



MALVERN TOWN COUNCIL

OPERATIONS AND PLANNING COMMITTEE

REPORTS

24 August 2022

6.00 PM

MALVERN TOWN COUNCIL

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



17 August 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), K Aksar, C Bovey, L Lambeth, J Leibrandt, L Lowton, F Matthews-Jones, 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 24 August 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 be 'Charles Porter'.

Charles Porter
Deputy 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">➤ 6 July 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.	Town Council Events 2022 <ul style="list-style-type: none">➤ Verbal update
5.	Refurbishment of Play Area at Michael's Crescent <ul style="list-style-type: none">➤ Report OC01/22 to follow
6.	Field of Remembrance 2022 <ul style="list-style-type: none">➤ Report OC02/22 to follow

7.	Work Programme and Operations Update ➤ Report OC03/22 to follow
8.	Environmental Matters ➤ Report OC04/22 to follow
9.	Planning Consultations ➤ Report OC05/22 to follow
10.	Date of Next Meeting ➤ Wednesday 21 September 2022 at 6pm

**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 6 July 2022 at 6.00 pm**

Present

Councillors

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

Absent

C Bovey

Apologies

D Watkins

Also in attendance

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

Five members of the public representing
Malvern Civic Society

12. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr David Watkins were noted.

13. DECLARATIONS OF INTEREST

Cllr David Mead – item 10, Planning consultations, 41 Geraldine Road. Cllr Mead lives on the boundary of the proposed development.

14. 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 7 June 2022.

PUBLIC PARTICIPATION

Mr Andrew Huntley spoke on behalf of the Malvern Civic Society to express their wish to carry out various works in Great Malvern Cemetery, including restoration of graves, and paying for a cemetery management plan by Caring for God's Acre. He said that the society was keen to work with the Town Council and its required guidelines.

Elizabeth Adlam said she would like to see a tree trail of the trees in the cemetery to help with identification, similar to the Dudley Brook Tree Trail in Priory Park, and that she had concerns over the preservation of various trees. The Operations Manager assured the meeting that as the cemetery is in a conservation area, trees are only removed if dead and/or unsafe, and with the permission of the district council's tree officer.

Roger Sutton mentioned that the society were hoping to secure £15,000 from a crowd funding scheme and that this could be for works in the cemetery. He also mentioned that the society had some bird boxes they would like to put up in the cemetery and some modest planting they would like to carry out and understood that these would both require liaison with the Operations Manager.

Members of the Civic Society were reminded that these items had been discussed at the last Operations and Planning Committee meeting, and it had been agreed that whilst grave restoration was of interest, the usual permissions had to be

UNADOPTED

sought, and that the cemetery management plan from Caring for God's Acre was not required.

The Chair summed up by reminding the members of the society present that further information had been requested by the Town Clerk on behalf of the council to answer various questions, and this information was awaited.

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

Report OC01/22 was received and accepted.

The Town Clerk outlined the successes of the 2022 event, along with some suggestions for improvements in 2023. Officers felt that a change of venue would be beneficial so that both events could be run directly alongside one another.

- 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.

16. **HEART OF ENGLAND IN BLOOM, JULY 2022**

The Operations Manager outlined the route that the judges would take on 22 July. Malvern was judged last year on the portfolio alone, but this year the same judges will make their first visit to Malvern.

17. **TOWN COUNCIL EVENTS 2022**

The Town Clerk reported on various events as follows:

Bands in the Park – this has been very well received by members of the public so far and a questionnaire is being compiled to get feedback on the choice of bands and music.

Armed Forces Day – was well attended in Priory Park, a venue that participating groups have said they prefer. However, it proved difficult to get all of the cadet groups involved and Officers hope this will improve in 2023.

Mayor's Bonanza – the Events Officer will be off work for several weeks following an accident and Lyndsey Davies will take over the running of this event. Councillors will be needed to help on the day. The programme so far includes zorbing, tug of war, bumper carz and inflatable football darts. The Worcester Wolves will run a basketball fun day and Malvern Cycle Sport will set up a track for taster sessions. Refreshments will be in a food village catering to a variety of tastes.

Mayor's Charity Ball - this is booked for 2 September in aid of Guide Dogs, and will be held at Worcestershire Golf Club.

Mayor's Charity Quiz – on 14 October at the Mount Pleasant Hotel, ticket prices will include a fish or halloumi supper.

18. **WORK PROGRAMME AND OPERATIONS UPDATE**

Report OC02/22 was received and accepted.

