

## UNADOPTED

### MINUTES OF A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE MALVERN TOWN COUNCIL

held in the Park View Meeting Room, Community Hub, Victoria Park  
Wednesday 23 October 2024 at 6.00pm

#### Councillors

##### Present

F Matthews-Jones (Chair)  
S Austin  
C Bovey  
A Cherry  
J MacLusky (from 6.04pm)  
J Leibrandt  
D Watkins

##### Absent

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

##### Also in attendance

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

*In the absence of Councillor David Mead, Chair of Operations and Planning Committee, the Vice-chair Councillor Freya Matthews-Jones chaired the meeting.*

#### 36. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillors David Mead and Jude Green.

#### 37. DECLARATIONS OF INTEREST

None.

#### 38. 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 17 September 2024.

*Cllr Julie MacLusky joined the meeting.*

#### 39. PUBLIC PARTICIPATION

None.

#### 40. REVIEW OF CHARGES FOR SPORTS PITCHES 2025/26

Report OC01/24 was received and accepted.

Operations and Planning Committee had discussed charges for the financial year 2025/26 at its previous meeting and made recommendations to the Full Council meeting on 9 October. However, at that meeting, Full Council asked that Operations and Planning Committee reconsider the charges recommended for junior sports pitches as they felt the increase was rather large.

The Operations Manager explained that the current charges only covered the cost of line marking paint, not any labour for pitch maintenance or cleaning of changing

## UNADOPTED

rooms. Therefore charges should be realistic to avoid the cost of running the pitches falling on precept payers.

The report included the following table, showing a comparison between Malvern Town Council's current charges and those of two other local councils:

Football charges – per season		Malvern Current	Worcester City	Warwick
Senior	Pitch only	£280	£401	£385
	Pitch and changing	£556	£619	£690
Junior	Pitch only	£127	£204	£200
	Pitch and changing	£237	£310	£345

Members of the committee found the table useful as it showed that although the suggested increases in charges had seemed quite large, they were in fact reasonable in comparison.

It was also suggested that junior football clubs be advised of the Town Council's grants scheme.

It was **RECOMMENDED** that charges for junior football teams should be increased as follows:

- 1) Hire of junior football pitch (season) increased from £127 to £195
- 2) Hire of changing rooms junior (season) increased from £110 to £195

and that football teams using the Town Council's pitches and facilities are directed to the grants scheme for possible help in funding at their clubs.

Committee members requested that the comparison of charges and other factors behind this recommendation be included in the report to be submitted to Full Council.

### 41. **VEHICLE/MACHINERY REPLACEMENT FUND 2025/26**

Report OC02/24 was received and accepted.

The Operations Manager informed the meeting that the mowers were used a lot by the Operations Team and therefore it was important to buy good quality machines, which also held their value when being sold on. Mowers are generally replaced on a seven-year rolling plan as by this time the machine hours worked will be fairly high. It was also helpful to have the same make of mowers for ease of operation between machines.

It was **RECOMMENDED** that funding be taken from the vehicle and machinery replacement fund to purchase a new replacement mower in 2025, being a John Deere X940 at a cost of £22,000.

It was further **RECOMMENDED** that the amount placed into the Vehicle and Machinery Replacement Fund be increased to £25,000 per year as from 2025/26.

### 42. **PUMP TRACK AT ADAM LEE**

The Town Clerk updated the meeting regarding the progress of the pump track at Adam Lee. Planning permission has been granted but with certain conditions that must be complied with before work can commence. These relate mainly to

## UNADOPTED

biodiversity at the site, and the reports needing to be commissioned will add around £1200 to the project cost. After a meeting with the contractor, Clarke and Kent, it is thought that it may be possible to commence works in January.

### 43. **CHRISTMAS COMES TO MALVERN 2024**

Report OC03/24 was received and noted.

The Town Clerk gave a brief update on arrangements for the Christmas Lights Switch On event and asked for more volunteers to help on the day. The publicity for this event will include the Christmas window trail starting on 23 November, the Christmas event in Malvern Link on 29 November and the Great Malvern Christmas Market on 30 November. Barnards Green is not having an event this year but the Town Council will again erect a Christmas tree and lights in one of the brick planters within Barnards Green.

### 44. **PARKING AT VICTORIA PARK**

The Town Clerk explained that she had received a request for permission to park campervans overnight in the car park at Victoria Park. Before more intensive research was carried out, it was for Operations and Planning Committee to consider the implications of allowing this, how fees could be successfully imposed, and whether there would need to be a change in byelaws. Campervan parking could also have an adverse impact on car park space availability for other users, and it was expected that spaces would become even more popular once the café was open.

After discussion, the following points were made:

- There are many other free overnight parking facilities within the locality, and these are advertised online and in booklets
- Allowing overnight parking could lead to campervans staying longer than one night, therefore taking up valuable daytime parking spaces
- There could be other associated problems such as litter left behind and people wanting to use the public toilets for washing and/or the emptying of campervan toilet cassettes

It was **AGREED**:

- i. that overnight parking of campervans would not be allowed and signs would be erected stating that vehicles over 2 tonnes in weight were not allowed to park in the Victoria Park car park between the hours of 8pm and 8am.
- ii. to produce flyers to inform campervans of the rules and include a link to a website advertising other nearby sites where they could park up.

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

The Operations Manager presented work programme OC04/24.

He reported that at Adam Lee, tenders had been sought for the playground equipment, but the pump track had been delayed due to the planning permission conditions. Planting up of the borders outside the community hub would be taking place in the next couple of weeks, weather permitting.

### 46. **ENVIRONMENTAL MATTERS**

Report OC05/24 was received and noted.

No environmental matters were raised.

**UNADOPTED**

**47. PLANNING CONSULTATIONS**

Report OC06/24 was received and noted.

No planning matters were raised.

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

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 4 December 2024 at 6.00 pm.

The meeting finished at 7.20 pm.

.....(Chairman)

DRAFT