



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

22 March 2022

6.00 PM

MALVERN TOWN COUNCIL

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



15 March 2022

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

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Operations and Planning Committee (Quorum 6):

Cllrs C Palmer (Chair), D Watkins (Vice Chair), C Bovey, L Lambeth, J Leibrandt, L Lowton, D Mead, 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 Tuesday 22 March 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: <ul style="list-style-type: none">➤ 3 February 2022 (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.	Presentation by a representative of Board of Malvern Hills Community Land Trust – plans to provide affordable homes on the land to the rear of Malvern Cube, Albert Road North, followed by a Question and Answer session.
5.	Bands in the Park and Alternative Bands in the Park <ul style="list-style-type: none">➤ Report OC01/22 to follow
6.	Queen's Green Canopy – Jubilee Celebrations 2022 <ul style="list-style-type: none">➤ Report OC02/22 to follow

7.	Heart of Bloom Competition 2022 ➤ Report OC03/22 to follow
8.	Replacement Sleepers for Composting Area – GMC ➤ Report OC04/22 to follow
9.	Rosebank Gardens Projects ➤ Verbal updates
10.	Work Programme ➤ Report OC05/22 to follow
11.	Planning Consultations ➤ Report OC06/22 to follow
12.	Date of Next Meeting ➤ Wednesday 27 April 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 9 February 2022 at 6.00 pm

Present

Councillors

C Palmer (Chairman)
L Lambeth
L Lowton
D Mead
N Morton
P Smith
D Watkins

Also in attendance

C Porter – Operations Manager
L Wall – Minute Clerk
Cllr N Houghton
Member of the Press

Absent

C Bovey
J Leibrandt (apologies)
S Taylor (apologies)

76. APOLOGIES FOR ABSENCE

Apologies received from Cllrs Josephine Leibrandt and Sharon Taylor were **NOTED**.

77. DECLARATIONS OF INTEREST

There were no declarations of interest.

78. 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 24 November 2021.

PUBLIC PARTICIPATION

No members of the public were present.

79. TARMACING AT GREAT MALVERN CEMETERY

Report OC01/22 was received and accepted.

The Operations Manager explained that the project to repair the roads in the cemetery had been brought forward due to savings on other projects. The roads last had major works carried out around fifteen years ago, with some patching of potholes carried out over the past two years. The roads are well used and are now in need of repair.

Three prices had been received and it was recommended that Company C was awarded the contract. Their quotation of £10,523 was within the £15,000 budget. It was noted that this company had been used satisfactorily before by the Town Council.

It was **AGREED** to award the tarmacking of the area surrounding the chapel in Great Malvern Cemetery to Company C: E Purslow & Son of Kidderminster.

80. REFURBISHMENT OF ROSEBANK GARDENS BUS SHELTER

Report OC02/22 was received and accepted.

UNADOPTED

The Operations Manager explained that four companies had been approached to supply a price for carrying out the works to the bus shelter at Rosebank Gardens but only one price had been submitted. Therefore, Committee was asked to note an exception to financial regulations.

Due to the nature of the works, it was not possible to get an exact price. £5,500 had been quoted for much of the works and an hourly rate of £45 for works required once the cladding had been removed from the rear wall.

Members were concerned that although likely to be contained within the overall budget of £15,000, costs could spiral and therefore there should be a cap on the amount of expenditure after which, the Committee should be consulted again.

It was therefore **AGREED** that the refurbishment of the bus shelter at Rosebank Gardens be carried out by Company C, Matt Middleton, to a maximum cost of £5,500 plus 20% contingency (£1,100), noting an exception to the financial regulations as only one price had been received.