The Operations Manager reported that works were going well, all bedding had now been changed over and hanging baskets were up; prices were being sought for refurbishment and repairs at play areas, and preparations for Malvern in Bloom were underway. The pavilion at Victoria Park was in the process of being demolished.

UNADOPTED

19. **ROSEBANK GARDENS**

The Operations Manager reported that repairs to the bus shelter at Rosebank Gardens continued following the damage caused by a passing vehicle. Metalwork fabrication was nearly complete and once erected, quotations for the glazing will be sought. The tin sheeting that will be fixed to the wall is expected to have a 25-year lifespan and should eliminate the need for constant repairs as in the past.

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

Report OC03/22 was received and accepted.

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

The reviewed documents would be presented to the Operations and Planning Committee for consideration at its October meeting.

21. **PLANNING CONSULTATIONS**

Report OC04/22 was **NOTED**.

21/01512/FUL 41 Geraldine Road, Malvern

Cllr Mead informed members that although further information had been submitted to the district council, it was difficult to find out exactly what amendments had been made, if any. However, it had been agreed to retain two trees previously marked for removal.

The Town Clerk updated committee that the council had already submitted an objection to this application and whilst amendments had been made, they did not affect the Town Council's response which still remains in place. Cllr Clive Hooper has been nominated to speak at the Southern Area Planning Committee when this application is placed on the agenda.

22. **DATE OF NEXT MEETING**

It was **AGREED** the next meeting of the Operations and Planning Committee would be held on Wednesday 24 August 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 24 August 2022
in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm**

REFURBISHMENT OF PLAY AREA AT MICHAEL'S CRESCENT

1. Purpose of Report

- 1.1. For noting and decision.

2. Recommendation

- 2.1. Committee is recommended to appoint company B to carry out the refurbishment of Michael's Crescent play area.

3. Background

- 3.1. As part of the 2022/23 budget, it was agreed to refurbish Michael's Crescent play area at an estimated cost of £15,000. Officers approached three companies to provide a quotation for the refurbishment based on a specification provided and the following prices were returned:

Company	Price
A	£15,325
B	£14,850
C	£15,625

- 3.2. The new equipment will include a two-deck play unit with all steel slide, access steps and play panels, and two sit-on spring riders and the safety surface will be refurbished.
- 3.3. All equipment is RoSPA approved and, once installed, will be subject to a RoSPA final inspection included as part of the quotation.

4. Financial Implications

- 4.1. £15,000 was set aside in the 2022/23 budget for the refurbishment of Michael's Crescent play area and therefore the project is within budget.

5. Legal Implications

- 5.1. Financial regulations state that items of expenditure within the annual budget, of over £10,000 must be approved by the appropriate committee.

End

Charles Porter
Operations Manager

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FIELD OF REMEMBRANCE 2022

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Committee is recommended to support and agree a budget of £1,200 for the biennial Field of Remembrance in Great Malvern Library Gardens from Thursday 10 November 2022 to Thursday 17 November 2022.

3. Background

- 3.1. Malvern Town Council first held a Field of Remembrance in the grounds of Great Malvern Library in November 2018 to mark the 100-year anniversary of the end of World War One.
- 3.2. In 2020, because of the Covid pandemic, a much-reduced event was held, without a ceremony and with schools attending separately to maintain social distancing. It is now hoped to hold a full commemorative event again in November 2022.
- 3.3. The Field of Remembrance is similar in nature to that held in Westminster Abbey. It will be officially opened by the Mayor and attended by civic dignitaries, schools and members of the public, with a short service and two-minute silence on Thursday 10 November, remaining open until 17 November 2022. During this period members of the public are invited to take part in remembering the fallen, and plant wooden crosses at their own convenience.
- 3.4. The Field of Remembrance symbolises a temporary military cemetery and is marked out on the garden area directly opposite the library as you walk down the main pathway keeping the flagpole to your right
- 3.5. Local primary schools and youth/cadet groups are encouraged to take part in the commemoration and are sent crosses so that they can write on the individual names of local service personnel that served in the Armed Forces and names of soldiers from the Malvern area who lost their lives in the two World Wars prior to planting.
- 3.6. It is estimated that a total of 900 crosses will be required. Council receives approximately 100 crosses free of charge from 'The Poppy Appeal' each year for the Armistice Day Service but will need to purchase an additional 800 crosses at a cost of £1.50 each.
- 3.7. The crosses will be purchased from the Royal British Legion Poppy Factory based in London, which employs ex-service personnel (particularly disabled), their widows and disabled dependents. All proceeds from Field of Remembrance

purchases (crosses) are passed to the Poppy Appeal and the Legion's work among the ex-service community.

