

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 8 May 2024 at 6.00 pm

Councillors

Present

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

Absent

J Leibrandt (apologies)
D Mead (apologies)
S Meager

Also in attendance

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

In the absence of the Chair, Cllr David Mead, Vice-chair Cllr Freya Matthews-Jones chaired the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillors Josephine Leibrandt and David Mead.

2. DECLARATIONS OF INTEREST

None.

3. 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 March 2024.

4. PUBLIC PARTICIPATION

None.

5. MUSIC IN THE PARK 2024

Report OC01/24 and the schedule of bands were received and noted.

This year's Music in the Park will start on Sunday 12 May, and the programme has been publicised on social media, the Town Council website, newsletter and noticeboards.

6. BUDGET FOR ARMED FORCES DAY EVENT

Report OC02/24 was received and accepted.

The Town Clerk explained that feedback from event participants was that they wished for the Armed Forces Day event to be bigger than in previous years, and

UNADOPTED

officers suggested that extra activities such as workshops and demonstrations could be held.

The current budget for Armed Forces Day is £500 but an additional budget of £600 would be required for the extra activities and the purchase of hand waving flags.

It was **AGREED** to increase the budget for the Armed Forces Day event on Saturday 29 June 2024 to £1,100.

7. **OTHER TOWN COUNCIL EVENTS**

The Town Clerk updated committee on other Town Council events.

- The Events and Communications Officer job vacancy has now been filled.
- The Mayor's Peaks Challenge held on 4 May was very successful with around 130 people taking part. The finish was in Priory Park where there was entertainment, refreshments and a raffle, and this had been very well attended by members of the public, not just those who had participated in the walk. It was expected that a good amount would be raised for St Richard's Hospice once all monies were collected. The Town Clerk thanked staff who had worked hard in preparation and on the day.
- There would be an early morning service at 6.30am on 6 June in Great Malvern library grounds, to commemorate the 80th anniversary of the D-Day landings.
- Preparations for the Christmas event had started, and this year would be slightly different with no market in the Priory grounds, but there would be plenty going on including Santa's grotto, and entertainment in front of the library, as well as performances in the Coach House Theatre and possibly the Theatre of Small Convenience.

8. **TENDER FOR DIGGER CONTRACT**

Report OC03/24 was received and accepted.

The Operations Manager explained that the current three-year contract was finishing, and it was important to ensure that there was a reliable digger available for grave digging in the cemetery at all times.

Three prices had been sought for a new contract and were presented in the report.

It was **AGREED** to award a three-year contract to Company A (Ledbury Plant Hire).

9. **PERMISSION TO REPAIR THE MEMORIAL OF ADMIRAL J F G GRANT IN GREAT MALVERN CEMETERY**

Report OC04/24 was received and accepted.

It was **AGREED** that permission is granted for reinstatement works to the memorial of Admiral J F G Grant in Great Malvern Cemetery. The works will be co-ordinated by the Friends of Malverns Cemeteries with the stonemason being Steve Allard and Sons.

10. **CEMETERY LEAFLET FROM MALVERN CIVIC SOCIETY**

Report OC05/24 was received and accepted.

The Town Clerk explained that the leaflet produced by the Friends of Malverns Cemeteries had not yet been approved by the Civic Society and that the Town Council's logo had been used without permission.

Members were asked to consider the leaflet and whether they wished to respond in any way.

UNADOPTED

A discussion followed, during which the following points were made:

- The title 'A Pleasure Garden' was inappropriate for a cemetery
- There were factual inaccuracies regarding the history of the cemetery
- There were factual inaccuracies regarding the wildlife
- The presentation and format did not make for easy reading
- There was no indication that permission had been sought to use photographic images and the cartoon image

It was **AGREED** that the Town Clerk would contact the Chair of Malvern Civic Society to outline the Council's concerns and that the Town Council did not wish to be associated with this publication.

11. **WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC06/24 was received and accepted.

The Operations Manager presented the work programme, noting that it was the start of a new council year.

- Landscaping had been taking place around the new building at Victoria Park. The Town Clerk informed committee that the work of the Operations Team had resulted in significant savings on the landscaping element of this project.
- Wildflower planting was due to take place in areas surrounding the new building.
- Football posts would be removed next week after the end of the season and any pitch repairs made.
- Spring bedding, which had not fared well due to the wet weather, would be removed soon and replaced with summer bedding.
- Preparations were starting for Malvern in Bloom, which this year would comprise of a shorter route because of the extra works associated with the new community hub.
- The new tractor was expected to arrive the following week.

Cllr Anne Cherry asked the Operations Manager to pass on her thanks to the Operations Team for their hard work.

12. **ENVIRONMENTAL MATTERS**

Report OC07/23 was received and accepted.

There were four recommendations in the report, and these were taken individually.

1) Environmental Policy

It was **RECOMMENDED** to adopt the Environmental Policy as reviewed and amended by the Environmental Policy Task and Finish Group at its meeting held on 24 January 2024.

2) Town Council's Environmental Achievements

It was **RECOMMENDED** to accept the updated Town Council's Environmental Achievements for 2023.

3) Additional methods of publicising the Town Council's performance and achievements

Currently, social media is used to inform the public of the Town Council's environmental activities and achievements. However, it was **AGREED** that the Council could be more pro-active in this respect and issue more information to keep the public updated.

UNADOPTED

It was further **AGREED** that Cllr Lou Lowton would draft a press release about the Town Council's environmental performance and achievements, to be sent to officers for their comments and then consideration by the Operations and Planning Committee at its next meeting.

4) Any other environmental matters

Following review of the Town Council's environmental policy and environmental achievements, members discussed and **AGREED** the following aims and actions for the next twelve months:

- i. To request that Policy and Resources Committee consider environmental concerns and impacts when deciding large grant applications.
- ii. To look at the feasibility of installing more electric vehicle charging points at the new community hub than the required single charging point.
- iii. To provide an assessment of suitable Town Council sites in relation to mowing/wilding for consideration at a future meeting of this committee.
- iv. To report to Operations and Planning Committee on herbicides usage as a quantity for 2023

13. PLANNING CONSULTATIONS

Report OC06/23 was noted.

M/23/00716/CU Storage land at (OS 7822 4778) Howsell Road, Malvern

Cllr Watkins reported that he had met with other Link councillors Anne Cherry and Jude Green regarding this planning application, but felt that rather than submitting a comment at this time, it would be better left to the district councillors for this ward.

14. DATE AND TIME OF NEXT MEETING

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 29 May 2024 at 6.00 pm.

The meeting finished at 7.10 pm.

.....(Chairman)