81. **BARNARDS GREEN BUS SHELTER**

The Operations Manager gave a verbal update on the progress of works at Barnards Green bus shelter. Most of the works have now been completed and the shelter is looking much more attractive and many positive comments have been received from members of the public. Works so far include:

- Reinstatement of colour scheme from 1998
- Installation of new lights - which are being left on for the time being to see if it helps deter vandals
- Repair of clock by operations staff at a much-reduced cost of £38 rather than £1,200 quoted by a specialist company
- Shotblasting and repainting of seats

The poppy screens are still to be repainted and a mural is to be commissioned which will reflect the shelter's role as a war memorial.

82. **JENNY LIND FOUNTAIN IN ROSEBANK GARDENS**

The Operations Manager reported that this project was currently underway, after a short delay following the discovery of an underground water tank. The tank was filled in for safety and the concrete wall was now in place. The landscaping around the fountain will depend on funds available but a local sponsor of the gardens has expressed an interest in contributing towards a curved bench similar to others in Rosebank Gardens, to be situated behind the water feature.

Cllr Smith reported that the Jenny Lind sculpture for the centre of the fountain is now complete. The fountain will be solar powered, and the Operations Manager is sourcing a suitable model.

83. **HEALTH AND WELLBEING FAIR/MALVERN PEAKS CHALLENGE**

Report OC03/22 was received and noted.

The Mayor told the meeting that he was hoping for 250 entrants to this popular event, and that around 15 volunteers would be needed, including councillors.

Whilst Qinetiq will sponsor some of the costs, further sponsorship was needed to make the event at nil cost to the Town Council.

Officers had researched green alternatives to the traditional metal medal, and wooden medals had been selected.

UNADOPTED

The Beacon Camera Club were keen to take part in the event by way of taking photographs of entrants that could then be purchased, with some of the monies going to the Mayor’s charities.

84. TERMS OF REFERENCE FOR THE CHRISTMAS COMMITTEE

Report OC04/22 was received and noted.

It was noted that by having a set of Terms of Reference for the Christmas Committee, it would help outline the roles and responsibilities of committee members and make clear that all decisions relating to the event would have to be made at Malvern Town Council meetings or taken by Town Council officers where delegated. Officers had drawn up a draft set of Terms of Reference and two minor amendments were **AGREED**:

“Exclude peddlers and unauthorised street traders from the event” should read:

“Exclude all peddlers and street traders who are unable to produce a valid licence.”

“The artist who made the works will be expected to man the stall in person” should read:

“The artist who made the works will be expected to manage the stall in person.”

It was **RECOMMENDED** to agree the Terms of Reference with these minor amendments.

85. WORK PROGRAMME

Work programme OC05/22 was received and **NOTED**.

The Operations Manager updated members saying that projects were mostly up to date except for the bus shelter at Rosebank Gardens, as discussed earlier at agenda item 5.

86. PLANNING CONSULTATIONS

Report OC06/22 was **NOTED**.

21/01512/FUL 41 Geraldine Road, Malvern – demolition of all existing buildings and erection of 37 dwellings (use class C3) for 100% affordable housing and all associated works.

The Town Council had submitted a response to this application and the consultation period had ended on 4 November 2021. Members queried when there would be a decision on this application.

Councillors discussed a number of planning applications, but no comments were made for formal submission to Malvern Hills District Council.

Cllr Houghton suggested that the district council’s portfolio holder for planning, David Harrison, be invited to a future meeting of the Operations and Planning Committee to speak on the challenges facing the planning department and how it is dealing with them.

87. DATE OF NEXT MEETING

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 9 March 2022 at 6.00 pm.

The meeting finished at 7.00pm.

.....(Chairman)

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

**to be held on Tuesday 22 March 2022
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

**BANDS IN THE PARK AND
ALTERNATIVE BANDS IN THE PARK 2022**

1. Purpose of Report

1.1. For noting.

2. Recommendation

2.1. Members of the committee are asked to note the new programme of band concerts for spring/summer 2022 in Priory Park.

2.2. Committee members are asked to note that the programme is 20 weeks of Sunday band concerts, interspersed with our annual events programme as detailed in 3.5 and 3.6.

