



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

9 February 2021

6.00 PM

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
Worcs
WR14 4PZ
Tel: 01684 566667

2 February 2022



townclerk@malvern-tc.org.uk
www.malverntowncouncil.org

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Operations and Planning Committee:

Cllrs C Palmer (Chair), D Watkins (Vice Chair), C Bovey, L Lambeth, J Leibrandt, N Morton, P Smith, S Taylor.

All other Members of the Town Council for information only

You are hereby invited to attend a meeting of the Operations and Planning Committee to be held in The Council Chamber, Belle Vue Terrace, Malvern on Wednesday 9 February 2022, commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To receive and note apologies for absence
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Operations and Planning Committee meeting: ➤ 24 November 2021 (previously circulated)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Tarmacking at Great Malvern Cemetery ➤ Report OC01/22 to follow
5.	Refurbishment of Rosebank Gardens Bus Shelter ➤ Report OC02/22 to follow
6.	Barnards Green Bus Shelter ➤ Verbal Update

7.	Jenny Lind Fountain in Rosebank Gardens ➤ Verbal update
8.	Health and Wellbeing Fair/Malvern Peaks Challenge ➤ Report OC03/22 to follow
9.	Terms of Reference for the Christmas Committee ➤ Report OC04/22 to follow
10.	Work Programme ➤ Report OC05/22 to follow
11.	Planning Consultations ➤ Report OC06/22 to follow
12.	Date of Next Meeting ➤ Wednesday 9 March 2022 at 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 24 November 2021 at 6.00 pm**

Present

Councillors

C Palmer (Chairman)
L Lambeth
P Smith
S Taylor
A Stitt, substitute for Cllr Morton

Also in attendance

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

Member of the Press

Absent

C Bovey (apologies)
J Leibrandt (apologies)
N Morton (apologies, substituted A Stitt)
D Watkins (apologies)

65. APOLOGIES FOR ABSENCE

Apologies received from Cllrs Neil Morton, David Watkins, Caroline Bovey and Josephine Leibrandt were **NOTED**. Cllr Neil Morton had substituted Cllr Aidan Stitt.

66. DECLARATIONS OF INTEREST

There were no declarations of interest.

67. 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 20 October 2021.

PUBLIC PARTICIPATION

No members of the public were present.

68. CHRISTMAS EVENTS 2021

Members **NOTED** the events that had been organised for the Christmas Festival on Saturday 27 November. However, the weather forecast is for high and blustery winds which may mean outside events being cancelled for safety reasons. The grotto will still take place regardless, along with other indoor activities. The Town Clerk will issue updates as necessary.

69. THE QUEEN'S JUBILEE EVENT – 5 JUNE 2022

Report OC02/21 was received and accepted.

As requested at the previous meeting of Operations and Planning Committee, Officers had made suggestions for the Queen's Jubilee Event on 5 June 2022 for discussion as follows:

UNADOPTED

- The Chase Brass Band to open the event.
- The Poppy Sisters to perform vintage and wartime songs.
- A Lindy hop dance group to perform.
- A vintage/modern band will be booked if suitable act can be found.
- A competition to design and make a crown which will then be judged in the best Queen's Jubilee hat competition, titled 'Crown fit for a Queen'. Prizes to be awarded at the event.
- Handwaving flags and Union Jack hats to be sourced for the event.
- Sound system and equipment to be outsourced to ensure a good quality of sound throughout the park.
- A 'Vintage Tea' refreshment stall.

Committee suggested that a throne and dressing up box activity could be included to allow children to dress up as royalty and have their photographs taken.

It was **AGREED** that as part of the refreshment stall, a cake should be provided with every drink purchased, with cakes being supplied by an outside caterer.

It was **RECOMMENDED** that an event be held on Sunday 5 June 2022 to commemorate the Queen's Platinum Jubilee, incorporating the suggestions listed above.

It was also **RECOMMENDED** that a budget of £3,500 be agreed for this event.

70. **HEALTH AND WELLBEING/MALVERN PEAKS CHALLENGE EVENT**

Report OC02/21 was received and accepted.

Health and Wellbeing Fair

Officers had made the following suggestions for expanding the event in 2022:

- 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.

