



# **MALVERN TOWN COUNCIL**

## **FULL COUNCIL**

### **REPORTS**

**For meeting on Thursday 4 August 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road**

# MALVERN TOWN COUNCIL

Town Clerk  
28-30 Belle Vue Terrace  
Malvern  
Worcs  
WR14 4PZ  
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28 July 2022



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## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Thursday 4 August 2022 in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern 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.	<b>Apologies for Absence</b> To note apologies for absence.
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests.
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the Minutes of the previous Full Council meeting: ➤ 23 June 2022 (already issued)
<b>Public Participation</b> <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.	<b>Mayor's Announcements</b> ➤ Verbal report
5.	<b>Update on Town Council Operations and Activities</b> ➤ Verbal update by the Town Clerk
6.	<b>Reports by County and District Council Representatives in Attendance</b> ➤ Verbal reports or written submissions as appropriate.
7.	<b>Town Council Ward Reports/Representatives on Outside Bodies</b> ➤ Verbal reports

<b>8.</b>	<b>Members Questions</b> ➤ The Chairman will invite members who have written in with questions to present them to Council.
<b>9.</b>	<b>Notice of Motion – 20s Plenty Campaign</b> ➤ Cllr Clive Hooper and Cllr Cynthia Palmer
<b>10.</b>	<b>Appointment of Newly Elected Councillors to Committees</b> ➤ Report CL01/22 to follow
<b>11.</b>	<b>Appointment of Member to Policy Review Task and Finish Group</b> ➤ Report CL02/22 to follow
<b>12.</b>	<b>Operations and Planning Committee Recommendations</b> The Chairman of Operations and Planning Committee to present any recommendations for approval by Council from the meeting held on 7 July 2022 ➤ Report CL03/22 to follow
<b>13.</b>	<b>Emergency Decision Making Group</b> ➤ Report CL04/22 to follow
<b>14.</b>	<b>Insurance Contract Renewal</b> ➤ Report CL05/22 to follow
<b>15.</b>	<b>Report from ARCOS – Delayed Large Grant</b> ➤ Report CL06/22 to follow
<b>16.</b>	<b>Planning Consultations</b> ➤ Report CL07/22 to follow
<b>Exclusion of the Press and Public</b> <i>To resolve pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i>	
<b>17.</b>	<b>Sale of 28-30 Belle Vue Terrace</b> ➤ Report CL08/22 to follow
<b>18.</b>	<b>Date and Time of Next Meeting</b> ➤ Wednesday 7 September 2022 at 6.00 pm

**UNADOPTED**

**MINUTES OF COUNCIL MEETING OF  
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Malvern Hills District Council, Avenue Road  
on Thursday 23 June 2022, at 6.00 pm**

**Councillors**

Present

N Houghton (Chairman)  
C Hooper (Vice Chairman)  
C Fletcher  
J Leibrandt  
L Lowton  
D Mead  
R McLaverty-Head  
P Smith  
A Stitt  
D Watkins

**Absent**

J Ashington-Carter (apologies)  
C Bovey  
L Lambeth (apologies)  
N Mills  
J O'Donnell  
C Palmer (apologies)  
J Satterthwaite (apologies)

**Also, in attendance**

L Blake – Town Clerk  
L Davies – Minute Clerk

Cllr Natalie McVey, WCC  
Cllr Kaleem Aksar, MHDC

**36. APOLOGIES FOR ABSENCE**

Apologies for absence from Councillors Jack Ashington-Carter, Lynne Lambeth, Cynthia Palmer, and Jack Satterthwaite were **NOTED**.

**37. DECLARATIONS OF INTEREST**

Cllr Nick Houghton – agenda item 9, Malvern Pride: Cllr Houghton's spouse sits on the organising committee.

**38. 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, to be signed by the Mayor:

- Full Council meeting 11 May 2022.

**39. MAYOR'S ANNOUNCEMENTS**

The Mayor reported that he will be hosting a charity ball on 2 September at Worcestershire Golf Club. Tickets are £35 each and available from the Town Council website.

His charity for the year is Guide Dogs, and he, along with Town Council Officers, have already met with volunteers from the Guide Dogs association.

**40. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

The Town Clerk updated Council as follows:

Demolition of Victoria Park Pavilion: this will begin on Monday 4 July and will be completed before the start of the summer holidays.