3. Background

3.1. Bands in the Park is a long-standing, successful event held during the summer months in Priory Park.

3.2. The Alternative Bands programme has been running since 2016 and has been very well attended over the last couple of years.

3.3. All bands' concerts were cancelled in 2020 because of the Covid-19 pandemic and although live music returned in 2021, it was for a much shorter programme.

3.4. Due to social distancing regulations, the availability of brass bands was limited in 2021 and as a result more jazz bands and blues bands were used and two alternative bands in the park concerts were held on a Sunday rather than a Saturday. Feedback from the public and on social media was extremely positive strongly suggesting that there is demand for more varied music on Sundays.

3.5. Officers have put together a schedule which combines the following genres of music: blues, jazz, brass, country/folk and alternative. Please refer to Appendix A for the schedule.

3.6. Committee members should note that three Sundays form part of the Town Council's annual events programme as follows:

- The Queen's Jubilee on Sunday 5 June 2022 - Officers are in the final stages of organising an afternoon event with a vintage style theme.
- Armed Forces Day on Sunday 26 June 2022 - Officers are in the process of organising this afternoon event and are liaising with local cadet groups, bands, and community groups.
- Mayor's Bonanza on Sunday 28 August 2022 – This event will be held in Victoria Park, so there will not be a band in Priory Park on this day.

- 3.7. All bands will perform from 2.30pm – 4.30pm on Sunday afternoons in Priory Park on the bandstand, excluding the event days listed in 3.6 above, when the event timings will run over a longer time.
- 3.8. All concerts would be attended by either a member of the Operations Team, who is responsible for setting up the PA system, putting out chairs, assisting the band, and co-ordinating the technical aspects of each concert or, for alternative bands, by one of the Council's events officers.
- 3.9. Although a member of Council staff will be present at each concert, two Councillors are required to steward each event. Stewarding involves interacting with the public, handing out the programme of bands, and making announcements on the PA system about the forthcoming programme and the current band. The Council depends on councillor volunteers to ensure the weekly concerts run as smoothly as possible.
- 3.10. Since Priory Park is a public area and there is no charge for the event, the Council does not need to provide direct first-aid facilities. However, the Council does have a responsibility for the band, and to ensure they have made their own first-aid provision.

4. Financial Implications

- 4.1. Costs can be maintained within the budget of £9,500 for the Bands in the Park/Alternative Bands in the Park programme for 2022/23.
- 4.2. Officers are still investigating refreshments for all bands performing and may need to request additional funding for this.

5. Legal Implications

- 5.1. A Temporary Events Notice for Priory Park is required.
- 5.2. A Performing Rights Society Licence is required for the Bands programme as they are live performances from sheet/cover music. Officers will ensure the appropriate licences are put in place.

End

Linda Blake
Town Clerk

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

Band Schedule

Band	Date
Brass - Tewkesbury Town Band	08-May-22
Jazz - Malvern Big Band	15-May-22
Alternative - TBC	22-May-22
Brass - Lydbrook Band	29-May-22
Queen's Jubilee Celebration Day	05-Jun-22
Country/Folk - Flatworld	12-Jun-22
Alternative - Red Hot Chili Peppers Experience Band	19-Jun-22
Armed Forces Day	26-Jun-22
Brass - Avonbank Brass Band (Evesham)	03-Jul-22
Jazz - Dukes Jazz Society (in Rosebank Gardens as Food Festival in Priory Park)	10-Jul-22
Alternative - Matt Peplow	17-Jul-22
Brass - Nailsworth Silver Band	24-Jul-22
Folk/Country - Smokey Joe Band	31-Jul-22
Alternative - Gene Genie and the Lemon Squeezers	07-Aug-22
Brass - Worcester Concert Brass	14-Aug-22
Jazz/Blues - Bourbon Alley	21-Aug-22
Mayor's Bonanza - Victoria Park	28-Aug-22
Alternative - Super Nova	04-Sep-22
Brass - Cleobury Mortimer Brass Band	11-Sep-22
Alternative – TBC	18-Sep-22

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

to be held on Tuesday 22 March 2022

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

QUEEN'S GREEN CANOPY – JUBILEE CELEBRATIONS 2022

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. That the project to plant a new Jubilee orchard at Greenfield Road be put on hold for twelve months.

