deputy Town Clerk/  
Operations Manager  
L Wall – Minute Clerk  
A member of the public

#### 37. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillor Josephine Leibrandt and Councillor Simon Meager.

#### 38. DECLARATIONS OF INTEREST

None.

#### 39. 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 13 September 2023

#### 40. PUBLIC PARTICIPATION

A member of the public attended the meeting to answer any questions councillors may have on planning application M/23/01227/HP, Flat 6, St Andrews House, 38 Graham Road, Malvern, which falls in Great Malvern ward.

No comments had arisen prior to the meeting, and members of the committee had no questions or comments.

#### 41. SUGGESTIONS FOR MUSIC IN THE PARK 2024

Report OC01/23 was received and accepted.

Following a request made by committee at the previous meeting, officers had researched steel bands and three choirs and rated them out of 5. However, members felt that they would need more information on how the bands had been rated before making a decision and it was therefore **AGREED** to defer this item until the next meeting.

#### 42. UKRAINE INDEPENDENCE EVENT

Report OC02/23 was received and accepted.

## UNADOPTED

Members discussed the proposed format of an event to celebrate Independence Day of Ukraine and raised the following points:

- The anticipated cost and effort required was high for an event lasting 2 ½ hours
- The event should be extended to around six hours and incorporate other groups from Malvern to make it more cost effective and inclusive
- Town Council staff would have to work overtime; could the event be put on by the Ukraine community without the Town Council's support to save this?
- This event did not fall within the Town Council's remit
- If this event was supported, it could mean lots of other communities asking for similar Town Council support which would not be possible
- The event would show the Town Council's support for a displaced nation

It was **AGREED** that officers should approach the group to find out the following information:

1. Are they working with any other groups?
2. Have they asked any other organisations for financial support?
3. Could they provide more information about the event they want to run?
4. Would they consider it being a longer event?

Once the information had been received, it would be presented to the Operations and Planning Committee for consideration.

### 43. **OTHER TOWN COUNCIL EVENTS**

The Operations Manager gave a verbal update on other Town Council events as follows:

- The town recently won a Gold award in the Heart of England in Bloom awards.
- Planning permission had been received for the building at Victoria Park.
- Arrangements for the Christmas festival were ongoing with MHDC having agreed to provide extra security.
- Hanging baskets had been taken down and bedding plants put into troughs and planters.
- There would be an Armistice Day cross laying service at the Priory on Saturday 11 November at 10.40am and a Remembrance service at the Priory on Sunday 12 November at 10am. Stewards were required for manning road closures.

### 44. **REVIEW OF CHARGES FOR TOWN COUNCIL OPERATIONAL SERVICES 2024/25**

Report OC04/23 was received.

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

Members noted that some charges had not risen at all in the past four years, and felt it was important to increase them now so that a much larger increase did not become necessary in the future.

It was proposed therefore that a 6.7% increase be applied to all operational charges for the year 2024/25, with resulting figures being rounded down to the nearest pound.

A vote was taken but the proposal fell.

## UNADOPTED

Discussion resumed and the Operations Manager explained that costs associated with operational services had increased again over the past year.

It was agreed that it was not necessary to apply the same percentage increase to all areas, and each of the three operational services should be looked at individually.

### Great Malvern Cemetery

It was **RECOMMENDED** that a 6.7% increase be applied to all cemetery charges for the year 2024/25, with resulting figures being rounded down to the nearest pound.

### Allotments

It was **RECOMMENDED** that the allotment charge for a 125 square metre plot be increased from £36 to £40.

### Sports pitches

It was **RECOMMENDED** that a 4.5% increase be applied to all sports charges for the year 2024/25, with resulting figures being rounded down to the nearest pound.

## 45. **OPERATIONAL PROJECTS – BUDGET 2024/25**

Report OC05/23 was received and accepted.

It was **RECOMMENDED** that the following operations projects be included in the Council's budget for 2024/25:

<b>NAME OF PROJECT</b>	<b>DETAILS</b>	<b>ANTICIPATED COSTS</b>
Victoria Park play area	With the new community hub building scheduled to be installed in 2024, there is a need to make adjustments to the current play area to facilitate the location of this building. Relocate zip wire, remove swing set, remove toddler climbing frame, remove hedgerows and old fence.	£20,000
Victoria Park play area	Victoria Park play area was last refurbished in 2009 at a cost of £85,000. Fourteen years later and as a play area which is very well used, plans need to be made for the purchase of new equipment in 2025/26. Given that these costs could be in the region of £200,000, officers feel it would be prudent to begin allocating some funds in this financial year.	£40,000
Adam Lee	New EA compliant swing set, new EA compliant roundabout to expand and improve play facilities at Adam Lee.	£20,000
Adam Lee	Works to install new gateway entrance to Adam Lee and replacement fencing.	£6,000
General	Bus shelter repairs	£3,000
General	New bins	£3,000
<b>Total</b>		<b>£92,000</b>

## UNADOPTED

### 46. **VEHICLE/MACHINERY REPLACEMENT SCHEDULE FOR 2024/25**

Report OC06/23 was received and noted.

The Operations Manager 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. This helps to eliminate the need for large funds to be raised in one year when there is a high-cost purchase to be made.

It was **RECOMMENDED** that the following proposal be included in the Council's Vehicle/Machinery Replacement Budget for 2024/25:

Machine	Cost
Replacement tractor	£15,000

### 47. **REFURBISHMENT OF JAMAICA CRESCENT PLAY AREA**

Report OC04/23 was noted.

The Operations Manager explained that eight companies had been approached to quote on the refurbishment of Jamaica Crescent play area. Four had declined to tender as the project was considered too small.

The four tenders received were all very close on price but Company B was recommended as it included an extra piece of equipment instead of refurbishing an existing piece.

It was **AGREED** to award the contract to refurbish Jamaica Crescent play area to Company B at a cost of £19,900.

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

The Operations Manager presented the work programme, noting that the pump track at Adam Lee was progressing – the design of the track was being finalised, and clarification sought on whether planning permission was required as it may be allowed under permitted development. It was hoped that works could start at the end of March 2024, with completion approximately three weeks later. If possible, this will coincide with works to the play area.

### 49. **ENVIRONMENTAL MATTERS – INCLUDING ENVIRONMENTAL POLICY TASK AND FINISH GROUP**

Report OC08/23 was received and noted.

It was **AGREED** that a task and finish group be set up to review the environmental policy and environmental achievements and to report back with any recommendations. Membership would be as follows:

- Cllr Lou Lowton
- Cllr Sean Austin
- Cllr Josephine Leibrandt
- Cllr Freya Matthews-Jones

No further environmental matters were raised.

### 50. **PLANNING CONSULTATIONS**

Report OC09/23 was noted.

Cllr Mead updated members on the following:

**UNADOPTED**

- 41 Geraldine Road, Malvern - pre-application advice had recently been sought for a proposal of eighteen houses, a third of which would be affordable homes, but no social housing was included.
- Works at the site of former Barracks Stores, Qinetiq, had been halted for twelve weeks whilst various site issues were sorted out. Planned traffic calming measures required before the first dwelling was occupied had not been started, and an enforcement notice had been served regarding unfinished roads and pathways.

No other planning matters were raised.

**51. DATE OF NEXT MEETING**

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 29 November 2023 at 6.00 pm.

The meeting finished at 7.10 pm.

.....(Chairman)

DRAFT