## UNADOPTED

By-elections: Officers have received confirmation from MHDC that a by-election has been called for all three of the current Town Council vacancies. Following a point raised about costs at the last Council meeting, the Town Clerk has requested details regarding number of electors and costs of polling cards and if necessary, will call a meeting of the Emergency Decision Making Group to make a decision as to whether polling cards should be issued.

Bands in the Park Season 2022: there has been a good response to this year's varied programme of Bands in the Park. So far, two brass, one jazz, one folk, a Red-Hot Chilli Peppers Experience and a cover band have played in Priory Park.

Armed Forces Day will take place on Sunday and will run from 12 noon until 4:30pm. It will include a range of music, children's activities and entertainment, and displays by cadet groups and veteran organisations.

Recruitment: Martin Stevenson, a long-standing member of the Operations Team, is leaving at the end of June and therefore the Council has been recruiting for a new member of staff. Martin was transferred over from Malvern Hills when the Town Council was formed, and therefore is the longest serving member of staff. The Mayor has agreed to fund a leaving gift from his Mayoral Allowance.

### 41. **REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE**

Cllr Natalie McVey, County Councillor:

- Malvern Hills District has housed the second highest number of families from Ukraine with 118 host families and 288 guests but this is actually the highest number when taking into account population size.
- Two full time staff members have been employed for a 12-month period as connect workers to liaise with the Ukrainian families.
- An information event to welcome the Ukrainian families and hosts will be taking place at Malvern Vale Community Centre on Saturday 25 June.
- Cllr McVey has been working with housing providers to prevent 'furniture poverty'. Families and individuals in need of housing are experiencing what is known as furniture poverty, meaning that people are moving into properties that are completely unfurnished – no carpets, light bulbs etc and are struggling to afford to buy these items. Considering this issue, housing providers are being asked to offer both furnished and unfurnished accommodation.
- Cllr McVey has been working to help with the rehabilitation of offenders and to try to prevent offenders being released on a Friday afternoon with no support from housing/support officers over the weekend period.
- Unfortunately, domestic violence figures have seen an increase. Full-time staff have thirty caseloads each and a further member of staff would be required to support any further increase in domestic violence issues.
- There are ongoing Highways works in respect of roads, pathways, road closures and issues from flooding and drainage.

## UNADOPTED

Cllr Kaleem Aksar, District Councillor:

- With regards to the speculative planning application between Malvern Link and Newland, there are continuous technical disagreements as to whether permission will be granted or not.
- The lease for the woodland area by the retail park is now with MHDC.
- Traders in Malvern Link are working on a plan for road closures for their Christmas event, however there are a number of logistical issues which need to be worked through.

Reports from Worcestershire County Councillors Karen Hanks and Beverley Nielsen had already been circulated.

### 42. **TOWN COUNCIL WARD REPORTS/REPRESENTATIONS ON OUTSIDE BODIES**

Cllr Clive Hooper:

- CALC - there have been no CALC meetings, but one is scheduled for the last week in June.
- Malvern Hills College Task Force Group – things are moving in the right direction with funding streams being secured from MHDC and WCC.

### 43. **MEMBERS QUESTIONS**

There were no members' questions.

### 44. **NOTICE OF MOTION – MALVERN PRIDE 2022**

***Following the Chairman's declaration of an interest, Cllr Clive Hooper took the chair for this agenda item.***

It was **RESOLVED** that Malvern Town Council should support the Malvern Pride event to be held in Priory Park on Saturday 30 July in the following ways:

- i. Promoting the event on the Malvern Town Council website and social media.
- ii. Flying the Rainbow flag on the Council building on Belle Vue Terrace and on the flagpole at Great Malvern Library, as agreed in the Council's approved Flag Flying Policy.
- iii. Flying of Rainbow flags on every other flagpole in Church Street, Belle Vue Terrace, and Worcester Road, this being the main part of town in respect of the Pride event being held in Priory Park (flags to be provided by Malvern Pride). Malvern Town Council Operations staff will change flags over on Monday 25 July and then back again on Monday 8 August.

It was **AGREED** that the issue of whether the 'Progress flag' or 'Rainbow flag' would be flown would be left up to the Pride Committee.

