

MALVERN TOWN COUNCIL

MINUTES OF A MEETING OF THE OPERATIONS COMMITTEE

held on Thursday 24 August 2016

in the Town Council Offices, Belle Vue Terrace, Malvern, at 6.00pm

Councillors:

Present:

I G Hopwood (Chairman)
C A L Bovey
M J R Charles

P Mewton
P Smith
J Thomas

Absent:

H Campbell
D Watkins (Apologies)

In attendance:

Linda Blake – Town Clerk
Charles Porter – Operations Manager
Mary Piercy – Minute Clerk
Cllr C Palmer
Cllr C Smith

11. **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr D Watkins.

12. **DECLARATIONS OF INTEREST**

C Bovey: Member Malvern Spa Association
C Smith: Member Malvern Civic Society
P Smith: Member Malvern Civic Society

13. **MINUTES OF PREVIOUS MEETINGS**

The following Minutes of the Operations Committee meeting were approved:

➤ Thursday 2 June 2016

PUBLIC PARTICIPATION

None.

14. **CHRISTMAS LIGHTS AT BARNARDS GREEN**

The Operations Manager reported that this matter was still ongoing. Barnards Green Traders will not be receiving the expected match-funding from Malvern Hills District Council (MHDC). However, they are still pursuing match-funding from other sources

and it is anticipated that a report will be made to the next meeting of Operations Committee in October.

15. **WILSON WATER CURE MEMORIAL**

Report OC01/16 was received and discussed.

It was **AGREED** that Council agree to the request from Malvern Civic Society to manage and maintain the site of the Wilson Water Cure Memorial providing that funding is received from Worcestershire County Council to cover the cost.

Some members queried the exact cost of this arrangement and it was **AGREED** that a verbal update on the costs should be made to the next Operations Committee meeting.

16. **TREE SURGERY AND MAINTENANCE BUDGET**

Report OC02/16 was received and noted.

It was **RECOMMENDED** that the annual budget for tree surgery and maintenance be increased to £5,300 with immediate effect in order to fund increasing demand.

It was further **RECOMMENDED** that Policy and Resources Committee should be tasked to consider how this increase should be financed - whether through reserves or through virement.

17. **RENOVATION OF GRAVES – GREAT MALVERN CEMETERY**

Report OC03/16 was received and noted.

It was **AGREED** that the Council should work in partnership with Malvern Civic Society to renovate several prominent memorials in Great Malvern Cemetery as detailed in Report OC03/16.

18. **OPERATIONAL PROJECTS – REVIEW OF POSSIBLE FUTURE EXPENDITURE**

Report OC03/16 was received and discussed.

It was **RECOMMENDED** that Operational Projects be prioritised according to the schedule attached at Appendix A.

19. **CEMETERY NEED IN MALVERN**

The Operations Manager reported an enquiry from MHDC concerning cemetery capacity in Malvern in the light of the forthcoming development at north-east Malvern. He estimated that Great Malvern Cemetery had a lifespan of approximately 20 years.

It was **AGREED** that the Council should notify MHDC that there would be a need for a new cemetery in Malvern in view of the town's expanding population, but that the timescale for this is likely to be 15 – 20 years.

20. **WORK PROGRAMME**

The Operations Manager reported that planning permission had been agreed for the extension of Great Malvern Cemetery.

21. **NEXT MEETING**

The next meeting of the Operations Committee is scheduled for Thursday 6 October 2016 at 6.00pm.

The meeting ended at 7.45pm.

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Councillor I G Hopwood (Chairman)

