



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

24 November 2021

6.00 PM

UNADOPTED

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

**Held in the Council Chamber, Belle Vue Terrace, Malvern on
Wednesday 20 October 2021 at 6.00 pm**

Present

Councillors

C Palmer (Chairman)
D Watkins (Vice Chairman) from 6.25pm
J Leibrandt
P Smith
S Taylor
C Hooper, substitute for Cllr Morton

Also in attendance

L Blake - Town Clerk
L Wall – Minute Clerk
C Porter – Operations Manager

Absent

C Bovey
L Lambeth
N Morton

After a delay due to non-quorum, the meeting commenced at 6.22 pm.

55. APOLOGIES FOR ABSENCE

There were no apologies, but after a telephone call at the start of the meeting, Cllr Morton had agreed to substitute Cllr Hooper.

56. DECLARATIONS OF INTEREST

There were no declarations of interest.

57. 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 29 September 2021.

PUBLIC PARTICIPATION

No members of the public were present.

58. BANDS IN THE PARK AND ALTERNATIVE BANDS IN THE PARK 2022

Report OC01/21 was received and accepted.

The Covid pandemic had resulted in the need to book some alternative bands to brass bands in 2021. This change to the usual format had been very well received by attendees who said they had enjoyed the variety of music on Sundays. Officers were therefore proposing a twenty-week programme of bands in the park for 2022, which would include jazz, blues and alternative bands. The programme would run from 8 May until 18 September and include three Town Council events – The Queen’s Jubilee, Armed Forces Day and The Mayor’s Bonanza.

It was noted that officers were investigating whether refreshments could be provided to band members each week and if so, an extra budget may be required, but this would be reported back to committee at a future meeting.

UNADOPTED

Members **AGREED** that a combination of bands should be booked for the twenty weeks from 8 May until 18 September to include three Town Council events as above.

It was **RECOMMENDED** that a budget of £9,500 be allocated for the Bands in the Park/Alternative Bands in the Park programme for 2022/23.

59. **THE QUEEN'S JUBILEE – JUNE 2022**

Report OC02/21 was received and accepted, and members discussed ideas for celebrating the Queen's Platinum Jubilee in 2022. Suggestions included:

- The Town Council acting as an enabler for community group activities within a co-ordinated programme
- Grants being awarded for Platinum Jubilee-themed celebrations
- Tree planting and eco-projects
- Encouraging street parties
- An extended Bands in the Park event in Priory Park including children's activities and 1950s themed dancers

It was agreed that it would be difficult to administer funds fairly for street parties and that it would be better to keep things simple and concentrate on one event, making it free for all with added activities, and bringing the community together in that way.

It was **AGREED** that any ideas relating to The Queen's Green Canopy should be looked at by the Environmental Panel to avoid duplication.

Cllr Hooper left the meeting at 6.55 pm

It was noted that staff should be able to take advantage of the extended bank holiday and therefore any event should be as self-sufficient on the day as possible. To enable this, outside caterers and sound engineers could be used.

It was **AGREED** that the events team should put together a costed programme for an event in Priory Park on Sunday 5 June 2022 for consideration at the next meeting of the Operations and Planning Committee. A budget would also be agreed at that meeting.

60. **ROSEBANK GARDENS**

Report OC03/21 was received and noted.

Members were asked to note sections 6 and 7 of the report, which contained preliminary remediation options with costs, and recommendations.

It was **AGREED** that a copy of the report be sent to the owners of the house in question, Malvern Hills District Council as owners of Rosebank Gardens and the Town Council's insurance company.

61. **REVIEW OF CHARGES FOR TOWN COUNCIL OPERATIONAL SERVICES 2022/23**

Report OC04/21 was received and accepted.

The Town Clerk advised that a booking system could be considered for the new basketball courts for the outdoor season, from 1 April until the end of September. This would be for teams that wanted to use the courts for tournaments or matches, and a fee could be charged, as with booking the football pitches.

Members thought there should always be at least one court available for people wishing to play on their own or in small groups.

UNADOPTED

It was **AGREED** that a booking system would be trialled for one court only but that no charge would be made during the first season.

It was **RECOMMENDED** that there should be an increase in some cemetery charges that were currently low in comparison with charges at other cemeteries:

Purchase of a cremated remains space

Resident	£20 increase to £200
Non-resident	£40 increase to £400

Interment of cremated remains

Resident	£20 increase to £200
Non-resident	£40 increase to £400

Interment in unpurchased grave space

Persons 5 years and over

Resident	£43 increase to £600
Non-resident	£86 increase to £1,200

Interment of cremated remains in unpurchased grave space

Resident	£80 increase to £300
Non-resident	£160 increase to £600

It was **RECOMMENDED** that there would be **no** increase in allotment charges for the year 2022/23.