Peaks Challenge Walk

The challenge walk will finish in Rosebank Gardens and entry fees have been suggested at £20 per adult, £10 per child. It was noted that volunteers would be required for the day to help marshal the route.

- The long walk will leave from Bromsberrow and finish in Rosebank Gardens
- The short walk will set off from British Camp and finish in Rosebank Gardens
- There will be a walk around Rosebank Gardens suitable for the children and families of the Mayor's charity, 'What Makes You Different Makes You Beautiful'.

UNADOPTED

It was **RECOMMENDED** to agree the plans for a Health and Wellbeing Fair/Malvern Peaks Challenge Event on Saturday 30 April 2022.

71. **PURCHASE OF PERMANENT PLANTING**

Report OC03/21 was received and accepted.

Expenditure of £2,700 was **AGREED** 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.

72. **CCTV AT VICTORIA PARK BASKETBALL COURTS**

The Operations Manager informed members that a meeting had been held with a member of the basketball community who had offered to provide CCTV equipment free of charge for use at the basketball courts. The Town Council would need to fund and install the required electrical equipment to power this but members agreed this was a generous offer which should be gratefully accepted. A review would take place in six months' time to decide if an upgrade to live monitoring was necessary.

It was **RECOMMENDED** that CCTV be installed at the basketball courts at Victoria Park and that £600 be spent to install power to run the system.

73. **WORK PROGRAMME**

Work programme OC05/21 was received and **NOTED**.

The Operations Manager updated members with projects that were completed or in progress, including:

- Refurbishment of bus shelter at Rosebank Gardens – expected to take place between January and March, a blacksmith is fabricating the parts required.
- Jenny Lind sculpture is currently being fabricated and works to build the fountain in Rosebank Gardens are due to start in the new few weeks.
- Bus shelter at Barnards Green – awaiting a decision from the planners but have been assured this will be received by 2 December.
- Christmas trees have been erected, with new lights at Barnards Green, refurbished lights in Malvern Link, and these along with the lights in Malvern, will be switched on at the Christmas Festival.

74. **PLANNING CONSULTATIONS**

Report OC06/21 was **NOTED**.

There were no planning applications raised at the meeting.

75. **DATE OF NEXT MEETING**

It was **AGREED** that an extra meeting of the Operations and Planning Committee would be held on Wednesday 15 December 2021 at 6.00 pm in the Town Council Chamber.

The meeting finished at 6.55 pm.

.....
(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 9 February 2022
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

TARMACING AT GREAT MALVERN CEMETERY

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. The Committee is recommended to award the tarmacking of the area surrounding the chapel in Great Malvern Cemetery to Company C.

3. Background

- 3.1. Over a number of years, the roadway areas surrounding the chapel in Great Malvern Cemetery have deteriorated. These areas take a vast amount of traffic during normal daily operations and now require repair. Potholes could cause damage to vehicles and could be a hazard to pedestrians.
- 3.2. Companies were also asked to include improvements to roadway drainage in their quotations.
- 3.3. Three companies have been approached for quotations for the works.

Company A	£14,200
Company B	£11,714
Company C	£10,523

4. Financial Implications

- 4.1. This project was intended to be scheduled as asset refurbishment in the 2022/23 financial year but has been brought forward and included in the reforecast for the current financial year to make use of budget savings.
- 4.2. £15,000 has been included in the reforecast for this project, but all quotes received have been lower than this amount.

5. Legal Implications

- 5.1. None pertaining to this report.

End

Charles Porter
Operations Manager

**A REPORT OF THE TOWN CLERK TO
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REFURBISHMENT OF ROSEBANK GARDENS BUS SHELTER

1. Purpose of Report

1.1. For noting.

2. Recommendation

2.1. The Committee is recommended to agree the refurbishment of the bus shelter at Rosebank Gardens, noting the exception to financial regulations as only one quotation has been received.

3. Background

3.1. It was agreed by Full Council in 2021/22 budget to refurbish the bus shelter at Rosebank Gardens. The bus shelter will be fully restored including the cladding on the back wall.

