



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

6 July 2022

6.00 PM

MALVERN TOWN COUNCIL

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



29 June 2022

townclerk@malvern-tc.org.uk
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MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Operations and Planning Committee (Quorum 5):

Cllrs C Palmer (Chair), D Watkins (Vice-Chair), C Bovey, L Lambeth, J Leibrandt, L Lowton, D Mead, P Smith.

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 6 July 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">➤ 7 June 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.	Health and Wellbeing Fair and Mayor's Peaks Challenge 2023 <ul style="list-style-type: none">➤ Report OC01/22 to follow
5.	Heart of England in Bloom, July <ul style="list-style-type: none">➤ Verbal update
6.	Town Council Events 2022 <ul style="list-style-type: none">➤ Verbal update

7.	Work Programme and Operations Update ➤ Report OC02/22 to follow
8.	Rosebank Gardens ➤ Verbal update
9.	Environmental Matters – Review of Environmental Policy and Environmental Strategy ➤ Report OC03/22 to follow
10.	Planning Consultations ➤ Report OC04/22 to follow
11.	Date of Next Meeting ➤ Date in August to be confirmed.

UNADOPTED

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

Held in the Council Chamber, Belle Vue Terrace, Malvern on
Tuesday 7 June 2022 at 6.00 pm

Present

Councillors

C Palmer (Chairman)
L Lambeth
J Leibrandt
L Lowton
D Mead
P Smith
D Watkins

Absent

C Bovey

Also in attendance

L Blake – Town Clerk
C Porter – Operations Manager
L Wall – Minute Clerk
Mr D Fellows, LRPA Ltd

1. ELECTION OF CHAIRMAN

Cllr Cynthia Palmer was elected as Chairman of the Operations and Planning Committee for 2022/23.

2. ELECTION OF VICE-CHAIRMAN

Cllr David Watkins was elected as Vice-Chairman of the Operations and Planning Committee for 2022/23.

3. APOLOGIES FOR ABSENCE

No apologies had been received.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. 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 27 April 2022.

PUBLIC PARTICIPATION

Mr David Fellows of Land Research and Planning Associates Limited attended the meeting to explain that his company would be submitting a planning application in early July 2022 for a development at his brother-in-law's farm on Guarlford Road. This will be to replace an existing, dilapidated barn with three single-storey Passivhaus carbon negative homes.

Mr Fellows had sent details of the development to the Town Clerk prior to the meeting, and these had been circulated to members of the committee. He then answered questions from the floor and said he hoped the Town Council, as a statutory consultee, would consider supporting the planning application which would probably be submitted in early July.

6. GRAVE RESTORATION PROPOSAL FROM FRIENDS OF MALVERN CEMETERIES

Report OC01/22 was received and accepted.

UNADOPTED

The Town Clerk explained that a representative from the Friends of Malvern's Cemeteries had written to the Council requesting the following:

- Support for the Civic Society to commission a Caring for God's Acre survey and production of a site management brief
- Permission to restore six graves within the cemetery and endorsement to list five graves

Committee **AGREED** to reject the proposal for a survey and associated site management brief. The Town Council owns and manages Great Malvern Cemetery and therefore this is not required nor welcomed.

Committee acknowledged the value of the proposal for grave restoration and that the works would be funded by the Civic Society; however, there were concerns over the lack of detail in the proposal.

It was **AGREED** that Friends of Malvern's Cemeteries should be invited to resubmit their proposals with the following details:

- What are the exact locations of the graves?
- Details of the restoration works to take place
- Would access be required to the grave following restoration?

Proof must also be provided that reasonable efforts have been made to locate the grave owner and secure their permission for works.

It was further **AGREED** that no endorsement would be given to list graves as this was both unnecessary and restrictive.

7. **ROSEBANK GARDENS**

The Town Clerk gave an update on various items in Rosebank Gardens:

- Land slippage – legal advice has been sought.
- Bus shelter – recent damage to the stanchions caused by an unknown vehicle now needs to be repaired alongside the ongoing restoration works and will be the subject of an insurance claim.
- Obelisk – the new obelisk surrounded by Queen Elizabeth roses, in celebration of the Platinum Jubilee, has been unveiled by the Mayor. Cllr Peter Smith was thanked for organising this new feature which sits at the entrance to the gardens.

8. **WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC02/22 was received and accepted.

The new programme for the year 2022/23 showed all projects planned for the year. The road through the cemetery has been much improved by the new tarmac, hanging baskets are being put up throughout the town and summer bedding has been planted out. It was noted that this year, there had been a particularly high demand for hanging baskets from traders. Malvern in Bloom judging day is Friday 22 July, the same day as the Queen's Baton Relay comes through Malvern.

