

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE  
MALVERN TOWN COUNCIL  
to be held remotely via Zoom on  
Wednesday 10 June 2020**

**WORKS TO HALLWAY TO FLATS, REAR OF BELLE VUE TERRACE**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Committee is asked to agree a budget of £2,000 to carry out refurbishment works to the hallway and stairs leading up to the two flats at the rear of Belle Vue Terrace.

**3. Background**

3.1. In 2019, Town Council officers identified that the two flats owned by the Council to the rear of Belle Vue Terrace were in need of attention to ensure their suitability to be let to tenants and therefore secure regular income for the Council.

3.2. After a review of the options available, it was decided to carry out a full scale refurbishment of both flats. Full Council approved a contractor to undertake these works in February 2020 and works commenced in March 2020.

3.3. Refurbishment works have included:

Middle flat

- New kitchen
- Repairs and upgrade to bathroom
- New radiators
- Replacement flooring (carpet and linoleum)
- New blinds
- New lighting, wiring and switches as required

Top flat

- New bathroom
- Velux glass replacements with integrated blinds where needed
- New radiators
- New front door
- New lighting, wiring and switches as required

These works should be completed by the middle of June.

3.4. The improvements to the interior of the flats have now left the entrance hallway and stairs up to the flats looking somewhat shabby and in need of attention. The walls are undecorated and the stairs do not have a covering which causes noise to be created when they are used.

3.5. Officers are proposing that a further budget of £2,000 should be allocated for the refurbishment of the hallway and stairs area to include:

- Painting
- A new floor covering
- New lighting
- Repairs to the guttering over the entranceway

3.6. It is anticipated that Officers will be able to take steps to re-let the flats from July.

**4. Financial Implications**

- 4.1. The budget to refurbish the two flats was agreed at £20,000 with a small contingency for any additional items.
- 4.2. The works to refurbish the hallway and stairs would be approximately £3,000 and would be a budget overspend as approved by committee.
- 4.3. Once re-let, it is anticipated that rental income from both flats will be approximately £12,000 per annum.

**5. Legal Implications**

- 5.1. The two flats are currently empty and there are no active leases. The Town Council will re-let the building as soon as possible with new leases to be created.

End

Linda Blake  
Town Clerk

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**REVIEW OF COUNCIL'S EVENTS FOR 2020/21 AND 2021/22**

**1. Purpose of Report**

- 1.1. For committee discussion and recommendation to Full Council.

**2. Recommendation**

- 2.1. Committee is asked to consider the Council's events programme in the light of the Covid-19 pandemic and to make recommendations accordingly.
- 2.2. Committee is asked to make suggestions for the Council's events programme for 2021/22.

**3. Background**

- 3.1. Every year, Malvern Town Council organises and runs a full programme of events, with the majority taking place during the spring and summer months.
- 3.2. The Covid-19 pandemic and associated lockdown measures have meant that the Town Clerk has already taken the decision to cancel all Town Council events from April until the middle of July.
- 3.3. A review of the Town Council events now needs to take place to give consideration to whether they can, and/or should, take place, given ongoing lockdown and social distancing measures.
- 3.4. The table below summarises Town Council events for 2020/21 and their current position with officer comments.

<b>Event</b>	<b>Dates</b>	<b>Comments/actions</b>
Health and Wellbeing Fair	2 May	Cancelled and postponed until May 2021.
Mayor's Peaks Challenge	2 May	Originally rescheduled until September 2020, but with the current Mayor's term of office being extended, now postponed until May 2021 to take place on the same day as the Health and Wellbeing Fair.
VE Day	10 May	Cancelled. No plans to reschedule given that it is a date-specific event.
Heart of England in Bloom	Summer 2020	The regional Heart of England in Bloom competition has been cancelled. Summer bedding and hanging baskets are still being provided by the Town Council as normal to brighten up the

		town.
Bands in the Park	17 May to 13 September	The first nine weeks of this programme have been cancelled by Officers leaving a possible eight weeks remaining. Officers would suggest that performances are cancelled until the end of July with a further review to take place in one month's time. The Town Council needs to be mindful of the current need for bands to carry out social distancing as well as the Town Council's responsibility to users of the park. The number of members in a large brass band is going to be problematic if lockdown measures do not alter significantly, but smaller bands may be possible.
Armed Forces Day	21 June	Event cancelled for 2020 and committee to decide if to be held in 2021.
Alternative Bands in the Park	Five performances – 4 July to 29 August, every other Saturday	Alternative Bands tend to have smaller numbers of members which will make social distancing easier to achieve. Committee needs to consider and balance the benefit of these band performances against the difficulty of ensuring and monitoring social distancing within Priory Park. Officers again feel it would be prudent to at least cancel performances until the end of July, with a further review to take place.
The Mayor's Bonanza	2 August	Due to the nature of this event and the large numbers of public present in Priory Park, Officers would recommend cancellation for 2020.
Remembrance Observations	8 and 11 November	It is probably too early to make a fully informed decision on these events at this point. However, if social distancing measures are still in place, consideration could be given to live streaming a smaller event.
Christmas Festival	28 November	This event attracts the largest crowds of all events throughout the calendar and whilst it is difficult to make a fully informed decision at this point in the year, consideration should be given to possible modifications to allow a smaller event to take place if required.