3.2. Steps to be taken are:

- a) Removal of glazing, glazing bars and guttering, main structure to be cut away from the wall.
- b) Refurbishment of structure and fabrication of any new parts to take place off site.
- c) Removal of old cladding to wall, and replacement with steel sheeting for longevity.
- d) Reattachment of main structure to wall, installation of glazing bars and reglazing.

3.3. Officers approached three companies with the capabilities and skills for the metalwork, refurbishment and replication.

- Company A, a local firm, was unable to commit to provide a price due to their perceived complications of dismantling and reassembling on site.
- Company B was able to refurbish the bus shelter but would not undertake any of the work on the side of the road, to remove or reinstall and were unable to fit the work into their works schedule for the coming months.
- Company C, a local business, quoted within budget and were quite happy to remove and reinstall the bus shelter, with the aid of Malvern Town Council, and is able to start work in late February 2022.

3.4. Officers have made the best possible efforts to secure a number of quotations for this work but the specialised nature of the works has resulted in only one tender being received.

4. Financial Implications

- 4.1. The fabrication, reglazing and rear wall can all be contained within the budget of £15,000.

5. Legal Implications

- 5.1. Financial regulations state that three quotations should be obtained where orders exceed £2,500 but an exception can be agreed where it is not reasonable/feasible for this to be achieved.

End

Charles Porter
Operations Manager

**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 noting.

2. Recommendation

- 2.1. The Committee is recommended to note the updated plans for the Council's 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, offering exhibitor space for local therapists/practitioners. Because of the pandemic, the event was cancelled in 2020, and in 2021 was live streamed instead.
- 3.2. The event for 2022 will be held in Rosebank Gardens and will include a second marquee, enabling up to thirty exhibitors, thirteen of whom have already been secured. Both marquees will be filled with local exhibitors providing information and taster sessions to those attending and there will also be a varied programme of demonstrations / talks during the day.
- 3.3. Plans for the Health and Wellbeing Fair in 2022 are as follows:
- Expansion of the event from previous years to include two marquees rather than one.
 - Both marquees will be filled with fee-paying exhibitors to cover this additional cost.
 - 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.
 - 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 also suggest 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. Unfortunately, the event had to be cancelled in 2020 and 2021 because of 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
- 3.6. 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. Due to the numbers and availability of both Town Council staff and representatives from the charities, additional volunteers will be essential to safely run this event.
- 3.7. Officers have booked Severn Area Rescue Association (SARA) who have previously provided first aid for the Malvern Peaks Challenge event and have specialist training in rescuing people off the hills, but due to their specialist skills, and ability to access all areas of the hills their cost is £850.
- 3.8. Officers have also booked the following transport for the event: Astons Coaches will ferry those participating in the long walk from the check in point to the start at Bromsberrow whilst Malvern Community Action will provide a minibus for the short walk. Until exact entry numbers are known, it will not be possible to finalise the exact number of coach journeys required for each walk, but overall entries will be capped at 250 for planning purposes.
- 3.9. Ticket prices have been agreed as follows.
- Long walk - £20 per adult and £10 for a child
 - Short walk - £15 per adult and £7.50 for a child

Entry fees will include an event t-shirt and a finishers medal as well as a rosette for participating dogs.

- 3.10 The aim is for each entry fee plus any sponsorship gained by participants to go directly to charity. The Council is trying to get sponsorship to cover the costs of event t-shirts, eco-friendly medals, and rosettes. The cost of coaches and first aid will be covered by the Town Council Events budget for 2022/23.
- 3.11 A local photography group has been approached to see if they would be willing to work alongside the Council to take photographs of participants on the day. These photographs will then be available to purchase as high-resolution images with the proceeds from sales going to the Mayoral charities.

4. Financial Implications

- 4.1. £1,500 has been included in the 2022/23 budget for the Health and Wellbeing Fair. Some costs will be covered by income received from fees paid by exhibitors.
- 4.2. The cost of the Malvern Peaks Challenge has a maximum budget of £1,000. Sponsorship for t-shirts has been confirmed with QinetiQ, and Officers are exploring local companies to sponsor rosettes for dogs and eco-friendly medals for walkers.

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

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

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

to be held on Wednesday 9 February 2022

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

TERMS OF REFERENCE, GREAT MALVERN CHRISTMAS FESTIVAL 2022

1. Purpose of Report

- 1.1. For noting and comments as necessary.

