



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

7 June 2022

6.00 PM

MALVERN TOWN COUNCIL

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



31 May 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 Bovey, L Lambeth, J Leibrandt, L Lowton, D Mead, C Palmer, P Smith, D Watkins.

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 7 June 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. J. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Election of Chairman To elect a Chairman of the Operations and Planning Committee for 2022/23
2.	Election of Vice-Chairman To elect a Vice-Chairman of the Operations and Planning Committee for 2022/23
3.	Apologies for Absence To receive and note apologies for absence
4.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
5.	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">➤ 27 April 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> <i>Presentation by Mr David Fellows, Development at Guarlford, Malvern, Passivhaus</i>	
6.	Grave Restoration Proposal from Friends of Malvern Cemeteries <ul style="list-style-type: none">➤ Report OC01/22 to follow

7.	Rosebank Gardens ➤ Verbal update
8.	Work Programme and Operations Update ➤ Report OC02/22 to follow
9.	Town Council Events ➤ Verbal Update
10.	Planning Consultations ➤ Report OC03/22 to follow
11.	Date of Next Meeting ➤ Wednesday 6 July 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 27 April 2022 at 6.00 pm

Present

Councillors

C Palmer (Chairman)
C Fletcher (substitute for D Mead)
L Lambeth
J Leibrandt
P Smith
S Taylor
D Watkins

Also in attendance

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

Absent

C Bovey
L Lowton (apologies)
D Mead (apologies, substituted C Fletcher)
N Morton

99. APOLOGIES FOR ABSENCE

Apologies received from Cllrs Lou Lowton and David Mead were **NOTED**.

Cllr Mead had substituted Cllr Clive Fletcher.

100. DECLARATIONS OF INTEREST

There were no declarations of interest.

101. 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 22 March 2022.

PUBLIC PARTICIPATION

Mr David Fellows of Land Research and Planning Associates Limited attended the meeting and gave a brief presentation to councillors, outlining his intention to submit a planning application in May/June 2022 for a development at his brother-in-law's farm on Guarlford Road. This will be to replace an existing barn with three single-storey Passivhaus carbon negative homes.

The Town Clerk explained that currently those applying for planning permission for larger schemes were encouraged to visit parish and town councils in advance of a planning application being submitted to keep them informed and to be open and transparent. Although at this point members could not make decisions, it was suggested that Mr Fellows attend a future meeting of the Operations and Planning Committee when this could be itemised on the agenda.

102. REPLACEMENT OF TOWN COUNCIL VEHICLE

Report OC01/22 was received and accepted.

The Operations Manager reminded members that the Environmental Strategy authorises the purchase of an electric replacement vehicle providing that the cost was no more than 30% higher than a standard vehicle.

UNADOPTED

A new vehicle had been included in the 2022/23 budget at a cost of £22,000. However, following investigations the purchase of an electric vehicle was not going to be possible in this financial year due to lack of supply and costs being approximately 60% higher.

Therefore, it was **RECOMMENDED** that the purchase of a new vehicle, included in the budget for 2022/23, be delayed and the situation be reviewed in six months' time as part of the budget process for 2023/24.

103. **TOWN COUNCIL EVENTS**

The Town Clerk gave a verbal update regarding two events due to take place at the weekend – the Health and Wellbeing Fair, and the Mayor's Peaks Challenge. There had been a slight reluctance of people wanting to commit to coming to these events, both as participants and exhibitors, but numbers were now sufficient for the walk and fair to take place.

Bands in the Park will start on Sunday 8 May with a variety of bands. There were some concerns over space available for the public now that the new play area extended further into Priory Park, but this will be monitored.

The Bands in the Park on Sunday 5 June will coincide with the Jubilee celebrations, and therefore extra entertainment has been booked, such as a vintage band, a brass band, Lindy Hop dancing and refreshments.

Also in celebration of the Jubilee, a gas beacon will be lit on Worcestershire beacon on the evening of Thursday 2 June, accompanied by bagpipes, a bugler and the Town Crier. This event will be led by Worcestershire County Council and supported by MHDC and MTC.

104. **ROSEBANK GARDENS**

The Operations Manager updated members on the following projects currently in progress at Rosebank Gardens:

- Repairs to the bus shelter are now well underway; the new parts are being fabricated and will be ready to fit in around 2-3 weeks, at which point quotations will be sought for new glazing. Prices are also coming in for the steel sheet cladding which will line the back wall.
- Fountain in Rosebank Gardens – ground works have been completed but the original builder has now expressed a wish to pull out of the works, so a replacement is being sought. The Jenny Lind Society is due to visit on 1 October to see the finished fountain.

105. **WORK PROGRAMME**

Report OC02/22 was received and accepted.

The Operations Manager said that projects were completed with the exception of those mentioned above in the previous item, and under budget, and a new programme of works would be issued at the next Operations and Planning Committee meeting.

The demolition of the pavilion at Victoria Park was being organised.

Spring bedding was starting to look tired due to the lack of rain and would be removed soon.

106. **LEIGH AND BRANSFORD NEIGHBOURHOOD PLAN – REGULATION 16 CONSULTATION**

Report OC03/22 was received and accepted.

UNADOPTED

The Town Clerk explained that the Town Council was a statutory consultee and as Malvern shared a boundary with Leigh and Bransford, members were invited to make comments if wished.

No comments were submitted.

107. PLANNING CONSULTATIONS

Report OC04/22 was **NOTED**.

No current planning applications were raised.

108. DATE OF NEXT MEETING

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Tuesday 7 June 2022 at 6.00 pm.

The meeting finished at 6.45 pm.