- iv. To avoid multiple requests, the flying of flags on the flag poles within the town will be limited to the flags listed in the Malvern Town Council Flag Flying Policy and only upon official request submitted to Full Council. For any request to be

## UNADOPTED

considered a physical event should be taking place in the Town during the time the request is made for.

***Cllr Nick Houghton returned to the Chair for the remainder of the meeting.***

### **45. ADOPTION OF COUNCILLOR CODE OF CONDUCT**

Report CL01/22 was received and accepted.

It was **RESOLVED** that Council adopt the new amended version of the Code of Conduct.

### **46. POLICY & RESOURCES COMMITTEE RECOMMENDATIONS**

Report CL02/22 was received and accepted and the Chairman of Policy and Resources Committee, Cllr Clive Hooper, presented the recommendations from the meeting held on 25 May 2022.

#### **i. Minute 8 Quarterly Accounts – fourth and final quarter 2021/22 January, February and March 2022**

It was **RESOLVED** that Council approve the Quarterly Accounts for the fourth and final quarter, ending 31 March 2022.

### **47. AUDIT COMMITTEE RECOMMENDATIONS**

Report CL03/22 was received and accepted. In the absence of both the Chairman and the Vice-Chairman of Audit Committee, the Mayor presented the recommendations from the meeting held on 8 June 2022.

#### **i. Minute 6 Annual Internal Audit Report – Financial Year Ending 31 March 2022**

It was **RESOLVED** that of the Internal Audit Report 2021/22 of the Council's Internal Auditor be accepted.

#### **ii. Minute 7 Review of the Effectiveness of the System of Internal Control**

It was **RESOLVED** to note and agree that a satisfactory review of the systems of internal control had been completed during 2021/22.

### **48. YEAR END ACCOUNTS 2021/22**

Report CL04/22 was received and accepted and the Town Clerk outlined the main points from the year end accounts.

It was **RESOLVED** to approve and adopt the Year End Accounts for 2021/22.

Councillors thanked the Town Clerk and all the staff for their hard work throughout the year.

### **49. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22**

Report CL05/22 was received and accepted, and the recommendations taken separately:

- i. Council **CONSIDERED** and **APPROVED** Section 1 of the AGAR – Annual Governance Statement 2021/22 and **ENSURED** it was signed and dated by the Chairman and Town Clerk.

## UNADOPTED

- ii. Council **CONSIDERED** and **APPROVED** Section 2 of the AGAR – Accounting Statements 2021/22, **APPROVED** the Accounting Statements by resolution and **ENSURED** they were signed and dated by the Chairman.
- iii. Council **NOTED** the Annual Internal Audit Report 2021/22 as page 3 of the AGAR.
- iv. Council **AGREED** that the fully completed AGAR for 2021/22 should then be submitted with the appropriate supporting information to the external auditor.

### 50. **PLANNING CONSULTATIONS**

Report CL06/22 was received.

21/01513/FUL, 41 Geraldine Road, Malvern

It was noted that further amendments had been made in relation to the planning application at 41 Geraldine Road, but as these did not significantly change the application, it was **AGREED** that no further comments were required.

### 51. **DATE AND TIME OF NEXT MEETING**

It was agreed that the date of the next meeting would be Thursday 4 August 2022 at 6.00 pm in Malvern Hills District Council Chamber.

The meeting finished at 7pm.

.....  
(Chairman)





**RESOLUTION MOVED ON NOTICE – Standing Order 9**  
**A MEETING OF MALVERN TOWN COUNCIL**  
**to be held on Thursday 4 August 2022 at 6.00 pm**  
**in the Council Chamber, Malvern Hills District Council, Avenue Road**

**20'S PLENTY CAMPAIGN**

**Proposal**

That Malvern Town Council:

1. supports the 20's Plenty for Worcestershire campaign;
2. calls on Worcestershire County Council to implement 20mph in Malvern; and
3. will write to Worcestershire County Council to request 20mph speed limits on streets throughout Worcestershire where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.