2. Recommendation

- 2.1. Operations and Planning Committee is recommended to note and agree the Terms of Reference for the Christmas Festival Committee.

3. Background

- 3.1. The Terms of Reference for the Christmas Committee have not been revised for several years. Please see amended copy at appendix A.
- 3.2. In 2021, the Christmas Committee had several new committee members including representation from all traders' groups in Malvern; Barnards Green, Malvern Link and Great Malvern. Please note that Barnards Green has had a presence on the Christmas Committee for many years and has previously received monies for their Christmas Extravaganza.
- 3.3. Officers have consulted with the Christmas Committee, on 12 January 2022, to establish whether they wished to put forward any suggestions for the Terms of Reference that will be considered at the Council meeting in February.

The following was suggested:

- To hold meetings bi-monthly
- That all committee members do not need to attend every meeting

Following the Christmas meeting, Officers, sent an email out to all committee members reiterating that, if any committee members had any suggestions to email the Council by 27 January 2022. Please note no further suggestions were put forward.

- 3.4. The Terms of Reference outlines whom the committee members are and their roles and responsibilities within the Christmas committee. The document stipulates that all suggestions made need to be referred to Malvern Town Council meetings.

4. Financial Implications

- 4.1. None.

5. Legal Implications

- 5.1. The Christmas Committee do not have any voting rights and all suggestions made at committee meetings are referred to Council for decision.

AGENDA ITEM 9
REPORT OC04/22

End

Linda Blake
Town Clerk

Author of Report:
Lyndsey Davies
Operations & Office Co-ordinator

GREAT MALVERN CHRISTMAS FESTIVAL COMMITTEE TERMS OF REFERENCE

Summary

The Christmas Festival Committee will organise and execute the annual Great Malvern Christmas Festival including the Christmas Lights Switch-On. This is an annual community-focused, family event. The Committee agreed a rolling 5-year Christmas date schedule until 2024, this will be reviewed again in 2023. The areas to be considered in the Christmas Festival, Great Malvern: Church Street; Belle Vue Island; Abbey Road; Great Malvern Priory and Priory Grounds; Great Malvern Library and Library Grounds.

The Christmas Festival may include **Craft and Food Markets; Children's Activities/Craft Workshops; Santa's Grotto; Choirs, Bands, and other Musical Acts; Victorian Rides/Attractions; Peripatetic Entertainers** and other forms of entertainment as suggested by the Christmas Committee.

Committee Membership

- **Malvern Town Council** – Operations Manager, Operations and Office Co-ordinator, elected Councillor(s)
- **Malvern Hills District Council** – Economic Development Officers, elected Councillor(s).
- **Worcestershire County Council** – Library Manager, Library Team Leader
- **West Mercia Constabulary** – Malvern Hills Safer Neighbourhood Team
- **Market Provider** – Market Owner, Organiser and Manager
- **Radio Station** – Technical Manager, Stage Management and Radio presenter provision
- **Great Malvern Priory** – Church Manager and Custos, Organiser and Provider of all Church activities/events
- **Trader Representatives** - Great Malvern, Malvern Link and Barnards Green
- **Morgan Motor Company** – Representatives from Morgan providing Christmas associated activities

The Committee will engage with local businesses, Traders' associations, and community organisations to supply elements of the Christmas Festival; representatives of these businesses may be invited to attend Christmas Committee meetings to ensure a successful event.

Terms of Reference

The purpose of the Christmas Committee is to organise a Christmas event that involves community groups, residents, and local businesses, and to allow for dialogue on all matters relating to the event, so that the whole community can have the opportunity to be involved. More specifically, the Committee will:

- Nominate a Chair and Vice-Chair from among its Membership, for a term of one year.
- Involve local traders, local businesses, charities, youth and community groups and schools in the Christmas Festival.
- Invite suppliers/contractors to attend Committee meetings for ease of communication as and when considered necessary.
- Present a range of local bands and musicians at the Christmas event, performing in locations throughout Malvern.
- Engage a local radio station to compere the festival in general, and the Lights Switch-On in particular.