9. **TOWN COUNCIL EVENTS**

Platinum Jubilee - The Town Clerk reported that the event in Priory Park had been very well attended despite the wet and cold weather. The craft workshop was busy, nearly all the cakes provided were eaten and the bands were well received.

UNADOPTED

Many flags had been put up around town prior to the Jubilee weekend and comments were generally positive. Some funding from the district council had enabled the purchase of extra flagpoles.

The Chairman thanked Lyndsey and Clare, events officers, and Grahame from the operations team for their efforts at the event. The Mayor endorsed this and said he had been pleasantly surprised by how many people had attended the event.

Bands in the Park continues with its range of music, which most people seem to favour. The Town Clerk reminded councillors that stewards were still required for Sunday 10 and 31 July.

Armed Forces Day – this will take place on 26 June in Priory Park with attractions including:

- Malvern Hills District Brass Band
- Bows Battles and Blades – war time surgery and dentistry displays
- I Sing choir
- Art and craft workshop
- Parade by Boys' Brigade in memory of Paul Hern

Mayor's Bonanza – officers were finding it difficult to secure a funfair for the event despite best efforts in contacting nearly twenty funfairs. Although many are already booked, comments had been received that it was not worth the fairs setting up for one day and in the future, council will have to consider if funfairs would be allowed to operate for a longer period over the bank holiday weekend.

10. PLANNING CONSULTATIONS

Report OC03/22 was **NOTED**.

Cllr Mead raised planning application M/22/00677/FUL 36 Longridge Road. His concerns were that there had been two dwellings already built, but an application made to change the design of the third building would mean it would be very out of keeping not only with these two houses, but also with the surrounding properties.

It was **AGREED** that the Town Clerk would submit an objection to the planning application on behalf of the committee for the following reasons:

- It was overdevelopment of the site
- The request to change the design of the third plot was a completely new application and should be treated as such
- The third house would not be in keeping with the two houses already built on the site and with the surrounding dwellings and will negatively impact the street scene.

11. DATE OF NEXT MEETING

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 6 July 2022 at 6.00 pm.

The meeting finished at 7.30 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 6 July 2022

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

**HEALTH AND WELLBEING FAIR AND
MAYOR'S PEAKS CHALLENGE 2023**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Committee is recommended to agree that the Health and Wellbeing Fair and The Mayor's Peaks Challenge are held on Saturday 29 April 2023 as part of the well-dressing and water festival weekend.

2.2. The Health and Wellbeing Fair should be held in Priory Park alongside the registration and finish point for the Mayor's Peaks Challenge.

3. Background

3.1. After two years of cancellations and online events, the Health and Wellbeing Fair and Mayor's Peaks Challenge returned and was held on Saturday 30 April 2022.

3.2. The Health and Wellbeing Fair was held in a marquee in Rosebank Gardens and attracted twelve exhibitors who all paid a small fee of £30 to attend. The event was reasonably well attended during the day, but the space and topography of Rosebank Gardens caused some difficulties with space in the marquee and flat areas for demonstrations/taster sessions.

3.3. The Mayor's Peaks Challenge attracted approximately sixty-five walkers who took part in either the long walk from Bromsberrow or the short walk from British Camp. Registration was at The Coach House Theatre with buses taking walkers to their starting points and the finish was down the 99 steps and into the car park of the Mount Pleasant Hotel. Sponsorship was secured to cover many of the costs associated with this event and all entry fees went to the Ukraine DEC appeal.

3.4. Officers have reviewed the success of the 2022 events and have a number of suggestions for 2023.

a) After reviewing the date of the event and the fact that it is held on a bank holiday weekend, the conclusion is that this should remain the same. There are no other suitable dates in April 2023 and the current Mayor wishes the Peaks Challenge to raise funds for this charity Guide Dogs before the end of his mayoral year.

b) The venue of both events should be changed to Priory Park. This will allow the registration point and finish of the Mayor's Peaks Challenge to be held in the same location as the Health and Wellbeing Fair, thus saving on resources and making staffing the two events easier. Priory Park also provides a larger and flatter area for the Health and Wellbeing marquee along with demonstrations and taster sessions.

- c) Due to ongoing concerns with the possible spread of Covid, the securing of sponsorship and promotion of the Peaks Challenge in 2022 was left too late. If agreed, sponsorship should be secured as soon as possible with online entry and promotion to be launched in December 2022/January 2023.
- d) Take up of exhibition space within the Health and Wellbeing Fair was more difficult in 2022 than expected. Again, promotion should begin earlier with more widespread publicity to attract a wider range of exhibitors across fitness, wellbeing, health and therapy.
- e) A large amount of budget was used to pay for first aid cover. Officers have reviewed the needs of this event and other similar events, and believe the amount of cover was too extensive and could be scaled down without significant risk.
- f) A key part of the events is volunteers and marshals. An issue with signage on the Peaks Challenge in 2022 has indicated that as well as on-route signs and marshals, a volunteer should walk the route ahead of all participants to check route conditions.
- g) Ticket prices for the 2022 walk were agreed as follows:
 - Long walk - £20 per adult and £10 for a child
 - Short walk - £15 per adult and £7.50 for a child

However, in order to maximise ticket sales, an early bird offer was launched and therefore officers are proposing that ticket prices should be set between these two levels for 2023.