2.2. That two specimen woodland trees are planted at Yates Hay Road green and open space instead as part of the Queen's Green Canopy project in 2022.

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, and 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.

3.2. Following correspondence from The Lord Lieutenant of Worcester encouraging local councils (amongst others) to participate in The Queen's Green Canopy scheme, it was resolved by Full Council in November 2021 that Malvern Town Council would partake in this scheme and that a new Jubilee orchard would be created at Greenfield Road, with a variety of twenty-five fruit trees being planted.

3.3. Unfortunately, the Covid-19 pandemic caused many nurseries to close temporarily and no grafting of root stock took place for many months, leading to a current national shortage of maiden (one-year old trees) and two-year old fruit trees.

3.4. The trees required for the planned orchard need to be two years old, and of the correct root stock (M25). Younger trees will be too small and prone to disease, whilst a different root stock will produce bush-type trees which are not only unsuitable for this type of orchard but will not give any ecological advantage to the local environment, therefore defeating the object of the whole project.

3.5. It is therefore suggested that the project be put on hold for twelve months whilst the maiden trees continue to grow in the nurseries until such time as they are of sufficient size to be planted in the orchard.

3.6. Officers are suggesting that in order to participate in the Queen's Green Canopy scheme in 2022, that two trees could be planted instead at Yates Hay Road green and open space with a plaque to mark the jubilee.

4. Financial Implications

4.1. £1,700 has been agreed by Full Council for the purchase of the trees, guards and stakes for the orchard.

4.2. Specimen trees, guards and stakes would be approximately £200.

5. Legal Implications

5.1. None pertaining to this report.

End

Charles Porter
Operations Manager

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

**to be held on Tuesday 22 March 2022
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

HEART OF ENGLAND IN BLOOM COMPETITION 2022

1. Purpose of Report

1.1. For noting.

2. Recommendation

2.1. Committee is asked to note that an entry has been submitted for the Heart of England in Bloom Campaign 'Town' category; this focuses on three specific areas within Malvern, being Priory Ward, Chase Ward and Pickersleigh Ward.

3. Background

3.1. In 2020 the Heart of England in Bloom campaign was cancelled because of the pandemic, and in 2021, the campaign was judged by portfolio only.

3.2. The Heart of England in Bloom organisers have announced that judging in person will recommence for 2022 in conjunction with the usual submission of the portfolio.

3.3. The competition for 2022 has some slight changes in the marking criteria, and the focus will be on community involvement, in particular schools and community-run groups, and on environmental issues such as peat-free composting and the split between perennials, pollinator-friendly plants and/or annual bedding.

3.4. The theme for 2022 and the following four to five years is 'Grow Social'.

3.5. The entry for 2019 was for the 'Town' category across three wards and Officers feel that to re-engage with the competition at the same level is a sensible step after a two-year break. Consideration can then be given to entry in a larger category with more wards involved in 2023, when the steering group has been built back up again.

4. Financial Implications

4.1. The entrance fee for the 'Town' category in the Heart of England in Bloom Campaign is £140.

4.2. The overall budget for Malvern in Bloom in 2022/23 is £7,000 to include all plants, equipment and on-the-day judging competition expenses.

5. Legal Implications

5.1. None pertaining to this report.

End

Authors of Report:

Linda Blake
Town Clerk

Lyndsey Davies
Operations & Office Co-ordinator

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

**to be held on Tuesday 22 March 2022
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

REPLACEMENT SLEEPERS FOR COMPOSTING AREA - GMC

1. Purpose of Report

1.1. For noting.

2. Recommendation

2.1. Committee is recommended to note the need to replace thirty-two sleepers within the composting area at Great Malvern Cemetery at a cost of approximately £995.