4. Financial Implications

- 4.1. A budget of £500 has been allocated to Remembrance in 2022 and this covers the normal Remembrance Sunday observations such as bands and wreaths etc but does not allow for the purchase of crosses.
- 4.2. A budget of £1,200 is sought to purchase 800 wooden crosses at £1.50 per cross for the Field of Remembrance 2022.

5. Legal Implications

- 5.1. None.

End.

Author of Report:

Charles Porter
Deputy Town Clerk/ Operations Manager

Lyndsey Davies
Operations and Office Coordinator



Field of Remembrance November 2018

	2022									2023			COMPLETION DATE
	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	
<i>Victoria Park</i>													
Pitch refurbishment													29/06/22
Replace trim trail													
<i>Dukes Meadow</i>													
Pitch refurbishment													29/06/22
Tarmac pathway from Sherrards Green Road to DM													
<i>Lower Howsell</i>													
Pitch refurbishment													29/06/22
<i>Great Malvern Cemetery</i>													
Reinstatement of memorials													
Tarmacing of cemetery roadway													13/05/22
<i>Rosebank Gardens</i>													
Replace fencing, refurbish footpath on western boundary													
New fountain project													
Renovation of bus shelter outside RBG													
<i>Michaels Crescent</i>													
Refurbishment of play area													
<i>Various</i>													
Wetpour renewal - ongoing													
Removal of spring bedding													19/05/22
Planting of summer bedding													23/05/22
Removal of summer bedding													
Planting of spring bedding													
Hedgecutting													
Goal post dismantle/erection													29/06/22
Topping up of graves													
Christmas lights (erect and dismantle)													
Malvern in Bloom													
<i>Machinery Replacement</i>													
Mower													

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ENVIRONMENTAL MATTERS

1. Purpose of Report

- 1.1. For noting.

2. Recommendation

- 2.1. Committee is recommended to note progress on the following environmental matters:

Environmental Policy Review Task and Finish Group

- Chair to give a verbal update of the meeting held on 18 August 2022.

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.

4. Financial Implications

- 4.1. None.

5. Legal Implications

- 5.1. None.

End

Charles Porter
Operations Manager

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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 9
APPENDIX A

Application number	Location	Ward	Description of works	Applicant	Comment deadline
<u>21/01800/FUL</u>	Land at (OS 7742 4600) St Anns Road, Malvern	Link	Construction of a single dwelling with parking for four cars, currently the site is a vacant plot. ADDITIONAL INFORMATION RECEIVED - Reduction in footprint and size of proposed dwelling.	Mr Westacott	25/08/2022
<u>M/22/00910/FUL</u>	Wm Morrison Supermarkets Plc, Roman Way, Malvern, WR14 1PZ	Link	Erection of car windscreen repair facility (Use Class Sui Generis and associated signage.	Wm Morrison Supermarkets plc	29/08/2022
<u>M/22/00911/ADV</u>	Wm Morrison Supermarkets Plc, Roman Way, Malvern, WR14 1PZ	Link	Erection of car windscreen repair facility (Use Class Sui Generis and associated signage.	Wm Morrison Supermarkets plc	29/08/2022
<u>M/22/01041/HP</u>	58 Clarence Road, Malvern, WR14 3EQ	Chase	Replacement windows, doors and conservatory and garden room	Mr Julian Rhodes	29/08/2022
<u>M/22/01069/HP</u>	24 Alexandra Road, Malvern, WR14 1HQ	Link	Interior remodelling of layout on lower ground floor.	Mr and Mrs Whaley	01/09/2022
M/22/00572/FUL	110 Worcester Road, Malvern, WR14 1SS	Link	Proposed amendments to planning application 21/01753/FUL (alterations to commercial space on ground floor and 2no additional residential units above with new second floor rear extension for 2no apartments plus demolition of existing garage and sheds to rear of site and replace with parking and amenity space) to include new 2 bedroom bungalow to rear of site (overall net gain of 5 residential units). ADDITIONAL INFORMATION RECEIVED - CHANGE TO APPLICATION TO INCLUDE NEW 2 BEDROOM BUNGALOW TO REAR OF SITE	Mr Gerry Deegan	Comments on additional information only by 31/08/22
<u>M/22/00968/FUL</u>	65 Bellars Lane, Malvern, WR14 2DJ	Chase	Demolition of existing bungalow and erection of two pairs of semi-detached dwellings (four dwellings in total) ADDITIONAL INFORMATION RECEIVED - CHANGE IN DESCRIPTION. Comments on additional information only.	Mr Paul Brooks	08/09/2022