**Background**

1. The campaign group "20's Plenty for Us" is asking Parish and Town Councils in Worcestershire to pass a motion to support the campaign for 20mph where people live, work and play. Each local council that does will help to achieve a 20mph speed limit on roads, with exceptions where 30mph is demonstrably safe, particularly for vulnerable road users; and demonstrate to the Highways Authority the demand for 20mph county-wide, making it both cheaper and easier to implement across the county and achieving better driver compliance.
2. Speed limits are set by Worcestershire as the Highway Authority, which also makes Traffic Regulation Orders to erect signs or change other road features like paint roundels or remove centre lines. Demonstrating widespread local community support is critical to securing the County's agreement to implement 20mph widely. Other counties, such as Lancashire and Sefton in England, have agreed 20mph for every settlement, as have counties throughout Wales. Scotland has promised to offer 20mph widely and places like Warrington have 20mph in all their satellite villages.
3. There has recently been a change of cabinet member for transport at Worcester County Council (WCC) from Cllr Alan Amos to Cllr Mike Rouse, and in light of WCC's upcoming review on speed policy, a 20mph motion from many parish councils matters. It demonstrates the grass roots popularity that the majority of people feel the need (70+% in surveys) for 20 mph limits where they live.
4. Please support a vote for normalising 20mph where people live, shop, work, learn and play. This does not involve Malvern Town Council paying for it – the County Council or government grants can fund it. This proposal would reduce casualties by 69 per year - and pay for itself in 6 months. The authorities of 28 million people in the UK have already agreed this policy.

Background information on 20mph speed limits

**Accepted** as normal by local authorities where 25m people in the UK live, including the whole of Wales and (soon) Scotland. 20mph is global best practice where people mix with motor traffic.

**Popular:** Government and other surveys consistently find 70% support in residential streets which rises after 20mph limits are introduced.

**Affordable and cost effective**, with multiple societal, environmental, economic, and climate benefits.

**Prioritise quality of life:** 20mph helps to create places where human activity, including walking, cycling and social interaction, takes precedence over traffic.

**Safer:** The UK's Department for Transport estimates that speed a reduction of 1mph in built-up areas reduces casualties by 6%. 20mph schemes typically lead to up to 20% fewer casualties.

**Better for the environment:** 20mph reduces CO2 emissions by 26% and NOx by 28% compared with 30mph and is 50% quieter.

**Enforceable**, like any speed limit.

**Little impact on journey times:** The 'stop-start' nature of traffic in built up areas is a much more significant factor. Roads can stay at 30mph where the needs of vulnerable road users are met. Bus journeys and timetables times are generally unaffected.

**Speed reductions** occur, even without regular Police enforcement, to the benefit of all road users. Note: all new car models will have in-car speed limiters from 2022.

**Few signs needed:** 1 or 2 signs on entry and some repeaters to remind drivers and no need for physical calming.

**Sustainable:** Ties in closely with other policies to address climate change, improve air quality and enable more people to walk and cycle – especially for short journeys.

*Signed schemes and public engagement are cost-effective and offer seven times better value for money than heavily-engineered schemes.*

More on Benefits of Wide Area 20mph

**Wide area 20mph is 7x more cost effective**

**Safer streets for all, particularly children and the elderly**

Significantly reduced risk of serious injury, especially for vulnerable road users together with less fear and intimidation from motor vehicles. Children under 14 years old cannot correctly judge traffic speeds and adults have to keep them safe by setting speed limits and driving at speeds that reduce danger. Being hit at 20mph is around 7x less serious than being hit at 30mph. It's like falling from the 1st floor rather than the 3rd floor of a building.

**More time to see...**At 20mph your range of vision is greater, enabling you to anticipate danger better.

**...and more time to stop** Not only do you see danger earlier, you can stop more quickly. At the point that a car going at 20mph has stopped, a car at 30mph is still travelling at 24mph.

**Promoting healthy lifestyle: better public health, less pollution, better community**

Inactivity and pollution are major causes of early death in the UK and 20mph is associated with higher levels of activity.

As well as reducing obesity, heart disease and loneliness, increased walking and cycling reduces pollution, improves sleep patterns (vehicles at 20mph emit 50% less noise than at 30mph), makes people less anxious and more sociable. The elderly and vulnerable retain independent mobility longer, keeping them self-sustaining in daily life which reduces social care costs. Children can play out and learn independent mobility, with less taxi duty for parents and carers. Finally, 20mph enables lifestyle changes, renewed community life and a positive atmosphere. Our towns and villages will be more attractive, liveable and sustainable places.

