

**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 March 2024 at 6.00 pm**

**Councillors**

**Present**

D Mead (Chair)  
S Austin  
A Cherry  
J Green  
L Lowton  
F Matthews-Jones  
D Watkins

**Absent**

C Bovey (apologies)  
J Leibrandt (apologies)  
S Meager (apologies)

**Also in attendance**

L Blake - Town Clerk  
C Porter – Operations Manager  
L Wall – Minute Clerk  
Cllr C Hooper

**66. APOLOGIES FOR ABSENCE**

Apologies for absence were **NOTED** from Councillors Josephine Leibrandt, Simon Meager and Caroline Bovey.

**67. DECLARATIONS OF INTEREST**

None.

**68. 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 29 November 2023

**69. PUBLIC PARTICIPATION**

None.

**70. REVIEW OF CONTRACTS AWARDED OVER £10,000 – THIRD QUARTER**

Report OC01/24 was received and noted.

As part of the Audit Committee's work in 2022/23, a review of the Council's arrangements to procure work, goods and services was undertaken and it was recommended that a tender summary report be made after the award of any contract over £10,000 in value.

Two projects that fitted into this category had been completed in the third quarter of 2022/23 and a score sheet for each had been included in the report.

Christmas Lighting Contract

This had scored 53 out of a possible 60, and the Operations Manager stated that he was very happy with the work carried out by the contractor. The works required were generally the same each year as the Christmas lights erected did not vary much.

## UNADOPTED

### New Electric Vehicle

This had scored only 33 out of a possible 60, mainly due to teething problems experienced with the new vehicle. The battery life was not as long as hoped which meant it was necessary to recharge it every day. The company that supplied the vehicle had been very helpful, and for this reason the Operations Manager would use them again if required, but it was unlikely that he would recommend purchasing a similar vehicle until teething problems had been ironed out.

### 71. **NEW PLAY EQUIPMENT AT VICTORIA PARK**

Report OC02/24 was received and accepted.

The Town Clerk notified members that there had been some negative feedback from members of the public following the removal of the toddler equipment at Victoria Park. The equipment had been removed to facilitate building works with the intention to replace it afterwards. However, it was suggested that the opportunity be taken to purchase and install a new set of toddler swings with three seats, a swing that complied with the equality act and some toddler springers.

Although there was not a specific budget allocated for this, funds could be used from the underspend against projects in Great Malvern Cemetery for the 2023/24 financial year.

It was **AGREED** to approve the purchase of new toddler play equipment for Victoria Park.

### 72. **PURCHASE OF NEW TRACTOR**

Report OC03/23 was received and accepted.

The Operations Manager explained that the current tractor was now fifteen years old and becoming expensive to maintain, with a set of new tyres required soon. It was therefore recommended that a Kubota L3200 be purchased, this being a used tractor but with only 143 hours on the clock, at a cost of £12,500. It was expected that the current tractor could be sold for around £3,000. The purchase would be completed in May 2024 using funds from the Vehicle/Machinery Replacement Fund.

It was **AGREED** to approve the purchase of a replacement Kubota loader tractor from Company B (name)

### 73. **TOWN COUNCIL EVENTS 2024**

The Town Clerk gave an update on the following upcoming events:

Mayor's Peaks Challenge – over fifty places had been booked so far, many of whom were return walkers. Sponsorship was in place for t-shirts, medals and dog rosettes. Malvern Hills District Brass Band will be playing in Priory Park during the day. Volunteers are still needed to collect for St Richard's Hospice.

Music in the Park – a mix of bands have been booked, with five slots still to fill, and the programme will start with a steel band. Malvern Civic Society have an event on 23 June, and the Town Council has helped to book the Worcestershire Youth Concert Band but the Civic Society will be running their own event. Councillors will be asked to steward at the Music in the Park events as before. There will not be an event on 7 July, which is the Food Festival, and August Bank Holiday Monday when it is the Mayor's Bonanza. It is hoped to be able to hold the Bonanza in Victoria Park this year.

**UNADOPTED**

Armed Forces Day – it is also hoped to hold this event in Victoria Park as Priory Park has not been big enough in the past for all of the participants. Initial enquiries have shown a good level of interest from the Veterans Breakfast Club, Malvern Hills Brass Band, Rock Choir, Western Front Association, MRATH and Malvern Museum. Local cadet groups will be contacted soon.

**74. ROSE BANK GARDENS**

The Town Clerk gave a verbal update on Rose Bank Gardens. Negotiations are ongoing regarding the landslip, and new signs have been erected warning of uneven paths following feedback from a member of the public.

**75. WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC04/24 was received and accepted.

The Operations Manager presented the work programme, noting that some projects had been pushed back into the 3<sup>rd</sup> and 4<sup>th</sup> quarters, but most were now completed.

Mill Lane – works had been delayed due to the need for a full planning permission application rather than a certificate of lawful development. An agent had been engaged to make the application, including a flood risk assessment, and therefore a date for the work cannot be booked until planning permission has been granted. A section 106 application could, however, be made with planning permission pending.

***Cllr Matthews-Jones left the room at 6.35pm***

Link fountain stones – Cllr Watkins asked if these had been put into place in the cemetery yet; the Operations Manager replied that the ground was still too wet for machinery, but they would be moved as soon as possible.

***Cllr Matthews-Jones re-entered the room at 6.36pm***

**76. ENVIRONMENTAL MATTERS**

Report OC05/23 was received and noted.

There were no environmental matters raised.

**77. PLANNING CONSULTATIONS**

Report OC06/23 was noted.

**M/24/00155/PIP Malvern St James Sports and Fitness Centre**

Members **AGREED** that it would be sensible to wait until a full planning permission application was submitted with details of access from the road and housing design would be available, and then review the application again.

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

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 24 April 2024 at 6.00 pm.

The meeting finished at 6.55 pm.

.....(Chairman)