3. Background

3.1. Malvern Town Council erected the compost bins approximately fifteen years ago.

3.2. In the time that the bins have been in action, Malvern Town Council has made savings of more than £5,000 per year from not having to send green waste to landfill.

3.3. The construction is of steel uprights with sleeper walls.

3.4. Over the last eighteen months, the sleepers have started to deteriorate and it has only been recently when the compost bin was emptied that the full extent of the deterioration could be seen.

3.5. Officers are advising that it is now an ideal time to replace the rotten sleepers with new ones, whilst the compost bin is empty and budget savings from Malvern in Bloom can be utilised to fund the project.

3.6. Following a shortage of sleepers during the covid pandemic, the correct sleepers are now available from a local supplier.

4. Financial Implications

4.1. The cost of £995 can be taken from the underspend of the Malvern in Bloom budget 2021/22 and still be contained within the Town Council's overall budget for that year.

5. Legal Implications

5.1. Malvern Town Council has a duty of care with regards to the storage and making of compost from green waste. This duty of care includes limiting the effluent run-off and safe containment of the compost.

End

Charles Porter
Operations Manager

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

to be held on Tuesday 22 March 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
M/22/00113/HP	6 Hall Green, Malvern, WR14 3QX	Chase	single storey extensions to front/side with balcony, plus single storey extensions to rear/side. New room above existing garage, with raised ridgeline	Mr & Mrs Gough	29/03/2022
M/22/00243/HP	Bernkastel, Bronsil Drive, Malvern, WR14 1LR	Dyson Perrins	First floor side extension over garage	Mr Jonathan Bell	29/03/2022
M/22/00312/HP	17 Mason Close, Malvern, WR14 2NF	Pickersleigh	Proposed demolition of existing conservatory and erection of single storey extension.	Mr Gerald Joy	29/03/2022
M/22/00303/HP	133 Pickersleigh Road, Malvern, WR14 2LG	Pickersleigh	Proposed single storey side and rear extensions.	Mr R Marling	29/03/2022
M/22/00061/FUL	14 Hornyold Avenue, Malvern, WR14 1QJ	West	Erection of a 4 bedroom residential dwelling and off road parking area	Mr Ian Cox	30/03/2022
M/22/00270/HP	1 Sayers Avenue, Malvern, WR14 1PR	West	Formation of vehicular access onto classified road.	Mr Peter Molyneux	04/04/2022
M/22/00334/CLE	Hatherton Lodge, Avenue Road, Malvern, WR14 3AG	Priory	Certificate of Lawful Use existing confirming siting of 4 shipping containers for ancillary storage purposes	ARCOS	04/04/2022
M/22/00299/HP	59 Albert Park Road, Malvern, WR14 1RH	Link/West	Lean-to side extension to semi detached dwelling	Mr & Mrs A & C Kerbey	04/04/2022
21/01405/HP	28 Davenham Close, Malvern, WR14 2TY	Priory	First floor side extension, with porch to front. Additional information received - red line on location plan has been amended following a section of the land to the side of the dwellinghouse changing ownership.	Mr Charlie Pledger	Comments on additional information only by 04/04/22
21/01678/FUL	The Old Vicarage, 2 Tibberton Road, Malvern, WR14 3AN	Priory	Partial demolition of existing buildings, refurbishment of main building to create 5no. dwellings, conversion of existing garage block to create 1no. dwelling, construction of 2no. new dwellings.	Crystalight Limited	04/04/2022
21/02222/FUL	54 Hornyold Road, Malvern, WR14 1QH	West	Construction of a new single dwelling with on site parking. Additional information received - please see application for details	Mr John Maidens	Comments on additional information only by 30/03/22