### **Enforcement**

As with any speed limits, 20mph is enforceable. Individual police forces choose to place different priorities on speed management. Some, such as Avon and Somerset and Metropolitan Police are very active; others less so.

Even without regular enforcement 20mph limits reduce speeds, collisions and casualties, particularly where there is driver education through community engagement, such as Community Speedwatch.

Compliance will increase over time, as drivers become used to 20mph. Compliant drivers effectively become pacer vehicles to enforce 20mph on the traffic behind them.

The introduction of “in car speed limiters” – likely to be mandatory on new models from 2022 and all vehicles from 2024 – will further increase compliance without external enforcement. Although drivers can choose to override the limiter, most will welcome the reassurance that they are not breaking the law inadvertently. Vehicles will also have black boxes fitted, which can record the speed limit in the event of a collision, affecting a driver’s liability.

### **Strengthening the local economy**

20mph aids local business as people want to shop, socialise and live in 20mph places. Helps fight the trend to online buying towards the local economy and, in particular, our local high streets and town centres.

### **Lowering the cost of traffic danger**

Road casualties are responsible for the loss of over 2% of GDP. Collisions are predictable and preventable. Introducing a safer system by reducing speed brings down casualties, saves money as well as pain and suffering. The trend towards 20mph is well-established in the UK and other countries.

Wide area 20mph limit schemes typically cost no more than £5-6 per head. Where several places are made 20mph, together some costs, such as the Traffic Regulation Order, can be shared. Larger areas tend to be cheaper per person, since they required fewer signs.

20mph is not expensive and the investment cost brings benefits for years; typically it pays back within months. A calculator on the 20’s Plenty website can show the cost benefit for your Highway Authority: [https://www.20splenty.org/cost\\_benefit\\_calculator](https://www.20splenty.org/cost_benefit_calculator).

### **Signed only limits reduce road speeds**

Road safety is improved even without 100% compliance with a 20mph limit. Studies show that reductions in average speeds are achieved without physical traffic calming or enforcement and such reductions are greatest on faster roads. Even relatively small changes in average speed result in significant casualty savings.

Over time, as 20mph limits become more established and in-car speed limiters become more widespread, compliance levels will increase and average speeds reduce further.

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

**to be held on Thursday 4 August 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road**

**APPOINTMENT OF NEWLY ELECTED COUNCILLORS TO COMMITTEES**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council is recommended to agree the following appointments to committees:
- i. One new councillor should be appointed to Policy and Resources Committee
  - ii. Two new councillors should be appointed to Operations and Planning Committee

**3. Background**

- 3.1. A Town Council may arrange to discharge any of its functions through a committee or sub-committee. Malvern Town Council has two main committees: Policy and Resources, and Operations and Planning, with all Town Councillors sitting on one of these committees. A number of other committees and task and finish groups also exist, and Councillors are normally appointed onto these at the annual council meeting each year.
- 3.2. Following a number of resignations, the Town Council has had three vacancies, two in Link ward and one in Chase ward. Although a by-election was requested by electors for all three vacancies, the new councillors in Link ward have been elected unopposed with two candidates standing for two vacancies.
- 3.3. Kaleem Aksar and Freya Matthews-Jones have been elected unopposed as councillors for the Link ward of Malvern Town Council. A by-election is due to be held in Chase ward on 11 August with two candidates standing for election.
- 3.4. Council can now agree to appoint the two elected councillors onto either Policy and Resources Committee or Operations and Planning Committee and the final vacancy will be filled by the successful candidate from the Chase ward by-election.
- 3.5. Membership of committees must be agreed and endorsed by Full Council. An updated list of committees, and task and finish groups is attached at Appendix A to this report.

**4. Financial Implications**

- 4.1. None pertaining to this report.

**5. Legal Implications**

- 5.1. The Town Council has adopted a set of standing orders to regulate its business and proceedings. These include rules governing meetings.
- 5.2. Councillors are appointed to committees and task and finish groups every year at the annual council meeting held in May.