It was **RECOMMENDED** that there would be **no** increase in charges for the hire of sporting facilities for the year 2022/23.

62. LAND AT MILL LANE

The Town Council and the developers are working to get the planting scheme changed in agreement with the planning department at MHDC.

63. PLANNING CONSULTATIONS

There were no planning applications raised at the meeting, but it was **NOTED** that the application for North East Malvern was likely to be discussed at the next SAPC meeting.

64. DATE, TIME AND LOCATION OF NEXT MEETING

It was agreed that the date of the next meeting of Operations and Planning Committee would be Wednesday 24 November 2021 at 6.00 pm in the Town Council chamber.

The meeting finished at 7.40pm.

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(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL**

to be held on Wednesday 24 November 2021

in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm

THE QUEEN'S JUBILEE EVENT 5 JUNE 2022

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Operations and Planning Committee are asked to agree an event to commemorate the Queen's Platinum Jubilee as detailed in 3.3 and 3.4 below.

2.2. The Committee are asked to agree a budget of £3,500 to cover anticipated costs.

3. Background

3.1. In 2022, Her Majesty the Queen will become the first British monarch to celebrate a platinum jubilee, having acceded to the throne on 6 February 1952.

3.2. There will be year-long platinum jubilee celebrations with the focal point being Platinum Jubilee Weekend in June when there is an extended bank holiday from Thursday 2 June to Sunday 5 June.

3.3. Officers are suggesting a programme of activities for Sunday 5 June 2022. This will expand the usual afternoon music in the park running from 12 noon until 4.30 pm and including the following:

- The Chase Brass Band (Malvern based) have accepted the invitation to perform and will open the event.
- The Poppy Sisters who perform vintage and wartime songs have been asked to perform.
- A Lindy hop Dance group have been asked to perform.
- Officers are investigating a vintage/modern band.
- To involve the children of Malvern, a competition to design and make a crown which will then be judged in the best Queens Jubilee hat competition titled 'Crown fit for a Queen'. Prizes to be awarded at the event.
- Handwaving flags and Union Jack hats will be sourced for the event.
- Sound system and equipment to be outsourced to ensure a good quality of sound throughout the park.

3.4. A 'Vintage Tea' refreshment stall will be present at the event. Officers feel that the following two options should be considered, as to provide all refreshments free of charge would make it logistically difficult for staff working and for the caterer, and often creates a "free for all" environment with fairness difficult to enforce.

Option 1 – To provide a free cake with every drink purchased, with a choice of either hot or cold drinks.

Option 2 – That the public make a minimum donation of £0.50 to obtain a Union Jack-style cupcake.

The Town Council would provide funding to subsidise one of these two possible options.

- 3.5. Officers feel that two members of staff along with several Councillor volunteers will be needed to run this event.
- 3.6. Further information can be found on www.royal.uk/platinum-jubilee-central-weekend

4. Financial Implications

- 4.1. Expected costs of the Queen's Jubilee event are expected to be in the region of £3,500.

5. Legal Implications

- 5.1. The Town Council has the power to provide entertainment and support the arts under Section 145 of the Local Government Act 1972.
- 5.2. The power to manage and control recreation grounds and open spaces is given under the Local Government Act 1972, the Public Health Act 1875, and the Open Spaces Act 1906.
- 5.3. A PRS license will be sought for the event, as performers will be playing from sheet music.

End

Linda Blake
Town Clerk

Author of report:
Lyndsey Davies
Operations and Office Co-ordinator

**A REPORT OF THE TOWN CLERK TO
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HEALTH & WELLBEING FAIR/MALVERN PEAKS CHALLENGE EVENT

1. Purpose of Report

1.1. For discussion and decision.

2. Recommendation

2.1. The Committee is recommended to agree the plans for a Health and Wellbeing Fair/Malvern Peaks Challenge Event to be held on Saturday 30 April 2022.

**3. Background
Health & Wellbeing Fair**

3.1. The Health and Wellbeing Fair has established itself as a popular annual event with exhibitor space being fully allocated and a reserve list in place. Unfortunately, the event was cancelled in 2020 and could not be held in person in 2021 and was live streamed instead. Officers hope that a return can be made to hold the event in Rosebank Gardens in 2022, resurrecting the plans for the event that was cancelled in 2020.

3.2. Officers feel that this event could be expanded to include another marquee, with fee-paying exhibitors covering this additional cost.

3.3. Recommendations for the Health and Wellbeing Fair in 2022 are as follows:

- Expansion of the event to include two marquees rather than one.
- Moving the demonstration area into a more sheltered location. If two marquees are used, this could be a designated area in the front area of the main marquee
- The second marquee would be filled with fee-paying exhibitors to cover this additional cost.
- A slight increase in exhibitor fees from £20.00 in 2019 to £30.00 in 2022.
- Following the success of last year's live streaming event, officers are also suggesting that some of the demonstrations and talks could be filmed and shown on social media after the event, for anyone who missed it on the day.