PROJECT & BUDGET CONSIDERATIONS 2016

NAME OF PROJECT	DETAILS	ANTICIPATED COSTS	PRIORITY	SCHEDULING OF PROJECT - TO BE RECOMMENDED BY OPERATIONS COMMITTEE	REVISED PRIORITY	ADDITIONAL NOTES
Victoria Park						
Two new items of Play Equipment	Seesaw and toddler roundabout	£15,000	2	2018/19	3	This new equipment will fill a current gap at Victoria Park
Play Area Fencing	Replacement of existing fencing	£9,000	3	2018/19	3	
Toilet & Café Refurbishment	To provide a purpose built café and kitchen. To include new public toilets within the main pavilion building.	£60,000	P	This matter would be referred to full Council as part of discussions on a Notice of Motion	TBC	This project includes work on toilets and the café but not to the changing rooms.
Signage	To place name signage "Victoria Park" on the road side.	£1,000	p	This project should be given a 1 priority and looked at in future years	1	
Dukes Meadow						
Play Area Fencing	Replace poor play area fencing.	£7,000	5	2017/18	5	
Replace Goals & Hoops on Multi-Use Games Area (MUGA)	Replace goals and hoop units which have fallen into a poor state.	£8,000	3	This should be given a 5 priority and scheduled for 2017/18	5	
Replace Barrier with Fencing	To fence the MUGA area so that more use can be gained.	6,000	3	This should be given a 5 priority and scheduled for 2017/18	5	
Signage	To place name signage "Dukes Meadow" on the road	£1,000	p	This project should be given a 1 priority and looked at in future years	1	
Lower Howsell						
One new item of Play Equipment	Toddler climbing frame	£4,000	3	Committee upgraded this to a 4 priority and scheduled for 2018/19.	4	
Signage	To place name signage "Lower Howsell" on the road	£1,000	p	This project should be given a 1 priority and looked at in future years	1	

NAME OF PROJECT	DETAILS	ANTICIPATED COSTS	PRIORITY	SCHEDULING OF PROJECT - TO BE RECOMMENDED BY OPERATIONS COMMITTEE	REVISED PRIORITY	ADDITIONAL NOTES
Townsend Way						
Play Area Fencing	Replacement of existing play area fencing	£7,000	1	2017/18	5	
Relocate Play Equipment	Relocate a piece of exercise equipment as the current site is unsuitable.	£500	5	2017/18	5	
Wet Pour						
To solve all shrinkage and delamination problems	Wet pour is the safety surfacing currently present at all Town Council Play Areas. Works are required to ensure that these areas keep up to the standard the Council should expect.	£6,000	5	2017/18 or current year if surplus	5*	A dry summer has exacerbated the shrinkage of wetpour meaning this expenditure is important. Expenditure should be in 2017/18 or if there is a surplus, within the current year's budget
Cemetery						
Replace Fencing to the East & West Boundaries	Replace broken and poor fencing along side footpath (Cotswood Road side) and along the college boundary. This was further improve the security of the cemetery when locked at night.	£20,000	4	2019/20	3	
Kent Close						
Replace Play equipment and refurbishment the area	Total refurbishment of the play area including the hard standing.	£20,000-£30,000	4	2018/19	4	
Belle Vue Rear Shop						
Installation of Central Heating/Damp Proofing	To install central heating and to inject the rear wall for damp proofing. These works will be required in order to continue providing a suitable environment for tenants.	£8,000	5	Expenditure should be scheduled for 2017/18 or, if there is a surplus, within the current year's budget	5*	It was noted that this expenditure was necessary to improve conditions of the premises for the tenant.
Elgar Avenue						
Fencing off the Stream Line	Fence off stream for safety reasons.	£3,000	5	On hold pending decision re use of this land	TBC	

NAME OF PROJECT	DETAILS	ANTICIPATED COSTS	PRIORITY	SCHEDULING OF PROJECT - TO BE RECOMMENDED BY OPERATIONS COMMITTEE	REVISED PRIORITY	ADDITIONAL NOTES
Tree Works						
Townsend Way / Craeg Lea Green Corridors	Major works to green corridors to reduce problems being caused by overgrown trees to the immediate neighbours.	£5,000	5	2017/18	5	This is an important part of ongoing management of trees and green spaces.
Station Approach and Lansdowne Crescent Path Edging	Refurbish pathway edges to improve the overall appearance of these areas.	£5,000	2	2019/20	2	
Jamaica Crescent, Michaels Crescent Junior Goal Posts	Supply and install new junior goals	£2,000	4	2017/18	4	Elgar Avenue was removed from the previously suggested sites taking the costs to £2,000.

Key

Priority 5 = very important, 1 = least important, P = policy decision to be made
 5* = bring forward into current year if possible