End

Linda Blake  
Town Clerk

**AGENDA ITEM 10**  
**APPENDIX A**

<b>Policy and Resources Committee</b> <b>9 members</b> <b>Quorum 5</b>	Cllr Jack Ashington-Carter
	Cllr Clive Fletcher (Ch)
	Cllr Clive Hooper
	Cllr Ronan McLaverty-Head
	Cllr Neville Mills
	Cllr James O'Donnell
	Cllr Jack Satterthwaite (V-Ch)
	Cllr Aidan Stitt
	Vacancy
<b>Operations Committee</b> <b>10 members</b> <b>Quorum 6</b>	Cllr Caroline Bovey
	Cllr Lynne Lambeth
	Cllr Josephine Leibrandt
	Cllr Lou Lowton
	Cllr David Mead
	Cllr Cynthia Palmer (Ch)
	Cllr Peter Smith
	Cllr David Watkins (V-Ch)
	Vacancy
	Vacancy
<b>Audit Committee</b> <b>5 members</b> <b>Quorum 3</b>	Cllr Caroline Bovey
	Cllr Lynne Lambeth
	Cllr David Mead
	Cllr Cynthia Palmer
	Cllr David Watkins

**AGENDA ITEM 10**  
**APPENDIX A**

<b>Victoria Park Pavilion Task and Finish Group</b> <b>7 members</b> <b>Quorum 3</b>	Cllr Clive Hooper
	Cllr Lynne Lambeth
	Cllr Josephine Leibrandt
	Cllr Neville Mills
	Cllr Cynthia Palmer
	Cllr Peter Smith (V-Ch)
	Cllr David Watkins (Ch)
<b>Policy Review Task and Finish Group</b> <b>5 members</b> <b>Quorum 3</b>	Cllr Jack Ashington-Carter
	Cllr Clive Fletcher (V-Ch)
	Cllr David Mead (Ch)
	Cllr Aidan Stitt
	Vacancy
<b>Emergency Decision Making Group</b> <b>6 members</b> <b>Quorum 4</b>	Mayor
	Deputy Mayor
	Chairman of P & R Committee
	Vice Chairman of P & R Committee
	Chairman of OAP Committee
	Vice Chairman of OAP Committee

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**APPOINTMENT OF MEMBER TO POLICY REVIEW TASK AND FINISH GROUP**

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Council is asked to appoint a new member to the Policy Review Task and Finish Group.

**3. Background**

- 3.1. At Full Council on 13 April, a Policy Review Task and Finish Group was set up to review the most overdue council policies; five members were selected to serve on this group.
- 3.2. Unfortunately, Cllr Taylor subsequently resigned from the Council leaving only four members. Quorum for task and finish groups is set at three and holding a meeting has proved difficult with only four members, so an additional member should be appointed.
- 3.3. The task and finish group is working through council policies to review and update them before forwarding them to Policy and Resources Committee for approval.

**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



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

**1. Purpose of Report**

- 1.1. For decision.

**2. Recommendation**

- 2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 6 July 2022 and listed below.
- 2.2. Recommendations to be presented by the Chairman of the Operations and Planning Committee or, if absent, the Vice-Chairman.

**Minute 15 Health and Wellbeing Fair and Mayor's Peaks Challenge 2023**

- i. It was **RECOMMENDED** 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.
- ii. It was **RECOMMENDED** that the Health and Wellbeing Fair should be held in Priory Park alongside the registration and finish point for the Mayor's Peaks Challenge.

**Minute 20 Environmental Matters – Review of Environmental Policy and Environmental Strategy**

- iii. It was **RECOMMENDED** that a task and finish group be set up to review the Environmental Policy and Environmental Strategy, consisting of the following councillors:
  - Cllr Lou Lowton
  - Cllr Josephine Leibrandt
  - Cllr David Mead

**3. Background**

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 3.2. Full Council is therefore asked to consider the recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.
- 3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued. The Terms of Reference being recommended are within the report at Agenda Item 9 for the meeting held on 9 February 2022.
- 3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

**4. Financial Implications**

4.1. Please see individual committee reports.

**5. Legal Implications**

5.1. Please see individual committee reports for specific details.

5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake  
Town Clerk

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

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**EMERGENCY DECISION MAKING GROUP**

**1. Purpose of Report**

- 1.1. For noting.

**2. Recommendation**

- 2.1. Full Council is asked to note the decision by the Emergency Decision Making Group to continue issuing polling cards for by-elections in August 2022.