Malvern Peaks Challenge

3.4. The Malvern Peaks Challenge was run for the first time in 2019 and was an extremely successful event raising over £1,000 for Sight Concern. Approximately 100 walkers participated in the event, having the choice of either the long walk from Bromsberrow or a shorter walk starting at British Camp.

3.5. The Malvern Peaks Challenge used the 'Help for Heroes' event as a model to help with organisation and it should be noted that the Help for Heroes event returned in September 2021, having been cancelled during the Covid pandemic.

- 3.6. Unfortunately, the event had to be cancelled in 2020 and 2021 due to the pandemic, but Officers hope that the Malvern Peaks Challenge in 2022 can be run on a similar basis to that in 2019, as follows:
- Long walk from Bromsberrow to Rosebank Gardens
 - Short walk from British Camp to Rosebank Gardens
 - To involve the Mayor's charities a route will be designed to accommodate the families of 'What Makes You Different Makes You Beautiful', probably within Rosebank Gardens.
- 3.7. This is a complex event which relies on a great deal of co-ordination and requires numerous volunteers for stewarding at strategic points along the route and check-in points.
- 3.8. Officers are in the process of investigating medical assistance for the event. County Medics, Severn Valley Training, Worcestershire Lifeguard Association and SARA have been contacted to provide first aid and emergency support for the event. This is an essential to manage risks associated with the event.
- 3.9. Officers are suggesting a ticket price for the long walk of £20 per adult and £10 for a child, and short walk £15 per adult and £7.50 for a child, all to include a t-shirt and a medal as well as a rosette for participating dogs. It is hoped that the rest of the entry fee will go directly to charity as the aim is to get sponsorship to cover costs such as t-shirts, rosettes, coaches and first aid provision.

4. Financial Implications

- 4.1. £1,200 was included in the 2021/22 for the Health & Wellbeing Fair. Officers are recommending that the budget for 2022 is increased to £1,500.
- 4.2. Some costs will be covered by income received from fees paid by exhibitors.
- 4.3. The cost of the Malvern Peaks Challenge can be contained within a maximum budget of £1,000 as it is hoped that sponsorship will cover most of the costs.

5. Legal Implications

- 5.1. All appropriate licences for the day will be obtained, including the permission to use the Malvern Hills from Malvern Hills Trust.

End

Linda Blake
Town Clerk

Author of Report:
Lyndsey Davies/Clare Lawrence
Operations & Office Co-ordinator/Events Administration Officer

**A REPORT OF THE TOWN CLERK TO
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MALVERN TOWN COUNCIL
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PURCHASE OF PERMANENT PLANTING

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. That expenditure of £2,700 is approved for the purchase of perennials and shrubs to fulfil the Council's commitment of 80% perennials and shrubs, and 20% annuals in its bedding displays.

3. Background

3.1. The Town Council has committed to reduce its carbon footprint and as part of this recommendations have been made to reduce the number of annual bedding plants used, with bedding areas containing more shrubs and perennials.

3.2. Committee members should note that these targets apply across the Council's planting schemes and Officers will use their discretion as to a site-by-site approach. Rosebank Gardens will have a higher percentage of annuals due to its position and nature whereas Victoria Park is likely to be entirely shrubs/perennials.

3.3. Advice has been sought on the best varieties of plants, bearing in mind water usage, encouragement of wildlife and food for insects. Prices have been obtained and expenditure of £2,700 is required.

3.4. Shrubs and perennials should last for approximately eight years before further expenditure is required to replace these plants.

3.5. Officers have been advised that the best time for planting of these perennials and shrubs is during the winter months. This is earlier than anticipated and therefore requires additional expenditure in this financial year which will be offset by a reduction in the cost of annual bedding in the next financial year.

3.6. The change in planting scheme make-up will reduce the Town Council's carbon footprint with fewer plants being grown in a nursery environment and it will also reduce the amount of water needed through the summer months.

4. Financial Implications

4.1. Malvern Town Council does not have a budget in its current financial year for this planting.

4.2. The cost of this new planting scheme for perennials and shrubs is approximately £2,700 to be taken from reserves.

5. Legal Implications

5.1. None pertaining to this report.

End

**AGENDA ITEM 7
REPORT OC03/21**

Linda Blake
Town Clerk

Author of report: Charles Porter
Operations Manager

**A REPORT OF THE TOWN CLERK TO
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MALVERN TOWN COUNCIL**

**to be held on Wednesday 24 November 2021
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CCTV AT VICTORIA PARK BASKETBALL COURTS

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Committee agrees to the installation of CCTV at the basketball courts at Victoria Park.