- Produce advertising and marketing material for use in and around Malvern in advance of the event.
- Engage volunteers from Community groups and organisations to support entertainment and activities throughout the Christmas event.
- Ensure the event is managed by competent staff.
- Exclude peddlers and unauthorised street traders from the event (how will this be done?)

Should an elected MTC Councillor on the Christmas Committee also be the Mayor of Malvern Town Council, that Councillor will be ineligible for nomination to Chair the Christmas Committee.

Malvern Town Council will:

- Be the secretariat for the Committee.
- Be the liaison between the Christmas Committee and refer suggestions back to Malvern Town Council meetings.
- Work in partnership with MHDC in terms of all advertising, press releases, photoshoots, and marketing materials, prior to publication, on social media or paper copies.
- Hire Belle Vue Island and provide risk assessments as necessary to Property Services at MHDC.
- Apply for road closures at MHDC/Worcestershire County Council Highways as appropriate for the event.
- Work with MHDC in terms of road closure equipment and signage for the event.
- Organise and manage the installation of the Christmas lights.
- Provide staff for the switching on of the lights on the day.
- Work in partnership with MHDC in providing staff to manage the event.
- Liaise with local bands and musicians and other community groups.

Malvern Hills District Council will:

- Contract arrangements with the supplier of the food and craft markets and all necessary risk assessments and paperwork.
- Ensure that the food and craft markets meet all Health & Safety and Food Hygiene standards.
- Work in partnership with MTC in providing equipment and signage, as appropriate for the event.
- Work in partnership with MTC in providing security staff to manage post office vehicular traffic and staff for the light switch-on on the day of the event.
- Work in partnership with MTC in terms of all advertising, press releases, photoshoots, and marketing materials, prior to publication, on social media or paper copies.
- Design the Christmas Festival advert, with input from MTC.
- Liaise and organise in partnership with MTC entertainment, musical acts as appropriate to the schedule.

Worcestershire County Council will:

- Provide space within Malvern library to host a range of activities.
- Provide staff to manage the activities within the library in conjunction with volunteers arranged in partnership with MTC.

Any activities held outside in the grounds of the library must be self-sufficient in terms of power supply.

West Mercia Constabulary (Malvern Hills Safer Neighbourhood Team) will:

- Ensure that the event meets all necessary legal requirements. Suggest taking this out as they cannot do this OR say it is with regards to public safety
- Provide staff to police the town on the day of the event.
- Deal with any antisocial behaviour.
- Check peddler licences where necessary.

Food & Craft Markets

All markets must be of high-quality art and crafts, whose stallholders sell locally sourced and produce food.

The agreed contractor will:

- Provide the stalls and take bookings from traders
- Provide good-quality market stalls including lighting and power supplies.
- Provide uniformed or identifiable staff to steward the markets.
- Provide suitable risk assessments and evidence of public liability insurance.
- Advertise the markets and select good-quality traders from applicants (see below)

Two markets may be provided for the Christmas event. The first is an **Arts and Craft market** with the following criteria:

- Work must be predominantly handmade, high quality, and show some degree of originality.
- The artist who made the work will be expected to man the stall in person.
- Artists and makers will be local to Malvern (based within a 40-mile radius) unless specifically included to increase the variety and standard of the market.
- To provide the best and most balanced market, and to avoid too much of one art form or genre, the artists and makers will be selected from the pool of applicants.
- The arts and crafts market will be advertised each January and is open to all applications.

The second market is for **Artisan Food and Drink Producers** and a small number of stalls where food is sold for consumption at the event. Similar criteria apply to those listed above:

- Work must be predominantly handmade, high-quality, and show some degree of originality or be different from commercial alternatives.
- Stallholders must provide relevant hygiene standard documents and prove that they comply with standard regulations.
- Food producers will be local to Malvern (based within a 40-mile radius) unless specifically included to increase the variety and standard of the market.
- Food and drink producers will be selected from the pool of applicants to provide the best and most balanced market offering a wide range of goods, particularly with seasonal interest.
- The food market will be advertised each January and is open to all applicants.

