

Malvern Hills Trust
Covid-19 Contingency Committee
By telephone/video conference call
Meeting 11 May 2020 9.30am

Present: Mr R Bartholomew, Dr S Braim, Mr M Cordey, Mr M Davies, Mrs C Palmer, Prof J Raine (joined during item 5), Mrs G Rees, Ms S Rouse

In attendance: CEO, Finance and Administration Manager, Secretary to the Board

The Chair welcomed everyone to the meeting.

1. **Apologies for absence**

The Conservation Manager.

2. **Declarations of interest**

There were none.

3. **Chair's announcements**

No comments had been received.

4. **To approve the minutes of the last meeting**

On the proposal of Dr Braim, seconded by Mrs Rees, it was **RESOLVED** unanimously to approve the minutes of the meeting held on 7 May 2020.

5. **To consider any actions required arising out of any Government announcements on 10 May**

There had been more people using the Hills over the weekend, some parking on the verges outside the car parks.

The Prime Minister had clearly stated that people could drive to open air destinations to take exercise from Wednesday 13 May. The CEO recommended the car parks would need to be opened on Wednesday morning. There were 2 caveats - further details were due to be published by the Government today and Natural England guidance would be published on Tuesday. He was making arrangement with the wardens to mark out queuing areas at the busier car parks. The car park machines had been converted to card only and the instructions on the machines had been changed to reflect this. The Administrative Assistant and the Conservation Officer had been recalled off furlough. Arrangements were being made to re-start car pass sales and to prepare press releases and change the web site to provide information to the public. He had spoken to the police who agreed that the public had been given carte blanche to travel for recreation.

The following points were made:

- The Trust needed to consider what signage was needed. Signage should indicate that visitors needed to take their own precautions to guard against infection.
- It had been made clear that meeting up with an individual who was not a member of your household could only take place outside and this would increase pressure to use outdoor spaces.
- Should the car parks be opened up before Wednesday?

- Some preparations would need to be carried out on Tuesday afternoon.
- It would be important to let people know that the car park machines would only take payment by card. The CEO said this was a trial and if it did not work well, the machines could be switched back to take cash.

The Committee **AGREED** that the Trust's car parks should be re-opened.

The CEO said that existing car park passes were valid until the end of May 2020.

He was in the process of setting up various options for the public to purchase car park passes and details would be announced as soon as these were in place.

(Prof Raine joined the meeting)

6. Any other matters for discussion

The Secretary to the Board said that she and the CEO had been investigating the cost of obtaining the legal advice as discussed at the Board meeting on 12 March. Given the projected cost, it was agreed to bring the matter back to the Board for a decision once meetings could take place in a way that allowed complex issues to be resolved.

The CEO confirmed that the staff members who were shielding would remain on furlough. Another member of the field staff was on furlough and the CEO was waiting to hear from the Operations Manager whether the work levels were such that he could remain on furlough for the full three weeks. The Government's message was that people should be returning to work and staff should not be on furlough if there was work for them to do.

One member of staff was on sick leave and the CEO was waiting to hear whether he was now fit to return to work.

The CEO would consider whether Tank Quarry would remain closed for safety reasons.

The CEO stressed that the Trust could not take the place of the police and would not be enforcing social distancing guidelines. If there were problem locations, the Trust might have to take steps eg to reduce two way traffic at choke points.

7. Date of next meeting

Next meeting 15 May 2020 at 4.00pm (by telephone conference).

The meeting closed at 10.05am