3. Background

3.1. A meeting was held between Town Council Officers and Malvern Hoops Campaigners to discuss ongoing management of the new basketball courts.

3.2. It was felt that provision of CCTV would be beneficial as it would discourage anti-social behaviour and protect life expectancy of the courts.

3.3. A member of the local basketball community has come forward and offered to provide CCTV equipment to monitor the courts free of charge. However, the Town Council would have to install power to run the equipment and if desired, take out a telephone contract to have an integrated system.

3.4. Power is available adjacent to the basketball courts. However, armoured cabling, commandos and isolators would have to be installed to make the power safe for the CCTV equipment and the public.

3.5. The camera can be monitored at all times, or when movement is detected and is able to operate during both daylight and night-time light levels.

3.6. Monitoring can be recorded onto hard drives for reviewing at a later date. Monitoring can also be in real time, but a telephone contract to enable Wi-Fi would need to be taken out so that monitoring could happen 24 hours a day.

3.7. The equipment that is being supplied would remain the property of the security company at all times and they would be responsible for insuring the equipment against damage.

4. Financial Implications

4.1. The cost of installing the power is approximately £600 and would be a one-off cost. This could be contained in the 2021/22 budget.

4.2. The cost of the telephone contract with Wi-Fi would be approximately £300 per year and would need to be included as part of future budgets.

5. Legal Implications

5.1. The installation of CCTV means correct signage must be installed and maintained at all times.

End

**AGENDA ITEM 8
REPORT OC04/21**

Linda Blake
Town Clerk

Author of Report: Charles Porter
Operations Manager

**A REPORT OF THE TOWN CLERK TO
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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. No applications have been raised by ward members.

3.3. 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 the relevant link below.

3.4. Members are asked to look at details of any planning applications for discussion before the meeting to allow an expeditious decision-making process.

3.5. 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. Therefore, comments should relate to material planning considerations so that they will be properly considered.

3.6. If a Councillor is nominated to speak at an MHDC SAPC meeting, Town Council Officers will await the application being listed on an agenda and will register the Councillor to speak through the agreed procedure.

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

**AGENDA ITEM 10
APPENDIX A**

Application number	Location	Ward	Description of works	Applicant	Comment deadline
21/02015/LB	2 Worcester Road, Malvern, WR14 4QW	Priory	Repair to south facing elevation bay window at first floor level. Repair/reinstatement of damaged and defective Stucco render. Removal of damaged timber bay window frame, repair and reinstatement. Redecoration of south facing elevation to match existing.	Double J Properties Limited	24/11/2021
21/01971/FUL	Qinetiq, St Andrews Road, Malvern, WR14 3PS	Chase	Enabling works - soil movement and drainage	WCC	26/11/2021
21/02026/FUL	Qinetiq, St Andrews Road, Malvern, WR14 3PS	Chase	Relocation of existing fence and addition of new access gates	WCC	30/11/2021
21/02046/FUL	54 West Malvern Road, Malvern, WR14 4NA	West	Change of use and associated conversion of former bakery and associated domestic accommodation to form six separate dwellings.	Hillrow Homes	02/12/2021
21/02051/HP	68 Cowleigh Bank, Malvern, WR14 1PH	West	Single storey side extension and front porch and demolition of existing detached garage.	Mrs Gene Willis	02/12/2021
21/01784/HP	5 Oakley Close, Malvern, WR14 2FE	Pickersleigh	Erection of log cabin, and installation of decking area	Mr Jon Leary	02/12/2021
21/01791/HP	2 Croftdown Court, Malvern, WR14 2HZ	Priory	Replace existing bay window, kitchen and bedroom window	Mrs Susanne Stephens	06/12/2021
21/01773/FUL	Unit B, Six Ways Industrial Estate, Barnards Green Road, Malvern, WR14 3NB	Chase	Change of use from an office to A5 food takeaway and associated works	Mr Chris Kalisperas	06/12/2021
21/02028/HP	25 Woodshears Road, Malvern, WR14 3DY	Priory	Replacement of upvc windows with aluminium units and painting of brickwork	Ms Lucy Lenham	09/12/2021
21/01121/FUL	229 Worcester Road, Malvern, WR14 1SU	Link	Conversion of redundant rear storerooms into one bedroom residential unit. DECISION NOTICE	Ms Kateu Giles	APPROVED
21/02076/FUL	Land at (OS 7962 4497) Mill Lane, Malvern	Chase	Full application for 63 new affordable homes (including affordable/social rents and shared ownership) public open space and associated works to accommodate surface water drainage, internal access and other ancillary works. (Variation of Condition 15 of 18/01092/FUL	Mr Paul Barton	10/12/2021