Radio Station Coverage

The radio station will be engaged to compere the programme of events and entertainment and to provide musical accompaniment. The station will provide:

- PA system, microphones, and mixer, and engineering staff.
- Provide mainline presenter(s) and Christmas music on CD for stage playout, as necessary.
- Provide over-the-mic announcements and commentary.
- Provide staff in station-branded clothing for stewarding/stage management.
- Promote the event on-air and on station social media from October onwards.
- Provide suitable risk assessments and evidence of public liability insurance.

Great Malvern Priory

- To liaise with the committee and the Priory Church on plans for the Church and Priory Church grounds.
- To organise a series of activities and events in the Church to tie into the Christmas Festival.
- To liaise with Malvern Town Council/Malvern Hills District Council on the provision of funding additional activities in the Church and in the grounds of the Priory Church.
- To ensure that all artwork and schedules are provided in time for printing of event material.

Trader Representatives

- To represent traders in the Christmas committee meetings, in terms of their views, and suggestions for the Christmas Festival.
- To feed back to trader decisions made by the Christmas Festival Committee/Town Council including date, time and activities arranged for the Christmas Festival event.
- To liaise with the Committee/Town Council on advertising of the event and to use the advertising materials produced for the event on social media posts and in shop windows where appropriate.
- Trader representatives, from Barnards Green and Malvern Link may ask the Committee/Town Council for any monies required for trader Christmas events within their trader communities.
- The Town Council will not offer the same financial support to the traders of Great Malvern as the Festival is held within this community. However logistical support may be available for additional Christmas activities that the traders may wish to organise prior to and post to the Christmas event.

Morgan Motor Company

- To liaise with the committee and Malvern Town Council in providing Christmas associated activities.
- To work with the Town Council in advertising their Christmas activities, in particular the provision of the Morgan bus and its usage.
- To work with the committee and Malvern Town Council in the provision of Morgan cars as part of the days event and or as part of the parade where appropriate.

Complaints

If a member of the public is dissatisfied with the decisions of the Christmas Committee, the complaints procedure is as follows:

- Complaints should be made in writing to the Chairman of the Christmas Committee, explaining the grievance.
- The Chairman will acknowledge the complaint in writing within 3 working days of receipt.
- The Chairman will discuss the matter with the Christmas Committee via email or phone and will then formally respond to the complaint in writing within 7 working days.
- At this point the Chairman may choose to meet with the complainant to discuss the grievance.
- If the complainant is not satisfied with the response of the Chairman of the Christmas Committee, then the complaint may be forwarded to a review panel.
- The review panel, consisting of the Mayor of Malvern Town Council, the Chairman of Malvern Hills District Council, and the Clerk of Malvern Town Council will provide a formal final response to the complaint within 30 days.

[illegible]

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 9 February 2022
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

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 11
APPENDIX A

Application number	Location	Ward	Description of works	Applicant	Comment deadline
<u>21/02115/HP</u>	18 Tanhouse Lane, Malvern, WR14 1TZ	Dyson Perrins	Construction of 2-storey rear extension	Debbie Abbott	11/02/2022
<u>21/01405/HP</u>	28 Davenham Close, Malvern, WR14 2TY	Priory	First floor side extension, with porch to front.	Mr Charlie Pledger	11/02/2022
<u>21/02222/FUL</u>	54 Hornyold Road, Malvern, WR14 1QH	West	Construction of a new single dwelling with on site parking.	Mr John Maidens	14/02/2022
<u>21/02340/HP</u>	4 Charles Way, Malvern, WR14 2NA	Pickersleigh	Erection of single storey extension to side and rear of existing garage	Mr and Mrs A & H Brice	14/02/2022
<u>M/22/00064/HP</u>	2 Crystal Crescent, Malvern, WR14 3RR	Chase	Change garage door to a wall with a window for garage conversion to home office.	Mr K C Chan	22/02/2022
<u>M/22/00097/HP</u>	9 Hayes Bank Road, Malvern, WR14 3JY	Link	Timber orangery to replace existing conservatory.	Mr Core	22/02/2022
<u>M/22/00043/OUT</u>	Land at (OS 7938 4954) Newland Grange, Stocks Lane, Newland	Link/Powick	Outline planning application for the erection of up to 130 dwellings (including 40% affordable housing) alongside a new access road, landscaping, drainage and other associated works (all matters reserved except for access)	Beechcroft Lane Ltd	24/02/2022