

## 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 17 July 2024 at 6.00 pm

#### Councillors

##### Present

S Austin  
A Cherry  
J Green  
J Leibrandt (from 6.05pm)  
F Matthews-Jones  
D Mead

##### Absent

C Bovey  
S Meager  
J MacLusky  
D Watkins (apologies)

##### Also in attendance

L Blake - Town Clerk  
C Porter – Operations Manager  
L Wall – Minute Clerk  
Cllr Marilyn Birks, Mayor  
Cllr Clive Hooper

The meeting started at 6.05pm.

#### 1. ELECTION OF CHAIR

Cllr David Mead was elected Chair of Operations and Planning Committee for 2024/25.

#### 2. ELECTION OF VICE-CHAIR

Cllr Freya Matthews-Jones was elected Vice-chair of Operations and Planning Committee for 2024/25.

#### 3. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillor David Watkins.

#### 4. DECLARATIONS OF INTEREST

None.

#### 5. 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 8 May 2024.

#### 6. PUBLIC PARTICIPATION

None.

#### 7. PERMISSION TO REPAIR/REFURBISH THE GRAVE OF PRIVATE CHARLES PAUL ERNEST GIRAUDEAU IN GREAT MALVERN CEMETERY

Report OC01/24 was received and accepted.

All required paperwork had been received and the repairs to the grave would be carried out at no cost to the Town Council.

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It was **AGREED** to grant permission for the repair/refurbishment of the grave of Private Charles Paul Ernest Giraudeau in Great Malvern Cemetery, with the works being co-ordinated and carried out by three local veterans.

### 8. **USE OF GREAT MALVERN CEMETERY CHAPEL**

Report OC02/24 was received and accepted.

Committee discussed ways in which the chapel could be used in addition to funeral services, whilst acknowledging some restrictions: usage would have to be during the hours that the cemetery gates were open, there were no toilet facilities, and the chairs in the chapel do not stack so space could be limited. Suggestions included choir practice, recitals, concerts, poetry readings and U3A events.

It was **AGREED** that the chapel would be promoted for funeral services first to see if there was an increase in bookings, and some photographs of the interior would be included on the Town Council website

### 9. **ASSESSMENT OF SUITABLE TOWN COUNCIL SITES IN RELATION TO MOWING/WILDING**

Report OC03/24 was received and noted.

Committee found it helpful to see how sites were chosen for wilding and noted that there were some areas more suited to wilding than others, and that consideration had to be given to the usage of each area.

The Chair thanked the Operations Team for their maintenance of these sites.

*Cllr Hooper left the meeting at 6.25pm*

### 10. **HERBICIDE USAGE 2023**

Report OC04/24 was received and noted

Committee members were pleased to see that usage of herbicide was kept to a minimum and that controlled droplet applicators were used.

### 11. **PERMISSION TO REPAIR/REFURBISH THE GRAVE OF THE MARQUESS OF ELY IN GREAT MALVERN CEMETERY**

The required supporting documentation had not been received and therefore this item had been withdrawn from the agenda.

### 12. **LEASE OF LAND AT QUEEN ELIZABETH ROAD TO MALVERN RAMBLERS CRICKET CLUB**

Report OC06/24 was received and accepted.

Members noted that the Malvern Ramblers Cricket Club maintained the land and building on the site to a very good standard and had invested substantial funds.

Committee was in favour of renewing the lease but felt that it should be more in line with other leases and that there should be some mechanism for increasing the rent if required.

It was **RECOMMENDED** to grant a lease for land at Queen Elizabeth Road to Malvern Ramblers Cricket Club as follows:

- The yearly rent should be increased to £840
- Thereafter, there should be a biennial rent review and increase of the RPI average over two years, but any increase would be capped at 5%.
- The lease should be for thirty years but with a break clause at 15 years.

**UNADOPTED**

**13. LEASE OF CAFÉ AT VICTORIA PARK**

Report OC07/24 was received and accepted.

The Town Clerk explained that the tenant of the new café had asked if she could apply for a licence to sell alcohol from the café premises.

Some members raised concerns over the close proximity of the play area to the café whilst others did not think it would not pose a problem.

It was **RECOMMENDED** that the tenant of the café at Victoria Park be allowed to apply for a licence to serve alcohol, on the condition that if there was an increase in anti-social behaviour as a result of the café serving alcohol, the Town Council reserved the right for permission to be withdrawn.

**14. TOWN COUNCIL EVENTS**

The Town Clerk reported that the main event coming up was the Mayor's Bonanza, to be held in Victoria Park on Sunday 25 August. Funds raised would go to one of the Mayor's charities, Heartstart Malvern. A ribbon cutting ceremony would start the day at 11.30am, with Mayors from other councils being invited. This would be followed by the main event opening at 12pm. There will be a sports theme, and many activities taking place.

Malvern in Bloom judging would take place on Friday 19 July, and a new route would finish at the Community Hub in Victoria Park. The Operations Team had been working very hard to make the town look its best in preparation.

It was also noted that the hanging baskets were looking particularly good this year and some great feedback had been received.

**15. WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC08/24 was received and accepted.

The Operations Manager presented the work programme, noting that the unseasonable weather had made operations a little more difficult, but that jobs had progressed.

Adam Lee pump track project has been delayed due to planning requiring the Council to commission ecology reports. If the weather was suitable, it was hoped that work could commence in the autumn, otherwise it would be early next year.

**16. ENVIRONMENTAL MATTERS**

Report OC09/24 was received and accepted.

There were no environmental matters raised.

**17. PLANNING CONSULTATIONS**

Report OC10/24 was noted.

There were no planning matters raised.

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

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 11 September 2024 at 6.00 pm.

The meeting finished at 7.05 pm.

.....(Chairman)