

UNADOPTED

MINUTES OF A MEETING OF  
THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
held remotely via Zoom on  
Wednesday 1 July 2020 at 6.00 pm

**Participating**

**Councillors**

S Charles (Chairman)  
L Lambeth (Vice Chairman)  
C Bovey  
J Leibrandt  
C Palmer  
P Smith  
S Taylor  
D Watkins

**Absent**

P Mewton

**In attendance**

Linda Blake - Town Clerk  
Charles Porter – Operations Manager  
Louise Wall - Minute Clerk  
Clare Lawrence – Events Officer  
N Morton – Mayor of Malvern

**102. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**103. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**104. 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, to be signed by the Chairman in due course:

- Operations and Planning Committee meeting 10 June 2020.

**PUBLIC PARTICIPATION**

There was no Public Participation.

**105. REVIEW OF EVENTS FOR 2020/21 AND 2021/22**

Report OC01/20 was received and accepted. The Town Clerk gave an update to the report, having corresponded with Malvern Hills District Council. In light of the current Covid-19 situation, The District Council requires all events organisers to complete a risk assessment and new application based on current government guidelines. The main object of this is to limit the risk to staff, members of the public and any performers.

**Alternative Bands in the Park and Bands in the Park**

It was suggested by Officers that both of these events could be held if band numbers were kept low and free tickets were issued to those attending so that an accurate head count could be kept, thus ensuring that a maximum audience number could be set and adhered to.

## UNADOPTED

Some members were concerned about the risk to the health of staff and the public if these events were held, whilst others felt that they would be ideal events to put on, being outdoors, and would help boost morale.

Officers explained that risk assessments and appropriate procedures have to be put in place to the satisfaction of MHDC and then the Town Council needs to demonstrate that those are complied with to the best of their ability.

It was **AGREED** that three Alternative Bands in the Park and two Sunday Bands in the Park events are held over five weeks, pending an application being approved by MHDC. The Town Clerk to have delegations to cancel any or all of these events if required.

It was also **NOTED** that a number of councillors would be needed to steward each concert.

### Bank Holiday Event

The Town Clerk reported that it would not be possible to hold this event due to the current limit on numbers attending and the difficulties in ensuring correct social distancing.

### Events for 2021/22

It was **RECOMMENDED** that the events as listed in the table at 3.9 in the report be held in 2021.

## **106. PURCHASE OF PLAY AREA EQUIPMENT – ASSET RENEWAL AND REFURBISHMENT 2020/21**

Report OC02/20 was received and accepted,

The Operations Manager explained that it had been difficult to obtain quotations as companies were still working reduced hours due to the current Covid-19 crisis; additionally some companies were not willing to carry out repairs to existing equipment if they had not installed it. However, three quotations had now been received and were presented to the meeting.

It was noted that there was a wide range in prices between the three quotations. The Operations Manager explained that this was because two of the companies did not wish to quote on refurbishment of current equipment and had not included all of the work that Company A had.

Company A had not given the lowest price but was recommended to the committee to carry out the works because: the company has a proven track record of carrying out works to a high standard; it will repair and refurbish existing equipment that has been supplied by other manufacturers; and the quote included additional refurbishment of the surfacing underneath the cable ride at Victoria Park, which was not quoted for by the other companies.

It was **AGREED** that the purchase of new play equipment from Company A as per their quotation be approved.

## **107. FENCING FOR NEW BASKETBALL COURTS**

Report OC03/20 was received and noted.

The Operations Manager had requested updated quotations from the fencing companies and these had been returned under budget.

It was **NOTED** that Company A will be awarded the contract for fencing the basketball courts and that this work will commence shortly. Groundworks are due to commence on Monday 11 July 2020.

**108. WORKS TO FLATS AT REAR OF BELLE VUE TERRACE**

The Operations Manager gave a verbal update on the works to the flats, which is now very nearly finished. Decoration of the hall and entranceway as agreed at the last Operations and Planning Committee meeting was underway and it was hoped that the flats could be advertised for rent as soon as possible, subject to current government guidelines.

**109. UPDATE ON CURRENT OPERATIONS ACTIVITIES**

The Town Clerk explained that the operations team continued to be busy and had completed planting out of bedding, and all hanging baskets were up in the town and growing well. The latest government guidelines allow children's play areas to be reopened with the onus on the Town Council to put guidance in place such as maximum numbers, hand sanitising etc. The Town Council does not have enough staff to be able to monitor all of the play areas constantly or clean equipment regularly, and so it was agreed that appropriate signage would be erected and people relied upon to act responsibly.

As it is not a legal requirement to open play areas, it was agreed that if problems occurred with the re-opening, then the decision would be taken to shut them again until such a time that restrictions were lifted.

Prior to opening, all areas will be checked that the equipment is in good working order and risk assessments have been carried out.

**110. WORK PROGRAMME**

The Operations Manager presented work programme OC04/20.

The ordering of new machinery had been delayed due to suppliers being closed but it was expected that by the end of the following month, all projects would be on schedule.

**111. PLANNING CONSULTATIONS**

Report OC05/20 was received and noted.

There were no planning matters raised by ward members, officers or requested by members of the public.

There were no major planning applications currently being considered.

No planning applications from the weekly planning lists or the planning log attached to the report had been raised.

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

It was agreed that the date of the next meeting of Operations and Planning Committee would be Wednesday 2 September 2020 at 6.00pm, to be held remotely via Zoom.

The meeting finished at 7.00 pm.

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(Chairman)