.....(Chairman)

DRAFT

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

to be held on Tuesday 7 June 2022

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

**GRAVE RESTORATION PROPOSAL FROM
FRIENDS OF MALVERN'S CEMETERIES**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Operations and Planning Committee is recommended to consider and approve the restoration of graves as listed in 3.1 below within Great Malvern Cemetery. These works will be co-ordinated by the Friends of Malvern's Cemeteries and supported with grant applications by Malvern Civic Society to specifically fund these works.

3. Background

3.1. Officers of the Town Council have been approached by the Friends of Malvern's Cemeteries Group, to ask if the Town Council will grant permission for the restoration of the following graves:

- Elmslie
- Edward Chance
- Lambert
- Williamson
- Severn Burrows
- Dr Weir

3.2. For any works to be carried out to a memorial or grave, the grave owner's permission must be given. If the registered grave owner is no longer alive, then it must be shown that reasonable efforts have been made to contact any living relatives.

3.3. Permission to restore the six graves as listed should therefore only be given if the Friends of Malvern's Cemeteries agree to make all reasonable efforts to secure the owner's permission.

3.4. The Friends of Malvern's Cemeteries will co-ordinate this work and will apply for grant funding for these restoration works in conjunction with Malvern Civic Society. The detail of these works will need to be approved by the Operations Manager as with any other memorial work and will need to be carried out by a NAMM registered stonemason.

3.5. Permission has also been requested to list certain graves within the cemetery. Officers would advise against this due to the restrictive binds of listing and the fact that under Town Council ownership, these assets are afforded protection. Listing could bring onerous financial liabilities on either the Town Council or surviving relatives as grave owners.

4. Financial Implications

4.1. None – funding will be secured by the Friends of Malvern Cemeteries.

5. Legal Implications

5.1. The Local Cemeteries Order 1977 states that a fair and reasonable effort must be made to contact living relatives before works to a grave are undertaken.

5.2. In the absence of any living relatives, ownership reverts to the burial authority which is Malvern Town Council.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE OPERATIONS AND PLANNING COMMITTEE
MALVERN TOWN COUNCIL
to be held on Tuesday 7 June 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 9
APPENDIX A**

Application number	Location	Ward	Description of works	Applicant	Comment deadline
M/22/00626/HP	37 Broadlands Drive, Malvern, WR14 1PW	West	Proposed first floor side extension	Mr & Mrs Godwin	08/06/2022
M/22/00479/LB	Great Buckmans Farm, Lower Howsell Road, Malvern, WR14 1UX	Link	Existing gate to be removed and replaced with new electric gates and additional landscaping to front boundary.	Mrs Vafiadis	08/06/2022
M/22/00677/FUL	36 Longridge Road, Malvern, WR14 3JB	Chase	Amendments to plot 3 on previously approved scheme	Mr P M Brookes	08/06/2022
M/22/00634/HP Associated ref: M22/00479/LB	Great Buckmans Farm, Lower Howsell Road, Malvern, WR14 1UX	Link	Existing gate to be removed and replaced with new electric gates and additional landscaping to front boundary.	Mrs Vafiadis	08/06/2022
M/22/00643/FUL	Northcot, Como Road, Malvern, WR14 2TH	Priory	Demolition of existing side extension connected to Northcot and erection of new dwelling and detached garage.	Mr Jonathan Roe	14/06/2022
M/22/00734/ADV	Partnership House, Grovewood Road, Malvern, WR14 1GD	Link	Two internally illuminated wall hanging signs mounted to the face of the building (Sign A) One vinyl film logo applied to the glass of entrance lobby (Sign B) One vinyl film opening times panel and image (Sign C) One internally illuminated double faced double pole boundary sign (Sign D) One externally illuminated freestanding plinth sign (Sign E)	Aldi Stores Ltd	15/06/2022
M/22/00136/HP planning appeal	21 Meadow Road, Malvern, WR14 2RZ	Link	Retrospective application for erection of a fence	Mrs Natalie Ray	
M/22/00742/LB & Associated Ref: 21/01014/FUL	United Reformed Church, Queens Drive, Malvern	Priory	Conversion of Church into Three Dwellings	Mr Richard Simmonds	15/06/2022
21/02279/OUT	Land At (Os 7759 4897), Grit Lane, Malvern	Dyson Perrins	Outline application for the erection of 1no. self-build dwelling including details of access. All other matters reserved.	Tessa Rowberry and Stephen Grice	16/06/2022
M/22/00641/HP	61 Howsell Road, Malvern, WR14 1TH	Link	Single storey garage and amendments to existing gated access to improve safety.	Mr S Lakin	17/06/2022
M/22/00706/FUL	Traplet House, 1 Pendragon Close,	Link	Erection of an industrial building ancillary to existing industrial options	Mr Ian Hughes	20/06/2022

**AGENDA ITEM 9
APPENDIX A**

	Malvern, WR14 1GA				
M/22/00651/FUL	Sunny Lodge Filling Station, 277 Worcester Road, Malvern, WR14 1NU	Link	Formation of 3no. Self service car wash bays.	Motor Fuel Group Ltd	22/06/2022
M/22/00124/OUT	Kimbers Antique Shop, 16 Lower Howsell Road, Malvern, WR14 4EF	Link	Demolition of existing antiques workshop/warehouse to be replaced with two semi-detached bungalows	Mrs Susan Kimber	22/06/2022
M/22/00696/DEM	The Pavilion, Victoria Park Road, Malvern, WR14 2JY	Link	Demolition of pavilion - DECISION NOTICE	Ms L Blake	APPROVED