**3. Background**

- 3.1. At the annual council meeting held in May, the issue of costs for by-elections arose. Cllr Hooper queried the legal requirement for polling cards and given the large costs already incurred, whether this may bring cost savings. The Town Clerk agreed to investigate.
- 3.2. The Town Clerk made enquiries with Malvern Hills District Council (MHDC) who are responsible for running elections in the district. MHDC confirmed that although they would advise against this decision, it is legal *not* to issue polling cards.
- 3.3. The electoral services manager at MHDC confirmed that the savings that would be made, should polling cards not be issued for the three by-elections scheduled for August, would be approximately £4,000. As two of the by-elections are in the same ward, giving some savings on costs, the Town Clerk estimated this to be between 20% and 25% of total cost.
- 3.4. A decision on the inclusion of polling cards was required in early July and therefore due to time constraints, the Emergency Decision Making Group was asked to consider this matter. The Town Clerk emailed full details to the Emergency Decision Making Group with the following decision required:

*Should the Town Council opt not to have polling cards at the three by-elections to be held in August 2022?*

The responses from the five panel members were:

- Yes – 1
- No – 3
- Did not respond – 1

- 3.5. Following the receipt of nominations, it has now been confirmed that only one by-election will be held on 11 August in Chase ward. Polling cards will be issued as normal in accordance with the decision made.

**4. Financial Implications**

- 4.1. The cost of a by-election is approximately £6,000 to £7,000 depending on size of ward. There is no budget allowed for by-elections so all costs incurred will be an overspend.

**5.     Legal Implications**

- 5.1.     Malvern Hills District Council are responsible for administering elections on behalf of the Town Council.
- 5.2.     All casual vacancies on the Town Council must be advertised and an election will be held to fill the vacancy, if within fourteen working days, a request for an election is made in writing to the returning officer at MHDC by ten electors in the ward.
- 5.3.     By-elections are conducted in the same way as ordinary elections.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Thursday 4 August 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road**

**INSURANCE CONTRACT RENEWAL**

**1. Purpose of Report**

- 1.1. For noting.

**2. Recommendation**

- 2.1. That Council notes the renewal of the insurance contract on 1 August 2022. This will be the third and final year of the contract as agreed in July 2020.

**3. Background**

- 3.1. In 2020, officers researched the costs of both 1-year and 3-year insurance contracts to compare and analyse the cost benefits of a longer term agreement against the flexibility of a shorter term agreement which is renewed annually.
- 3.2. Based on the findings, Policy and Resources Committee agreed to a 3-year insurance contract with WPS, running from 1 August 2020 until 31 July 2023.
- 3.3. The quoted premium remains constant for each year adjusted by an inflation index and with any changes reflecting changes in vehicles and/or machinery as well as any adjustments in the level of cover required.
- 3.4. The Town Council's standing orders require that the insurance contract is reviewed annually to ensure its continuing suitability. This review is normally undertaken by Policy and Resources Committee in July, but as the meeting was cancelled, this item has been referred to Full Council for noting.
- 3.5. The Council's insurance contract is comprehensive covering all Town Council property, equipment, business activities, liabilities, fidelity, legal expenses and personal accidents.
- 3.6. The Town Clerk and Operations Manager have recently met with the Council's account manager and reviewed the policy to ensure that all the policy information is up to date so that full cover is provided during the year.
- 3.7. Any changes to the cover required must be reported immediately and in the case of new vehicles and/or additions to the policy may result in an additional charge during the year.

**4. Financial Implications**

- 4.1. The renewal cost for 2021/22 was as follows:

CouncilGuard	£15,317.79
Fleet rated commercial mower	£2,718.60
<b>Total</b>	<b>£18,036.39</b>

- 4.2. Insurance renewal costs for 2022/23 are as follows:

CouncilGuard	£15,781.87
Fleet rated commercial motor	£2,718.60
<b>Total</b>	<b>£18,500.47</b>

4.3. The insurance budget for 2022/23 was set at £18,500.

**5. Legal Implications**

5.1. The Town Council is now in the final year of a 3-year insurance contract with WPS. This contract ends on 31 July 2023.