- 3.5. Looking ahead to 2020/21, Officers anticipate a return to a normal events calendar but would welcome any suggestions for additions from committee members.

**4. Financial Implications**

- 4.1. The Events budget for 2020/21 was set at £45,000.
- 4.2. Budget savings from cancelled events will be approximately £15,000, but this figure could be more, dependent on further cancellations throughout the year.
- 4.3. Linked to the cancellation of events will be the reduction in charity money raised for the Mayoral charities with two major fundraising events already having been cancelled for 2020.

**5. Legal Implications**

- 5.1. The Town Council must consider government legislation and guidelines relating to Coronavirus at all times.
- 5.2. Malvern Town Council has a duty of care to its staff, its suppliers, councillors, volunteers and members of the public. All events must be fully risk assessed to ensure risks are kept low.

End

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**PLANNING CONSULTATIONS**

**1. Purpose of Report**

1.1. For comment as necessary.

**2. Recommendation**

2.1. The Committee is recommended to note and comment on:

- i. Specific planning applications raised by Ward members, Officers or requested by members of the public.
- ii. Any major planning applications currently being considered
- iii. Any 'live' planning applications as circulated on the Weekly Planning Lists and on the Planning Application Log attached at appendix A.

2.2. The Committee is recommended to nominate a Councillor to speak on behalf of the Town Council at MHDC's Southern Area Planning Committee where relevant.

**3. Background**

3.1. A list of planning applications is sent to members each week. Following a change in the Council's policy dating from December 2013, members are now asked to consider both major and minor applications and comment as appropriate.

3.2. The following planning application has been raised by a number of Councillors:

- Application number [20/00660/FUL](#) Land at (OS 7832 4674) Pickersleigh Grove, Malvern – Pickersleigh ward, application for the proposed development of 21 dwellings including open space and associated infrastructure.

Committee members are asked to note that land immediately adjoining this site at Hayslan Fields has been designated as a Green and Open Space in Malvern's Neighbourhood Plan and therefore it would be sensible to include reference to this in any Town Council response as it relates to the value of this space to the local community.

Officers would also suggest that any Town Council comments are copied to Pickersleigh Ward Councillors at MHDC.

3.3. There are no major planning applications currently being consulted on, other than the one mentioned in 3.2 above.

3.4. Other 'live' applications from the planning log can be raised by Committee members at the meeting. Full details of the applications are available by clicking on relevant link below.

- 3.5. Members are asked to look at details of any planning applications for discussion before the meeting to allow an expeditious decision-making process.
  - 3.6. Members should note that they are asked to notify the office of any applications with deadlines arising during the period between meetings. These comments will then be passed on to MHDC.
  - 3.7. Members are reminded that the Town Council is a consultee in the planning process and the comments that Council makes will go forward to the District Council as part of the planning application process and therefore comments should relate to material planning considerations so that they will be properly considered.
- 4. Financial Implications**
- 4.1. None pertaining to this report.
- 5. Legal Implications**
- 5.1. None pertaining to this report.

End.

Linda Blake  
Town Clerk

<b>Planning log to 05/06/20</b>					
<b>Application Number</b>	<b>Location</b>	<b>Ward</b>	<b>Description of Works</b>	<b>Applicant</b>	<b>Comment Deadline</b>
<a href="#">20/00660/FUL</a>	Land at (OS 7832 4674) Pickersleigh Grove, Malvern	Pickersleigh	Application for the proposed development of 21 dwellings including open space and associated infrastructure.	Mr Mike Baggett	11/06/2020
<a href="#">20/00210/LB</a>	Malvern Public Library, 44 Graham Road, Malvern, WR14 2HU	Priory	Listed building consent for repair works to Malvern Library roof.	Worcester County Council	11/06/2020
<a href="#">19/01407/HP</a>	Properties 7 and 9 Hospital Bank, Malvern,	West	Formation of new vehicular access and driveway to provide off street parking, erection of retaining walls and piers including provision of new flat level paviour pathway to house entrances (part - retrospective) - NOTIFICATION OF PLANNING APPEAL (Planning permission REFUSED on 06/12/19)	Appellant - Mr Paul Wild	All representations to be made by 25/06/20
<a href="#">20/00001/FUL</a>	Hillbrook House, 62 Albert Road, Malvern	Priory	First floor apartment over garage (part-retrospective) - NOTIFICATION OF PLANNING APPEAL	Appellant - Mr P M Brooks	All representations to be made by 30/06/20
<a href="#">20/00543/HP</a>	2 Grafton Close, Malvern, WR14 1PA	West	Demolition of garage and erection of two-storey extension.	Mr & Mrs SD & N Pervez	17/06/2020
<a href="#">20/00643/CU</a>	Sidney House, 40 Worcester Road, Malvern, WR14 4AA	Priory	Change of use from Guest House and premises to private residential use.	Alexandra Beard	19/06/2020
<a href="#">20/00502/HP</a>	59 Poolbrook Road, Malvern, WR14 3JN	Chase	Erection of two storey and single storey rear extension	Phil Toghill	23/06/2020
<a href="#">20/00680/HP</a>	25 Greenfields Road, Malvern, WR14 1TS	Dyson Perrins	Erection of two storey side extension	Mr Alan Busk	25/06/2020