- Long walk - £18 per adult and £9 for a child
- Short walk - £14 per adult and £7 for a child

4. Financial Implications

- 4.1. The budget for the Health and Wellbeing Fair in 2023 has not yet been set and is suggested at £1,700. Exhibitors will be asked to pay a fee of £30 to attend.
- 4.2. The budget for the Mayor's Peaks Challenge in 2023 has not yet been set and is suggested at £1,000. Officers should be asked to secure sponsorship for event t-shirts, finishers' medals and rosettes.

5. Legal Implications

- 5.1. All appropriate licences for the day will be obtained by officers including the permission to use the Malvern Hills from Malvern Hills Trust and permission to use Priory Park from Malvern Hills District Council.
- 5.2. All risk assessments will be completed and signed off by Town Council staff.

End

Linda Blake
Town Clerk

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**ENVIRONMENTAL MATTERS – REVIEW OF ENVIRONMENTAL POLICY
AND ENVIRONMENTAL STRATEGY**

1. Purpose of Report

1.1. For decision.

2. Recommendation

2.1. Committee is recommended to set up a Task and Finish Group to review the Environmental Policy and Environmental Strategy.

3. Background

3.1. In September 2019, Full Council resolved to join with other councils in declaring a climate emergency. It was also resolved to form a Town Council Environmental Panel to review and update the Council's environmental policy.

3.2. In May 2021, Full Council approved and adopted a new Environmental Policy and Environmental Strategy at the recommendation of the Environmental Panel.

3.3. In line with council policy, a review of the Environmental Policy should take place at least once every four-year council term, and at more regular intervals as and when required to incorporate new global technologies as well as other, more local, issues.

3.4. During the last year, various operational difficulties have arisen with implementing the Environmental Policy, such as budget constraints, availability of machinery, limiting factors towards current and future technology, and unrealistic expectations.

3.5. At Annual Council on 11 May 2022, it was resolved to disband the Environmental Panel with immediate effect and to include all business relating to environmental matters on the Operations and Planning Committee as a standing agenda item. Therefore, it is recommended that a Task and Finish Group (of at least three members) is set up to carry out the review and bring any recommendations back to the Operations and Planning Committee for consideration.

3.6. It is noted that a Policy Review Task and Finish Group is currently reviewing other Town Council policies but due to the in-depth review and operational bias of this policy, officers are suggesting this is done separately.

4. Financial Implications

4.1. None.

5. Legal Implications

5.1. None.

End
Linda Blake
Town Clerk

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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
M/22/00824/ADV	Elgar Court Care Home, 35 St Andrews Road, Malvern, WR14 3PS	Chase	Installation of five post mounted directional signs, one wall mounted directional sign and one set of individual letters	Mr D Barchester	08/07/2022
M/22/00774/FUL	Land at (OS 7749 4958) Upper Interfields, Malvern	Dyson Perrins	Demolition of existing buildings. Erection of 24 holiday lodges, construction of 3 fishing lakes, alts to existing pond. Construction of access road and associated landscaping as approved under planning ref 01/01453/FUL - variation of condition 3	Mr Walter Beard	11/07/2022
M/22/00765/LB	Foley Arms Hotel, 14 Worcester Road, Malvern, WR14 4QS	Priory	Replace existing floor paving to rear terrace with Astroturf	J D Wetherspoon	11/07/2022
M/22/00804/FUL	Site of former barrack stores, Qinetiq, St Andrews Road, Malvern	Chase	Proposed development of 33 affordable dwellings (variation of conditions 2, 19 & 24 Ref. 19/01298/FUL	Hamelin Partnerships	11/07/2022
M/22/00687/HP	27 Avenue Road, Malvern, WR14 3AY	Chase/Pickersleigh	Demolition of sheds and walkway and erection of single-storey extension. Demolition of existing garage and erection of double garage.	Mr & Mrs J & C Cox	15/07/2022
M/22/00686/HP	21 Guarlford Road, Malvern, WR14 3QW	Chase	Demolition of single storey UPVC extension and replacement with single storey extension to side plus loft conversion.	Mr John Church	18/07/2022
21/02234/CU	Leigh Sinton Farm And Nurseries Ltd Lower Interfields, Malvern WR14 1UU	Dyson Perrins	Conversion of Agricultural Building to Holiday Let	Leigh Sinton Farm and Nurseries Ltd	21/07/2022