5.2. Under statute, the only mandatory cover for councils is employer's liability, this is included up to £10,000,000.

5.3. Public liability is not mandatory in law but indemnity of £15,000,000 is included in the policy.

End

Linda Blake  
Town Clerk

# Malvern Town Grant

## Summary Report

Malvern Town Council awarded ARCOS £3,500 towards the cost of creating an all-weather outdoor play area at The ARCOS Centre in Malvern

The grant was awarded in 2019, then deferred until May 2021, due to the impact of Covid-19 and the requirement for planning permission for the erection of a pergola. The work was fully completed in time for the school holidays in July 2022.

ARCOS is delighted to have the benefit of a soft surface play area for our young clients and the all-weather protection provided by the pergola above part of the green soft surface shown in the photographs.

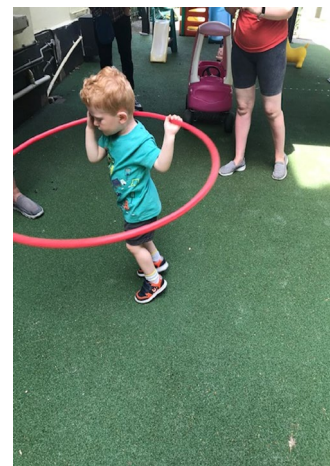


13 year old Samuel Walker commented *"The new spongy green floor outside ARCOS is amazing!"*

Before .....



and after....



**A BIG THANK YOU TO MALVERN TOWN COUNCIL!**





#### Costings

Soft Surfaces - Dark Green Wetpour -	£4680.00 ex VAT
Planning Consent Application	£2510.33 ex VAT
Woodberry - Larger Gazebo –	£7455.00 ex VAT

In addition, fundraising has enabled ARCOS to resurface an adjoining part of the garden and erect a second pergola.



**A REPORT OF THE TOWN CLERK TO  
THE ANNUAL MEETING OF MALVERN TOWN COUNCIL  
to be held on Thursday 4 August 2022 at 6.00 pm  
in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern**

**PLANNING CONSULTATIONS**

**1. Purpose of Report**

- 1.1. For comment as necessary.

**2. Recommendation**

- 2.1. The Council 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. A Councillor can be nominated 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 specific planning 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 16**  
**REPORT CL07/22**

<b>Application Number</b>	<b>Location</b>	<b>Ward</b>	<b>Description</b>	<b>Applicant</b>	<b>Comments by</b>
<a href="#">M/22/00966/FUL</a>	Malvern College, House 8 - Girls Boarding Accommodation at College Road, Malvern, WR14 3DF	Priory	Removal of ground floor window, alteration of structural opening and installation of a new external double door.	Mr Daniel Landon	04/08/2022
<a href="#">M/22/00972/HP</a>	Flat 2, 16 Lower Howsell Road, Malvern, WR14 1EF	Link	New first floor roof lantern	Mr R Lidstone	05/08/2022
<a href="#">M/22/00825/ADV</a>	Unit 2, 4 Richmond Road, Malvern, WR14 1NE	Link	Sign outside the shop	Sunbeans	08/08/2022
<a href="#">M/22/00968/FUL</a>	65 Bellars Lane, Malvern, WR14 2DJ	Chase	Demolition of bungalow and erection of two semi-detached houses.	Mr Paul Brookes	10/08/2022
<a href="#">M/22/01051/FUL</a>	33 Highfield Road, Malvern, WR14 1HR	Link	An amendment to a current approved application 20/02042/FUL for a single new dwelling and associated works in the land attached to 33 Highfield Road, Malvern, WR14 1HR	BK Development Limited	10/08/2022
<a href="#">M/22/00899/HP</a>	74 Cedar Avenue, Malvern, WR14 2SF	Link	Erection of an oak framed office and store	Mr Peter Lynch Williams	17/08/2022
<a href="#">M/22/00441/HP</a>	3 Ashdown Close, Malvern, WR14 2RA	Pickersleigh	Remove single storey flat roof side outhouse and erect a two storey pitched roof side extension with associated internal alterations including removal of chimney stack	Mr Aaron Gardner	17/08/2022
<a href="#">M/22/01029/LB</a>	Park View, 33 Abbey Road, Malvern	Priory	The addition of steel frame work to support a corroded balcony, plus the necessary cladding to make the proposed works match the existing building.	Park View Malvern Ltd	19/08/2022